

# Early Learning Hub of Linn, Benton and Lincoln Counties

## Governing Board Meeting Minutes

<b>MEETING COMMENCED</b>	2:00pm, August 3, 2017 LBL-ESD offices, Albany
<b>MEETING CALLED BY</b>	Kristi May
<b>COMMITTEE MEMBERS PRESENT</b>	Bill Hall, Kelly Locey, Marco Benavides, Laura Farmer, Lauren Sigman (remotely), Mary McKay, Stephany Koehne (remotely), Bettina Schempf (remotely), Jeff Davis, Paul Smith
<b>VERSION</b>	Draft – Pending GB Approval
<b>RECORDED</b>	Yes

### Agenda topics

<b>ROLL CALL</b>	August 3, 2017 Governing Board Meeting
Roll call taken.	
We have enough members of the Committee present to constitute a quorum.	

<b>SPECIAL GUEST PRESENTATION</b>	Family Friendly Business – Cade Burnette, Blue Mountain EL Hub
Cade Burnette from Blue Mountain Early Hub in order to better engage business. He put together a family-friendly business model that might fit with our region.	
This incentive program is inspired by QRS system and Spark; however, there is a lot of wiggle room for customization in order to effectively include and engage the business sector. There are a total of 10 easily modifiable/customizable indicators across health, safety, and education that community agencies (large corporations to small business owners) could participate in one way or another.	
Although we can't offer partners monetary incentives, we can offer them recognition. Cade says, "Free PR goes a long way in small towns." This encourages agencies to feel a part of a cohesive community.	
Like the QRIS system, Cade uses star ratings to rate these agencies. They need to meet at least six indicators in order to be labeled as a "family-friendly business."	
Helping Hand Indicators:	
<ol style="list-style-type: none"> <li>1) <u>Flex time</u>: Health indicator</li> <li>2) <u>Volunteer</u>: Parent/child involvement and education</li> <li>3) <u>Present parenting education classes</u>: Safety domain</li> <li>4) <u>Support a Blue Mountain Early Hub literacy initiative</u></li> <li>5) <u>Display a "No Wrong Door" logo</u>: specific initiative to the Blue Mountain Learning Hub/2-1-1 system</li> <li>6) <u>Share an Early Learning message</u>: Agency newsletters, bulletin boards, new staff orientation packets</li> <li>7) <u>Implement policies</u>: Customized to whatever the capabilities of the business</li> <li>8) <u>Invite coworkers to coordinate and implement a project</u></li> <li>9) <u>Sponsor services</u>: Only indicator that asks businesses for money</li> <li>10) <u>Include Early Learning or Family Friendly resources</u>: This sometimes happens in orientation packets</li> </ol>	
How to become a family-friendly business:	
<ol style="list-style-type: none"> <li>1) Face-to-face (delivers instant results).</li> <li>2) Online application (allows businesses to document justifications that Cade can review).</li> </ol>	
Cade offers six options for data analysis. These questions help us determine if we need more or less outreach in a particular community or county. In some cases, we might see that a business only meets four indicators, so we can	

offer additional assistance toward meeting at least six indicators. This also shows us how many businesses participate in each indicator. We can also measure existing relationships and create new partnerships.
This system is designed to be self-sufficient and modifiable.
Question: How do you select the businesses?
Cade explains that he contacts businesses that might be influential/an example in their community. He reaches out to “low-hanging fruit” partners, as well. He also looks at different parts of the sectors, parts of the counties that might be existing contacts, or might be receptive to other community-oriented activities. He says that it’s not an “exact science.”
Question: Do you have a local business chamber? Have you presented to them?
Cade has 18 different communities, and within those communities exists 10-11 chamber of commerce. He has given them formal presentations.
Bill and Kristi believe this might be something they want to adapt for their local communities.
Cade believes he has 55+ partnerships throughout his region who are family-friendly entities.
He emphasizes the importance of recognition in their newsletter.

