Early Learning Hub

of Linn, Benton & Lincoln Counties

Governing Board Packet October, 2016

Governing Board
Early Learning Hub
October 06, 2016
lblearlylearninghub.org

Packet Overview

In your Governing Board packet for October you will find the following information:

1. The Agenda
2. Special Presentation – Handouts to be provided at meeting
3. Director's Report – also attached as separate document to access links
4. Fiscal Oversight Report
    a. Fiscal Narrative
    b. Financial Statement –Approval Needed
5. Funding Committee – Procurement Policy attached as separate document
6. Pollywog Steering Committee - The Evaluation Committee met on 9/20. Kris Wessel, Project Manager will be present to provide an update on the project.
7. Healthcare Integration
8. Consent Items – August Meeting Minutes
9. Discussion Items
    a. Board Charter Review – Charter attached as separate document
    b. Recruitment Plan for new Board Members
    c. January Board Meeting & 2017 Calendar - Discussion item, no handouts
    d. Board Retreat - Discussion item, no handouts
    e. Board Member DOC's – Template attached as separate document
    f. ELD Measuring Success Committee & Hub Indicators of Success

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Agenda

Governing Board Members

Bill Hall, Co-Chair
Lincoln County Commissioner

Julie Manning, Co-Chair
Samaritan Health Services

Marco Benavides
Department of Human Services

DeAnn Brown
Confederated Tribes of Siletz Indians

Rebecca Cohen
Newport Public Library

Jeff Davis
Linn-Benton Community College

Jim Golden
Greater Albany Public Schools

Paula Grace
Benton Community Foundation

Stephany Koehne
Kids & Company of Linn County

Tony Lewis
Lewis, Hanson & Co

Kelly Locey
Benton County Health Department

Mary McKay
Linn Benton Lincoln Education Service District

Jennifer Moore
United Way of Benton & Lincoln Counties

Anne Peltier
Retired, Linn County Public Health

Bettina Schempf
Old Mill Center

Paul Smith
Strengthening Rural Families

Jeff Sneddon
Linn County Health Department

Marc Thielman
Alsea School District

Betsy Wilcox
Lincoln County School District

Linell Wood
Coastal Pediatric Associates

Early Learning Hub
of Linn, Benton & Lincoln Counties

October 6, 2016
2:00 – 4:00 PM
Linn-Benton Community College
6500 Pacific Blvd. SW
Calapooia Board Room, CC-103
Albany, OR

Members of the public wanting to make public comment must sign in. Each individual speaker will have 3 minutes during the Public Comment portion of the Agenda.

I. Roll Call

II. Special Guest Presentation – Lola Jones

III. Director's Report/EL Hub Updates

IV. Committee & Workgroup Reports
   a. Fiscal Oversight Committee
   b. Funding Committee
   c. Pollywog Steering Committee
   d. Healthcare Integration

V. Consent Items
   a. August Meeting Minutes

VI. Discussion Items
   a. Board Charter Review – Action item
   b. Recruitment Plan for new Board Members
   c. January Board Meeting & 2017 Calendar – Action item
   d. Board Retreat
   e. Board Member DOC's - reminder
   f. ELD Measuring Success Committee & Hub Indicators of Success

VII. Public Comment

VIII. Next Meeting – November 3rd, 2016 in Newport

IX. Adjournment

All members of the EL Hub Governing Board ***must disclose*** when they believe they have *or may have* a conflict of interest, and may participate in discussions that are leading to consensus. If, however, consensus cannot be reached and the group uses the fall-back voting process, the individual with the conflict of interest may not participate in that final vote.

Director's Report

Early Learning Hub
of Linn, Benton & Lincoln Counties

August 2016
DIRECTOR UPDATES:

Newest Hub Addition: We are delighted to announce that our Parent Engagement Coordinator, Shirley Blake, gave birth to an 8 lb. 13 oz. baby boy on Friday, September 9, 2016! Welcome to the world Samuel Blake!

