

# Early Learning Hub of Linn, Benton and Lincoln Counties

## Governing Board Meeting Minutes

<b>MEETING COMMENCED</b>	2:00pm, November 3, 2016 Health Education Building, Newport
<b>MEETING CALLED BY</b>	Kristi May
<b>COMMITTEE MEMBERS PRESENT</b>	Don Dorman, Paul Smith, Jeff Davis, Jim Golden, Bill Hall, Jennifer Moore, Rebecca Cohen, Marco Benavides, Kelly Locey (remotely), Paula Grace (remotely), Bettina Schempf (remotely), Linell Wood, Lauren Sigman (remotely)
<b>VERSION</b>	Final
<b>RECORDED</b>	Yes

### Agenda topics

<b>ROLL CALL</b>	November 3, 2016 Governing Board Meeting
Roll call taken.	
We have enough members of the Committee present to constitute a quorum.	

<b>SPECIAL PRESENTATION</b>	Pollywog Project (Kris Wessel)
<p>The Madison Avenue Collective (MAC) is working on programming the new website. The content that you see is just “place holder” and will be replaced with actual content when the website is finished. Pictures will also be rotated in as well, and stock photos are currently being displayed.</p> <p>There will be three counties displaying on the screen, and the user will simply check which county they live in, and the classes available in that county will be displayed.</p> <p>Each screen has a “sign up” form at the bottom of the screen.</p> <p>The “Resources for Families” screen will be for available to give families some immediate help, with things like immunizations, milestones, check-ups, childcare, etc. A sign up form is at the bottom of the screen.</p> <p>Our partners that are participating in the Pollywog Project will enter through the VistaLogic portal, rather than through the website.</p> <p>The “Classes &amp; Workshops” screen will let the user select which age group of classes they are looking for, and then select a class so that you can view a brief description of the class, when it will be held, where it will be held, and the cost of the class. A sign up form is at the bottom of the screen.</p> <p>The “About Us” page recognizes how the Pollywog Project got started, and the organizations that helped to fund the Project. There are also going to be partner organizations who will be working with us to provide service referrals to the people who sign up on the website. Their logo and names will be included here. A side bar contains contact information for the Pollywog staff. A sign up form is at the bottom of the screen.</p> <p>The website will launch by mid-December, and is mobile friendly.</p> <p>It’s a complex site, but looks clean and simple.</p> <p>Various portions of the website will be reviewed by preschool families (from the Linn-Benton Community College Co-ops) so that we can help us to fine tune the language and look of the pages.</p>	

When the Maternity Care Coordinators at each of the hospitals refer a family to use via the website, we have promised to make a return phone call to them within three days.
The VistaLogic database—that will be the backend of the website—will be available for beta testing soon.
We have collaborating with the Regional Health Initiative and are looking at the data that needs to be collected, and what releases need to be in place in order to keep us out of hot water. All of this data will go into a HIPPA-protected cloud. (FERPA will also be taken into account.) The IHN-CCO attorneys are currently reviewing our proposed intake form.
The Evaluation Team for Pollywog met this week, people who have a knowledge of the integration piece and can help us to take our first steps, and milestones and data gathering were discussed. They will be meeting again in January.
Also, the IHN-CCO called and offered us some tablets so that the Maternity Care Coordinators will be to sign people up right at their desks. We hope to get a few more tablets so that some of our partners will also be able to use a tablet for signing up their clients for services.
This project is going to grow like crazy, and it is going to be of huge value to the CCO and to the individual partners.

<b>DIRECTOR'S REPORT</b>	Early Learning Hub Update (Kristi May)
We have established a YouTube Channel for the Hub, which LeAnne will talk about a little later.	
The Red Cross held a “Prepare Out Loud” conference at OSU. Hub staff attended and were a little dismayed to hear that very little is in place in case of emergency for children in our area, except for Head Start. These are important conversations and we need to share this information out with our partners. In case of emergency, our charter includes a clause to allow the Hub to spend money to help the children of our area.	
211 has hired a Community Engagement Coordinator, named Jake Rodriguez. He’s an OSU grad, BS in Sociology, and a former OSU baseball player. He is familiar with what the job entails and he begins training with 211 staff in Portland next week. We’ll be working to get him to a GB meeting so that you can meet him.	
Read for the Record was last week. Our final number was: 3013 children participating, 247 books went out, and 70 agencies. We are waiting for our final count to report to Jumpstart.	
The P-3 Institute was a wonderful, content-rich experience. We had a diverse group from our Hub attending, and the presenters reached all of us. We all came back very energized and ready to begin the next steps. We have lots of information to share.	
The Early Learning Pre-K-3 Conference is coming up, and the state is requesting that our KPI group present in a panel discussion. Paul Smith and Lauren will also be attending.	
The Siletz Tribe has a new grant called “TELI”, and it looks at services and expansion of the home visiting and child care among the tribes. Kris attended as a representative of the Hub, and was able to get in a little plug for the Pollywog Project.	

