

# Early Learning Hub of Linn, Benton and Lincoln Counties

## Governing Board Meeting Minutes

<b>MEETING COMMENCED</b>	2:00pm, October 6, 2016 Linn-Benton Community College, Calapooia Center Board Room, Albany
<b>MEETING CALLED BY</b>	Kristi May
<b>WORK GROUP MEMBERS PRESENT</b>	Anne Peltier, Jeff Davis, Paula Grace, Kelly Locey, Paul Smith, Bill Hall, Jim Golden, Mary McKay, Bettina Schempf, Jennifer Moore, Betsy Wilcox, Lauren Sigmen, remotely: DeAnn Brown, Stephany Koehne, Rebecca Cohen, Linell Wood
<b>VERSION</b>	Final
<b>RECORDED</b>	Yes

### Agenda topics

<b>ROLL CALL</b>	August 4, 2016 Governing Board Meeting
Took roll of Board Members present.	
4 members attending remotely.	

<b>SPECIAL PRESENTATION</b>	Samaritan House Family Support Housing (Lola Jones)
For more than a year, Samaritan House has been working to develop transitional housing.	
Samaritan House has been in effect since 1988 (as a 501c3), and offered single night housing at a Catholic church in Newport	
Over the course of the years, there has been an increased need for housing in Lincoln County, and we began to wonder if we should increase our services to include transitional housing.	
We also believe that if housing and case management are co-located, there is a greater margin of success.	
The model that Samaritan House is using is permanent housing: not a shelter, 1-3 years of expected residency, 12 units, cash affordable for families making 0-50% of area median income, for families with children, rent subsidies would then help people to meet their monthly rent.	
LIFT: Local Innovation Fast Track Housing is focusing on rural communities and DHS-engaged families.	
Meyer Memorial Trust Housing Distribution: offering awards of \$250,000 over two years for new construction.	
What's in it for early learning? Housing is a social determinant of health, affordable housing is a way to ensure families are healthy, stable and attached (metric 3.2-A), and it's a core strategy for relief nurseries.	
How will it be funded? Samaritan House must have an investment pool of \$100k to provide match for potential funders, including the state. Looking to get a minimum of \$10,000 from potential funders to help them to meet that \$100K funding goal.	
Lincoln County Economic Development is their first funder and has pledged \$10,000 if Samaritan House can get state funding, and has funded an architectural rendering.	
Requesting that the Hub pledge \$10,000, with appropriate stipulations.	
OSU is building 150-bed housing across the street, and it looks like they will be able to get a bus stop of their own.	

<b>CONCLUSIONS</b>															
The Governing Board is being asked to approve a \$10K investment in the Samaritan House Project.															
Paula Grace asked to include a friendly amendment to state “pending state funding”.															
Motion to approve, with friendly amendment: Jim Golden															
Motion to second: Paul Smith															
Members attending remotely plus those in the room all voted to accept the Minutes unanimously, except for Bill Hall, who abstained.															
<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	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				

<b>COORDINATOR'S REPORT</b>		Early Learning Hub Update (Kristi May)													
Shirley Blake is out on maternity leave, and there is a photo of Shirley and baby, Samuel on our website.															
The EL Hub has been receiving lots of good press recently: Waverly Child Development Center, Clemens Primary School in Philomath, and the bilingual child care provider who just got her 5-star rating. We are forwarding copies of this information to the Early Learning Division, who is listing it on their website, so we are getting state-wide attention.															
The Relief Nursery effort in Lincoln County is moving forward, and the Olalla Center has been determined to be the best choice of locations.															
Parenting Education members spoke at a national funders group last week and had the opportunity to speak about the Pollywog Project. We spoke in front of the groups like the Gates Foundation and the Kellogg's Foundation.															
Jumpstart Read for the Record has grown substantially this year, from 18 agencies last year to over 50 this year, which includes almost 3,000 children. We have some extra books if the GB would like a copy!															
A group from the EL Hub will be attending the P-3 Conference in Seattle at the end of this month, and taking 6 members of the community: K-12 representatives, ESD, urban and rural representatives, Boys and Girls Club, and Headstart. The State is also hosting a P-3 Conference and we have been asked to present information about what is working in our community, such as the Waverly Project.															
The Early Learning Division has asked us to host the next Early Learning Collaborative for a two-day meeting, January 24-25, 2017. All 16 Hubs will attend with up to 4 members of their staff, so at least 75 people will attend, and we are hoping that members of the Board will put in an appearance.															
The Equity Assessment is due at the end of December, and we have offered our intern, Anna Menon, to help set-up a pilot of how this project should be accomplished. It will be a huge advantage for Anna to have on her resume, and it will be good for other Hubs to have a model to work from.															

<b>COMMITTEE REPORT</b>		Fiscal Oversight Committee (Mary McKay)													
The FOC met last month and reviewed the Financial Summaries.															
The Budget is looking better and we are working to correct and update the newly signed contracts.															

<b>DISCUSSION ITEM</b>		Funding Committee (Kristi May)													
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We are looking at a statement in the Procurement Policy that talks about intent to partner. The intent of the Work Groups is that they are looking at our metrics and determining who best can help us to reach those metrics.

The language is a little muddy. We want to insure that it's clear that the Work Groups are making RECOMMENDATIONS about who to use, but not making the final decision themselves.