<b>DIRECTOR'S REPORT</b>	Early Learning Hub Director's Report (Kristi May)
Kristi asks Shirley to post the 2017 Old Mill Newsletter on basecamp.	
The newsletter covered the collaboration between Old Mill and the Early Learning Hub, as well as the Pollywog project. It highlights and supports partnerships in our region.	
We were recently asked by the Early Learning Division to be one of two case studies for the state because of our local work with Vroom. We submitted our case studies to the Bezos family. This will go out in the director's report as an example. There is recognition for our personal marketing supplies for Vroom. We are still working on getting our promotional video into Lincoln county movie theaters. Kristi reminds us that the father's day video playing in the Albany area was well received. We want to saturate the community and encourage curiosity. Shirley handed out many promotional supplies at Festival Latino (800 people attended).	
Kristi introduces Jennifer Hartsock, our new Program Assistant for the Hub.	
LeAnne is now responsible for the financials, contacts, Facebook and Pollywog websites.	
Please let us know if you're not receiving Pollywog Friday updates. Cathy just presented a two-minute PowToon video describing Pollywog's purpose, the process, and Q&A at the 2-1-1 meetings in Lincoln county. Kristi presents the video.	
Pollywog has database user licenses for partner organizations. LeAnne is training some of our partners on the database, which includes the closed-loop referral. We hoped Pollywog would be in more hospitals at this point, but we are still primarily with Albany General. As we work through the Pollywog bugs within one community, we are able to fix the problem(s) before working more effectively with the next community. This is pushing back our timeline, but we aim to present a cleaner and more accurate Pollywog.	
We have new Hub roles and indicators. The measuring success committee decided to develop the role of the Hub and look for potential indicators for measurement. Over the course of the next biennium, we will pilot some of these indicators for state-wide use. In other words, the actual work drives the measurement. The monitoring process will be how hubs are measured and evaluated based on the roles as the early learning council approved them at the June meeting. Kristi will post this information onto basecamp, and she is pleased the ELD is moving in this direction.	
On October 19 <sup>th</sup> , we ordered 250 English and 50 Spanish books for Jumpstart: <i>Read for the Record</i> . We are an early participant offer early registration. Our goal is to beat our numbers from last year for our region. We had 2,500 children and handed out almost every book. We have reached out to superintendents to get early elementary age children involved. There are many ways to get involved and information will be sent out very soon.	
On October 20 <sup>th</sup> , the Data and Evaluation work group is hosting the First Annual Early Learning Conference. We hope each work group will alternate hosting the conference each year.	
Presenters:	
<ul style="list-style-type: none"> <li>Megan McClelland PhD, Katherine E. Smith Endowed Professor in Child Development, Oregon State University, Self-regulation: Foundational Skills for Children's Development</li> <li>Elizabeth Tremaine, Graduate Student, Portland State University, Profiles of Children's Kindergarten Readiness in Oregon</li> <li>Panel highlighting activities supporting self-regulation around our region</li> </ul>	

This conference is currently open to families, teachers, partners, etc. who live/work in our region, and we may open it to other partners at a later date. We want to keep the cost low for the Hub and hope to solicit Board members to get involved.

Reminder about the summer schedule at LBCC: closed on Fridays. Please note that we can't respond to calls or emails over our three-day weekend.

**COMMITTEE REPORT** Fiscal Oversight Committee

LeAnne explains that June 30<sup>th</sup> was the end of the financial year for the Hub. All of our contracted partners need to have reported their spending by the end of July. However, we still have six late contracts.

The business office drew down coordination funds for May and June. We're working with the state to complete our FY 16-17 funds to draw down.

The remaining contracted partners did a good job spending their money. LeAnne believes they made a real effort.

LeAnne makes sure everyone submits robust documentation, including financial reporting and state reporting, even though some of these documents might be difficult to understand.

Many underspent organizations weren't aware they were eligible to claim indirect.

**COMMITTEE REPORT** Funding Committee (new member request)

Kristi posted on basecamp regarding the funding committee that she is skeptical about moving forward with only two board members/grant recipients being the only two participating members. She feels it's best to reach out to other Board members to request participation. Kelly, Stephany, and Julie volunteered. We now have a team of five, but please let Kristi know if you would like to participate.

**CONSENT ITEMS** June Meeting Minutes

The Board is being asked to approve the minutes.

Motion: Jeff Davis

2<sup>nd</sup>: Paul Smith

The Board voted unanimously to accept the Minutes.