EL Hub in the News: Local Hub funded projects are getting quite a bit of press! Check out the links below to see articles about Kindergarten Partnership and Innovation projects and an article about our first bilingual QRIS star rated program (the Hub is not mentioned in this article however the EL Hub does fund the Focused Childcare Network that this provider is participating in).

http://democratherald.com/news/local/education/a-growing-education-volunteers-construct-garden-for-waverly-preschool/article_a3ca24dd-85d7-5f50-a3ec-b28e8737c155.html

http://democratherald.com/news/local/education/prepping-for-preschool/article_6abb9e58-d20d-5f9b-b757-b4edd398d08f.html?utm_medium=social&utm_source=facebook&utm_campaign=user-share

http://democratherald.com/news/child-care-providers-reach-for-next-level/article_27af6116-0e77-5a8d-b439-07679c150c0b.html

http://www.gazettetimes.com/news/local/philomath-introduces-kindergarten-prep/article_c083d851-3139-51d9-b747-cd85f7df6665.html?utm_medium=social&utm_source=email&utm_campaign=user-share

Relief Nursery efforts in Lincoln County: Through many community discussions, we have identified the Olalla Center as the agency best suited to apply to provide Relief Nursery services in Lincoln County.

As a community, Lincoln County will be supporting the work of the Olalla Center to ensure the success of the Relief Nursery for children and families. Community partners are working hard to ensure a long term Relief Nursery plan that will meet Lincoln County's unique needs while utilizing their strengths.

Early Childhood Funders Collaborative: LBCC Family Resource and Education Center one of two programs chosen to present at national Early Childhood Funders Collaborative meeting

Linn-Benton Community College Family Resource and Education Center was one of two Oregon programs chosen to present at the national Early Childhood Funders Collaborative meeting held in Portland last week.

LBCC along with the Gladstone Center for Children and Families were chosen to showcase their work on early childhood and family education projects.

Recommended by the Oregon Early Learning Department of the Oregon Department of Education, LBCC showcased its regional work to bring the Parenting Education Hub, Early Learning Hub and Coordinated Care Organization in Linn, Benton and Lincoln Counties together to improve outcomes for young children.

The national meeting, hosted by the Oregon Community Foundation, included representatives from 21 foundations including the Bill and Melinda Gates Foundation, the Kresge Foundation, the W.K. Kellogg Foundation and the Robert Wood Johnson Foundation.

LBCC Family Resource and Education Center staff that presented at the conference included Kristi May, Early Learning Hub Director, Jerri Wolfe, Parenting Education and Family Connections faculty chair, and Kris Wessel, project manager for a new initiative underway called the Pollywog Project.

Read for the Record: On Thursday, October 27, 2016, we will once again be joining the Jumpstart Read for the Record national campaign and gather with children and adults from all across the country to read this year's campaign book, The Bear Ate Your Sandwich by Julia Sarcone-Roach, as part of the world's largest shared reading experience.

Through Hub efforts, approximately 55 programs and over 2500 children will be participating in this year's event! We are in the process of distributing 250 books to participating programs along with certificates & activity sheets for all participating children.

P-3 Institute: I'm excited to share that our Hub region was accepted to attend the upcoming National P-3 Institute in October. Our acceptance letter states, "There was very strong interest in the Institute and the overall quality of the applicant pool was incredibly high; we were able to offer admission to approximately half of all applicants. In assembling the 2016 cohort, the Committee selected teams that were able to most effectively show evidence of thoughtfully conceived goals and ongoing activities toward implementing a comprehensive P---3 approach. We also selected a cohort of teams that we hope will be able to share expertise and experience with one another."

In selection of participants for the P-3 Institute it was important that we include representation from each county, urban/rural, and Early Learning/K-12. We feel the roster is best suited to gain the most from this institute and share the information with other partners in our region. Our roster includes: Kristi May, EL Hub Director; Lauren Sigman, Lincoln County School District Early Learning Coordinator; Rob Hess, Superintendent, Lebanon Community School District; Kris Latimer, Executive Director, Boys & Girls Club of the Greater Santiam; Cindy Golston, Principal, Clemens Primary School; and Debbie McPheeters, Program Administrator, EI/ECSE.

