

Early Learning Hub of Linn, Benton and Lincoln Counties

Governing Board Meeting Minutes

MEETING COMMENCED	2:00pm, February 02, 2018 LBL-ESD, Albany
MEETING CALLED BY	Kristi Collins
COMMITTEE MEMBERS PRESENT	Julie Manning, Rebecca Cohen (remotely), Jeff Davis, Jim Golden, Bill Hall (remotely), Stephany Koehne (remotely), Don Dorman (on behalf of Mary McKay), Lorena Reynolds (remotely), Bettina Schempf, Lauren Sigman (remotely), Marc Thielman, Rich Waller
VERSION	Final
RECORDED	Yes

Agenda topics

ROLL CALL	February 01, 2018 Governing Board Meeting
Roll call taken.	
We have enough members of the committee present to constitute a quorum.	

SPECIAL GUEST PRESENTATION	Focused Child Care Network, Lynnette Wynkoop
Lynnette Wynkoop, the QRIS Systems Specialist & Training Coordinator with Family Connections and Linn-Benton Community College, presents on the Focused Child Care Network, Spark, and the Quality Rating and Improvement System, or QRIS.	
Spark, formerly known as Oregon's Quality Rating and Improvement System or QRIS, is a statewide program from Oregon's Early Learning Division. It grants a star rating to childcare programs that meet high quality standards that are good for children.	
Some portfolio requirements can be submitted electronically, but it is unclear if everything can be submitted electronically.	
Home-based, licensed early education programs have been most successful in participating in Spark when they are in a Focused Child Care Network (FCCN). Linn & Benton counties have been funded to serve two small FCCN of 8-10 programs, which comes out to 16-20 programs total. The focus of these FCCN will be on programs that serve Children Furthest from Opportunity, as defined as serving families on DHS subsidy, families with children with special needs, and those serving children under the age of two years. The goal for participating programs will be for them to all submit a portfolio for Spark star rating.	
Some barriers to participation in Spark is the amount of time it takes to complete a portfolio, number of hours of training required, and high staff turnover for programs due to low wages.	
The Hub can support Spark by creating pathways toward advanced training, especially for those who have degrees and supporting Leadership Development for Early Childhood programs.	

DIRECTOR'S REPORT	
<u>Vroom</u> : The Bezos Family Foundation is funding Vroom in 2018. Ari remains the Vroom Coordinator and the Hub remains the Vroom regional information hub. Oregon was the first state to offer state-wide roll out, other states are looking to us as an example.	
<u>P-3 Alignment Work Group Reconvening</u> : Our next meeting is scheduled for February 9, 2018 from 9:00am-noon in Room 115, Luckiamute Center, Linn-Benton Community College, Albany.	

<u>Regional DataBook</u> : The Data & Evaluation Work Group is presenting our regional databook, inspired by the ELD&W.
<u>Early Learning Hub Collaborative</u> : Hub staff will be out of the office February 6—8 th .
<u>EveryChild Launch</u> : The Benton County launch presented ways to support DHS and the foster care system. Kristi encourages the group to learn more from their website.
<u>Upcoming Events</u> : We plan to distribute Vroom and Pollywog materials at LBCC's College Night (February 5), Baby Blast (February 22), and LBCC's Family Fun Day (March 10). We invite you to join us.
<u>Annual Report</u> : If you need copies of the Annual Report, please contact Jennifer Hartsock. Kristi wants to brainstorm with Jeff Davis LBCC personnel who may be interested in the report.

FISCAL REPORT	LeAnne Trask
The Financial Summary in the Board packet doesn't include the current financials from January. The current financial statement reflects negative Coordination Fund dollars that reflects spending down the funds in this account in order to transfer the salary benefits dollars for LeAnne and Jennie in Pollywog work.	

CONSENT ITEMS	December Meeting Minutes
The Board is being asked to approve the December minutes.	
Motion: Rich Waller	
2 nd : Stephany Koehne	
The Board voted unanimously to accept the December Minutes.	

DISCUSSION ITEM	Parent Engagement Coordination Position – Update
The position description is in the Board packet and on basecamp. We're awaiting VP approval before HR will post the position publicly.	
Kristi will send out a basecamp invitation to Board members to sit in on interviews. Julie recommends Kelly Locey.	

DISCUSSION ITEM	Pollywog Project – Update
LeAnne presents the October—December Pollywog progress report that includes 681 visitors to the website (with over half returning visitors), 1750 total pages viewed, 2070 total reach on the Facebook page, and 69 total views on YouTube videos.	

ACTION ITEM	IHN-CCO Funding & Impact to Pollywog – Approval Needed
Kristi reached out to Julie Manning, Bill Hall, and LBCC Family Connections to determine the cost of the Family Connections consultant to maintain her work duties for the month of January only, for a total of \$2,236.00.	
We need approval from the Board to ratify \$2,236.00 spending for the month of January.	
Motion: Jeff Davis	
2 nd : Jim Golden	
Approval to affirm \$2,236.00 funding actions in January. Unanimous approval.	

ACTION ITEM	IHN-CCO Funding & Impact to Pollywog – Approval Needed
Julie explains that majority of funding for the Pollywog Project came from the Oregon CCO. However, there is financial discrepancy between the Oregon Health Authority and the CCO that ceased funding to the Hub for 2018. We hope these issues will be resolved very soon and restore funding for 2019.	

Kristi reviews the proposed rearrangement of funds in order to sustain and move forward with Pollywog at \$58,500.
We suppose 1 full-time fte will sustain a call center staff person for Linn and Benton counties at \$92,000/year.
The rearrangement of funds doesn't remove funding from unallocated funds and its reimbursable funds or coordination funds.
As we move forward, the Hub plans to engage potential funders. These conversations have already begun. Julie tells the group that she was contacted by a potential funder. She commends the Hub and Pollywog for successfully marketing Pollywog.
Kristi and LeAnne traveled to Portland to take part in the Oregon and SW Washington Early Learning Funders Collaborative. They presented three back-to-back presentations on Pollywog.
Kristi submitted the proposal to present on Pollywog at the Innovation Café in June.
We need approval from the Board to allocate \$58,500 to Pollywog for 2018.
Motion: Marc Thielman
2 nd : Bettina Schempf
Approval to allocate \$58,500 to Pollywog for 2018. Unanimous approval.

DISCUSSION ITEM	Vacant Board Positions – Informational
1. Linn County – Health & Business	
2. Lincoln County – Business	
Kristi agrees to meet with potential new Board members for an informational interview.	
The Governing Board application is posted on basecamp.	

PUBLIC COMMENT	
No members of the public were in attendance.	

NEXT MEETING	Thursday, March 2, 2018
2:00pm, Oregon Coast Community College, Newport	
MEETING ADJOURNED	3:35pm