**VOTING RESULTS** Individual Votes cast by Board Members (Yes, No, Abstain)

Sigman	<b>Y</b>	N	A	Golden	Y	N	A	Thielman	Y	N	A	Davis	<b>Y</b>	N	A
Hannahs	Y	N	A	Farmer	<b>Y</b>	N	A	Gere	Y	N	A	Manning	Y	N	A
Open	Y	N	A	Open	Y	N	A	Locey	<b>Y</b>	N	A	McKay	<b>Y</b>	N	A
Open	Y	N	A	Open	Y	N	A	Open	Y	N	A	Brown	Y	N	A
Hall	<b>Y</b>	N	A	Sneddon	Y	N	A	Schempf	<b>Y</b>	N	A	Benavides	<b>Y</b>	N	A
Cohen	Y	N	A	Koehne	<b>Y</b>	N	A	Smith	<b>Y</b>	N	A				

**DISCUSSION ITEM** 3 Month Bridge Funding / Budget – Approval Needed

Kristi presents the 3 Month Bridge Funding and Budget.

She reached out to all of our partner organizations that currently receive funds from the Early Learning Hub to find out who would needs funding throughout the summer.

This budget lists operational costs for all of our funding streams, as well as sub-contracts for Family Tree, Strengthening Rural Families, and Old Mill Center.

The Early Learning Division gave us funds to work with Anna and her participation in ongoing data work group for measuring Hub indicators. Kristi believes she is a great resource for the whole system.

We didn't have partner organizations receiving Title IV-B2 funds, request funds for the summer, family stability funds, and Kindergarten partnership and innovation funds. However, Lincoln County School district requested funds for their summer Learning is Fun Together (LIFT) program.

These sub-contracts that, if approved, would be awarded to our partners, and the funds are available through our contract. The requests are in alignment with what is available, and the additional Bridge funds that aren't used within the 3-month period will carry over into our full contracting cycle. For example, if the partner organizations listed above come in underspent at this time, these funds can carry forward.

This opportunity is for all existing sub-contracts while we're working through the funding process with targeting investments and RFA. It's meant to ensure there wasn't a lapse in services for existing programs and contractors during the summer 3-month period. These funds go through September 30<sup>th</sup>.

During the Funding Committee and last Board meeting, we discussed amending existing contracts for ease of process to extend their deadline in order to add these funds.

We need approval from the Board to approve the budget.

Motion: Mary

2<sup>nd</sup>: Marco

Approval of 3 Month Bridge Funding Budget.

VOTING RESULTS				Individual Votes cast by Board Members (Yes, No, Abstain)											
Sigman	Y	N	A	Golden	Y	N	A	Thielman	Y	N	A	Davis	Y	N	A
Hannahs	Y	N	A	Farmer	Y	N	A	Gere	Y	N	A	Manning	Y	N	A
Open	Y	N	A	Open	Y	N	A	Locey	Y	N	A	McKay	Y	N	A
Open	Y	N	A	Open	Y	N	A	Open	Y	N	A	Brown	Y	N	A
Hall	Y	N	A	Sneddon	Y	N	A	Schempf	Y	N	A	Benavides	Y	N	A
Cohen	Y	N	A	Koehne	Y	N	A	Smith	Y	N	A				

DISCUSSION ITEM	Responsive Fund Request – Approval Needed
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Rocio Munoz represents the Garfield PTA in Corvallis. She also works at the Benton County Health Department as a Equity and Inclusion Specialist.

Last year, Rocio collaborated with the Oregon State University school push program that brings families at-risk onto the OSU campus to seek higher education and celebrate culture and heritage. She noticed many small children, but the entertainment wasn't formally organized for this age group.

This year, she secured some funding to host a bilingual/bicultural author and educator from Las Angeles for a 50-minute school presentation on October 22<sup>nd</sup> at the LaSells Stewart Center. This presentation can serve as a connection between families and community resources.

Rocio requests \$2,000 from the Board. This requested partial funding will supplement the cost of performance, lodging, and travel. The remaining ~\$3,000 is covered by the Garfield PTA.

This performer's traditional Hispanic songs target children aged 0-7. Shirley says the performer is a favorite in our region.

Mary is curious about the criteria of asking the Board for funds. Kristi explains that within our equity self-assessment and parent outreach areas, we need to further engage underserved populations as program improvement for the EL Hub. She refers to using responsive and coordination unallocated funds for this type of request.

Rocio is familiar with the Early Learning Hub through her involvement with the Parent Engagement Steering committee.

Funding provides transportation for families in Albany and hopes to reach Monroe and Philomath families, as well.

Jeff reminds us to think regionally where possible.

Marco asks if we can create flexible funding for future events like this. Kristi explains the purpose of the funding committee and using responsive funds for sponsored events like this.

We need approval from the Board to approve this sponsorship request.

