

Early Learning Hub of Linn, Benton and Lincoln Counties

Governing Board Meeting Minutes

MEETING COMMENCED	2:00pm, February 4, 2016 Western Title Building, Newport
MEETING CALLED BY	Julie Manning
GOVERNING BOARD MEMBERS PRESENT	Jennifer Moore, Mary McKay, Betsy Wilcox, Bill Hall, Rebecca Cohen, Paula Grace, Jeff Davis, Bettina Schempf, Marco Benavides, Linell Wood, Tony Lewis, Jeff Sneddon (remotely)
VERSION	Draft – Pending Governing Board approval
RECORDED	Yes

Agenda topics

ROLL CALL	February 4, 2016 Governing Board Meeting
Took roll of Board Members present.	

SPECIAL PRESENTATION	LBL EI/ECSE (Autumn Belloni)
Currently serving 602 children in Linn, Benton and Lincoln Counties.	
Since more screenings are being done by the CCO and Early Learning Hubs, more children are being referred; however, more children does not mean more money to serve them.	
Booked out about three months for consultations.	
Only the bottom 7% of needy children are being served. (The worst cases.)	
Funding is well below the need. Need another \$5m to continue with the current level of services.	
Increase in awareness is responsible for the increase in numbers, and possibly we are seeing more children born with disabilities.	
There is no “wait list” with ESD. If kids need to be seen, they will be seen, eventually.	
There is an increase in premature babies in our state.	
LBL is the 2 nd highest (number of children served) region of the state.	
ESD is having a hard time finding qualified staff to help with this work.	
There are seven companies that provide early intervention to the state, and our LBL ESD is one of them.	

COORDINATOR'S REPORT	Early Learning Hub Update (Kristi May)
Vroom - Overwhelming response for Vroom materials, so we will be holding a Partner Orientation Meeting on Monday, 2/8/2016, one in Lincoln County and one in Albany. There will be a webinar, and then we will be discussing the implementation of a distribution program. Materials will be given out, as well as information about reporting and requesting more information.	

Work Group Day – We have been using Metric Action Groups to help us meet our requirements with the State, and now we need our groups to meet to get work done on the metrics. We have committed to holding a quarterly Work Group Day, and then the individual Work Groups will meet at their discretion.		
Parent Engagement Coordinator RFA – The PEC was posted and we are waiting to hear who would like to partner with us. We have also learned that having our own parent advisory group is not going to work because so many agencies are required to have a standing parent advisory group. We are hoping that our PEC will be able to attend other parent advisory groups and gather information from their parents. We will meet our state requirements and still get the information that we need.		
Kindergarten Partnership & Innovation Funds - We are still waiting for the various school districts to begin submitting their projects and begin the contract process with them. Each school district will be creating a project that provides for the specific needs of their community.		
EL Hub Website – The website is continuing to evolve and change to meet our needs, but we have received good feedback. We will make the GB aware of any major changes.		
Early Learning Council: The council will be holding two days of meetings in Corvallis in March, and they wish to spend some time with members of the Hub and specifically with Governing Board members. We will keep you apprised of what activities we set-up.		
Family Connections Project: A Project Manager position has been posted on the Linn-Benton Community College website for this project. Additional information has been placed on Basecamp and the website. Anyone wishing to apply, please go onto the website and make your application. Looking for great candidates!		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Post Vroom webinar onto the website and Basecamp for the Governing Board.	LeAnne Trask	2/9/2016

COMMITTEE REPORTS	Fiscal Oversight Committee						
ELD Family Support Carry-over: We are allowed to shift funding within the funding stream, so when we discovered in December that there was \$6,200 that was going to go unused, we contacted Family Tree Relief Nursery in Albany, and they were able to provide documentation and utilize those funds. It looks "odd" on the financial statement, but there is a good explanation. This shift in funds was made with approval from the ELD.							
The Financial Statement has been updated to include the IHN-CCO funding that is being used for the Identity Branding of the Hub.							
There is a new format available to us for the Board Summary. We will begin using the statement next month.							
CONCLUSIONS							
Motion to approve the financial statement: Jennifer Moore							
Motion to Second: Tony Lewis							
Vote of the Group: Members attending remotely plus those in the room all voted to accept the financial statement as written.							
VOTING RESULTS	Individual Votes cast by Board Members (Yes, No, Abstain)						
Wilcox	Y N A	Golden	Y N A	Thielman	Y N A	Davis	Y N A
Morgan	Y N A	Hernandez	Y N A	Diaz	Y N A	Manning	Y N A
Wood	Y N A	Peltier	Y N A	Amador	Y N A	McKay	Y N A
Moore	Y N A	Lewis	Y N A	Grace	Y N A	Brown	Y N A
Hall	Y N A	Sneddon	Y N A	Schempf	Y N A	Benavides	Y N A
Cohen	Y N A	Koehne	Y N A	Smith	Y N A		