Fiscal Oversight Committee Report

Fiscal Narrative

Early Learning Hub of Linn, Benton & Lincoln Counties

Finance

August 31, 2016

The Financial Oversight Committee oversees the long-term fiduciary health of the organization. Finance provides oversight of the Hub's budget, oversees accurate and transparent representation, accounting and reporting of financial transactions and communicates financial information to the Governing Board.

Month-End Details

Revenue:

We have been working with the LBCC Business Office to fine-tune our process for making draw-downs from the state, and we can expect to see a more consistent stream of funding coming into our accounts from this point forward.

Expenditures:

The end of the quarter was 9/30/2016, and we can expect to start seeing our contractors sending in their requests for reimbursement on the various contracts. The deadline for our contractors is 10/31/2016, and our deadline for processing those requests and passing them along to the Business Office is 11/30/2016.

Lincoln County and the Philomath School District both sent in requests for reimbursement on their Kindergarten Partnership & Innovation (KPI) funding during September. These are the first requests we have had and we are pleased to see that some of the Districts are advancing their projects and using their funding. The KPI funding is use-it or lose-it funding, and we need to keep an eye on our Districts to make sure that they use all of their funds before the 6/30/2017 deadline.

Other Information:

We are in the process of moving LeAnne into some of the accounting responsibilities for the Hub, and are continuing to make corrections and adjustments to our accounting documentation. We expect that it will take us a few more weeks to get it fully balanced and corrected.

Financial Statement

Early Learning Hub of Linn, Benton & Lincoln Counties
Early Learning Hub - 18 Month Budget (1/1/16 - 6/30/17)
Board Summary Financial Update as of 8/31/16

Change formula

Resources	Budget	Current Month	YTD	Balance	% Rcvd
Revenues					
Grant Resources					
NWHF Carryover	$17,780.71	$ -	$ 17,780.71	$0.00	100%
Local Resources					
IHN-CCO Funds	$500,000.00	$ 6,906.66	$ 39,660.30	$460,339.70	8%
State Resources					
Coordination					
Dept. of Education - ELD - Coordination	$636,258.84	$ 24,946.54	$ 394,925.79	$241,333.05	62%
Reimbursement Grants					
Dept. of Education - Vroom	$10,000.00	$ -	$ -	$10,000.00	0%
Dept. of Education - School Readiness	$158,994.92	$ -	$ -	$158,994.92	0%
Dept. of Education - Great Start	$77,280.41	$ -	$ -	$77,280.41	0%
Dept. of Education - Title IV-B2	$148,345.18	$ -	$ 28,670.23	$119,674.95	19%
Dept. of Education - Family Stability	$97,691.11	$ -	$ -	$97,691.11	0%
Dept. of Education - Focused Network	$188,865.75	$ -	$ -	$188,865.75	0%
Dept. of Education - Kindergarten Partnership & Innovation	$545,876.76	$ -	$ -	$545,876.76	0%
Total All Resources	$2,381,093.68	$31,853.20	$481,037.03	$1,900,056.65	20%

Expenditures	Budget	Current Month	YTD	Balance	% Used
Grant Expenditures					
NWHF Carryover	$17,780.71	$ 375.00	$ 1,193.17	$ 16,587.54	7%
Local Expenditures					
IHN-CCO Funds	$500,000.00	$ 27,672.00	$ 51,779.35	$ 448,220.65	10%
State Expenditures					
Coordination	$636,258.84	$ 26,598.57	$ 177,016.13	$ 481,715.67	28%
Reimbursement Grants					
Vroom	$10,000.00	$ 2,193.73	$ 3,560.30	$ 6,439.70	36%
School Readiness	$158,994.92	$ 944.00	$ 2,313.38	$ 156,681.54	1%
Great Start	$77,280.41	$ -	$ 14,659.11	$ 62,621.30	19%
Title IV-B2 Funds	$148,345.18	$ 1,025.73	$ 25,726.27	$ 124,783.94	17%
Family Stability	$97,691.11	$ -	$ -	$ 97,691.11	0%
Focus Network	$188,865.75	$ -	$ 16,967.30	$ 172,894.46	9%
Kindergarten Partnership & Innovation	$545,876.76	$ 88.80	$ 393.80	$ 545,482.95	0%
Total All Expenditures	$2,381,093.68	$58,897.83	$293,608.81	$2,113,118.85	12%

