

**Linn, Benton, Lincoln Early Learning Hub**  
**Convening Meeting Minutes**  
March 13th, 2014, 12pm – 2pm  
Philomath Scout Lodge, Philomath

Linn, Benton and Lincoln county representatives from the sectors below, including support from each County's Commissioners have self-organized as a consortium to have statutorily designated authority to integrate early learning services across systems and traditional geographic boundaries. The ultimate goal is to achieve higher levels of kindergarten readiness.

Sectors:

1. Health
2. Early learning and prekindergarten services
3. Social/human services
4. K-12 education
5. Business and community members
6. Families

**Attendees:** Barbara Malloy, Bettina Schempf, Cindy Bond, Cyrel Gable, David Bird, Debbie McPheeters, Jerri Wolfe, Joanne Sorte, Kelley Kaiser, Kim Whitley, Jenna Bates, Lauren Sigman, Lila Kuykendall, Marco Benavides, Mari Hanson, Martha Lyon, Mary McKay, Frank Moore, Paul Smith, Rebecca Austen, Renee Smith, Susan Waddell, Suzanne Miller, Tamatha Tracer, Tatiana Dierwechter, Barbara Turrill, Sandy Chase, Stephanie Schoeffler, Greg Roe, Terry Thompson.

**Historical Background:**

This is the second round of application. The first round was led by the LBL ESD. In recent weeks a state provided mediator assisted in discussions surrounding which counties would partner on this second round application. The outcome decision is Benton, Lincoln, and Linn.

**Fiscal Agent and Contractor Discussion:**

- The lead takes the primary contract oversight.
- Needs the ability to work with all of the organizations, report back to the state, ability to be audited, and demonstrate that you have done this level of performance based contracting before.
- There is a one-time \$50k start up fund for the 1<sup>st</sup> year of the hub, but then subsequent funding is tied to how many children are being served by the hub.
- There's not enough money to fund an FTE to oversee the hub efforts.
- The hub will have its own board.
- There will be a need for some fundraising that will also have its funds managed by the fiscal agent.
- After the first year, the plan is to have less than a 15% overall administration cost.

**Collective Impact Model:** - see handout

In a collective impact model, the lead agency doesn't set the expectations, the stakeholders do.

- The Governance Group will help with ideas of funding. Help oversee the overall health and impact of the project. There is a lot of value in them understanding the value of what the hub does.
- There will be various members from Working Groups, and there will be a need for a group to act as the connector between the Governance Group and the Working Groups.
- The Working Groups will be focused on different topics/metrics.
- Partners/Community Members – many different partners and community members will be represented here.
- The Backbone Organization will help get the various groups up and going, keeping an eye on the work plans, checking in, etc.
- There will need to be continuous communication and making sure we are all on the same page.
- “Puffy Clouds” are representative of other coalitions that are working out in the communities that we could connect with and have involved also. They may/may not be involved in the Working Groups, but we will want to keep them in on the communication.
- The state is asking us to do health care integration, pre K-K alignment, early childhood systems, quality improvements, and resource development. There will be further discussion on vetting out the Working Groups. Do we need additional groups, do we have groups in each county, and how do multiple groups come together.
- Discussed the need for a data group. Benton County has an epidemiologist on staff, and they offered to collect some data. Would need to be vetted by Lincoln County also, and bring them alongside Linn and Benton, so we could have tri-county data on our children.

**Designate a Lead to be the Fiscal Agent and Contractor:**

**Who is able to commit to be lead today? Who has the capacity both financially and administratively of being lead?** The expectation is that whomever takes the lead is not going to be in charge of all the fundraising, sharing the message, writing the grants, etc. We are all in this together and it will take all of us to make this work. It needs to be a collective collaboration.

