

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

MEETING COMMENCED	3:00pm, September 15, 2015 Linn-Benton Community College, Albany
MEETING CALLED BY	Kristi May
WORK GROUP MEMBERS PRESENT	Julie Manning (remotely), Bettina Schempf (remotely), Debbie McPheeters (remotely), Bill Hall (remotely), Lauren Sigman (remotely), Renee Smith (remotely)
VERSION	Final

Agenda topics

DISCUSSION ITEM	Review of upcoming Governing Board Meeting Agenda
Commissioner Hall will be facilitating the Governing Board Meeting on 9/24/2015, in the new Samaritan Center for Health Education.	
Also agreed to the October Governing Board Retreat at the August Governing Board Meeting. Since the agenda is so full, could some of agenda items be held over to October?	
Special Presentations: Hub website and Identity guide, Work Group Reports. Hub website needs some review by the Board before we get too far into the process, so need to keep this item on the September agenda. Try to hold the presentation to 10 minutes, and then 5-10 minutes for questions by the Board. The Work Group Reports could be pushed into the October agenda because there is still a lot of movement with the new metrics. Maybe that could be pushed back to October? Instead, the Work Group Chairs will submit written reports, and then the Board will review and ask questions, as needed. If there are more questions, they can be answered at the October GB Meeting.	
Coordinators Report: will be keeping it very brief because most of what needs discussing will be coming in as "Discussion Items". (10 minutes)	
Committee Reports: Fiscal Oversight Committee. Not much to report because we haven't issued new contracts, and we haven't been able to draw-down funds because the State system is not working correctly. We will need to have a deeper discussion, but not for this meeting. (5 minutes)	
Consent Items: Approval of August Minutes, EL Hub Charter. Need to get approval to change the name and approve the identity branding materials to date. (5 minutes)	
Discussion Items:	
New contracting timelines – the new contract extensions needs to be explained to the GB what potential actions they want to take based on this new extension. Also need to discuss the impact on our partners. The GB approved the 4-month extensions, but we will need to discuss how we want to reshape it now.	
Hubs as Public Bodies – GB requested clarification of this issue, and the State issued a statement telling us exactly what we are now.	
Service Provider Manual – Staff has developed this manual, and the GB needs to review and approve. A point of reference for our contracted partners.	
Read for the Record – October 22, the Hub has volunteered to participate in this event, and be the center for this event. Could be a media event for us. Info for the GBs consideration.	
Kindergarten Partnership & Innovation Funds – Need to hire a coordinator for these funds. The GB may review a job description, and hear the results of our negotiations with ESD regarding this coordinator.	

DISCUSSION ITEM	Work Group Chairs/Metric Changes
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Debbie McPheeters, Renee Smith, Bettina Schempf, and Julie Manning all stayed on the call to review the proposed WG changes: metric action teams. Going to need specific people at the table, potentially meeting more than once a month. Work Group day is becoming more of a reporting day rather than a day that any work is performed.
Kristi has drafted a document, looking at the indicators, and created an “Action Team” plan for getting our metrics accomplished.
Several agencies have complained that they don’t know what we are trying to accomplish, so they don’t know which staff member to send to WG Day. This new plan would resolve that problem.
We will be assessed on these various criteria, so we need to be getting some things done.
We also don’t have all of our baseline data, so we can’t determine what the measure is that we are trying to succeed at. The State is actually looking to us to provide our own baseline data and create the process, rather than them telling us how to do it.
Looking at adding a “Progress to Date” column on our EL Hub Metrics Rating form so that we can see how we are coming along with our metrics.
We have received word from the State that one of our metrics is going away: 2.3-A in the QRIS section.
ESD is concerned about the staff requirements that this is going to require.
Samaritan is concerned about the same thing with the CCO requirements. It’s a universal concern.
The State is encouraging the Hub to compensate small partners for their time in this endeavor.
We might have different representation from the County agencies, if we move in this direction.
This will be along the lines of a subgroup, and then it would report back to the main Work Group.
Emails outlining this plan have been sent to the WG Chairs, but we feel that it needs to also go to the individual Work Group members to see how they feel about it.

NEXT MEETING	Tuesday, October 20, 2015.
Meeting will be held remotely.	
MEETING ADJOURNED	3:56pm