

# Linn Benton Lincoln Early Learning Hub Healthy Beginnings Grant Meeting Minutes

<b>MEETING COMMENCED</b>	12:00pm, May 26, 2015 CASA Offices
<b>MEETING CALLED BY</b>	Lynn Hall
<b>MEMBERS PRESENT</b>	Hilary Harrison, Lynn Hall, Kristi May, LeAnne Trask, Shelley Paeth (remotely), MiaKia Moua
<b>VERSION</b>	Final

## Agenda topics

<b>DISCUSSION ITEM</b>	Review Previous Meeting Minutes
	Reviewed.
<b>CONCLUSIONS</b>	
	Approved.

<b>DISCUSSION ITEM</b>	County-Level Partner Meeting Report
	36 people attended representing 35 organizations.
	Poster questions: review of answers.
	Post-it-Note questions: attributes of parent leaders. Review of county wordles. Discussed what the final combined wordle should look like. Should we adjust the Linn County wordle to include a comment about words being taken as written?
	SurveyMonkey questionnaires: broken out by county? Lots of data to review.

<b>DISCUSSION ITEM</b>	Parent Focus Groups Update
	Reviewed spreadsheet of proposed parent focus groups.
	Hilary Harrison reviewed how her parent focus group went. Good information. Most were not part of our target group. Two parent leaders identified.
	Lynn reviewed how her parent focus group went with FSC (Cyrel's group). Several parent leaders identified.
	Lynn reviewed how her parent focus group went with Juntos (Jerri's group). We had to find and contract a translator to help with the recording of the meeting.
	Reviewed upcoming planned focus groups: Welcome Center, Coastal Families Together, Family Tree, Alsea School District Preschool, and Head Start.
	Demographic information gathered but not reviewed yet. Lots of good information that will help when we are writing the grant proposal.
	Are we looking for parent leaders or for focus group information? Both, with the parent leaders being used for the second grant application.
	Should we prioritize the list of potential focus groups? 30+ is overwhelming. A minimum number from each county would be a good strategy. Benton County: Old Mill, Casa Latinos, Alsea School District, FSC. Linn

County: HART, Kidco, CASA, Welcome Center, Juntos. Lincoln County: Coastal Family Together, Head Start, School District, OSU Extension, Babies Together.

<b>DISCUSSION ITEM</b>	Site Visit on Thursday, June 18
	Want to get Jen out to visit our partners, seeing programs in action.
	Maybe have a lunch with some of the Partners together to meet Jen and explain their programs?
	Maybe have a lunch with one of the focus group parents, for Jen to meet them?
	Maybe take Jen to the Corvallis Multicultural Center: interesting place, with parents dropping in for her to meet.
	Ideally we want her to see what's being done in this area, and meet some of our partners.
	Reviewed Jen's potential site visit questions: sounds like she is asking these questions to committee members rather than parents.
	Proposed: Family Tree Relief Nursery (Albany), HART (Harrisburg), Partner/Committee Meeting Luncheon @ Pizza King (Albany) with a presentation of the survey data, focus group demographics, scheduled upcoming events, invite all of our partners and ask them to bring a parent with them, private meeting with Kristi and Lynn. Maybe have remote access for partners that can't be here? Remote access is ify, so a face-to-face would probably be best.
	Is there a question that we want to ask Jen, while she's here? Do we have a message that we want to send back to the NWHF?
	The best plan would be to hold a parent focus group while Jen is here... Talk to Family Tree, Multicultural Center, etc. and see if we can pull something together for June 18.
	Be sure and build some wiggle room into the schedule so that we don't get caught short of time.
	The Hub would like to have a Parent Engagement Staff Member. Staff are contacting other Hubs with similar positions.

<b>DISCUSSION ITEM</b>	Interim Report to NWHF
	Interim Report due on 6/30/2015.
	Questions pulled up on the screen for review.
	Suggestion was made to upload each of the questions separately as a discussion thread in Basecamp. Ask members of the Committee to review and give input to.
	Email scanned copies of Demographic Sheets over to Benton County and have an intern input all of the data into a spreadsheet. Patty Parsons will take over getting it done for us.

<b>NEXT MEETING</b>	Tuesday, June 23, 12:00-2:00pm (Working Lunch) @ CASA
<b>MEETING ADJOURNED</b>	1:54pm