



Building Bright Futures Organizational Work Plan: A Blueprint for Our Work in the Coming Year






What We Do

We harness the power of Vermont communities to improve child and family well-being.

Vision Statement

We believe all children should have the best start in life.

In all aspects of our work, we:

-  Connect resources,
-  Collaborate with others,
-  Convene people,
-  Communicate information, and
-  Catalyze early childhood systems improvements

Program Areas

-  Community
-  Data
-  Policy
-  Communications
-  Operations

Program Area 1: Community

Support effective and sustainable work in twelve regions throughout Vermont for the sake of improving the quality of early care, health and education of young children and families

| Objective | Activities | BBF Staff Lead |
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| 1.1.Serve as a conduit between local communities and state level organizations | <ul style="list-style-type: none"> A. Provide a coordination structure to regional councils that respect local needs and talents B. Lead a regional, diverse and cross-sector collaborative change process aligned with Vermont’s Early Childhood Action Plan C. Develop a feedback loop between the state advisory council and regional councils to address pressing needs of young children and families D. Create and support tangible solutions to problems and barriers articulated by regional councils | Debra McLaughlin, Regions Manager |
| 1.2.Secure and distribute resources to regional councils | <ul style="list-style-type: none"> A. Support 12 full time regional coordinators to coordinate 12 regional councils B. Provide small grants to regional councils for flexible use by coordinators C. Provide Technical Assistance “Bank” to regional coordinators | Julie Coffey, Executive Director |
| 1.3.Empower regional councils to be valuable assets in local communities | <ul style="list-style-type: none"> A. Develop and formalize Regional Council meetings, policies and procedures B. Offer professional development opportunities to local communities C. Promote best practices for high quality services provision D. Convene high profile public forums in local communities E. Broker public/private sector discourse on important and contentious issues F. Host signature events that link state and regions together G. Empower regional coordinators with access to a myriad of communication toolkits on topics, trainings and indicator data through Vermont Insights H. Ensure productive and effective regional council development I. Strengthen regional councils’ ability to collaborate with other entities to leverage collective impact J. Enhance systems and activities to authentically engage and support parents, families and other caregivers | Debra McLaughlin, Regions Manager |

Program Area 2: Data

Translate important public data and research and make it accessible to all for social good

| Objective | Activities | BBF Staff Lead |
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| 2.1 Create and maintain Vermont Insights data portal, a data commons | <ul style="list-style-type: none"> A. Encourage and influence creation of MOU's for data sharing agreements so BBF and other partners can direct actions and resources towards pressing needs B. Create a clearinghouse website where all resources can be more easily accessed by parents/caregivers, associated with Help Me Grow Initiative C. Create asset maps to inform regional action planning process in each of the 12 regions | Kathleen Paterson, Co-Director David Lapointe, Co-Director Vermont Insights |
| 2.2 Promote best practices in policy and service provision | <ul style="list-style-type: none"> A. Publish regular policy briefs on best practice in early childhood policy, service provision, and systems building B. Publish <i>How Are Vermont's Young Children?</i> Report annually | Julie Coffey, Executive Director |

Program Area 3: Policy

Influence, shape and drive smart policy and laws that improve child and family well-being

| Objective | Activities | BBF Staff Lead |
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| 3.1 Advise the Governor, administration, and general assembly on the status of young child and family well-being and recommend system improvements | <ul style="list-style-type: none"> A. Redefine the state advisory council meetings to better align with the Vermont Early Childhood Action Plan and identify and address pressing policy issues affecting children and families. <ul style="list-style-type: none"> 1. Create deliberative process during State Council meetings 2. Provide clear board responsibilities to Council members 3. Restructure meetings and physical space to offer Council members adequate time to delve more deeply into system and policy issues | Julie Coffey, Executive Director |

