

Early Learning Hub

of Linn, Benton & Lincoln Counties

Governing Board Packet November, 2016

Governing Board
Early Learning Hub
November 03, 2016
blearlylearninghub.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 –
4. Fiscal Oversight Report
 - a. Fiscal Narrative
 - b. Financial Statement –Approval Needed
5. Healthcare Integration – Update on Transformation Grant application to be given at meeting
6. Consent Items – September Meeting Minutes
7. Discussion Items
 - a. VistaLogic Contract – Proposal and fee estimate included in packet for review.
These funds MUST be spent by December 31, 2016 or we lose them.
 - b. Board Charter Review – Charter attached as separate document
 - c. EL Hub YouTube Channel – LeAnne will provide an overview

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Agenda

- Governing Board Members
- Bill Hall, Co-Chair
Lincoln County Commissioner ✓
- Julie Manning, Co-Chair
Samaritan Health Services AE ✓
- 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 R ✓
- Stephany Koehne
Kids & Company of Linn County AE ✓
- Tony Lewis
Lewis Hanson & Co ✓
- Kelly Lacey
Benton County Health Department R ✓
- Mary McKay
Linn Benton Lincoln Education Service District Proxy ✓
- Jennifer Moore
United Way of Benton & Lincoln Counties ✓
- Anne Peltier
Retired, Linn County Public Health AE ✓
- Bettina Schempf
Old Mill Center R ✓
- Paul Smith
Strengthening Rural Families ✓
- Jeff Sneddon
Linn County Health Department ✓
- Marc Thielman
Asea School District ✓
- Betsy Wilcox
Lincoln County School District ✓
- Linell Wood
Coastal Pediatric Associates ✓



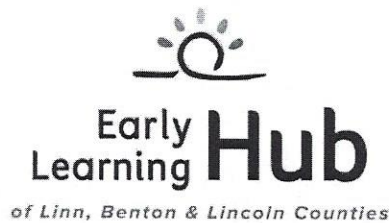
November 3, 2016
 2:00 – 4:00 PM
 Samaritan Center for Health Education
 740 SW 9th Street
 Conference Room B
 Newport, OR

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 – Pollywog Website, Kris Wessel
- III. Director's Report/EL Hub Updates
- IV. Committee & Workgroup Reports
 - a. Fiscal Oversight Committee
 - b. Healthcare Integration
- V. Consent Items
 - a. August Meeting Minutes
- VI. Discussion Items
 - a. VistaLogic Proposal – Action Item
 - b. Board Charter Review – Action item
 - c. EL Hub YouTube Channel – Informational
- VII. Public Comment
- VIII. Next Meeting – December 1st, 2016 at Old Mill Center
- 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



November 2016

DIRECTOR UPDATES:

EL Hub YouTube Channel: We are excited to announce that we have our own YouTube channel! The Hub needed a central storage point for all of the amazing Powtoon presentations that Anna has made with our Hub data. LeAnne worked with Madison Ave. Collective to brand our channel and get the channel all set up. Check out the LBL Early Learning Hub channel on YouTube to view the first three episodes in our series that explores crafting a story around data. We look at and analyze data so that we can create a comprehensive narrative to share with partner organizations. These are short videos, each adding a different layer or angle to the experiences of children in Linn, Benton, and Lincoln counties.

Red Cross Prepare Out Loud & Great Oregon ShakeOut: Last month Hub staff had the opportunity to attend a Prepare Out Loud event in Corvallis focused on the local impact of an earthquake along the Cascadia subduction zone and how to prepare. The week following this event was the Great Oregon Shakeout. This served as a reminder to me that this topic should be on my mind more than one month out of the year. I have also observed that communities typically have better disaster preparedness plans in place for animals than they do children. We should all take this opportunity to review our local community emergency plans to ensure that they are child-focused.

211 Community Engagement Coordinator: Jake Rodriguez has been hired as the 211 Community Engagement Coordinator for Linn, Benton, and Lincoln Counties. Jake is an Albany resident and has a BA in Sociology from Oregon State University. Jake was also a student-athlete at OSU on the baseball team. He is excited to begin connecting with community agencies and get to know all of you.

Read for the Record: On Thursday, October 27, 2016, local partners read *The Bear Ate Your Sandwich* by Julia Sarcone-Roach, as part of the world's largest shared reading experience.

Through Hub efforts, 250 books were distributed to participating programs along with certificates & activity sheets for all participating children. The sign-in sheets are still coming in and we hope to provide you with totals soon (and maybe pictures!).