CONSENT ITEM	January Meeting Minutes														
The Minutes from the January Governing Board Meeting were posted on Basecamp and the website for Board Member review.															
CONCLUSIONS															
The Governing Board is being asked to approve the Minutes from the January GB Meeting.															
Motion to Accept: Bill Hall															
Motion to Second: Paula Grace															
Vote of the Group: Unanimous approval															
VOTING RESULTS	Individual Votes cast by Board Members (Yes, No, Abstain)														
Wilcox	<input checked="" type="checkbox"/>	N	A	Golden	<input checked="" type="checkbox"/>	N	A	Thielman	<input checked="" type="checkbox"/>	N	A	Davis	<input checked="" type="checkbox"/>	N	A
Morgan	<input checked="" type="checkbox"/>	N	A	Hernandez	<input checked="" type="checkbox"/>	N	A	Diaz	<input checked="" type="checkbox"/>	N	A	Manning	<input checked="" type="checkbox"/>	N	A
Wood	<input checked="" type="checkbox"/>	N	A	Peltier	<input checked="" type="checkbox"/>	N	A	Amador	<input checked="" type="checkbox"/>	N	A	McKay	<input checked="" type="checkbox"/>	N	A
Moore	<input checked="" type="checkbox"/>	N	A	Lewis	<input checked="" type="checkbox"/>	N	A	Grace	<input checked="" type="checkbox"/>	N	A	Brown	<input checked="" type="checkbox"/>	N	A
Hall	<input checked="" type="checkbox"/>	N	A	Sneddon	<input checked="" type="checkbox"/>	N	A	Schempf	<input checked="" type="checkbox"/>	N	A	Benavides	<input checked="" type="checkbox"/>	N	A
Cohen	<input checked="" type="checkbox"/>	N	A	Koehne	<input checked="" type="checkbox"/>	N	A	Smith	<input checked="" type="checkbox"/>	N	A				

DISCUSSION ITEM	Health & Housing Forum
Heavily attended, which indicates how important this topic is to the community.	
\$62.5m in additional funding going to be coming available this biennium, specifically targeted at rehabbing existing housing for mental health and families.	
This is a good start, but is simply not enough money.	
Lots of representation in the room for this Forum, including Early Learning. Lots of issues addressed, including how housing issues are causal for other issues.	
The State is working to overturn a ban on inclusional housing.	
Housing is not the end of the issue – it's a holistic problem with many facets. Just getting people into housing won't make them successful in other areas of their lives.	

DISCUSSION ITEM	Hub Statewide Learning Collaborative
The Early Learning Division is holding two days of Hub Collaborative meetings on February 23-24 in McMinnville, and each Hub is able to bring 4 people. We would like to extend an invitation for a Board Member to attend with Hub staff. If interested, please contact Kristi.	
We had a GB member with us at the last State Learning Collaborative, and she was able to get a feel for what was happening around the State and what the Early Learning Division is working to accomplish.	

DISCUSSION ITEM	Board Member Length of Service
Standing Board positions can designate a proxy, but their length of service is at the discretion of their agency. We recommend that each Standing member have a proxy in place.	
Since Lincoln County only has one school district, their position will be assigned by their superintendent.	
There are no term limits, as established by the GB, at this time.	
"End of term" will be in June of each year.	
CONCLUSIONS	
The Governing Board is being asked to establish requirements for Governing Board Member service.	

Motion to accept: Paula Grace															
Motion to second: Bill Hall															
Vote of the group: Unanimous decision															
VOTING RESULTS	Individual Votes cast by Board Members (Yes, No, Abstain)														
Wilcox	Y	N	A	Golden	Y	N	A	Thielman	Y	N	A	Davis	Y	N	A
Morgan	Y	N	A	Hernandez	Y	N	A	Diaz	Y	N	A	Manning	Y	N	A
Wood	Y	N	A	Peltier	Y	N	A	Amador	Y	N	A	McKay	Y	N	A
Moore	Y	N	A	Lewis	Y	N	A	Grace	Y	N	A	Brown	Y	N	A
Hall	Y	N	A	Sneddon	Y	N	A	Schempf	Y	N	A	Benavides	Y	N	A
Cohen	Y	N	A	Koehne	Y	N	A	Smith	Y	N	A				

