

Early Learning Hub of Linn, Benton and Lincoln Counties

Governing Board Meeting Minutes

MEETING COMMENCED	2:00pm, September 24, 2015 Samaritan Pacific Communities Hospital, Newport
MEETING CALLED BY	Kristi May
WORK GROUP MEMBERS PRESENT	Paul Smith, Mary McKay, Bill Hall, Stephany Koehne, Rebecca Cohen, Linell Wood, Betsy Wilcox, Jennifer Moore (remotely), Guadalupe Diaz (remotely), Bettina Schempf (remotely), Jeff Davis, Paula Grace
VERSION	Final
RECORDED	Yes

Agenda topics

ROLL CALL	September 24, 2015 Governing Board Meeting
Took roll of Board Members present.	

SPECIAL PRESENTATION	Identity Branding Presentation
Showed video overview of the branding process, and then discussed each of the steps that we have gone through (creation of logo, brand name, business cards, etc.), in-depth discussion of the Identity Branding booklet and where we are in the website creation process.	

COORDINATOR'S REPORT	Kristi May
Contracting deadlines have been changed due to the fact that metrics are required to be included in our contracts, and Hub baselines and targets have not yet been finalized. So instead of a 4-month extension, it is now going to be a 6-month extension. It's frustrating for everyone but many of our partners are familiar with this process. They share our frustration, but are understanding.	
Hub Metrics and Indicators - Last month we introduced the new metrics. The ELC has approved one change: Metric #2.3.A was removed because it made the QRIS a disproportionate indicator, Metric #2.3B has been renumbered and now includes "communities of color" as a priority.	
Kindergarten Partnership and Innovation – Met with the Superintendent's at LBL-ESD (thank you, Mary McKay). All of the superintendents were pleased about the funding that will now be available in our region. There were 12 Districts present, and most of the conversation centered on a dedicated P-3 coordinator. More effort will be needed to get this underway. It is clear that this is an area that needs increased relationship building.	
Parent Education in Lincoln County – Meeting was held on Sept. 3 to discuss adding Lincoln County to the PSN Hub. Lots of pros and cons. PSN representatives agreed to go home and consider the Lincoln County request. A second meeting followed with only local Lincoln County partners participating. These partners decided to focus on coming together to create a clearer plan, and to wait a year before asking to join the PSN. OPEC has said that the opportunity will be there next year for them. The partners voted to have Alice Beck as the Chairperson for this new Steering Committee and help to create this new plan. OPEC is	

offering planning grants and wants to have them apply for those funds to help them get their organizational goals in place.		
COMMITTEE REPORTS	Fiscal Oversight Committee	
FOC did not meet this month because of the contracting issues, and since there was no income coming in, the meeting was cancelled.		
We hope to have a meeting next month with current financial information to discuss.		
We do have enough funds to “keep the lights on”.		
CONCLUSIONS		
Committee member asked to add two additional lines to our financial statement: how much money that LBCC has “loaned” us, and how much money is actually in our account on that particular day.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Paula Grace has volunteered to attend the FOC meetings for the next couple of months.	Kristi May	ASAP

CONSENT ITEM	Approval of August Minutes														
The Minutes from the August Governing Meeting were posted on Basecamp and the Website for Board Member review.															
CONCLUSIONS															
Motion to Accept: Guadalupe Diaz															
Motion to Second: Jeff Davis															
Vote of the Group: Unanimous															
VOTING RESULTS	Individual Votes cast by Board Members (Yes, No, Abstain)														
B. Wilcox	Y	N	A	J. Golden	Y	N	A	M. Thielman	Y	N	A	J. Davis	Y	N	A
D. Morgan	Y	N	A	A. Hernandez	Y	N	A	G. Diaz	Y	N	A	J. Manning	Y	N	A
L. Wood	Y	N	A	A. Peltier	Y	N	A	C. Amador	Y	N	A	M. McKay	Y	N	A
J. Moore	Y	N	A	T. Lewis	Y	N	A	P. Grace	Y	N	A	D. Brown	Y	N	A
B. Hall	Y	N	A	J. Sneddon	Y	N	A	B. Schempf	Y	N	A	M. Benavides	Y	N	A
R. Cohen	Y	N	A	S. Koehne	Y	N	A	P. Smith	Y	N	A				

CONSENT ITEM	EL Hub Charter														
In the Charter there is a mandate for yearly review and update.															
The Charter was revised with the new logo and Hub name, but no other changes were made.															
CONCLUSIONS															
Motion to Accept: Guadalupe Diaz															
Motion to Second: Jeff Davis															
Vote of the Group: Unanimous															
VOTING RESULTS	Individual Votes cast by Board Members (Yes, No, Abstain)														
B. Wilcox	Y	N	A	J. Golden	Y	N	A	M. Thielman	Y	N	A	J. Davis	Y	N	A
D. Morgan	Y	N	A	A. Hernandez	Y	N	A	G. Diaz	Y	N	A	J. Manning	Y	N	A
L. Wood	Y	N	A	C. Peltier	Y	N	A	C. Amador	Y	N	A	M. McKay	Y	N	A

J. Moore	Y	N	A	T. Lewis	Y	N	A	P. Grace	Y	N	A	D. Brown	Y	N	A
B. Hall	Y	N	A	J. Sneddon	Y	N	A	E. Schempf	Y	N	A	M. Benavides	Y	N	A
R. Cohen	Y	N	A	S. Koehne	Y	N	A	P. Smith	Y	N	A				

DISCUSSION ITEM	Work Group Reports
Work Group Day was cancelled in September due to the start of school and the conflict it created.	
Work Group Chairs were asked to write up a short summary of the work their group has been doing so that the Board can review them, and then ask questions at the October Governing Board Meeting.	