- LBCC is willing to be the lead applicant, if it can get commitment from stakeholders to move this effort forward. LBCC has agreed to have their grant writer assist.
- LBL ESD stated they could do it, although it is not the first choice of the LBL ESD board, but could get support to do it if needed.
- Could IHN-CCO do it? The IHN-CCO Board would like to help facilitate on this project and if asked to take the lead, the request would need to go back to the Board for discussion. The Board doesn't meet again until April, so there would be a time concern.
- Further discussions around having LBCC be the lead applicant, and then contracting out to IHN-CCO and LBL ESD to play important lead roles along with LBCC.
  - i. LBL ESD are education experts that know our communities and our partners. They have access to all of the funding streams and the understanding of them.

- ii. IHN-CCO has strengths in the administrative role, and the CCO has collective impact with what they have been able to accomplish.
- iii. LBCC again are education experts, has collective impact and knows early childhood.
- Group agreed having MOU's from the stakeholders will be very important to have in place, moving forward. Would be helpful to have a draft of the MOU for stakeholders to preview as to what they will be committing to.

**DECISION:** LBCC will be designated today as the lead with the understanding that LBL ESD, IHN-CCO, and LBCC will come together to decide which part of the lead role they will cover. They will put together some MOU language that will be sent out to stakeholders to be reviewed. All 3 counties will attend the meeting also to help facilitate.

**DECISION:** Group agreed to add a trust component to the process and efforts. This is something that has to be felt and experienced to help all feel comfortable and get past historical experiences.

**Discuss the Timeline:** (The RFA comes out April 1<sup>st</sup>, and must be submitted within 45 days).  
**Who will send in Letter of Interest?**

**DECISION:** LBCC will submit the LOI.

**Structure and Governance brainstorming:**

**What expectations do we want to set for lead agency on how to ensure inclusivity and transparency? What expectations do we want to set around structure and governance?**

- Create a structure that is transparent and engages all sectors in all counties.
- Regular updates at all levels. A clear communication loop.
- Look at how we ensure we have all the right stakeholders.
- Create some value statements, and underlying principles that we all work from. Different sectors have different cultures that they work from. Suggested that this is added into MOU language.
- Suggested having a website where information can be posted. One-stop shopping for information about the hub and the activities of the hub.
- Rules of Engagement –you are expected to attend the meetings, if you are unable to attend you cannot derail the decisions made. You can provide input but not derail.
- Define what type of hub model is going to be used and work on defining that model. Perhaps bring OSU in to assist with this.
- Ensure that we do an inventory and have a sense of smaller organizations that are out there, and what they are doing.
- Outreach at different levels.
- Having someone who has the knowledge of where the money/funds are at – engaging the business community.

- Vet out the level of commitment from the various stakeholders. Part of the MOU could list what their barriers may be to a level of commitment.
- The recognition of Lincoln County’s history – in the spirit of transparency. Keep this at the forefront so we keep up our level of awareness.
- Rotation of meeting locations.
- Visits to the various boards, if the boards are going to be determining the level of commitment for the various groups.
- “What do we want for the at-risk children in the state of Oregon” – helps to pull back from “we want our piece of the funding pie” and takes you to the broader vision.

**Next Steps:**

1. Lincoln County and Linn/Benton Counties all meet together to become educated with what each other’s work has included.
  - Debbie and Cindy will connect with Lauren.
2. Have a meeting regarding governance.
  - Jerri will set up this meeting.
3. LBCC, LBL ESD and IHN-CCO along with representation from Counties, will discuss which part of the lead role they will commit to, and will put together some MOU language to be reviewed by all stakeholders.
  - Kim will set up this meeting.
4. An RFP workgroup will need to convene those that are interested in being a part of the writing of the application.
  - Tatiana will facilitate conversations about the various pieces of the RFA.
5. Continuing to connect with the tribe, so they are part of the process.
  - Rebecca Austen will reach out to the tribe.
6. A subgroup will need to look at the roles of the various groups, the functions of the groups and then send out for review by everyone. This will probably line up pretty tightly with the MOU’s.
  - Jerri will lead this effort. Please let Jerri know if you would like to participate in this subgroup.