

# Early Learning Hub of Linn, Benton and Lincoln Counties

## Governing Board Meeting Minutes

<b>MEETING COMMENCED</b>	2:00pm, September 7, 2017 LBL-ESD Conference Room 2, Albany
<b>MEETING CALLED BY</b>	Kristi May
<b>COMMITTEE MEMBERS PRESENT</b>	Marco Benavides, Bill Hall, Lauren Sigman, Mary McKay, Christina Hannahs, Stephany Koehne (remotely), Jim Golden, Bettina Schempf, Jeff Davis (remotely), Kelly Locey (remotely), Paul Smith, Marc Thielman, Julie Manning, DeAnn Brown (remotely), Rebecca Cohen, Rich Waller
<b>VERSION</b>	Draft – Pending GB Approval
<b>RECORDED</b>	Yes

### Agenda topics

<b>ROLL CALL</b>	September 7, 2017 Governing Board Meeting
Roll call taken.	
We have enough members of the Board present to constitute a quorum.	
The Board welcomes Rich Waller as a new Board member.	
He is with Samaritan Health Services. In his position, he is mostly responsible for promoting healthy families.	
He also works with mental and oral health that are related to families and child services.	
He participated through the ELH Work Groups and serves as co-chair for the Data and Evaluation Work Group.	

<b>SPECIAL GUEST PRESENTATION</b>	New Hub Roles – Kristi May
Kristi provides background information: came from measuring success committee, an early learning council standing committee. Measuring Success developed recommendations around the metrics. The previous metrics did not truly capture the work of Hubs.	
Now, we aim to measure the impact of our work moving forward. Kristi and David Mandell, the ELD interim director at that time, representing the Measuring Success Committee, presented these new Hub roles to the ELC, who adopted them.	
Kristi explains that we went with Hub roles is to define the shared works. Hubs approach roles differently based on the needs of their region, so these roles guide how we work together across the state. Our approaches might be different, but it helps focus and refine our work, create a shared understanding of our accountability, and guide our progress indicators for ELHs.	
This Roles document will help inform the Monitoring Process for this biennium as they look at accountability for us.	
Kristi asks if you have had an opportunity to read the Roles document in the board packet. Each piece begins with the role of the Hub. Several include the role of the Hub in partnership with five sectors.	
Kristi reviews Goals 1-3, the timeline from the ELD, and the Pilot Roles.	
During the summer, there was a small working group that identified three statewide strategies that might work on a statewide level. We plan to pilot this three strategies, present them at the EL Collaborative, and develop cross sector working groups to develop a baseline for the 17-18 year.	
All Hubs will pilot these three strategies so we can collect data and move forward.	
Each Hub will continue to measure the previous metrics (SPARK-rated programs, CCO, developmental screenings, Kindergarten readiness and assessments, etc.). The Work Groups are looking at this process, as well.	

Kristi highlights the Waverly program, which offers high quality programs; however, we do not get credit for them if we track SPARK slots only.
The goal is to use SPARK and additional benchmarks across the state in order to classify more high agencies as high quality programs. This is the challenge we face and plan to pilot next year.
DeAnn would like to work on tracking well child and developmental screenings. Kristi agrees to connect with her.
Kristi asks the Board to be brutally honest with their feedback.

