

# Early Learning Hub of Linn, Benton and Lincoln Counties

## Governing Board Meeting Minutes

<b>MEETING COMMENCED</b>	2:00pm, July 7, 2016 LBL-ESD, Albany
<b>MEETING CALLED BY</b>	Kristi May
<b>WORK GROUP MEMBERS PRESENT</b>	Stephany Koehne (remotely), Julie Manning, Mary McKay, Bill Hall, Paul Smith, Tony Lewis, Rebecca Cohen (remotely), Bettina Schempf, Marc Thielman, Marco Benavides, DeAnn Brown (remotely), Jennifer Moore
<b>VERSION</b>	Draft – Pending Governing Board Approval
<b>RECORDED</b>	Yes

### Agenda topics

<b>ROLL CALL</b>	July 7, 2016 Governing Board Meeting
Took roll of Board Members present.	

<b>SPECIAL PRESENTATION</b>	VistaLogic Follow-up Discussion from Webinar (Kris Wessel)
The important thing is that we got a glimpse of what VistaLogic does and how they do what they do.	
VistaLogic is unique. HPPA compliant but able to integrate and share data between agencies.	
They would be a valuable partner for this particular project.	
Board members were impressed and see this as a solution for our project.	
Where is this organization in our process? We haven't contracted yet? They are definitely in our procurement chain.	
Their cost is attractive and they are the first choice for our two Project Managers.	
Our next step will be to sit down with them and develop a work flow for our project from the 800+ modules that they have in their product inventory.	
They currently have about 10 projects that are not completed yet (based on their hand-out). What is their capacity for adding our work load? It looks like we might acquire about 4 of their modules, and they have the staff to help us get up and running, and potentially even adding more modules.	
If the client consents, multiple agencies would be able to see one client's data. Huge time-savings in not having to repeat the data intake sessions.	
If multiple agencies are participating, are multiple agencies paying to participate? Agencies can purchase a subscription with the cost based on the number of users. Agencies can also be "contributors" and see data that you are authorized to see.	
We would have administrative control over our version of Clara, and we could add more modules if needed.	
Technical support and training are included in our costs to VistaLogic.	
Can compare the VistaLogic model to the 211 system: one "center" for data, but multiple agencies could input data and export data for their use.	

Maybe this discussion should be moved into one of the Work Groups, Data & Evaluation or Health Care Integration?
IHN-CCO funds have been ear-marked for this project and have been set-aside.
We pay a user fee for what they build for us, and they continue to work with us. They never walk away and say that the project is “done”.
Our data continues to belong to us and can be pulled from Clara at any time.
If Strengthening Rural Families had a client that needs more services than SRF can provide, they can do a direct referral to Old Mill who will have access to all of the data that SRF has collected on this client.
A core goal is to take client data (from the minute they take a pregnancy test) and move that data upstream as far as possible, and “un-silo” the provider agencies.
<b>CONCLUSIONS</b>
If we enter into a relationship with VistaLogic, we would like to have written into the contract what our expectations are. We should also start with a short-term contract and make sure it is going to meet our needs before signing a long-term contract.
The Board would like to endorse this work and support continued work on this project.

Jeff Davis – move to endorse this work  
Julie Manning – 2nd

<b>COORDINATOR'S REPORT</b>	Early Learning Hub Update (Kristi May)
<p>Vroom – Turned in our first grant report to the state and were able to download more funds. Also been the approval for any agency in our group to set up a Vroom account and purchase additional materials at the Hub rate. We have also been told that we will receive an additional \$1000 or so, given to each pilot site. The state is also looking at forming regional informational hubs for Vroom, so that Vroom can remain foremost in our agency’s minds. Additional groups are still asking for orientations, such as Boys and Girls Club in Lebanon and Sweet Home. The state has also announced that Vroom materials have reached 50,000 Oregon families. That was the state’s goal for the first year, and we accomplished it in the first six months. Held a meeting with all of the school districts regarding contracting materials. Gave each district a memory stick with their individual contract reports, plus we included Vroom information for each district.</p>	
<p>Work Group Day - July 14 is our quarterly Work Group Day at Old Mill Center.</p>	
<p>Pix Theater Viewing – The Health Equity Alliance and the Hub are jointly sponsoring a showing of “Are we Crazy about our Kids?” Senator Gelser will be attending, and we have scheduled this as a “long lunch” on August 2, from 11:00-1:00pm. More information will be forthcoming. Could we invite other Senators besides Sara Gelser?</p>	

