

Early Learning Hub of Linn, Benton and Lincoln Counties

Governing Board Meeting Minutes

MEETING COMMENCED	2:00pm, August 4, 2016 Newport Public Library, Newport
MEETING CALLED BY	Kristi May
WORK GROUP MEMBERS PRESENT	Bill Hall, Rebecca Cohen, Linell Wood, Bettina Schempf, Paul Smith, Betsy Wilcox, Jeff Sneddon, Kelly Locey, Jeff Davis. Remotely: Jennifer Moore, DeAnn Brown, Paula Grace, Stephany Koehne, Julie Manning
VERSION	Draft – Pending GB Approval
RECORDED	Yes

Agenda topics

ROLL CALL	August 4, 2016 Governing Board Meeting
Took roll of Board Members present.	
Welcome to newest member, Kelly Locey, from the Benton County Health Department	

SPECIAL PRESENTATION	Data Presentation (Anna Menon)
As you can see for the “Approaches to Learning” State data, the Hispanic and Native American children score higher.	
We have data for 3 consecutive years, but nothing beyond that.	
We have been given 3 rd Grade Reading Scores, regionalized but not individual scores.	
A lot of this research is based on previous research done by PSU. Reduced lunch was the strongest indicator of reading issues.	
All of our data is for the three county region, and we are working on individual county data.	
Showed the two PowToons videos (which will be available on the website and Basecamp).	
Reviewed the PowerPoint presentation regarding 3 rd grade reading scores and how it applies to the Kindergarten Assessment data.	
Reviewed the maps where the hot spots are located, and then reviewed the star-rated childcare and number of slots available for each program and where they are.	
How are we “marking” change when we see them occurring?	

COORDINATOR’S REPORT	Early Learning Hub Update (Kristi May)
Focused Child Care Network – We are celebrating our first bilingual child care provider receiving her QRIS star rating. Rocio Aviles worked very hard and we want to acknowledge her achievement. The Hub has been funding these FCCNs, and we are delighted to see successes in this area. Is there funding from the	

State to encourage her to continue to participate? Yes, the State does offer double incentives to her. We should add this information to our Facebook page to recognize the work that Rocio has done.

The Raising of America – We had an event at The Pix in Albany this last week, where we invited local agencies to attend a viewing of “The Raising of America” videos. State Senator Sara Gelsler attended and answered questions as we discussed the new for early child care providers. We had great attendance (86 individuals), and will be trying to replicate this event in the other counties.

Read for the Record – We sent out a MailChimp to all of the agencies that participated in the JumpStart event last year, and so far we have had 35 agencies and 2137 kids sign up for the event! We are very excited and want to continue to build on this number for this year’s event.

Leadership Institute – In September 2016, the Greater Albany Public Schools will open the Waverly Child Development Center (WCDC) at Waverly Elementary School in Albany, the first preschool attached to an established elementary school in this area. The WCDC is partially funded by KPI funding that the Early Learning Hub gave to GAPS, and we couldn’t be prouder! A member of the Hub staff, Lynn Hall, has taken on the leadership project of getting local parents and leaders in healthcare, education, social services and early childhood together for a series of meetings to develop strategies to reduce racial and socio-economic disparities identified in the Kindergarten Assessment data.

COMMITTEE REPORT		Fiscal Oversight Committee (Jennifer Moore)													
FOC met at the end of July and reviewed the June 30, 2016 financial statements.															
We have been able to draw down funds from the State according to schedule.															
We are still having issues with our financial statements because our Staff Accountant is having trouble grasping the connections and complexities of the Hub’s financials.															
Discussed the situation with the Early Learning Council’s visit in March, and the fact that the Hub paid for some of the food and activities while they were here, with the promise to repay us. The FOC is not delighted with the method being used to “hold” those expenses until the ELC and the State repay us. We are looking for a more clean method of accounting for those “to be received funds”. This process will continue to evolve. It’s a positive, responsible step.															
Also discussed the overwhelming amount of work that the Staff Accountant is looking at with the increase in funding streams and contracts that the Hub is producing. Discussed the staffing change that the Hub is going to suggest to LBCC of moving part of LeAnne Trask’s job duties to other members of the staff and making her responsible for processing Hub contracts and maintaining Hub financial statements.															
A member of the Board asked if we would get indirect money back from LBCC since we are doing more accounting work that they should be doing. No, we won’t be getting money back. They are still handling everything else.															
Another member asked if we could adjust the reporting of contracts so that they are not all due at the same time? No, because we are on the State’s schedule.															
We should have an update to this process at the next meeting.															
CONCLUSIONS															
The Governing Board is being asked to approve the monthly report of the FOC.															
Motion to approve: Julie Manning															
Motion to second: Jeff Sneddon															
Members attending remotely plus those in the room all voted to accept the report unanimously.															
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	Locey	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				