DISCUSSION ITEM	New Contracting Timelines
Partners have not been able to claim funds, to-date, but will be able to retroactively claim once the contracts are signed.	
Committee members were concerned about the effect on our partners—is this delay hurting them?	
Paul Smith stated that Strengthening Rural Families is doing okay, and they are the “smallest” entity of the contracted partners.	
Should we give them a 6-month contract extension? Last month we voted to give them a 4-month extension, and it was unanimously approved.	
Have asked our partners to include the new metrics/indicators in there scope of work.	

CONCLUSIONS	
Motion to accept: Mary McKay	
Motion to second: Linell Wood	
Jeff Davis, Bettina Schempf, Betsy Wilcox, Marc Thielman and Paul Smith all stated that they had a conflicts of interest as grant recipients, so they all abstained from the vote.	
Those attending remotely and those in the room all voted unanimously to approve.	

VOTING RESULTS	Individual Votes cast by Board Members (Yes, No, Abstain)														
B. Wilcox	Y	N	A	J. Golden	Y	N	A	M. Thielman	Y	N	A	J. Davis	Y	N	A
D. Morgan	Y	N	A	A. Hernandez	Y	N	A	G. Diaz	Y	N	A	J. Manning	Y	N	A
L. Wood	Y	N	A	F. Peltier	Y	N	A	C. Amador	Y	N	A	M. McKay	Y	N	A
J. Moore	Y	N	A	T. Lewis	Y	N	A	P. Grace	Y	N	A	G. Brown	Y	N	A
B. Hall	Y	N	A	J. Sneddon	Y	N	A	D. Schempf	Y	N	A	M. Benavides	Y	N	A
R. Cohen	Y	N	A	S. Koehne	Y	N	A	P. Smith	Y	N	A				

DISCUSSION ITEM	Hubs as Public Bodies
This question was raised by a member of our Governing Board, which the Hub presented to the State, and they have provided this document as a standard for Hubs as Public Bodies.	
The only change that we will have to make is to record exactly who voted and how in each of our Governing Board meetings, beginning today.	
We post all of our documents on the Weebly website, so we are fulfilling the public record requirement.	
If we conduct Hub business on our private cell phones, they then become public records and we will have to be aware of that.	
We will also need to create a records retention policy and keep for public record.	
Commissioner Hall recommended that we be very discreet, and simply not discuss Hub business outside of meeting settings.	

DISCUSSION ITEM	Service Provider Manual
The Hub has created a Service Provider Manual based on information from other agencies, and has run it past the LBCC authorities to make sure that it meets their standards.	
This document will help our partners when we can finally issue contracts.	
At this point we are ready to give it to our stakeholders so that they have a printed version of our requirements and timelines, and will better be able to understand what it is that we are asking them to do.	
CONCLUSIONS	
Board Members were impressed with the quantity of work that has been done, but were concerned about the amount of time that it took to produce. Kristi assured them that it was a matter of “cutting and pasting” for the most part, and didn’t take much time to produce, and that we have shared our final product with the State so that they can share it with other Hubs.	
Board Members were also concerned that some of our smaller agencies don’t have the capacity to work in areas as large as our three counties and will require special assistance to get by. There was also concern that the reporting is going to be difficult for these smaller agencies.	
Kristi went on to explain the difference between RFPs (Request for Proposal) and RFAs (Request for Application).	

DISCUSSION ITEM	Jump Start Read for the Record						
The Hub has been asked to coordinate an annual event called “Jump Start Read for the Record”. We asked our partners if they were interested, and we have had a number of agencies express an interest.							
The event will promote early literacy, which is one of our metrics, and hopefully bring media attention to our Hub.							
If the Board agrees, we will put together a packet of information for our partners and offer to purchase the book that will be read in every classroom/agency setting on October 22.							
Kristi proposed offering the \$10 book to the first 50 partners who respond, with a cap of 5 books per agency.							
Board Member asked if this was similar to “Read Across America”?							
CONCLUSIONS							
Motion to accept: Jeff Davis							
Motion to second: Rebecca Cohen							
Those attending remotely and those in the room all voted unanimously to approve.							
ACTION ITEM							
Board would like to have labels put into each book stating that it is a gift from the EL Hub.							
VOTING RESULTS	Individual Votes cast by Board Members (Yes, No, Abstain)						
B. Wilcox	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A	J. Golden	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A	M. Thielman	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A	J. Davis	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A
D. Morgan	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A	A. Hernandez	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A	G. Diaz	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A	J. Manning	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A
L. Wood	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A	E. Peltier	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A	C. Amador	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A	M. McKay	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A
J. Moore	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A	T. Lewis	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A	P. Grace	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A	H. Brown	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A
B. Hall	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A	J. Sneddon	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A	D. Schempf	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A	M. Benavides	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A
R. Cohen	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A	S. Koehne	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A	P. Smith	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A		

DISCUSSION ITEM	Fall Governing Board Retreat
Retreat has been finalized for Thursday, October 22, at LBCC Board Room in Albany.	
Staff photographer will be there to take photos of each Board member. Please dress accordingly.	

Our State Facilitator, Tab Dansby, will also be present and is looking forward to meeting you.

We will be posted the menu choices for your lunch that day onto Basecamp. Please make us aware if you have any dietary restrictions.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send Retreat invitations, menu, etc to each Board member.	LeAnne Trask	ASAP

NEXT MEETING	Thursday, October 22, 2015
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Meeting will be held from 2-4:00pm at the LBCC Board Room. Map will be posted on the Website and Basecamp.
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Retreat will proceed the scheduled Board Meeting.

MEETING ADJOURNED	3:12pm
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