<b>DIRECTOR'S REPORT</b>	Early Learning Hub Director's Report (Kristi May)
<u>Announcement</u> : Kristi has changed her legal name to Kristi Collins. You will receive an email update, and all email will be forwarded to her new email.	
<u>Division for Early Childhood Annual Conference</u> : Kristi, LeAnne, Lynn, Anna, and Jennie went to the ELD Collaborative in eastern Oregon. We presented the new Hub roles and indicators at the conference, as well as marketing and branding of the ELH. Our branded materials are easily identified. This effective branding and marketing enforce our essential role for organizations in the early learning community.	
<u>Pollywog</u> : Cathy Corkery resigned from her position. The position listing closed Thursday, September 7th, and we are reviewing applications this Friday, September 8th. We appreciate her work in focusing on the pilot rollout and moving Pollywog forward. We look at hiring new staff as a positive opportunity for new perspective. As well, Pollywog is recognized state-wide (which includes effective branding and marketing – people recognize the logo).	
<u>Jumpstart Read for the Record</u> : We're excited that over 20 organizations have currently signed up for this event. Our goal is to exceed the 2,500 children we served last year. Kristi will connect with Mary in order to reach early grades to participate. The book (English and Spanish) is a classroom book that includes quality activity guides, certificates, and stickers. We require the number of children who participated. We appreciate colleagues from last year who helped us distribute these packets across the three counties.	
<u>First Annual Early Learning Hub Conference</u> : Jennie provided a flyer and agenda for the Board to review and offer suggestions. The flyer is double-sided: the flyer is family-targeted; the agenda provides colleagues with pertinent information. Our Hub designed this plan a little over a year, and we're excited to finally present. It's hosted by the Data and Evaluation Work Group. It's a completely free event, lunch is not provided, and general information about registration (priority registration for three counties until Oct 1st when it opens state-wide) is available on the ELB website and the event registration page. This month's director's report will include an active link.	

<b>COMMITTEE REPORT</b>	Fiscal Oversight Committee
We have completely cleared a couple of the funds, which makes the state happy. We found a few accounting errors that we're cleaning up. Linn-Benton Community College wants this completed by Friday, September 8th. The Bridge funding is in place with one missing signature.	

<b>COMMITTEE REPORT</b>	Funding Committee
Kelly, Julie, and Stephany joined the funding committee.	
We specifically discussed how to get the funds out for the new biennium, as well which funds are available through the two funding streams, the award amount, intended support, contract requirement (KPI to school districts), and goal area.	
We talked about our existing sub-contractors and their needs moving forward with the draft biennium budget.	
We ask if their work still align with new roles and indicators, their target, and how many people they actually served going into the next biennium.	
We further outlined a work planning process that Kristi can provide for the Board.	
The committee is meeting on an ongoing basis.	

<b>CONSENT ITEMS</b>	August Meeting Minutes
Kristi included the wrong month minutes in the governing packet. The correct meeting minutes are posted on basecamp.	

The Board is being asked to approve the minutes.  
 Motion: Bettina Schempf  
 2<sup>nd</sup>: Rebecca Cohen  
 The Board voted to accept the Minutes.

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

**DISCUSSION ITEM** KPI Allocations – Approval Needed

The final formula for the allocations for KPI is available in the Board packet.

Kristi, Mary, et al used the same process from the last biennium that gives a base allocation to each school district. The remaining funds are allocated based on the weighted average daily memberships for the size of the districts (at-risk populations).

Kristi believes this is the formula that super intendants approved.

Approve the same process based on prior process.

We need approval from the Board to use regarding the presented allocation formula.

Motion: Rebecca Cohen  
 2<sup>nd</sup>: Bettina Schempf  
 Approval of presented KPI allocation formula.

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

**DISCUSSION ITEM** Draft Biennium Budget – Approval Needed

Kristi reviews the contracts included in the draft biennium budget.

Asking the board to approve in order to have operating expenses moving forward. As we finalize some of the numbers, the coordination carryover is in flux.

Kristi only included IHN funds for 2017, but we expect a response from Julie and the CCO in November.

Funding from the Northwest Health Foundation was specifically aligned to parent focus groups/parent engagement. We prioritize this budget as it was intended.

We received funds from the CCO (\$300,000) intended to cover projects for 2017. These were funds they dedicated in 2016, and we were to have a plan in place and spend them down by 2017. With the flux, we didn't get a commitment in 2017 to fund in 2018. In November, we will know if we get funds for 2018 (since it's a calendar year instead of a fiscal year). Kristi was advised to put the projects together for 2018 with the anticipated budget similar to what we have received before (although we may receive less). Kristi will bring back a revised budget if/when we receive funds.