The Governing Board is being asked to approve the change in Hub job responsibilities and staffing.															
Motion to approve: Jennifer Moore															
Motion to second: Julie Manning															
Members attending remotely plus those in the room all voted to accept the staffing change unanimously, with the exception of Jeff Davis, 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	Locey	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		July Governing Board Meeting Minutes													
The minutes are accurate as reported.															
CONCLUSIONS															
The Governing Board is being asked to approve the July 7, 2016 GB Meeting Minutes.															
Motion to approve: Paul Smith															
Motion to second: Bettina Schempf															
Members attending remotely plus those in the room all voted to accept the Minutes unanimously, except for Jeff Sneddon, 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	Locey	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		Epidemiologist Intern Position													
Having an epidemiologist on staff has been a huge advantage. Anna has reviewed data, allowing more complicated analysis, and prepared reporting information, that would have been problematic for us to do.															
We would like to continue Anna's paid internship for Fall and Winter Terms, and including preceptor for from the Benton County Health Department. Benton County holds the contractor and is officially the hiring agent.															
The GB Packet document has a budget document showing how much it cost us to have Anna.															
CONCLUSIONS															
The Governing Board is being asked to approve a renewal of the Epidemiologist Internship Position for Fall and Winter terms.															
Motion to approve: Julie Manning															
Motion to second: Rebecca Cohen															
Members attending remotely plus those in the room all voted unanimously to extend the intern position, except for Kelly Locey, 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	Locey	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	HART Insurance Request
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The HART Community Center in Harrisburg is requesting an increase in the amount of funding that we are giving them because they just discovered that there is a hidden cost that they were not aware of, an additional \$1,425.00.

The State of Oregon requires \$1 million in insurance for subcontractors, but recently the State raised the requirement to \$3 million.

The Early Learning Division is allowing for the additional cost of insurance be included in the contracts.

Could we investigate getting an umbrella policy to cover our small businesses?

HART is the only agency requesting reimbursement at this time; however, all state contracts will be facing this and they didn't request an increase in funding to cover it.

Are we setting a bad precedent by doing this?

What if we reword the request so that it is an increase in salary to the teacher, rather than to cover the cost of insurance?

We will also need to request a modified budget from HART to reflect the change.

CONCLUSIONS

The Hub will investigate the cost of an umbrella policy for our subcontractors.

Hub staff will refer questions of administrative funding to the ELD.

The Governing Board is being asked to approve an increase in the funding going to HART Community Center.

Motion to approve: Julie Manning

Motion to second: Bettina Schempf

Members attending remotely plus those in the room all voted to accept the Minutes unanimously.