Ending Balance $0.00

Revenues
Other Resources (funds not located at LBCC)

Expenditures	Budget	Current Month	YTD	Balance	% Used
IHN-CCO (funds not located at LBCC)	$ 78,750	$ -	$ 53,137.00	$ 25,613.00	67%

Funding Committee

Revisions have been made to the Procurement Policy to reflect the Board's desire not to use RFA as our primary funding process. Items of note are listed below:

- No changes were made to the Procurement of Goods section as this is LBCC policy.
- The revised policy now states, "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.

Healthcare Integration

The Healthcare Integration Work Group submitted an application for IHN-CCO Transformation funds in the amount of $143,900. Below is the Executive Summary from our proposal.

> This proposed initiative, by the Early Learning Hub of Linn, Benton and Lincoln counties, will provide 11 trainings during January 1, 2017 to December 31, 2017 including technical advising (TA) opportunities for the use of the Ages and Stages Questionnaire (ASQ) tool to IHN CCO pediatricians and family practice physicians and clinic staff serving children in Linn, Benton, and Lincoln counties. An expert panel of early childhood providers and Early Intervention/Early Childhood Special Education (EI/ECSE) is included to assist with the strengthening of the referral pathway. Oregon Rural Practice-based Research Network (ORPRN) will provide up to 6 medical practices with Technical Advising (TA) for 6 months and conduct an evaluation of effectiveness after a clinic completes START. The aim is to increase provider knowledge, skills, and confidence; increase ASQ coding and billing and increase referrals of children to needed services. This innovative initiative will also design referral pathways for ASQs from EC providers into the RHIC dashboard and investigate other referral pathways and pilot the pathways with EC providers. The ASQ training is sustainable into the future by training a pediatrician(s) and clinic staff to continue the training and TA after the grant ends. This initiative aligns with 2 targeted strategies for pilot proposals: (1) Health Engagement and (2) Establishing and Refining Referral Pathways. The pilot will increase the shared quality metric regarding the ASQ "Developmental Screening within the first 36 months of life", Transformation Element #5 "Developing electronic health records; health information exchange; and meaningful use", and the CHIP Area "Child Health."

The full application is on the Hub website in the Healthcare Integration Work Group directory.

Consent Items

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 3rd 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 3rd 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 Gelser 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
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.	
Todays' 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	
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	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

Discussion Items

Board Charter Review

It is time for our annual review of our Charter. There are two items I would like to discuss as a part of this review process.

1. Board Member Alternates – On page 4 the current Charter reads, "As continuity is important, the use of alternates is discouraged, however, when necessary, any organizations with standing positions may use alternates. These alternates should ideally be identified in advance, should be fully briefed and able to represent the organization during decision making."

   Request have been made by Board Members to send a proxy in their place which is currently only allowed for organizations with standing seats. Do we want to revisit this as an option for other organizations given some of our previous challenges with having a quorum?

2. Advisory/Working Groups – If the proposed revisions to the Procurement Policy are adopted, do we want to add additional language to the Charter to reflect how the work groups would function in relation to funding?

