

# Early Learning Hub of Linn, Benton and Lincoln Counties

## Governing Board Meeting Minutes

<b>MEETING COMMENCED</b>	2:00pm, August 27, 2015 Hollingsworth & Vose, Corvallis
<b>MEETING CALLED BY</b>	Kristi May
<b>WORK GROUP MEMBERS PRESENT</b>	Stephany Koehne, Tony Lewis, Paula Grace, Anne Peltier, Julie Manning, Jerri Wolfe, Paul Smith, Bettina Schempf, DeAnn Brown, Mary McKay, Marc Thielman, Rebecca Cohen (remotely), Betsy Wilcox (remotely), Linell Wood (remotely)
<b>VERSION</b>	Final
<b>RECORDED</b>	Yes

### Agenda topics

<b>ROLL CALL</b>	August 27, 2015 Governing Board Meeting
Roll taken of Board Members present.	

<b>SPECIAL PRESENTATION</b>	New Early Learning Hub Metrics & Rating Indicators
An overview of the new hub metrics was provided that included the reasoning behind why short-term indicators were needed.	
Not all providers know that they should be completing ASQs.	
From the CCO's perspective, they just got their 2014 numbers in, which lets them know where their shortcomings are, and there is only one quarter left in 2015! It puts them at a real disadvantage, plus the State has given them five new metrics that they are now required to complete.	
Other's besides providers can help with the ASQ imperative that the State has given us, but we need to get those numbers to the CCO so that they can be counted.	
Hand-out contains a complete list of all of the new metrics and the indicators that we will be graded on. Some are 1 and 2 ratings, some include a 3.	
One that is specific to the Governing Board (page 6), with sign-in and sector information. Explanation of why this sign-in sheet is so important to us completing this metric for the State. The Hub Logic Model contains a complete list of all six sectors.	
We have a State Facilitator assigned to help us meet our goals: Tab Dansby. He has been to the last two Work Group Meetings and is interested in attending a Governing Board meeting. He is available to us pretty much around the clock, and has been very helpful to this point.	
We will be having to redo our strategic plan because of the State's revisions, but our plan is pretty close to the model that the State is looking for. A draft of our revised plan is due October 15, and the final copy and work plan is due on December 1.	
<b>CONCLUSIONS</b>	
This Hub Logic Model seems to be a very nice, concise report card for us. Perhaps a copy of it should be kept in front of the Board at all times, with check marks so that we can see what we are actively doing, what we are working on, and things we haven't started yet.	

<b>COORDINATOR'S REPORT</b>	Early Learning Hub Update	
New business cards are in, and we are reviewing the wireframe architecture of our new website. It has been promised to us by mid-November, and we have received final products for PowerPoint templates, letterhead, business cards, etc.		
We still need to get bios and photos of many of our Governing Board members, so please get them into us as soon as possible. We will try to have a photographer come in and take uniform photos of our entire Board, but in the meantime, we need to get something for our current page.		
The NW Health Foundation grant is coming along. We held a steering committee meeting this week, and tried to get our final thoughts together for a grant proposal due at the beginning of October. Would still like to hold Focus Groups with parents in some of the outlying cities, like Mill City, Lebanon and Sweet Home. Our goal for the 5-year grant would be to help parents learn to advocate for what they want. We have watched what the Multnomah Hub has done, and we're hoping to emulate their model.		
There is a brief statement from each Work Group in the Hub Update report, but next month the Co-Chairs from these groups will be present at the Board meeting to report their progress.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Introduce the Governing Board to the basic wireframe of our new Website at the next meeting.	Hub Staff	9/24/2015

<b>COMMITTEE REPORTS</b>	Fiscal Oversight Committee	
The FOC is going through a learning curve trying to understand what our funding streams and sources look like, and why our funds move as they do.		
The 4-month extension budget is a review of the extension the State gave us, and why. The FOC is trying to understand how everything works.		
This budget was created for a specific time frame.		
July looks very slim because we didn't know if we were allowed to spend money without a contract or not. The extension allows us to go back and bill for everything that has occurred since July 1.		
Also, the bottom revenue portion shows that the CCO has provided funding for branding of the Hub, and the second is an allocation from the CCO for systems creation with the ASQ and also for parenting education in collaboration with LBCC.		
The financial documents are a little confusing because there is no "balance sheet" in the public sector, so it looks odd to those from the business sector because our statements don't look like what they are accustomed to. In this instance, LBCC is financially responsible for the Hub's expenses, so technically LBCC is liable, and Jeff Davis is the financial manager for this program. LBCC is a government entity.		
<b>CONCLUSIONS</b>		
Motion to approve the financial statement: Bettina Schempf.		
Motion to second: Tony Lewis.		
Members attending remotely plus those in the room all voted to accept the financial statement as written.		

