

Early Learning Hub of Linn, Benton and Lincoln Counties

Governing Board Meeting Minutes

MEETING COMMENCED	2:00pm, April 7, 2016 LBCC Calapooia Conference Room, Albany
MEETING CALLED BY	Julie Manning
GOVERNING BOARD MEMBERS PRESENT	Paul Smith, Bettina Schempf, Bill Hall, Julie Manning, Jennifer Moore, Jim Golden, Marco Benavides, Stephany Koehne, DeAnn Brown, Tony Lewis, Lauren Sigman (proxy), Jerri Wolfe (proxy)
VERSION	Draft – Pending Governing Board approval
RECORDED	Yes

Agenda topics

ROLL CALL	April 7, 2016 Governing Board Meeting
	Took roll of Board Members present.

COORDINATOR'S REPORT	Early Learning Hub Update (Kristi May)
	ELC Report – Many compliments from the Early Learning Council for the collaboration and organization of this Hub. Successful visit.
	Vroom – Overwhelming response from partners. Will be holding two Vroom training webinars in late April, and we're looking for our partners to send someone to be the “trainer of trainers”, and so far have had many people responding. Also had a meeting with office managers for local clinics in this area, and have gotten approval to put Vroom posters into each exam room. The state has acknowledged that our collaboration with DHS would exhaust our materials budget and has agreed to pay for tip cards while we pay for posters so we don't burn through our budget so fast.
	Focused Child Care Network Grant Awarded – we have been awarded a second FCCN award. This money will be used by the CCR&Rs. This was a competitive award, and we were delighted to receive this additional \$60,000.
	Work Group Day – All WGs will be coming together next week, for the first quarter of the year. We plan on giving an update on KPI projects, QRIS, Focus Network, and additional trainings. We will also do a training on the new “Meeting Notification” feature on the website.
	Parent Engagement Coordinator – We have received five applications and are setting up interviews at this time.

COMMITTEE REPORTS	Funding & Resources
	The Funding & Resources Workgroup met with the Fiscal Oversight Committee to discuss a plan for current unallocated resources. We have a large pot of unallocated funds that need to be spent down by June 30, 2017. An RFA process is being proposed to learn about potential innovative projects in our region that could support our work towards meeting hub metrics. We would request letters of intent from our partners that would fund these activities, and then draw up contracts for these activities to run from July 1, 2016 thru June 30, 2017, so that all the funds are spent down before the end of the contract year.

Unallocated Resources: Title IV-B2, Family Stability, Great Start, and School Readiness funds total \$360,000+. These are the funds that we are discussing.																				
Revised budget: \$10,000 to be contracted to the CCR&R for child care providers to receive trainings for their QRIS ratings. (These funds are restricted to this purpose, for all three counties.)																				
The RFA process will require a quorum from this Board for the next two months. If there is an absence of a Quorum, what will the backup process be to meet the proposed timeline?																				
A suggestions was made to combine the Leadership Committee and the Fiscal Oversight Committee to form an Ad Hoc Committee in the event that we don't have a quorum, and they would vote on the contracts to keep our RFA process on time.																				
If there is a conflict of interest with Committee Chairs submitting RFAs and then being asked to vote on them, they would abstain from that particular RFA.																				
We are looking at a 2-week turn-around between Letter of Intent and RFA, but the providers on the Board stated that it is "do-able".																				
CONCLUSIONS																				
Motion to approve the revised budget: Jim Golden																				
Motion to Second: Tony Lewis																				
Vote of the Group: Members attending remotely plus those in the room all voted to accept the revised budget, with the exception of Jerri Wolfe (Jeff Davis' proxy), who abstained.																				
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									
CONCLUSIONS																				
Motion to approve the proposed RFA process: Jennifer Moore																				
Motion to Second: Paul Smith																				
Vote of the Group: Members attending remotely plus those in the room all voted to accept the RFA proposal 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									
CONCLUSIONS																				
Motion to approve an Ad Hoc Committee to approve RFAs in case of a non-Quorum Governing Board: Tony Lewis																				
Motion to Second: Bill Hall																				
Vote of the Group: Members attending remotely plus those in the room all voted to accept the Ad Hoc Committee proposal.																				
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				