<b>COMMITTEE REPORT</b>	Fiscal Oversight Committee (LeAnne Trask)
We received funding in this month, based on reimbursements, for \$46K.	
The end of the fiscal quarter for the Hub was 9/30/2016, and our contracted partners had until 10/31/2016 to turn in their reimbursement requests. We got quite a few in, and some of the KPI funded contracts also came in.	
The new Hub staff position for taking care of financial responsibilities has not been squared away yet, but it is in process.	
The FOC is looking at changing their meeting schedule to a quarterly meeting rather than a monthly meeting, and setting those up so that the Committee will be meeting during the months when the reimbursement requests are being submitted, so that they can review and have some oversight into the process. This would necessitate the FOC meeting in February, May, August and November of each year.	

And finally, the September Board Financial Summary is attached to the Board packet, and you can review all of the information I just gave you.

<b>COMMITTEE REPORT</b>	Health Care Integration Work Group
Lynn talked last month about the Transformation Grant that the Health Care Integration Group had applied for, but the IHN-CCO has requested that we use some of our already dedicated CCO funds to complete the project, rather than getting more funding from them.	
We believe that we can do that, which will effectively use up the last of our \$300,000 for this year.	
So, the Health Care Integration Group will begin coordinating this work.	

<b>CONSENT ITEM</b>	October GB Meeting Minutes														
Correction on the Special Presentation.															
The Early Learning Collaborative will be held on January 24 and 25, 2017.															
<b>CONCLUSIONS</b>															
The Governing Board is being asked to vote to approve October Meeting Minutes.															
Motion to approve by: Jim Golden															
Motion seconded by: Rebecca Cohen															
Members attending remotely plus those in the room all voted to accept the proposal unanimously, with corrections.															
<b>VOTING RESULTS</b>	Individual Votes cast by Board Members (Yes, No, Abstain)														
Sigman	Y	N	A	Golden	Y	N	A	Thielman	Y	N	A	Davis (Wolfe)	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 (Dorman)	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>	VistaLogic Proposal – Action Item (Kristi May & Kris Wessel)											
The initial GB approval of the VistaLogic proposal included a \$10K limit, which we have followed.												
We now have a cost estimate from VistaLogic, and they have quoted us \$43,500, which will include a pilot phase for Albany, Lebanon, and Newport hospitals, and integration with the website.												
All of our funds have to be spent by 12/31/2016, and this work needs to be completed before we can go forward, with the exception of the user licenses (5). Not listed are the floating licenses, and we might want to shift some of our users around to account for use.												
We are getting a VERY good deal from VistaLogic, and part of the reason is that they want the IHN-CCOs business for future projects. The IHN-CCO is waiting to see how it goes for us.												
Will include training, tech support, and building out of all of our modules. Licensing fees will be negotiated every year.												
In the long term, this will be the Hub’s database and we will be able to add modules to meet other Hub needs as we go. User licenses can be added to contracts, and this would be a great opportunity for us to get a great database for us to expand.												
<b>CONCLUSIONS</b>												
The Governing Board is being asked to approve the VistaLogic Proposal.												

Motion to approve: Jennifer Moore															
Motion to second: Paul Smith															
Members attending remotely plus those in the room all voted unanimously to approval the Proposal.															
<b>VOTING RESULTS</b>			Individual Votes cast by Board Members (Yes, No, Abstain)												
Sigman	Y	N	A	Golden	Y	N	A	Thielman	Y	N	A	Davis (Wolfe)	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 (Dorman)	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>		Board Charter Review – Action Item(Kristi May)													
Bettina suggested a rewrite of a paragraphs, which we would like to include.															
All other changes are outlined in the Board packet.															
<b>CONCLUSIONS</b>															
The Governing Board is being asked to approve the revisions to the Board Charter.															
Motion to approve: Rebecca Cohen															
Motion to second: Jeff Davis															
Members attending remotely plus those in the room all voted unanimously to approval the revisions, with latest revisions added.															
<b>VOTING RESULTS</b>		Individual Votes cast by Board Members (Yes, No, Abstain)													
Sigman	Y	N	A	Golden	Y	N	A	Thielman	Y	N	A	Davis (Wolfe)	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 (Dorman)	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>		EL Hub YouTube Channel (LeAnne Trask)													
The EL Hub has become very prolific with presentations, webinars, PowToons, and other documents that we want the public and our partners to have access to.															
We have created a EL Hub YouTube Channel as a way to address this issue.															
All of the documents created by Anna Menon for the Data & Evaluation Committee are displayed, and more will be joining them. The D&E Committee is also asking for single page slides and other infographic types of information, and they will also be posted here.															
There is also a section for our partners to view Vroom videos, and a section of Early Learning Division presentations about Hubs that we wanted to make sure that we had access to.															
There is a set of detailed instructions for getting to the YouTube channel in the hand-outs.															

<b>PUBLIC COMMENT</b>	
No visitors attending.	

<b>NEXT MEETING</b>	Thursday, December 1, 2016
Meeting will be held at the Old Mill Center in Corvallis.	
There is a 2017 Governing Board Meeting Schedule available. It is posted on the website and Basecamp, and copies are available here. The new dates will all be added to the Hub calendar as soon as possible.	
<b>MEETING ADJOURNED</b>	3:23pm