P-3 Institute: Last week's P-3 Institute was a whirlwind of information. We had the opportunity to hear from presenters about their work across the nation, hear about both successes and challenges in getting this work started, and develop a team plan of how we want to move this work forward in our region. There were 14 teams present at the Institute representing Washington, Oregon (3), California (3), Colorado, Virginia,

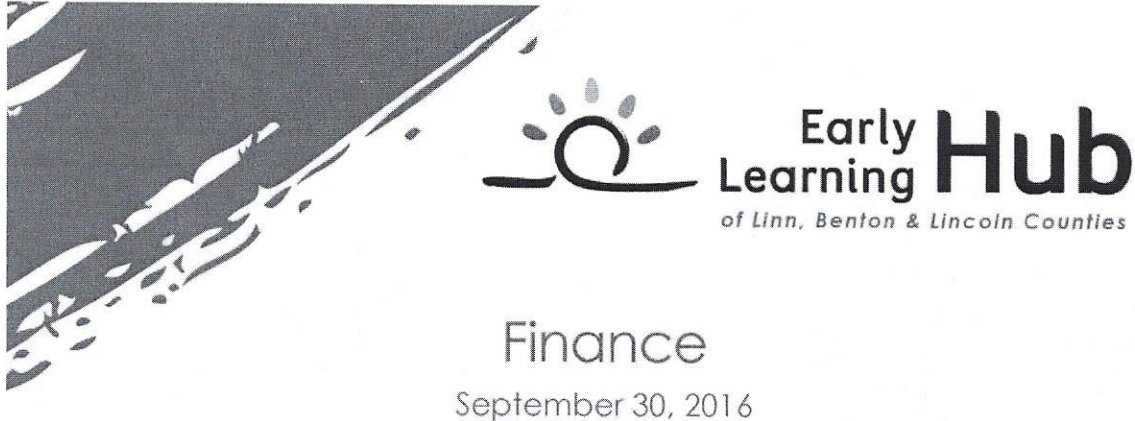
Kentucky, Minnesota, Montana, Nevada, and Nebraska. The teams varied from State level teams to individual school districts. Expect to hear a lot more about P-3 in the coming months.

I want to say a special thank you to the team that attended for our region and the agencies that supported their attendance. This was a significant time commitment to be away from anyone's regular duties, especially given the duties of our team that attended. Thank you!

Early Learning Pre-K-3 Conference: After participation in the National P-3 Institute, we have been asked to take our show on the road and will be presenting our regional approach to P-3 at the upcoming COSA conference. We are hosting a panel discussion to share how we have implemented KPI throughout our region based on the individual district needs.

Fiscal Oversight Committee Report

Fiscal Narrative



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 had a very busy September with lots of activity, including financially. Several of the reimbursement grants sent in funding, and we were able to add \$46,890 to our coffers. LBCC did not draw down our usual \$24K for Coordination Funding, but it should appear in our October Summary.

Expenditures:

We are beginning to receive Reimbursement Requests from the individual contracts, and we have been pleased to see paperwork completed correctly, sent in correctly, and received in a timely manner. The end of the quarter was 9/30/2016, and the deadline for them to submit Reimbursement Requests to us is 10/31/2016.

Our current Budget Book does not include all of the contracts that we have in place, but that will be attended to in the coming month, and we should be using accurate spreadsheets before the next Governing Board Meeting.

Other Information:

We are still working to get LeAnne approved to fully take over the accounting responsibilities for the Hub, and are hoping to have it all resolved in the next few weeks.

We will be discussing a change to the Fiscal Oversight Committee meeting schedule at our November meeting. It has been proposed that the FOC needs to convene in months where contracts are due so that they can review and have some oversight in the process. That would mean that the FOC would meet quarterly in February, May, August, and November each year.