COMMITTEE REPORTS	Data & Evaluation Work Group (Jerri Wolfe)
The D&C Committee has been reviewing the three years of Kindergarten Assessment Data that we now have.	
There's a lot of really good research going on in the state looking at this data and trying to figure out what this data tells us.	
The state is telling parents some important information about this assessment: it's not a high stakes test, not an entry screen, not an assessment of a student's readiness for kindergarten.	
The KA includes three components: Approaches to Learning, Early Literacy and Early Math	
Approaches to Learning - our numbers and the state's numbers are exactly the same, all the way across the board. The data appears to be not so different among Hubs, but the differences appear between the individual schools.	
Early Math – our numbers and the state's numbers are close again, all the way across the board again.	
Early Literacy - we are beneath state averages in all but one category, which is not very good, but our numbers are going up and we are improving.	
If we review this same data from a demographic aspect, this is what we see:	
Approaches to Learning – the state has broken out individual “groups” of children that have scored lower than other “groups” of children, such as Hispanic, Native American, Males, Economic Disadvantaged, etc. We see things like males being low across the board, but not significantly.	
Early Math – we don't have data for all “groups”, but we expect that we will later. The males appear to be trending up in math, but the limited English Proficiency children are low across the board. We wonder if we need to incentivize our early childhood providers to work harder on early math functions with our children.	
Early Literacy – if you look at these groups, every one of these categories is below the Hub average, and the Hub average is below the state average. Every one of these groups are struggling.	
There is an additional point here in that children who score high in the “Approaches to Learning” categories, have a better time traversing kindergarten and 1 st grade. The self-regulation skills appear to make up for not doing as well in other categories, and indicate that they will catch up to their peers in literacy and math.	

CONSENT ITEM	March Meeting Minutes														
The Minutes from the March 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 March GB Meeting.															
Motion to Accept: Bill Hall															
Motion to Second: Jim Golden															
Vote of the Group: Unanimous approval by the Board															
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	ASQ Provider Training in Lincoln County – Approval Needed
<p>We have discussed this training for the last several months, and it involves two hours of ASQ training for nurses, practitioners, etc. for coding, use, and reporting of the ASQ. It is part of our work plan to support this trainings and reach the benchmarks that the state has set. The Oregon Pediatric Society contacted the Hub about conducting these trainings, and they have funding to cover it as long as it's done in a rural area. The training has been set for Apr. 29, from 5:30-7:30 with a dinner followed by the training, and 20 people have signed up to attend, primarily from Newport. The grant will pay for 60% of the cost, which is primarily from the three follow-up visits that the training requires. The trainees are also required to share their data, so that it can be verified. A local match is required, which is not to exceed \$12,700.</p>	
<p>The IHN-CCO gave the Hub \$300,000 for this type of work, and it is a perfect fit because it also helps the CCO to meet their metrics.</p>	
DeAnn Brown from the Siletz Tribe wanted to know if there were people from the Siletz Tribal Health Clinic participating in the training. Julie Manning requested that she email her later and she would give her the list of those participating.	
CONCLUSIONS	
<p>The Governing Board is being asked to approve up to \$12,700 for ASQ training in Lincoln County</p>	
<p>Motion to accept: Bettina Schempf</p>	
<p>Motion to second: Marco Benavides</p>	
<p>Vote of the group: Unanimous decision</p>	

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	Equity Organizational Self-Assessment
	Since the State has made "The Tool" a part of our contract that must be completed by 6/30/2016, we have decided to use the Linn-Benton Community College Family Resources and Education Department as our "group" for completing the tool.
	We have Linn-Benton Community College Inservice next week, and have decided to spend 4 hours with our department personnel answering the first 20 questions.
	We would also like to take the first 20 questions into a Survey Monkey and send it out to all GB members.
	We are hoping to present the final product to the GB at the June meeting so that we can submit it at the end of the month.
	Other state contracts are also including this clause for "The Tool" in their verbage.
	The state is taking the approach that the equity lens will be leading with race.
	There is a lot of financial expense to implement all of the best practices included in the tool and there is some concern that the state is going to try to force these policies onto sub-contracted agencies that don't have the funds to comply.

DISCUSSION ITEM	Local KPI Plans
These are the KPI plans that the various school districts have presented, for your review.	
In Albany, for example, a preschool is being created in one of the elementary schools for 3-4 year olds. The hope is that they will be able to see bump in their numbers in the next few years so that they will know that this step is showing results.	
The state is impressed with the work that the various districts will be taking on, and will probably want to come down and see the work for themselves.	
When the projects are complete, the state will evaluate and determine how successful the spending was.	
The Pre-K/K-12 Work Group will also be of use in this project by help the various groups to learn from each other.	

DISCUSSION ITEM	Metrics Dashboard
We have discussed several times creating some kind of document to help us to see how we are doing in accomplishing our metrics: where are we to-date.	
The document is a little difficult to read because of pagination in the Board Packet, but when viewed as a separate document, it is easier to read.	
A Board Member also requested that the information at the beginning of the board package be redistributed to the section that is pertains do. Kristi agreed that she would look into revising it.	

PUBLIC COMMENT	
No one signed-up for public comment.	
NEXT MEETING	Thursday, May 5, 2016
Meeting will be held from 2-4:00pm at the Health Education Building at the Samaritan Pacific Communities Hospital. Map will be posted on the website and Basecamp.	
MEETING ADJOURNED	3:52pm