

# **Linn-Benton-Lincoln Early Learning Hub**

## **Early Childhood Coordinating Council Meeting Minutes**

February 2 2015

Attendees: Rebecca Austen, Cindy Bond, Cori Brownell, Sandra Chase, Pat Crozier, Cyrel Gable, Bill Hall, Lynn Hall, Stephany Koehne, Debbie McPheeters, Suzanne Miller, MaiKia Moua, Shelley Paeth, Nina Roll, Lauren Sigmen, Paul Smith, Renee Smith, Karen Stevens, Robin Limber, DeAnn Brown, Terry Persson, Robin Limbert, Signe Miller, Theresa Jensen, Jerri Wolfe, Kristi May, Lynn Hall, LeAnne Trask

Programs Represented: Lincoln County Health Department, Old Mill Center, Western Oregon University, Oregon Department of Human Services, Linn County Health Department, Linn-Benton Community College, Lincoln County Board of Commissioners, Kidco Head Start, LBL-ESD, Community Services Consortium, Benton County Health Department, Oregon State Extension Services, Lincoln County School District, Strengthening Rural Families, Family Tree Relief Nursery, Creative Caring Solutions, Oregon Family Support Network

### Introduction: (Theresa Jensen)

- Proposed Ground Rules:
  - Listening
  - Speaking
  - Mind-set
  - Participation
  - Stay on Task
- Accepted by the group

### Context of the Hub: (Jerri Wolfe & Kristi May)

- Review of Early Learning Hub Charter
- Review of Guiding Principles
- Review of Governance Model (Organizational Chart)
- Review of 1 Year Plan

### Where We've Come From: (Small Group Work)

- Attendees broke into 5 small groups (mixed), and answered the question: "What was/is the core work and outcomes of early childhood groups in our three counties?"
  - Identified strengths
  - Identified resources
  - Worked together to fill a need for early childhood mental health provider.
  - Developmental screenings: Pediatricians, Storytime, etc.
  - Identified gaps in service
  - Technical consultants re: EC issues
  - Fewer overlapping services
  - Created attached families
  - Reduced child abuse rates
  - Developmental pathways: roster of providers, quarterly meetings

- Discussed high quality practices
- A place to share family needs and working together
- Discussed low income families
- Joint projects: Baby Blast!, Safe Schools, Advisory Committee,
- Joint trainings: School Districts, Parents, ASQ
- Networking
- New ideas!!
- Hub transition
- Data Demographics analysis
- Data presentation (for Hub)
- Applied for grants as a group
- Education/Training
- Wrap-around services
- Direct care, agency care
- Coordinated work
- Coordinating agencies services: to prevent duplication
- Community engagement
- Relationship/Partnership building
- Communication
- Sharing what other agencies are doing
- Data analysis and reporting
- Created sub-groups to drill down on certain issues
- Served as Advisory Group for agencies and member organizations
- Using the information they collected above, the attendees then answered the question: “Which roles/outcomes from the past fit may not fit under the ECCC umbrella?”
  - Grant opportunities
  - Identifying training needs
  - Alignment of sectors opportunities
  - Advisory group for agencies
- Individual groups then reported their information to the entire group.

#### Small Discussion Groups: (Theresa)

- Four sheets were posted on the walls, outlining what would be discussed in that group: Structure, Leadership, Communication, and Decision-Making. Attendees were asked to move around the room and stand by the sheet/group they wished to be part of.
- Each group was given 30 minutes to resolve the questions outlined on their sheet.
- Each group then reported to the entire group what their consensus was, and Theresa asked for a vote of acceptance from the entire group based on the small group’s recommendations.

**STRUCTURE:** Look at roles and outcomes that may not fit (continuation of small group work)

*Should some of these continue in the individual counties?*

*Do we bring this work back to the ECCC?*

*Do we create subcommittees?*

*Explore other options structurally?*

**Communication** should be the core function of ECCC--as a conduit between local providers, partners, etc. and the governance structure/decision-makers/money people.

**Supporting** local structures development, prioritizing local needs for support.

**Learning Collaborative** – innovation and sharing quality practices.

To be determined: Should individual county ECCCs still continue? Or, do we create ad hoc county groups as needed?