Paul asks about KPI and if there is a mechanism for districts to share their innovative projects. He suggests a collaborative sharing piece. Kristi suggests utilizing the K-12 Work Group.

Bettina seconds Paul's suggestion and supports a K-12 conference that highlights our work.

Kristi explains tackling business during our meetings and ask our contractors to present on the funded work.

Kristi explains that we created a document of all of the contracts and their projects for the state and shared it with Board members. These are not in-depth including best practices. It might be helpful to know what worked well.

Paul believes we're limiting our opportunity if we don't know if the funding stream will be around in a sustainable way, if we don't know what it's doing internally, and communicate it externally. People won't see the benefit.

Mary reminds Kristi that she used to bring district representatives from across the region. Kristi hopes to, but she says it's challenging for everyone to attend these meetings.

Kristi says the super intendents will have to show in their narrative or budget who is responsible for doing coordination. Those who came in underspent were the ones who didn't specify roles.

Kristi will reach out to Mary next week to collect narratives regarding the contracting process (similar to last year). They need to be approved by Brett Walker. Once these are allocated, the contracts will go out to districts before the next contracting process.

We should reach out for a planning phase meeting or hold a meeting after the planning. We need one or the other. There were also some challenges around fiscal reporting, but Kristi wants to meet with their staff when they meet at the ESD and go over the process with them.

We need Board approval of the presented budget...

Motion: Mary McKay

2<sup>nd</sup>: Jim Golden

Approval to xxx. Unanimous approval.

VOTING RESULTS				Individual Votes cast by Board Members (Yes, No, Abstain)											
Benavides	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Golden	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	McKay	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Waller	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brown	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Schempf	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Open	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cohen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hannahs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sigman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Open	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Davis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Koehne	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Open	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Farmer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Locey	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sneddon	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Open	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gere	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Manning	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Thielman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Open	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

DISCUSSION ITEM	Demographic Analysis - Informational
	This is a contractual obligation in our ELH contact. We worked on this internally with Anna to define a process and potential at our Hub level. We helped inform the state of this process. The state requests a demographic analysis for children in ELD funded programs in comparison to the demographics in our region for the start of our equity discussion.
	We are using the best available data from the state to meet our contractual obligation.
	We will begin to converse here at the Board, Work Groups, and in the community about how we will target investments and move the equity work forward as a Hub and Governing Board.

DISCUSSION ITEM	Hub Work Plan and ELD required Quarterly Reports – Informational
	We need to have a strong draft to the ELD by the end of October with the final document submitted to the ELD before the holidays.
	It's now a biennium work plan to match our funds. This means after Hubs allocate their funds, they will conduct and annual update of their work plan.
	Kristi plans to create meetings throughout the three counties to identify needs and receive feedback. We can't fund everything.
	We plan to communicate with our existing sub-contractors to find out if their work aligns our new roles for October. We don't want to put out the message that once you get funds, you always get funds. Instead, we want to make sure the funds are still needed.

She plans to present a draft work plan to the Board in October in order to determine if we want to continue our investment based on their progressive work, their needs, and their meeting of the new roles.
In November, we will enter contract negotiations for our contractors.
We need to train subcontractors on key concepts and definitions.

<b>DISCUSSION ITEM</b>	Board Member Recruitment and Vacancies
Health in Linn County; Business for all three counties.	

<b>DISCUSSION ITEM</b>	Declaration of Cooperation's
Today's printed copies are wrong; however, the correct document is on basecamp. If the boxes are not checked on your printed copy, Kristi will reach out to you.	
At minimum, Kristi needs to know your in-kind support to attend these meetings.	
We request at least two signatures.	
Kristi will reach out to Rich to explain this document and process.	

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

<b>NEXT MEETING</b>	Thursday, October 7, 2017
DHS offices, HP site, Corvallis	
<b>MEETING ADJOURNED</b>	3:18PM