

IEIC Work Plan

July 1, 2020 – June 30, 2021

Please submit a completed work plan to Cat Tamminga by June 14, 2020 at cat.tamminga@state.mn.us

IEIC Chair/s:	Debra Luetmer, Miriam Lindblad, Rhonda Buysse, Jenny Trager, Stacey Steinbach, Cindy Loe, Jackie Saulsbury
Region:	06

Goal #1 What do you want to achieve this year?	Activity/Deliverable What will you do to achieve the goal?	Measureable outcome How will you know the goal is achieved?	Timeline for each activity/task	Optional: Which entity is responsible for the activity (i.e. state partner, IEIC, local stakeholder, etc.)?	Estimated Budget Allocation	Evaluation: How much did we do? How well did we do it? Is anybody better off? (to be completed throughout the year and submitted with 2020-2021 work plan)
Improve communication among stakeholders	Prepare and distribute e-Newsletter	Minimum of 4 newsletters	Within 3 weeks of quarterly IEIC meetings	IEIC (Facilitator)	\$1,750.00	
	Email distribution list	Mail Chimp analytics	Ongoing	IEIC (Facilitator)		
	Recruit parents for IEIC participation	Attendance/email engagement	Ongoing	IEIC	\$500.00	
				Goal #1 Budget Total:	\$2,250.00	

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Goal #2	Activity/Deliverable What will you do to achieve the goal?	Measureable outcome How will you know the goal is achieved?	Timeline for each activity/task	Optional: Which entity is responsible for the activity (i.e. state partner, IEIC, local stakeholder, etc.)?	Estimated Budget Allocation	Evaluation: How much did we do? How well did we do it? Is anybody better off? (to be completed throughout the year and submitted with 2020-2021 work plan)
Hire IEIC Facilitator to coordinate and facilitate IEIC Region 6 Meetings	Prepare and distribute agenda, minutes, workplans, relevant documents and information	IEIC member feedback	Quarterly	IEIC Facilitator	\$8,000.00	
	Co-chair liaison	IEIC co-chair feedback	Ongoing	IEIC Facilitator		
	Recruit IEIC members	IEIC member roster	As needed	IEIC Facilitator		
	IEIC Member Roster	Reviewed at quarterly IEIC meetings	Within 3 weeks of quarterly IEIC meetings	IEIC Facilitator		
	IEIC/ICC/MDE	Participation in calls, email communication, retreats	As scheduled	IEIC Facilitator		
	Goal #2 Budget Total:			Goal #2 Budget Total:	\$8,000.00	

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Goal #3	Activity/Deliverable What will you do to achieve the goal?	Measureable outcome How will you know the goal is achieved?	Timeline for each activity/task	Optional: Which entity is responsible for the activity (i.e. state partner, IEIC, local stakeholder, etc.)?	Estimated Budget Allocation	Evaluation: How much did we do? How well did we do it? Is anybody better off? (to be completed throughout the year and submitted with 2020-2021 work plan)
Conduct HMG public awareness outreach activities and training	Outreach to targeted groups via presentations, surveys and vendor expos to child care centers, medical facilities, early childhood classes, preschools, counties, jails, shelters	Number of events and participants reached	Ongoing	IEIC Facilitator	\$8,700.00	
	Secure and distribute referral materials and training presentations/public relations and advertising	IEIC/Stakeholder feedback	As budget allows	IEIC Facilitator	\$3,050.00	
Goal #3 Budget Total:					\$11,750.00	
Total Budget Estimate:					\$22,000.00	

Our region hires a coordinator as a part of our IEIC budget	Yes
FFY2019 Evaluation data is being submitted with this work plan	Yes
Our region contracts for outreach support	Yes
This is our final workplan	No

IEIC Chair Signature	
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Date	
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