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 9/30/16

Resources	Budget	Change formula		YTD	Balance	% Rcvd
		Current	Month			
Revenues						
Grant Resources						
NWHF Carryover	\$17,780.71	\$ -	\$ -	\$ 17,780.71	\$ 0.00	100%
Local Resources						
IHN-CCO Funds	\$500,000.00	\$ -	\$ -	\$ 39,660.30	\$ 460,339.70	8%
State Resources						
Coordination						
Dept. of Education - ELD - Coordination	\$636,258.84	\$ -	\$ -	\$ 394,925.79	\$ 241,333.05	62%
Reimbursement Grants						
Dept. of Education - Vroom	\$10,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 6,000.00	40%
Dept. of Education - School Readiness	\$158,994.92	\$ 1,316.71	\$ 1,316.71	\$ 1,316.71	\$ 157,678.21	1%
Dept. of Education - Great Start	\$77,280.41	\$ 9,556.46	\$ 9,556.46	\$ 9,556.46	\$ 67,723.95	12%
Dept. of Education - Title IV-B2	\$148,345.18	\$ 2,861.52	\$ 2,861.52	\$ 31,531.75	\$ 116,813.43	21%
Dept. of Education - Family Stability	\$97,691.11	\$ -	\$ -	\$ -	\$ 97,691.11	0%
Dept. of Education - Focused Network	\$188,865.75	\$ 29,155.99	\$ 29,155.99	\$ 29,155.99	\$ 159,709.76	15%
Dept. of Education - Kindergarten Partnership & Innovation	\$545,876.76	\$ -	\$ -	\$ -	\$ 545,876.76	0%
Total All Resources	\$2,381,093.68	\$46,890.68	\$527,927.71	\$1,853,165.97	\$22%	

Expenditures	Budget	Current	Month	YTD	Balance	% Used
Grant Expenditures						
NWHF Carryover	\$17,780.71	\$ -	\$ -	\$ 1,193.17	\$ 16,587.54	7%
Local Expenditures						
IHN-CCO Funds	\$500,000.00	\$ 9,992.69	\$ 9,992.69	\$ 80,786.97	\$ 419,213.03	16%
State Expenditures						
Coordination						
Dept. of Education - ELD - Coordination	\$636,258.84	\$ 32,047.70	\$ 32,047.70	\$ 211,729.78	\$ 481,715.67	33%
Reimbursement Grants						
Vroom	\$10,000.00	\$ -	\$ -	\$ 3,560.30	\$ 6,439.70	36%
School Readiness	\$158,994.92	\$ -	\$ -	\$ 2,313.38	\$ 156,681.54	1%
Great Start	\$77,280.41	\$ 10,347.11	\$ 10,347.11	\$ 25,006.22	\$ 52,274.19	32%
Title IV-B2 Funds	\$148,345.18	\$ 1,278.68	\$ 1,278.68	\$ 27,004.95	\$ 121,340.23	18%
Family Stability	\$97,691.11	\$ -	\$ -	\$ -	\$ 97,691.11	0%
Focus Network	\$188,865.75	\$ -	\$ -	\$ 15,971.30	\$ 172,894.46	8%
Kindergarten Partnership & Innovation	\$545,876.76	\$ 3,487.80	\$ 3,487.80	\$ 3,881.60	\$ 541,995.15	1%
Total All Expenditures	\$2,381,093.68	\$57,153.98	\$371,447.67	\$2,066,832.61	16%	

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)	\$ 78,750.00	\$ -	\$ -	\$ 28,147.00	\$ 50,603.00	36%

Consent Items
Early Learning Hub of Linn, Benton and Lincoln Counties
Governing Board Meeting Minutes

MEETING COMMENCED	2:00pm, October 6, 2016 Linn-Benton Community College, Calapooia Center Board Room, Albany
MEETING CALLED BY	Kristi May
WORK GROUP MEMBERS PRESENT	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
VERSION	Draft – Pending GB Approval
RECORDED	Yes

Agenda topics

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

SPECIAL PRESENTATION	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.	

CONCLUSIONS															
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.															
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				

COORDINATOR'S REPORT		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. 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.		

COMMITTEE REPORT		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.		

DISCUSSION ITEM		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.

DISCUSSION ITEM		August Meeting Minutes													
No revisions or corrections.															
CONCLUSIONS															
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.															
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		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.													
CONCLUSIONS													
Kristi will come back next meeting with a written revision for approval.													

DISCUSSION ITEM		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.													

DISCUSSION ITEM	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.	

DISCUSSION ITEM	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?	

DISCUSSION ITEM	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.	

DISCUSSION ITEM	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.	

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

Discussion Items

VistaLogic Proposal



VISTALOGIC
Information in Perspective

Vistalogic Project No. CL-076.001.002

October 20, 2016

Early Learning Hub of Linn, Benton & Lincoln Counties
Linn-Benton Community College
6500 Pacific Boulevard, LM-101
Albany, Oregon 97231

Attn: Ms. Kris Wessel

**IMPLEMENTATION OVERVIEW AND FEE ESTIMATE
FAMILY CONNECTIONS PROJECT
EARLY LEARNING HUB OF LINN, BENTON & LINCOLN COUNTIES**

Dear Kris:

Vistalogic, Inc. (Vistalogic) is pleased to submit this implementation overview and fee estimate (Overview) to Early Learning Hub of Linn, Benton & Lincoln Counties for implementation of our Clara™ Framework (Clara) to support the Family Connections project. While Vistalogic is currently working with the project to develop a functional specifications document to define the necessary details and requirements, this Overview identifies and defines the primary elements and features of the system including a fee estimate for configuration and implementation.

