

Early Learning Hub of Linn, Benton and Lincoln Counties

Governing Board Meeting Minutes

MEETING COMMENCED	2:00pm, December 1, 2016 Old Mill Center, Corvallis
MEETING CALLED BY	Kristi May
COMMITTEE MEMBERS PRESENT	Don Dorman, Bettina Schempf, Stephany Koehne, Tony Lewis, Jeff Sneddon, Jeff Davis, Julie Manning, Jim Golden, Marco Benavides, Jennifer Moore, Paul Smith, Rebecca Cohen (remotely), Paula Grace, Kelly Locey
VERSION	Final
RECORDED	Yes

Agenda topics

ROLL CALL	December 1, 2016 Governing Board Meeting
Roll call taken.	
We have enough members of the Committee present to constitute a quorum.	

CONSENT ITEM	November GB Meeting Minutes														
Correction to the Special Presentation information.															
CONCLUSIONS															
The Governing Board is being asked to vote to approve the November Meeting Minutes, as amended.															
Members attending remotely plus those in the room all voted to accept the proposal 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				

COMMITTEE REPORT	Fiscal Oversight Committee (Jennifer Moore)
We held an FOC meeting this past week, and worked on a strategic and tactical level to follow the funding streams and ensure completeness in the information we are passing along to the Board.	
We are happy to report that our contracted partners (33 in all) are using the funds that we have given them and this past month more than 20 of them turned in reimbursement requests for their work. It was also a hard month for many of these partners because they have never dealt with state funding requirements before and they had to make lots of corrections and revisions in order to get their requests done properly.	

In particular, there were problems with lack of back-up documentation, incorrectly totaled columns of data, and missing data collection reports.

We are hoping that next quarters reporting will go smoother.

Also, the FOC has voted to change their meeting schedule to quarterly, rather than monthly for 2017, in order to better align with the contract reporting periods. The Board will still receive monthly financial summaries.

CONCLUSIONS

The Governing Board is being asked to vote to approve the FOC Financial Summary.

Motion to approve: Jeff Sneddon

Motion to second: Jeff Davis

Members attending remotely plus those in the room all voted to accept the proposal 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				

SPECIAL PRESENTATION Pollywog Project Update (Kris Wessel)

The project is really coming together and we are seeing some of the results of our efforts.

Kris Wessel gave a presentation on the new website and showed the group how to move around between the different fields and pages.

She also talked about the VistaLogic interface and how it is progressing. VistaLogic is planning to deliver it to us by the end of December.

The legal counsel for Samaritan just gave us their approval for an intake form and they are allowing the Samaritan Maternity Care Coordinators to enter client information directly into Pollywog. Julie Manning was able to help “grease the wheels” with the legal counsel because they were reluctant to allow this. It was a huge win to get their blessing.

Kris Wessel then talked about the roll-out schedule and why it is being done this way. There were several questions about the training and how people will be trained to use the system. Kris explained that the Pollywog staff will receive training first, and then our trainer (LeAnne) will begin holding trainings with our partners, and with those who wish to become partners and help us to create a closed loop referral system.

Jerri talked about the Family Connections staff and what they are doing to prepare for the phone calls that will be coming in and the intake process that will occur.

What is the engagement process for Linn county partners? We will reach out to you, and we’ve made a list of partners that we know have resources and will be our current and future partners.

What analytics will we be using? We can draw down whatever data we want from VistaLogic, but we just noticed recently that Google Analytics were not embedded in our new website. We have requested that the MAC add that in, and it will become part of our reporting information: how many people are visiting the site, what pages they are looking at, etc.

The job description for the new Pollywog Program Specialist was just posted, and it has been added to Basecamp, Facebook and the Hub website. Please pass it along to your colleagues and help us find the best candidate for this project.

Kris’ last day is December 22, 2016, and we are going to be very sad to see her go. She has done a magnificent job with this project, and brought us in on-time and on-budget, and we very much appreciate all of her hard work.