Recruitment Plan for new Board Members

PROPOSED GOVERNING BOARD TERMS

2-YEAR TERMS: Ending 6/2017			
1	Tony Lewis	Business	Linn
2	VACANT	Parent	TBD
3	Paula Grace	Business	Benton
4	Betsy Wilcox	K-12 (appointed)	Lincoln
5	Linell Wood	Health	Lincoln
6	Jeff Sneddon	H&SS	Linn

3-YEAR TERMS: Ending 6/2018			
1	Jennifer Moore	Business	Lincoln
2	Anne Peltier	Health	Linn
3	Paul Smith	ECE	Benton
4	Kelly Locey	Health	Benton
5	Marc Thielman	K-12 (appointed)	Benton
6	VACANT	Parent	TBD

4-YEAR TERMS: Ending 6/2019			
1	Jim Golden	K-12 (appointed)	Linn
2	Stephany Koehne	ECE	Linn
3	Bill Hall	H&SS	Lincoln
4	VACANT	Parent	TBD
5	Rebecca Cohen	ECE	Lincoln
6	Bettina Schempf	H&SS	Benton

STANDING: (Agency Appointed)			
1	Jeff Davis	LBCC	Linn/Benton
2	Julie Manning	IHN-CCO	LBL
3	Mary McKay	LBL-ESD	LBL
4	DeAnn Brown	CTSI	Lincoln
5	Marco Benavides	DHS	LBL

Board Member DOC's

In preparation for our upcoming formal review I went through my MOU/DOC files and discovered that I am missing quite a few Board Member DOC's. I currently **have** DOC's for the following Board Members:

- Anne Peltier
- Betsy Wilcox
- Bettina Schempf
- Jennifer Moore
- Jim Golden
- Julie Manning
- Marc Thielman
- Marco Benavides
- Mary McKay
- Paul Smith
- Paula Grace
- Stephany Koehne

I am including the document as a separate attachment and will bring copies to the Board meeting if you would like to complete it there.

ELD Measuring Success Committee & Hub Indicators of Success

Work is underway at the Measuring Success Committee to determine how the Incentive Metric process will work for this biennium. The ELD held 10% of Hub Coordination funds to be used as an incentive for success similar to CCO incentive metrics. Currently there a 6 proposed metrics being considered as a composite that include: 1) MOU's/DOC's in place with all sectors (except business), 2) Demonstrated engagement with culturally-specific community based organizations, 3) Demonstrated blending/braiding of funds, 4) Met target for QRIS star rated programs in "hot spots", 5) Met target for developmental screenings, 6) Met target for well-child visits. There are 2 meetings scheduled for this committee in October in hopes that we will be ready to make a recommendation to the ELC regarding the incentive metrics after those meetings.

I have also included a document that was shared with us during our ELD site visit in July, Indicators of Effectiveness for Biennial Monitoring Visit. I would like to hear your thoughts in regard to this document and how to best prepare for our formal visit that is expected to occur in late February.

Indicators of Hub Effectiveness for Biennial Monitoring Visit

Measuring Hub Effectiveness

An Early Learning Hub functions as the coordinating body identifying early learning resources and services, coordinating and aligning the delivery of those resources and services to children 0 through 6 and their families in order to achieve kindergarten readiness, stable and attached families and system coordination.

An Early Learning Hub has several key functions that demonstrate they are meeting their purpose and making progress in their communities. These functions are:

- The hubs coordinating body is inclusive of every system partner including and not limited to health, DHS, business, K-12, early learning providers, parents, home visiting, relief nurseries, local tribes
- The hubs coordinating bodies are contributing members whose input and feedback is included in all decisions and actions the hub takes
- The hub with its partners identifies, analyzes and utilizes regional data to understand and clearly articulate their priority populations and disparities for these populations.
- They engage their communities, families, and partners to assess what specific needs these identified populations have.
- They develop strategies and activities to address the disparities within these populations and make specific investments to produce positive outcomes for these populations.
- Partners have a clear role in implementing strategies and activities that are focused on these outcomes.
- Investments are clearly aligned to strategies and activities for priority populations.
- The hub uses a process of continuous data analysis and community engagement to measure and evaluate their activities and make adjustments accordingly.
- The hub region is demonstrating through data positive outcomes for children and families furthest from opportunity.
- The hub can readily demonstrate it meets contractual and fiscal obligations as outlined in the contract with the ELD

DRAFT