PROJECT OVERVIEW

The objective of this document is to provide an overview of the project including the implementation processes and custom features that will be part of the solution. Each of the items defined herein will be included in the functional specifications document in greater detail.

Configuration and Setup

Vistalogic will configure and setup the solution for the Family Connections project in accordance with the Functional Specifications Document that is currently under development. This will include configuration of the appropriate system modules to meet the data collection and management requirements of the Family Connections project. Examples of configuration include the initiation of appropriate data modules (e.g., Clients, Enrollments, Courses,

Surveys/Assessments, Referrals, etc.), addition/removal of custom data fields, setup of a workflow to support closed loop referrals, automation (e.g., record and measurement generation based on specified actions taken in the system), buildout of program specific work items (tools for users to quickly be informed of and access important data in the system), etc.

This body of work will also include the setup of the administrative content in the system to meet the program requirements including but not limited to; the input and management of roles, accounts and security areas, available resources (e.g. services, vendors, locations, etc.) to support the referral process, appropriate surveys and/or assessments (e.g., eligibility screening questionnaire, universal screening survey/assessment, satisfaction surveys, etc.). Note, if the project has appropriate technical staff, upon initial implementation of the system, Vistalogic will train program personnel on the input and management of administrative content.

Implementation and Deployment

The solution will include a standard implementation and deployment of the Clara system. This will include deployment of the solution to a test environment, two training sessions (one upon release to the test environment and another upon release to the production environment, user acceptance testing and associated issue resolution (UAT), and deployment to a production environment for live use upon completion of UAT.

Referral In Web Page

The "Referral In" web page will support the direct input of basic contact information by anyone able to access the program web-site. While the program is not limited to the extent of the data that can be captured via this feature, Vistalogic understands that the intention is to limit the requirements of those entering information via the web-site for ease of use/access. At a minimum, data entry options will include name, phone number, email address and a comments/text field. Additional information may include, contact details (e.g., preferred method of contact, best time to contact, etc.), desired services / reason for request, etc. Vistalogic will work closely with the project to determine the appropriate data entry options for this feature.

Submissions from web-site will be "received" in the system as a data set of incoming requests. The Outreach Support module described below will address the processing of these requests.

Outreach Support (Response Tool)

The outreach support module will support the management and documentation process completed by project staff based on incoming requests from the website and or other sources. While this module will be automatically populated by requests submitted via the web-site, project users will be able to manually add requests from other sources to document, manage and track outreach efforts. The outreach support module will allow users to document the status of requests (e.g., new, active, transitioned, closed, etc.), outreach activities including calls, emails, mailings, referrals, etc. and, when appropriate, facilitate the process of transitioning an initial contact/request to a Client in the system.

Reporting

The project reporting budget will be utilized to develop appropriate program reports. This may include but not be limited to: the development of new views based on program requirements, reporting tools to support ad-hoc program reporting, etc.

System Access / Licensing

The proposed user license package addresses the anticipated use of the system for 1 year from live deployment and assumes a fixed number of dedicated users (5) and a budget for transactional fees (\$4,000). Note: transaction fees support the use/access of the system by non-dedicated users and are not applied to dedicated license accounts/users. An examples of a non-dedicated user might be a provider/community partner accessing the system to refer individuals into the program and/or to identify community resources.

This line item represents a budget, for access to and use of the system for the first year of operation based on our limited understanding of the intended use of the system. Vistalogic will work closely with the program to define the appropriate application of the available pricing models as we better understand the project. The actual pricing model of the solution may be modified appropriately based on further development/understanding of the intended use case.

Cost Estimate - CLARA™ System Implementation Family Connections Project					
Description	Timeline	Unit	Price	Count	Cost
Configuration and Setup	TBD	One-Time	\$7,000	1	\$7,000
Implementation and Deployment	TBD	One-Time	\$5,000	1	\$5,000
Referral-In Web Page	TBD	One-Time	\$3,000	1	\$3,000
Outreach Support Module	TBD	One-Time	\$8,000	2	\$8,000
Reporting	TBD	One-Time	\$10,000	1	\$10,000
Year 1 Access					
-User License Fee Budget	Go Live	User/Month	\$100	5	\$6,000
-Transaction Fee Budget	Go Live	Transaction	\$4,000	NA	\$4,000
System Implementation Estimate Total					\$43,000

We look forward to the opportunity to work with you on this project. Please feel free to contact me with any questions or comments.