<b>DISCUSSION ITEM</b>	Procurement Policy	
LBCC has reviewed our policy and approved it.		
FOC has reviewed and approved it.		
<b>CONCLUSIONS</b>		
Motion to accept policy: Anne Peltier.		
Motion to second: Mary McKay.		
Remote attenders and all in the room voted to accept the new Procurement Policy.		

<b>DISCUSSION ITEM</b>	2015-2017 Anticipated Funding
Hand-out reviewing what funding we are expecting in the coming biennium.	
Some funds have rolled over from the past contract period.	
A new funding stream that is now available to us is the Kindergarten Partnership & Innovation funds. It's a significant amount of money, and we need to get moving immediately in order to use them. There will be a meeting with the local School Superintendents letting them know that these funds are available and how we wish to spend them in order to meet our metrics. Intentional investments to move the work forward. We are looking at which school districts are ready to go.	
The Data & Evaluation Work Group is working to give us good Kindergarten Assessment data so that we can make informed decisions with our funding. We want everyone to be able to see and understand it.	
How we decide to use those funds is going to be a substantial discussion, which maybe we could work on during the GB Retreat?	
<b>CONCLUSIONS</b>	
Motion to accept: Paula Grace.	
Motion to second: Anne Peltier.	
Jerri Wolfe, Bettina Schempf, and Paul Smith all stated that they had a perceived conflict of interest that doesn't affect the outcome, so they could all three vote.	
Those attending remotely and those in the room all voted to approve.	

<b>DISCUSSION ITEM</b>	4-Month Extension Budget
We may find that some organizations can only be involved in one specific funding stream. We need to review who can participate and is eligible for, and who is the best agency for sole source procurement.	
The reimbursement grant means that the agencies perform the work, and then they bill LBCC. At the end of the quarter, LBCC bills the State for reimbursement.	

<b>DISCUSSION ITEM</b>	Fall Governing Board Retreat	
We could plan this for the October Board Meeting or the December (Nov/Dec combined) Board Meeting. The October meeting would be ideal because it will be held at LBCC, and would help us to firm up our spending plan for the November 1.		
October 22, beginning at 10:00am until 2:00pm, and then at 2:00 we would convene our regular Board Meeting. Photos, Budgets, culinary school lunch. A deep dive into the strategic plan and what the goals are that we are setting which will move the activities along, which will move the indicators along for the State. We would be bringing recommendations for the funding.		
We have continued to invest money in the same organizations over the years, and at some point we have to say "What are the things that are going to get us the most bang for our budget?" We need to have a really good understanding of the goals and the projected outcomes. An explanation of what the funding can be used for.		
We also need to see that there is other work going on that is not run by the Hub, but still accomplishes our metrics. Some agencies are required by law to be involved with the Hub, but some are completely voluntary whether they want to participate.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Send Retreat invitations and information to each Board member.	LeAnne Trask	ASAP

<b>DISCUSSION ITEM</b>	Governing Board Meeting Schedule
The original date for GB meetings was the first Thursday of each month; however, we had to change it to deal with State requirements through the end of this year, to the 3 <sup>rd</sup> Thursday of each month.	

We would like to return to meetings their original time.		
<b>CONCLUSIONS</b>		
Those attending remotely and those in the room all voted to return the meeting to the first Thursday of each month, beginning in January 2016.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Send an invitation and information to all Governing Board members when a new schedule and venues is in place.	LeAnne Trask	ASAP

<b>CONSENT ITEM</b>	Approval of July Governing Board Meeting Minutes	
Minutes were posted on website and Basecamp.		
<b>CONCLUSIONS</b>		
Marc Thielman recused himself because he was not at that meeting.		
Motion to approve: Paul Smith.		
Motion to second: Paula Grace.		

<b>NEXT MEETING</b>	Thursday, September 24, 2015	
Meeting will be held in the new Health Education Building at the Samaritan Pacific Community Hospital campus in Newport.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
LeAnne will post a map on the website and Basecamp.	LeAnne Trask	ASAP
<b>MEETING ADJOURNED</b>	3:33pm	