

# Early Learning Hub of Linn, Benton & Lincoln Counties Leadership Committee Meeting Minutes

<b>MEETING COMMENCED</b>	3:00pm, July 14, 2015 Linn-Benton Community College, Albany
<b>MEETING CALLED BY</b>	Kristi May
<b>WORK GROUP MEMBERS PRESENT</b>	Julie Manning (remotely), Jerri Wolfe, Debbie McPheeters (remotely), Rebecca Austen (remotely), Shelley Paeth (remotely), Bettina Schempf (remotely), Renee Smith (remotely), Lauren Sigman (remotely)
<b>VERSION</b>	Final

## Agenda topics

<b>DISCUSSION ITEM</b>	Review of upcoming Governing Board Meeting Agenda
	Kristi contacted Board Members to confirm attendance at meeting (for quorum purposes). So far, 6 have responded that they will be there.
	Proposed special presentation: ASQs. Joanne Hunter has been asked to present, but she has not confirmed yet. Joanne is a trainer for the Oregon Health Authority. Looking for a 30 minute presentation at the Board Meeting.
	The HCI Work Group, Rebecca and Bettina, are asking for some help from the CCO regarding the ASQ questionnaire that was sent out a couple of weeks ago. Perhaps this presentation could include this request for help from the Governing Board in getting this accomplished. Julie Manning requested that the request be emailed to her as the CCO representative on the Board, and she will be able to get this process moving from within.
	The ECCC Work Group isn't ready to make a presentation to the Board yet.
	The D&E Work Group is working hard, but isn't ready to present to the Board yet either.
	Coordinator Report: Legislative updates and review of new funding streams.
	Waiting to hear from Denise Rennekamp regarding whether she can attend a meeting with Lincoln County Early Childhood group to discuss rebuilding an OPEC Hub.
	The Fiscal Oversight Committee is working to development a Procurement Policy for the Hub as to how we will seek out contractors to do business with. Contains LBCC requirements. Will be reviewing and discussing the policy, and waiting to vote on it until Governing Board members have a chance to review it.
	Change Agenda to indicate "Board Committee Reports", as a way to distinguish between Work Groups.

<b>DISCUSSION ITEM</b>	LIFT Program
	There was discussion at the last Governing Board meeting regarding continuing to fund the LIFT Program.
	Still some lingering questions, which will be discussed with Lauren Sigman before the meeting.
	Since we didn't have a quorum, it was pushed back to the next meeting for discussion and action.

<b>DISCUSSION ITEM</b>	Attendance at GB Meetings
	Governing Board discussed members who have not been attending and what should be done about it.
	The Governing Board decided that the Leadership Committee should decide how to handle this.

It was suggested that Kristi May contact the two members who have missed the most meetings, to find out what they intend to do.		
Renee Smith suggested that some agencies don't have the reserves available to let people off to attend these meetings. She suggested that some GB votes be handled by email or Basecamp.		
It was suggested that voting by email or Basecamp be limited to summer or December, when there are going to be absences which will affect our quorum.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Kristi May will contact the two GB members who have missed the most meetings, and discuss the situation with them.	Kristi May	ASAP

DISCUSSION ITEM	OR Statute regarding a "Quorum"	
Because of meetings being held without a quorum present, and a meeting where members later recused themselves, the GB asked that we discover what recusing does to a quorum.		
Paula Grace went to the internet and found an Oregon Government Ethics law that details this information and gives us guidelines.		
These will be discussed at the upcoming meeting.		
June has been the only meeting where a quorum was not present.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Julie Manning will send Kristi May some information regarding quorums, so that we have written documentation for our decisions.	Julie Manning	ASAP

DISCUSSION ITEM	July 23 Governing Board Meeting	
Kristi contacted Board Members to confirm attendance at meeting (for quorum purposes). So far, 6 have responded that they will be there.		
If we do not have enough members attending to create a quorum, should we cancel the July meeting?		
CONCLUSIONS		
If Joanne Hunter is available, it would be worthwhile to have the meeting, even if we don't have a quorum.		
If Joanne isn't available, we should probably cancel.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Include information in the Hub Coordinator's report regarding legislative funding, and maybe that will attract more members to the Board meeting.	Kristi May	7/23/2015
Wait to hear from remaining 8 Board members as long as possible, and then make a decision.	Kristi May	7/23/2015

NEXT MEETING	Tuesday, August 18, 2015	
Meeting will be held remotely, from 3-4:00pm		
MEETING ADJOURNED	3:38pm	