Early Learning Hub of Linn, Benton and Lincoln Counties
Governing Board Meeting Minutes

MEETING COMMENCED	2:00pm, December 7, 2018 Newport Public Library
MEETING CALLED BY	Kristi Collins
COMMITTEE MEMBERS PRESENT	DeAnn Brown (remotely), Rebecca Cohen, Jeff Davis, Lauren Sigman, Mary McKay, Jeff Davis (remotely), Kelly Locey (remotely), Paul Smith, Julie Manning, Rich Waller, Lorena Reynolds, Stephany Koehne
VERSION	Final
RECORDED	Yes

Agenda topics

ROLL CALL	December 7, 2018 Governing Board Meeting
Roll call taken.	
We have enough members of the committee present to constitute a quorum.	
Julie quickly presents the Annual Report and County Data Book.	
The Board welcomes Lorena Reynolds to the Benton county Business chair. She is the managing attorney of The Reynolds Law Firm, PC, in Corvallis with an emphasis on representing survivors of domestic and sexual violence.	

SPECIAL GUEST PRESENTATION	Special Presentation – ELD Updates, Denise Swanson
The Oregon Department of Education (ODE) is evaluating the collective structure of the Early Learning Hub system.	
This includes: • Participating in a focus group at next year's Early Learning Hub Learning Collaborative (January or February 2018). • Responding to an email prior to data collection next spring (March 2018) that helps identify key partners for the ODE to survey.	
The ODE Early Learning Hub External System Evaluation document is on basecamp.	
Denise agrees to connect with Paul about systems evaluation feedback.	

DIRECTOR'S REPORT	EL Hub Updates
The Director's Report items are included as informational items at the end of the agenda.	

FISCAL REPORT	
October 31 was the end of the reporting period for our contracted partners to turn in their first Quarter Reimbursement Reports. All are complete.	
The EGMS system is working and the Hub received all of the Coordination Funds.	
The First Annual Early Learning Hub Conference totaled $3,800.	

In addition, LBCC, the Early Learning Division, and the Parenting Education Department donated $875 in-kind.
The Hub is able to use purchased materials, such as folders and mugs, for next year's conference, which greatly reduces our costs for next year.

CONSENT ITEMS	November Meeting Minutes
The Board is being asked to approve the November minutes with the revision that Don Dorman represented Mary McKay.	
Motion: Rebecca Cohen	
2nd: Rich Waller	
The Board voted unanimously to accept the November 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	Reynolds	**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			

DISCUSSION ITEM	Parent Engagement Coordinator Position – Approval Needed
After careful discussion with Shirley and Old Mill Center, Kristi determined that a part-time (.51) position with benefits at LBCC is more desirable than a full-time position without those same benefits.	
The position contract with Old Mill Center is expired.	
The responsibilities will shift because duties between Old Mill Center and the Hub are now separate.	
Lauren is interested in the job description.	
Julie hopes this position would connect with similar positions in order to leverage in supporting parents.	
Kristi agrees to post the revised job description with the opportunity for Board member input on basecamp.	
We need approval from the Board to reclassify the two part-time shared positions as a single part-time (.51) position with benefits at LBCC. This includes the request that job duties include travel benefits.	
Motion: Rich Waller	
2nd: Lauren Sigman	
The Board voted unanimously to accept to reclassify the position with the revision to include travel benefits.	

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	Reynolds	**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			

DISCUSSION ITEM	Updated Biennium Budget – Approval Needed
In the previous biennium, we approved $11,250 to Lincoln county. These were coordination dollars that have rolled over into the current biennium. The Board approved to reallocate these funds to Lincoln County.	

Should the CCO funds come in, we will present an updated biennium budget to the Board.
We need approval from the Board to approve the updated biennium budget.
Motion: Mary McKay
2nd: Rebecca Cohen
The Board voted unanimously to approve the updated biennium budget.

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	Reynolds	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			

DISCUSSION ITEM	Annual Charter Review – Approval Needed
Kristi proposes two revisions:	
• Two locations that reference Kristi's position as coordinator instead of director.	
• More consistent with language throughout the state, we would rename the Pre-K/K-12 workgroup to P-3 Alignment.	
We need approval from the Board to accept these revisions.	
Motion: Rebecca Cohen	
2nd: Lauren Sigman	
The Board voted unanimously to approve these revisions.	

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	Reynolds	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			

DISCUSSION ITEM	Regional Data Book – Informational
The Hub Epidemiology intern, Lucy, is creating a document breaking down kindergarten assessment and readiness, inspired by the Central Oregon Early Learning Education and Wellness documentation.	
The Board decides the Data & Evaluation Work Group doesn't need to present kindergarten assessment data to the Board meeting in February.	
The Board requests pull-out/fact sheet style layout.	
Paul requests data that reaches beyond kindergarten assessment into K-12.	
The Board demonstrates their appreciation for the data collection performed by different partner agencies.	

DISCUSSION ITEM	KPI Work Plan – Informational
The KPI Work Plan presents detail on what each of the school districts are doing.	
The Board would benefit from a special presentation on QRS.	

Kristi explains there are unique opportunities between the Hub and Santiam Canyon that will leverage media coverage and encourage future collaboration within our region.

DISCUSSION ITEM	FCCN Work Plan – Informational
The FCCN is an evidence-based support for agencies seeking to become star rated through SPARK.	
Senator Sara Gelser is visiting Waverly Preschool to discuss how the investment of Hub dollars spearheaded the creation of a preschool in an elementary school within the district that has the highest free/reduced lunch rate.	

PUBLIC COMMENT	Annual Report & Fact Sheets
We intend to write an introductory letter to include with the Annual Report.	
Kristi invites the Board to suggest contacts to Hub staff.	
Please let Hub staff know if you need reports and fact sheets.	
We will provide reports and fact sheets at the Board retreat and meeting.	
Julie updates the Board about continuing the funding for Jake, the 211 Engagement Coordinator.	

NEXT MEETING	Thursday, February 1, 2017
2:00 p.m., Conference Room #4, LBL-ESD building, Albany.	
MEETING ADJOURNED	3:35 p.m.