The Funding Committee has suggested the following changes to the Procurement Policy:

- Changed wording to "The EL Hub will use a non-competitive procurement process for procurement of services." The criteria that must be met for the non-competitive process are listed and examples are included where requested by the Funding Committee.
- No changes were made to the Procurement of Goods section as this is an LBCC policy.

**CONCLUSIONS**

The Governing Board is being asked to approve the revision to the Procurement Policy.

Motion to approve: Paula Grace

Motion to second: Jennifer Moore

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

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** Pollywog Evaluation Team (Kris Wessel)

Held a 6-hour meeting working on some goals, and how we will meet and assess those goals. Had a facilitator (with funding from the CCO) to help us to stay on track and get as much accomplished as possible.

Will be meeting again on November 1, here at Linn-Benton Community College.

Have also still been working on our identity branding. Final changes were made to the logo and tagline.

Still meeting with VistaLogic, and have identified 9 modules that will meet the needs of our work flow. Have another meeting with them next week to continue to look at some additional modules that will meet additional needs that have been identified.

**DISCUSSION ITEM** Healthcare Integration (Lynn Hall)

The Healthcare Integration Work Group has applied for a transformation grant with the IHN-CCO.

Bettina Schempf was largely responsible for the Letter of Intent and then for partnering with other HCI members to write the actual grant proposal.

We are asking for \$143,900 to replicate the Oregon Pediatric's START training to get providers acquainted with the ASQ, including a panel of early childhood providers and LBL EI-ECSE, and follow-up mentoring. ORPEN also offered technical support to those who completed the training to code the ASQ billings correctly and to create complete referrals to LBL-ESD. There was a huge increase in referrals following that training: from 26 in the preceding 4 months, to 209 in the four months following the training.

We are also working to increase get the ASQs that early childhood providers create into the hands of pediatricians.

We are planning to complete 11 START trainings with the grant money, to find a provider who will take over and complete the trainings for us once the funding ends.

We will know if we have the award by November 18.

<b>DISCUSSION ITEM</b>		August Meeting Minutes													
No revisions or corrections.															
<b>CONCLUSIONS</b>															
The Governing Board is being asked to vote to approve August Meeting Minutes.															
Motion to approve by: Jeff Davis															
Motion seconded by: Paula Grace															
Members attending remotely plus those in the room all voted to accept the proposal unanimously, with Mary McKay and Jim Golden abstaining.															
<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
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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>		Board Charter Review											
In the first GB meeting ever held, we voted to review the Charter annual, and it is that time.													
One of the sticking points for some members has been that proxies are only allowed for standing committee members.													
Paula Grace asked if we would consider expanding the proxy option to include sector representatives from each county. She feels that some organizations can supply a proxy who would make a valuable contribution as well as representing their person.													
We might want to consider setting a limit to send a proxy, maybe once per quarter, in order to keep continuity going.													
We also have some GB members who are not making meetings like they should be, and maybe a proxy would help them.													
<b>CONCLUSIONS</b>													
Kristi will come back next meeting with a written revision for approval.													

<b>DISCUSSION ITEM</b>		Recruitment Plan for new Board Members											
We have our first round of GB members coming up on the end of their terms, and we need to discuss how we are going to recruit for their replacements.													
Mary McKay talked about how the education sector came up with their representatives, since Lincoln County only has one district and one superintendent. It was decided originally that Lincoln County was going to assign his membership to a member of his staff. Do we want to continue with that practice?													
We should also ask outgoing members if they want to continue in their role. Kristi will do that privately.													
We also need to be recruiting for parents, again. Shirley Blake is working on that, but all GB members are welcome to try to find recruits themselves.													

<b>DISCUSSION ITEM</b>	GB Calendar
We are just starting to look at our 2017 calendar, and we are thinking that the January meeting might need to be skipped because we are all coming back from vacations and there has not been much work done in December.	
We should also take a moment to consider that the time of our meetings might be a problem for our parent sector.	
Consider, and we will review next month.	

<b>DISCUSSION ITEM</b>	Board Retreat
We initially talked about having another October Board Retreat, but that didn't happen.	
Kristi would like to have an all-day meeting, but several members stated that it would be very hard for them to get away for an entire day.	
How about we have a February Board Board here from 12-4:00, including a nice lunch and a regular GB meeting?	

<b>DISCUSSION ITEM</b>	Board Member DOC
Board members agreed to sign a DOC with the Hub; however, some have neglected to complete the DOC.	
If you have not completed one, please see Kristi for a document.	

<b>DISCUSSION ITEM</b>	ELD Measuring Success Committee
The ELD initially kept back 10% of all Hub Coordination Funds in order to have an incentive metric to encourage Hubs to accomplish the incentive; however, the state never established an incentive metric, and now they need to get something in place so that the money can be distributed before the end of the contract.	
The state is under a tight deadline to find a group of metrics to use that reflect the evolution of Hubs knowing that each Hub began at a different time and with differing buy-in from partners. (Currently, we can meet the incentive metric that they are looking at using.)	
Kristi is on this committee and working to help the state to create reasonable metrics, and make sure that we get our held-back coordination funds!	
Bettina felt that the list of metrics that the state are not really applicable because there are so many things that we have no hand in, but we are being measured on, such as Well-Child Visits. We appreciate their work, but we don't influence their work, and we're being "graded" on it. It doesn't feel right.	

<b>NEXT MEETING</b>	Thursday, November 3, 2016
Meeting will be held at the Samaritan Health Education Center in Newport.	
<b>MEETING ADJOURNED</b>	3:52pm