Sincerely,
Vistalogic, Inc.



Keary Knickerbocker
Principal

Board Charter Review

I have revised the Charter based on the feedback from our last meeting. Revised sections are highlighted pending Board approval

- Board Member Alternates – On page 4 has been revised to state, "As continuity is important, the use of alternates is discouraged, however, when necessary, members may use alternates. Use of an alternate should be limited to no more than once per quarter. These alternates should ideally be identified in advance, should be fully briefed and able to represent the organization during decision making. Use of an alternate will be noted on the meeting minutes."
- Removal of Board Members – On page 5 has also been revised as follows, "A member may be removed for the following reasons: being convicted of a felony; for conduct detrimental to the ability of the Board to effectively conduct business; or for missing three (3) consecutive meetings, for three (3) unexcused absences during one fiscal year (July 1 to June 30) or use of an alternate more than once per quarter. Such instances of absenteeism shall be reported by the chair to the Member by written notification. "
- After review of the language regarding Working Groups, I do not recommend making changes to reflect the update to the Procurement Policy.



Kristi May <mayk@linnbenton.edu>

Alternate paragraph

2 messages

Bettina Schempf <bettina_schempf@oldmillcenter.org>
To: "Kristi May (mayk@linnbenton.edu)" <mayk@linnbenton.edu>

Wed, Nov 2, 2016 at 10:13 AM

Kristi,

I have a suggestion for the wording of this paragraph.

Proposed

As continuity is important, the use of alternates is discouraged, however, when necessary, members may use alternates. Use of an alternate should be limited to no more than once per quarter. These alternates should ideally be identified in advance, should be fully briefed and able to represent the organization during decision making. Use of an alternate will be noted on the meeting minutes.

My suggestion

Organization members may use alternates. As continuity is important, the use of alternates is however discouraged. Alternates can be used no more than once each quarter. They should ideally be identified in advance, should be fully briefed and able to represent the organization during decision making.. Use of an alternate will be noted on the meeting minutes.

Bettina

Bettina Schempf
Executive Director
Old Mill Center for Children and Families
Phone: (541) 757 8068 ext. 116
Cell: (541) 207 2439
www.oldmillcenter.org<<http://www.oldmillcenter.org/>>

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Kristi May <mayk@linnbenton.edu>
To: Bettina Schempf <bettina_schempf@oldmillcenter.org>

Wed, Nov 2, 2016 at 11:00 AM

Thank you for the suggestion. I will share it at the meeting tomorrow.

Kristi

[Quoted text hidden]

EL HUB YOUTUBE CHANNEL

1. The Early Learning Hub has become more prolific in the last year with creating presentations and data pieces that we want to share with our partners and any other interested parties. The ideal way to do that is to create a YouTube Channel of our own, where we can control what people see, and we can monitor the views that we are getting.
2. For those of you with laptops or tablets in front of you, I'd like to ask you to follow these steps:
 - Go to your internet browser
 - Type in: www.youtube.com
 - When YouTube appears on your screen, in the top center is a search bar. Type in: lbl early learning hub
 - You should see a negative version of our hub logo (on a black background)
 - Click on the logo and you will be taken to our channel
3. At the top is a brief description of what the Hub does. You can click on "Show more" to see the rest of the blurb.
4. In the uploads section are all of the presentations that the Hub has created:
 - Three were created by our intern, Anna, for the Data and Evaluation Committee
 - One was a webinar created by Lynn while we were working on the NW Health Foundation grant
 - One is a presentation that I gave to the Governing Board regarding the progress of the identity branding, and one is an advertisement that we created for LBCCs Family Fun Day.
 - You can see at the bottom of each video how many times it has been viewed.
5. The next section is the Created Playlists, and these are videos that we want you to be able to find, but we didn't create them ourselves:
 - The first section is Vroom, and we have grouped six of the Vroom's videos here so that they are easy for our partners to find. If you click on "Vroom" underneath the photo, it will show you all six videos individually, and how long they run. If you hover over the video on the front screen, it will play each of the six videos for you, one right after the other.
 - The second section is presentations created by the Early Learning Division, and they involve Hub topics, so we included them in case we need to review them. If you hover over the video on the front screen, it will play each of the four presentations for you, one right after the other.
6. I believe that it is the intent of the Data & Evaluation Committee to create more data pieces, and they will be housed here as well.
7. Any questions?