<b>DISCUSSION ITEM</b>	Fiscal Oversight Committee Report (Jennifer Moore)
<p>Reviewed the current Fiscal Statements.</p>	
<p>The new staff Accountant is still having difficulties with our finances. We are working to get them corrected.</p>	
<p>Review of the “Year in Review” form. A single page hand-out comparing 2014-2015 to 2015-Biennium. The number of contracts going from 9 contracts (only 2 of which were managed by Hub staff) to 38 contracts this year (all managed by Hub staff).</p>	
<p>Also notice that the reclassification of Kristi May and the cost of living increase for Hub staff are of importance, and worth mentioning.</p>	
<p>The Governing Board RFA Funding Committee also met this past month and discussed how the Hub should “ideally” distribute funding, without using the RFA process. More work needs to be done.</p>	

<b>DISCUSSION ITEM</b>	Funding Committee (Paul Smith, Jennifer Moore, Rebecca Cohen)
The Committee also met this past month and discussed how the Hub should “ideally” distribute funding, without using the RFA process.	
More work needs to be done.	

<b>CONSENT ITEM</b>	June Governing Board Meeting Minutes														
The minutes are accurate as reported.															
<b>CONCLUSIONS</b>															
The Governing Board is being asked to approve the June 2, 2016 GB Meeting Minutes.															
Motion to approve: Tony Lewis															
Motion to second: Jeff Davis															
Members attending remotely plus those in the room all voted to accept the Minutes unanimously.															
<b>VOTING RESULTS</b>	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				

<b>DISCUSSION ITEM</b>	RFA Updates
Last month the GB approved eight groups for funding.	
Three groups were invited to the Hub offices for conferences to answer lingering questions.	
One group that was awarded had to return their funding because the City told them they were not allowed to complete their project due to zoning regulations, so we do have money still sitting on the table.	
Maybe the new Funding Committee could test different methods for awarding those funds.	

<b>DISCUSSION ITEM</b>	Family Connections and 211 Projects
On July 1 all agencies in the state were told to hand off resource and referral work to 211, except for our CCR&R because of the Family Connections Project.	
The state is watching how the FC Project is going.	
We have discussed a possible solution to the 211 issue is to bring a 211 staff person into our offices. 211 Would be trained to refer calls from our zip codes to the Family Connections project. A “Community Engagement Coordinator” would be imbedded with Family Connections and the Hub would fund it, this first year.	
<b>CONCLUSIONS</b>	
We will bring a formal proposal for this project to the next Governing Board Meeting in August.	

<b>DISCUSSION ITEM</b>	Governing Board Applicant
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We have received an application to join the Governing Board from Kelly Locey, a Health Promotion Coordinator with the Benton County Health Department.

Julie Manning commented on what a pleasure it is to work with Kelly.

Jeff Davis also commented on working with Kelly and that she was an excellent partner.

**CONCLUSIONS**

The Governing Board is being asked to approve the application of Kelly Locey.

Motion to approve: Julie Manning

Motion to second: Paul Smith

Members attending remotely plus those in the room all voted unanimously to accept Kelly Locey's application.

**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** Parent Engagement Coordinator

We have hired a Parent Engagement Coordinator, Shirley Blake.

Please make a point of introducing yourselves to her and getting her know her.

We will expect to hear reports from Shirley in the next few months.

**DISCUSSION ITEM** Early Learning Division Summer Site Visit

The State will be visiting us on Tuesday, July 12, for an all-day visit.

We are the first group that they will be visiting, and it behooves us to be the guinea pig and set the bar for the other Hubs.

They will be reviewing our metrics dashboard and letting us know where we stand.

They will also be going over with us how they will handle the Monitoring Visits next February.

We will be holding our discussions with the state at LBCC in our conference room.

For lunch, we will be hosted at DHS by Marco Benavides and his team, and after lunch we will be a tour of their facilities and a q&a session with his people. A Mailchimp was sent out to invite people to attend the luncheon—please sign-up as soon as you can!

**PUBLIC COMMENT**

No public comments this month.

**NEXT MEETING** Thursday, August 4, 2016

Meeting will be held at the Newport Public Library, Newport.

**MEETING ADJOURNED** 3:25pm