| | <ul style="list-style-type: none"> B. Monitor, track child and family wellbeing data through Vermont Insights C. Report child and family well-being in <i>How Are Vermont's Young Children?</i> report, make resulting policy recommendations, and publish annually, prior to Legislative Session in 2016 D. Publish regular policy briefs on topical issues affecting children and families; citing researched solutions and Vermont-tailored recommendations E. Coordinate and publicize Vermont's Early Childhood Action Plan with annual priorities articulated and reported F. Publish biennial Early Childhood Budget to track state government expenditures on young children 0-8 G. Serve as resource to legislators; testify at State House when needed and call state and regional council members for testimony when requested | |
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| 3.2 Build and advance relationships between public and private sector stakeholders, regionally and statewide | <ul style="list-style-type: none"> A. State Advisory Council aligns itself with Integrated Family Services (IFS) and its development B. Regional councils will orient and align with Integrated Family Services C. Convene annual planning meeting/conference to build relationships between regional councils and state council, enable professional development around Vermont's system of early care, health, and education | Julie Coffey, Executive Director |
| <p style="text-align: center;">Program Area 4: Communications</p> <p style="text-align: center;">Create powerful messages so BBF is recognized as a valuable resource in Vermont and that early childhood is understood by the public as a critical time in human development worthy of sufficient public/private investments</p> | | |
| Objective | Activities | BBF Staff Lead |
| 4.1 Create wide-spread public awareness of BBF and its role at state and regional levels | <ul style="list-style-type: none"> A. Build capacity for consistent, coordinated communication at the state and regional council levels | Karen Conner, Communications Manager |

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| | <ol style="list-style-type: none"> 1. Send daily news digest 2. Send monthly newsletter 3. Keep website updated 4. Publish annual, <i>How Are Vermont's Young Children & Families?</i> Report 5. Publish regular Policy Briefs 6. Publish biennial Early Childhood Budget <p>B. Build and maintain clearing house website for “all things early childhood”, associated with the Help Me Grow Vermont initiative</p> <p>C. Build understanding of and commitment to the six goals of Vermont’s Early Childhood Action Plan</p> <ol style="list-style-type: none"> 1. Keep website updated for all Action Plan activities, meetings and attachments 2. Have regional coordinators champion objectives of the Action Plan | |
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Program Area 5: Operations

Operate a 21st century workplace with well-informed, prepared and motivated employees who effectively perform

| Objective | Activities | BBF Staff Lead |
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| 5.1 Take lead on work environment social policies which support families | <ol style="list-style-type: none"> A. Explore shared services as a potential money saver B. Improve Human Resources policies C. Hire a consultant to review and recommend improvements to Employee Handbook | Katie Mobbs, Office Manager |
| 5.2 Maintain financial resources to sustain organization, support regional statewide network and Vermont Insights | <ol style="list-style-type: none"> A. Hire a consultant to aide in creation of a development plan B. Seek grants and other sources of revenue which align with scope of organization C. Manage organizational budget in a prudent manner D. Improve finance policies | Julie Coffey, Executive Director Thomas Firlik, Finance Manager |
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| 5.3 Evaluate the effectiveness of BBF as an organization and a state network | <ul style="list-style-type: none"> A. Provide weekly individual supervision meetings with all managers, Action Plan Coordinator and consultants B. Provide quarterly all staff meetings in central location in Vermont C. Provide weekly all managers meetings D. Provide bi-weekly meetings of Regional Coordinators | <p>Julie Coffey, Executive Director</p> <p>Debra McLaughlin, Regions Manager</p> |
| 5.4 Develop and formalize Regional Council meetings, policies and procedures | A. Support sustainable strategies to reinforce regional efforts aligned with the Vermont Early Childhood Action Plan, consistent with BBF's State Action Plan | <p>12 Regional Coordinators:</p> <p>Steve Ames Dana Anderson Loli Berard Peg Bolgioni Sarah Buxton Sylvie Corriveau Dawn Powers Becky Raymond Chad Simmons Robin Stromgren Ellen Taetzsch Beth Truzansky</p> |
| 5.5 Oversee and administer regional council operations | A. Manage grants, contracts, data collection and reporting | <p>12 Regional Coordinators:</p> <p>Steve Ames Dana Anderson Loli Berard Peg Bolgioni Sarah Buxton Sylvie Corriveau Dawn Powers Becky Raymond Chad Simmons Robin Stromgren Ellen Taetzsch Beth Truzansky</p> |