DIRECTOR'S REPORT	Early Learning Hub Update (Kristi May)
Read for the Record has reported that over 2.35 million children read "The Bear ate Your Sandwich", and the world record was broken. We appreciate everyone from our region that participated and helped to make this a wonderful event for our region's children.	
The Hub took six of our partners to the P-3 Conference in Seattle last month. We were the only Hub in the state who was invited to attend, and the reason is because we proposed bringing a wide variety of educators from our region: urban, rural, Boys & Girls Club (preschool), superintendents, principals, and a P-3 Coordinator. It was a great opportunity, and we received wonderful information while we were there.	
The End of Quarter for the EL Hub was submitted yesterday, one day early, and the state accused us of being "over achievers" because we were the first ones to submit.	
The End of Quarter for our contracted partners were also due yesterday for the June-July-August period, and we received 28 contracts. Some of those contracts had errors and had to be returned for corrections, and some are still sitting on LeAnne's desk waiting for revisions, but 22 were processed for payment.	

DISCUSSION ITEM	START Training
Earlier in the year we had a very successful START training to teach local providers how to use the ASQs. 27 providers attended and have since begun using the ASQs, which has resulted in a large increase in the number of local children being referred to LBL-ESD for services.	
Also, for four months after the training, OPRN offered mentoring to those providers and helped their staffs to bill for the ASQs.	
We are now working to hold 11 more training sessions throughout the three counties, with funding from the IHN-CCO. Providers and local partners are being invited to attend, and we will begin scheduling them as soon as possible.	
Also, Samaritan is going to be sending 27 physicians residents to attend this training.	
What about catchment areas, such as ER coordinators or nurses? Anyone who is trained in ASQs is able to provide them.	
Also, we are working to make sure that the ASQs that are completed by child care providers or other professionals (other than medical providers), be included in VistaLogic and then be passed along through RHIC to the medical providers. We'll have a place to "store" the information and a way for physicians to access them.	
Samaritan has three years of numbers for their ASQ Metric: the first year they failed, the second year they barely made it, and this year they are blowing by the number.	
Kelly Locey spoke about the ACEs conference she attended that talked about adding more social determinants of health information to the ASQ evaluation, such as single parent, alcohol abuse, sexual abuse, etc. There is a feeling that a child's ACEs score and their ASQ score are tied together. More information on this subject will be forthcoming.	

DISCUSSION ITEM	2016 Children First Oregon Data Book
This study was just released, and your Board packet contains information about the three county region from that report. The entire document has been uploaded to Basecamp if you wish to review it.	
The information is interesting and could be a valuable asset to partners in our region.	

DISCUSSION ITEM	Upcoming Legislative Session
The Governor's proposed budget was released today, and it's not good for education: a \$1.6 billion deficit.	

There is an information piece in your Board packet that discusses the upcoming legislative session and what the mission, vision and metrics of the Hub are, and how we plan to hold onto them: by standing the course and continuing the work that we are doing. We can update this
The United Way organization also has a lobbyist and attorneys for Oregon, Washington and Idaho that will be pushing their list of requirements, and Jennifer Moore brought us a copy of that list.
It was asked that a copy of that Board document be added to Basecamp so that Board members can talk with their colleagues about it.
It was also asked that this information be added to the website, including a list of the state representatives from our three counties, and what positions they hold.

PUBLIC COMMENT	
Jake Rodriguez was in attendance at our meeting today and took a moment to introduce himself as the new 211 Engagement Coordinator. He spoke briefly what he has been doing for 211, and he brought a stack of business cards for anyone to pick up if they wish to get a hold of him.	

NEXT MEETING	Thursday, February 2, 2017
Meeting will be held at the Fireside Room at Linn-Benton Community College in Albany.	
This is our GB Retreat, and will begin at 12:00 with a lunch followed by our normal GB meeting from 2-4:00pm.	
MEETING ADJOURNED	3:27pm