DISCUSSION ITEM	Vacancies on the Governing Board		
We have three open parent positions on the GB. We have not had a formal "exit interview" to find out why they have left, but we know that employment and education schedules have been the cause.			
There is no formal system for bringing this information to the Board, but it has been requested that some parameters be issued for notifying the Board when this happens. Maybe it could be included in the Coordinator's Report? That would satisfy the requirements of the Board.			
There is no formal requirements about who these parents are: adult kids, young kids, etc.			
We could contact our agencies and see if there is a parent who might be a good fit for the Board.			
Maybe the new PEC could attend these meetings as a "parent" representative?			
Two processes are workable: activating our networks to find a parent for the Board, or we create a nomination committee who finds us a parent for the Board.			
Last time we had a vacancy, Stephany Koehne and Rebecca Cohen volunteered to review the applications and make a recommendation for who we want on the Board.			
Questions for prospective candidates: The questions are a bit "much" for the parent seats. These questions are appropriate for professionals, but not for parents. Maybe we should add additional questions that are specific to parents who have not had any board experience? Maybe we should trust our nomination committee to review the parent applications and ask appropriate questions? There are parents who will feel intimidated by the titles, language, and setting of our Board meetings. Something is amiss in the fact that we have lost all three of our parent representatives in the first year. We would like to see parents around this table who are representative of the populations that we are working with. Perhaps we should set-up new board members with a mentor to help them get comfortable and acclimated with their Board responsibilities. What can we do to help support these new Board members?			
If you would like to meet with the prospective candidates and help with this process, please let Kristi know.			
Timeframe: we would like to get this moving in the next week.			
ACTION ITEMS	PERSON RESPONSIBLE		DEADLINE
Rebecca Cohen would like to be included on the Nomination Committee, again.	Rebecca Cohen		By April GB Meeting
Vacancy Notifications will be posted on Basecamp and the website, and request for nominations will go out to the Stakeholders list.	LeAnne Trask		ASAP
CONCLUSIONS			
The Governing Board is being asked to fill the vacancies that have opened up on the Governing Board with an "ad hoc networking approach".			
Motion to accept: Paula Grace			
Motion to second: Jeff Davis			

Vote of the group: Unanimous decision															
VOTING RESULTS			Individual Votes cast by Board Members (Yes, No, Abstain)												
Wilcox	Y	N	A	Golden	Y	N	A	Thielman	Y	N	A	Davis	Y	N	A
Morgan	Y	N	A	Hernandez	Y	N	A	Diaz	Y	N	A	Manning	Y	N	A
Wood	Y	N	A	Peltier	Y	N	A	Amador	Y	N	A	McKay	Y	N	A
Moore	Y	N	A	Lewis	Y	N	A	Grace	Y	N	A	Brown	Y	N	A
Hall	Y	N	A	Sneddon	Y	N	A	Schempf	Y	N	A	Benavides	Y	N	A
Cohen	Y	N	A	Koehne	Y	N	A	Smith	Y	N	A				

DISCUSSION ITEM	Resource Allocation Proposal
New funds have come into the Hub (Vroom, Title IV-B2, Family Stability, Partnership & Innovation, Great Start, and School Readiness), and we need to decide how we will be allocating them. We have reviewed what other Hubs have done, and we have decided to propose three types of funding:	
CORE FUNDING – funding that will help us to meet the goals of our Strategic Plan. We have \$587,000+ for the coming year, and we need to look at ways to spend it.	
RESPONSIVE FUNDING – when a need arises, we would like to have some funds to help accomplish the need.	
ACTIVITY FUNDING – looking for projects (that move our metrics) that we can contribute to.	
Want to recreate the Funding & Resources Work Group to begin framing proposals to the Governing Board.	
Is there value in breaking out our funding into these three categories?	
We would be looking at individual funding streams and evaluating their possibilities, reviewing the activities in the Work Plan and seeing what the dollar cost will be in each case.	
We need to be careful to build into the process a mechanism to make sure that all funds are used before they expire, but not spend in haste.	
The Board needs to review and approve all recommendations from the Funding & Resources Work Group.	
Some funding streams will allow us to shift funds to other projects if there is funding left over, but others will not allow it. The Core funds will be the least flexible.	
CONCLUSIONS	
We no longer have a quorum, so this is conversational at this point.	

PUBLIC COMMENT	
No public comment.	
NEXT MEETING	Thursday, March 3, 2016
Meeting will be held from 2-4:00pm at the Old Mill Center for Children and Families, Ramsay Room, 1650 SW 45 th Street, Corvallis. Map will be posted on the NEW website and Basecamp.	
MEETING ADJOURNED	3:57pm