**ENTIRE GROUP DID NOT VOTE TO ACCEPT THESE RECOMMENDATIONS**

#### **LEADERSHIP:**

*What do we need from leadership?*

- Representative from each county who can behave fairly with the other counties
- Rotate reporting to Governing Board
- Strong Early Childhood Leaders (because we are the experts in this area)

*What are the roles? How many?*

- Representation with Governing Board
- Content Area Experts
- Discreet and global views
- Volunteer position

*What should the selection process include?*

- Each county nominates 2 or 3 people (must be willing nominations, can self-nominate)
- Governing Board members excluded from the nominations
- At the ECCC meeting, these nominees stand up and express their reasons for participating and wanting this position
- Vote by entire ECCC – closed ballot
- Terms? TBD
- Process of accountability? TBD

*Agendas?*

- The 3 Representatives discuss points to be included on the agenda
- Facilitator will let the Hub staff know what should be on the agenda
- Hub staff will prepare the agenda for the upcoming meeting
- Agenda responsibility will be rotated among the representatives, based on what county the meeting will be held in

*Facilitation?*

- Rotated between Tri-Chairs
- Meeting will be recorded by Remote Access software. Meeting Minutes will be prepared by the Hub Staff from that recording.

*How Often?*

- Monthly meetings for first few months

- Revisit when things are established

*Locations?*

- Rotate county each month
- Remote access offered (location must meet certain requirements)
- Consistent location in each county preferred
- Vary location occasionally to highlight programs

**ENTIRE GROUP VOTED TO ACCEPT THESE RECOMMENDATIONS**

**COMMUNICATION:** (This section was submitted by Nina Roll and reviewed by the other members of this group in an effort to better capture the thoughts of the group.)

*Outline communications and collaboration between ECCC and organizations*

*Leader-to-Leader communications among organizations –*

- *Down to direct Staff*
- *Out to broader community*

Introduction/disclaimer: Anything that is in bold was written down on the chart paper. Things not in bold are my attempts to more fully capture and clarify what I recall and came away with from the discussion. I stated at the meeting that there was mutual confusion about what exactly we were addressing, whether it was communication just within the ECCC or if we needed to include the process that would also communicate out to the larger Hub and other groups. Perhaps because at first the word Hub was written on the white paper and then crossed off and ECCC was written instead, this had some impact in how the statements became interpreted. It is also possible that we tried to answer a bigger question than what was asked of us.

- **Recognize that communication is not linear.** (For clarification substitute communication is not one-dimensional.)
- **Subgroup (ECCC) needs note taker – notes** (from meetings) **that go out each month** (or after each meeting)
  - **To members of the committee/workgroup – who would send to other partners and staff** (as we determined appropriateness)
  - **To Hub staff to be posted on the website of the Hub, and**
  - **Go out via the email LISTSERVE** (maybe these are the same people on the committee –ECCC workgroup named in the first sub-bullet?)
  - **To local subgroups via a appointed representative** (of the local Early Childhood groups)
- The meeting minutes should include an **Executive Summary** (that outlines the most important discussions, conclusions, decisions, actions to be taken **vs.** (just) **full documents**.
  - **Shorter bites of information** would be more easily and quickly read
- **Marketing/community education** (for and about the Hub) are a really important part of what we can do as ECCC members and individuals in each of our counties/communities through contact with **news media** including newspapers and **radio** and online news organizations. We thought that the inception of a marketing campaign would probably be led by Hub **staff**.

- Attached is the Hub Organizational Chart with notes added by the Communications Group.

## **ENTIRE GROUP DID NOT VOTE TO ACCEPT THESE RECOMMENDATIONS**

### **DECISION MAKING:**

*What decisions will this group make?*

- What info moves to/from Governing Board?
- Are the right people at the table?
- Are voices/opinions heard? (based on questions)
- Tasks sent to us by Governing Board
- Is more information needed?
- How to get needed information? Subgroups/working groups?
- May be time-sensitive decisions.
- ECCC should be advisory in nature as related to the work plan and/or as requested by the Governing Board.

*How will decisions be made (vote, consensus)?*

- By Consensus

*Who will make those decisions?*

- Need a point person/leadership to facilitate decision-making.
- Could vary based on task
- Need a scribe/facilitator

*Responsible for...:*

- Improve referral pathways for families
- ID underserved children
- ID strategies or collaborations to provide appropriate services
- Forum for broad-based discussion of EC programming

## **ENTIRE GROUP DID NOT VOTE TO ACCEPT THESE RECOMMENDATIONS**

### Next Steps:

- Next ECCC Meeting TBD. The Hub staff will send out a Doodle poll to get ideas for date, time and location

### Other:

Contacts for the LBL Early Learning Hub are:

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