Motion: Jeff

2<sup>nd</sup>: Marco

Approval to fund \$2,000 to sponsor event. Unanimous approval.

VOTING RESULTS				Individual Votes cast by Board Members (Yes, No, Abstain)											
Sigman	Y	N	A	Golden	Y	N	A	Thielman	Y	N	A	Davis	Y	N	A

Hannahs	Y	N	A	Farmer	Y	N	A	Gere	Y	N	A	Manning	Y	N	A
Open	Y	N	A	Open	Y	N	A	Locey	Y	N	A	McKay	Y	N	A
Open	Y	N	A	Open	Y	N	A	Open	Y	N	A	Brown	Y	N	A
Hall	Y	N	A	Sneddon	Y	N	A	Schempf	Y	N	A	Benavides	Y	N	A
Cohen	Y	N	A	Koehne	Y	N	A	Smith	Y	N	A				

<b>DISCUSSION ITEM</b>	Legislative Update
The early learning council met August 2 <sup>nd</sup> to discuss the biennium funding. These are not official numbers.	
They approved \$609,940.79 coordination, which is a 2.67% increase over the last biennium funds. An increase in SNAP population correlates to an increase in coordination dollars for that Hub region.	
Concerning Kindergarten Partnership and Innovation, the funding stream took a 4.1% reduction, but we saw an ~\$11,000 increase because of our SNAP population. Kristi plans to submit this information to the ESD.	
The Early Learning Division took an 11% reduction to hub funding came from two general fund categories (school readiness and family stability).	
The ELD combined Great Start and School Readiness into one overall funding stream called School Readiness. This is for ease of reporting/requests for reimbursement for the 3-month bridge period.	
New and future contracts begin October.	

<b>DISCUSSION ITEM</b>	Hub Annual Report Update – Informational
We're working with Madison Ave. Collective on our annual report.	
Kristi hands out mockups: a publishable document of our 2016-17 fiscal year work that aligns with our Hub mission and how we use our funds.	
We aim to be transparent with our Board members by using a messaging tool that can be used and shared broadly.	
We're meeting with Madison Ave. Collective in mid-August to review the next mockup. One issue is the age-group in the photo.	
Our anticipation is that this will go to print in September.	
Jeff wonders if the public will think this product looks too expensive for a nonprofit and asks if we can soften the quality.	
Acknowledge InterCommunity Health Network Coordinated Care Organizations (IHN-CCO) for their support.	
We're also brainstorming a one-page funding stream pullout.	

<b>DISCUSSION ITEM</b>	Board Member Recruitment and Vacancies
Recruitment is being shared on an ongoing basis and broadly.	
We have five vacancies with one application from Rich Waller (Lincoln county) for the health representative position.	
Rich currently works with Samaritan Health Services as the Community Health Coordinator for Lincoln County, based in Lincoln City. He is employed by American Health Services, actively engaged in many Hub workgroups, serves as the Data and Evaluation work group co-chair, and acts as liaison between Lincoln county partners. He is in full support by his employer and place of work.	
We need approval from the Board to approve Rich Waller onto the Governing Board.	
Motion: Paul	
2 <sup>nd</sup> : Mary	
Approval to accept Rich Waller to the Governing Board. Unanimous approval.	
<b>VOTING RESULTS</b>	Individual Votes cast by Board Members (Yes, No, Abstain)
Sigman	Y N A Golden Y N A Thielman Y N A Davis Y N A

Hannahs	Y	N	A	Farmer	Y	N	A	Gere	Y	N	A	Manning	Y	N	A
Open	Y	N	A	Open	Y	N	A	Locey	Y	N	A	McKay	Y	N	A
Open	Y	N	A	Open	Y	N	A	Open	Y	N	A	Brown	Y	N	A
Hall	Y	N	A	Sneddon	Y	N	A	Schempf	Y	N	A	Benavides	Y	N	A
Cohen	Y	N	A	Koehne	Y	N	A	Smith	Y	N	A				

<b>DISCUSSION ITEM</b>	Declaration of Cooperation's
Copies are posted on basecamp. Kristi requests signatures from all board members.	

<b>PUBLIC COMMENT</b>	
No members of the public were in attendance.	

<b>NEXT MEETING</b>	Thursday, September 7, 2017
2:00pm, Health Education Center, Samaritan Pacific Communities Hospital, Newport	
<b>MEETING ADJOURNED</b>	3:39pm