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	Locey	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	211 Community Engagement Coordinator (Kristi May & Jennifer Moore)														
The Governing Board was given a little bit of information about this last month, but today we are discussing a formal proposal for the United Way and the EL Hub to jointly financially support a 211 Community Engagement Coordinator for a period of 1 year.															
This is an important time in the 211 process, and they are struggling to be able to comply with the state's mandate that they be the program we all use. It is integral to the state's plan that everyone participate, but some small agencies are not included because of 501c3 status.															
Our proposal is that this 211 Coordinator will be housed at LBCC with our CCR&R Department, but she will be hired by 211 and supervised by Emily Berndt, the 211 Director (we believe at this point).															
This 211 Coordinator will work with the Hub Staff and our CCR&R Staff, and she will be going out into the community and gathering information that will be included in the 211 system so that they can better answer questions about our region.															
Will someone be developing an outcome metric for this position? Yes, we believe that 211, the Hub and United Way will jointly develop that document.															
CONCLUSIONS															
The Governing Board is being asked to vote to approve the proposal to partially fund the new 211 Community Engagement Coordinator in our region.															
Motion to approve by: Julie Manning															
Motion seconded by: Bettina Schempf															
Members attending remotely plus those in the room all voted to accept the proposal unanimously, except for Jennifer Moore, 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	Locey	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	VistaLogic Proposal (Kris Wessel)											
We are proposing that VistaLogic be the company that the Hub contracts with to build a database to support the Pollywog Project. The proposal in the GB packet was written to answer questions posed at the last meeting.												
We are proposing that we purchase ready-made components that VistaLogic has already created, and then tailor them to our exact needs. We don't need to reinvent anything.												
We will pick a figure for the discovery phase, and at the end we'll know what the total cost to the Hub will be.												
Today's ask is to allow VistaLogic to begin the discovery phase.												
Bettina Schempf is still unsettled by the idea that we are not getting a quote from VistaLogic. She feels that we need to know what is going to be accomplished before we invest funds in it.												
A friendly amendment is being requested that we add "not to exceed \$10,000" to our agreement with VistaLogic.												
Is "Train the trainer" the only model we will be using? Yes, it is.												
CONCLUSIONS												
The Governing Board is being asked to approval the start of a discovery phase with VistaLogic, and to amend our agreement with them to include a "not to exceed \$10,000" addendum.												
Motion to approve by: Julie Manning												

Motion to second by: Paul Smith															
Members attending remotely plus those in the room all voted to accept the proposal unanimously, except for Bettina Schempf, 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
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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		Lebanon Blue Zones Project													
The City of Lebanon is attempting to participate in the Blue Zones Project, a systematic approach to improving well-being and naturally adopt healthier behaviors together as a community.															
Kristi has been attending their organizational meetings to see what level of involvement the community is seeking, and what we can do as a Hub to support them.															
The committee working on this project is asking the Hub for a Letter of Support using the two Co-Chairs signatures on Hub letterhead, and we are formally proposing this to the Hub.															
This looks like a wonderful project that will bring more opportunities to a rural community in our region.															
CONCLUSIONS															
The Governing Board is being asked to approve a Letter of Support for the City of Lebanon to the Blue Zones Project.															
Motion to approve by: Bettina Schempf															
Motion to second by: Rebecca Cohen															
Members attending remotely plus those in the room all voted to approve the letter of support unanimously.															
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	Locey	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		Early Learning Division (ELD) Site Visit													
As you may remember, the Early Learning Division conducted a site visit to the Hub on July 12, and it went very well.															
We are very appreciative to the GB members who came down and had lunch with our visitors, and to Marco Benavides and his staff at the Albany DHS offices who shared their conference room with us and made us feel welcome. We also appreciate Marco assigning people to give us a brief presentation after lunch and explain how the two sides of the DHS program work. The ELD was very impressed that we had such a good relationship with the DHS personnel in our area.															
During our visit with the ELD back at our offices at LBCC, the state asked to duplicate some of our documents to share with other Hubs, including budgets and MOU templates.															

We shared with the ELD the Hub Metrics Rating form that was created for the Governing Board several months ago, and we asked them for their input as to where they think we stand at this point. They stated that this was a “friendly” visit and will be visiting us again in February for a “Contract Compliance” visit.

We also gave the ELD a Hub Project Summary so that they could see a brief synopsis of what we have been doing with all of their funding.

The ELD representatives told us that they were pleased with the work that this Hub is doing and don't foresee us having any problems at our February site visit.

NEXT MEETING	Thursday, September 1, 2016
Meeting will be held at the LBCC Benton Center in Corvallis.	
MEETING ADJOURNED	4:06pm