

Linn Benton Lincoln Early Learning Hub Governance Committee Meeting Minutes

April 16 2014

Attendees: Terry Thompson, Mellie Bukovsky-Reyes, Bettina Schempf, Rebecca Austen, Pat Crozier, Julie Buck, Jerri Wolfe, LeAnne Trask

Programs represented: Lincoln County Public Health, Old Mill Center, Benton County Juvenile Department, Lincoln County Health Department, Lincoln County Committee on Families, LBCC Parenting Education

Welcome and Introductions

Review of Principles:

- Very broad, but need to be.
- Add an additional principle that states that this is a living document, and we are continuously seeking the most current practices.
- Seeking current and best practices.
- Our decisions are evidence-driven.
- We value our existing relationships, but will also seek new relationships.
- (Members asked to email wordsmithing ideas.)

Review of Governance Components:

Lead Agency:

- LBCC must agree with whatever the Governance Committee wants to do.
- Review this with LBCC Legal Counsel to ensure we cover our bases here.

Governing Board/Steering Committee:

- We will have to have a Project Director and some clerical help. There is money in the HUB budget for “coordination”.
- We need to agree on a name: Steering Committee? Governing Board? Governance Board is very clear and simple. Going with that.
- Sounds prestigious because it’s a prestigious position.
- Will need a lot of support.

Nominations:

- One representative from each sector from each county, but needs to be leaders who can make decisions.
- Designated positions are State-mandated, IHN-CCO and DHS. –Multiple metrics require DHS participation.

- Term changes will allow people to rotate. For example, seven school districts in Linn County, but only one position—individual must represent all of the school districts.
- Define the six sectors.
- Is there another way to do the nominations?
- Existing Board votes on new members.

Length of Service:

- Length of term: 4 years too long, 3 years good. 1/3 of initial Board will serve 2 years, 1/3 will serve 3 years, and 1/3 will serve 4 years.
- Three positions on the Board are “permanent”: LBCC, DHS & CCO.
- Term limits: best practice is term limits. 2 terms?

The Governing Board Will:

- Board can and will delegate.
- Responsibilities, not qualifications.
- Re-word “Monitor all work groups” to “Provide oversight on all work groups”.

Meetings:

- Quarterly not feasible at first.
- Monthly at first.
- Rotating location, between counties.
- Formal meetings, not closed, but not open to all.
- Review “Open Meeting” law – does it apply to our group?
- Open Meeting: By law or by choice.

Decisions:

- Revise “Strive for consensus” sentence.
- Define “quorum” better. 19 members, 10=quorum, could potentially “tie”.
- “By mail voting” is disallowed by Oregon law.

Conflict Resolution/Conflict of Interest:

- Written vaguely because we don’t have by-laws yet.
- Declare “conflicts” before votes.
- Old Mill sending us a copy of the Conflict of Interest statement that they use.

Backbone Alliance:

- Make changes to the “History” Section:
 - Work group oversight – change to “Facilitate work groups”.
 - Remove “Setting expectations across counties”.
 - Change “... are equally representative” to “... are equally represented in work groups”.
 - Remove “Identifying and ensuring best practices are used”.

- When Board Members need to be replaced, replace with someone from same discipline.
- Staffing the initial Board: ask people to nominate for all six slots within their county. Add two Early Learning representatives from each county, and they will make this one committee decision.
- Nomination forms (with job descriptions) will be handed out at the Monday, 4/21, Meeting, and the Backbone Alliance will make the final decisions on Friday, 4/25, and staff the Board.
- No nominees will be on the Voting Committee!

Flow Chart, Version 1:

- Discard in favor of Version 2.

Flow Chart, Version 2:

- Remove “Steering Committee” from title.
- Change title to “Governance Board”.
- Move “Health Care Integration” up, into line with four other sectors.
- Organic process.
- Strategic plan will inform.

Next Steps:

- General Hub Meeting on Monday, 4/21, from 1:00-5:00pm at the LDS Church in Philomath.
- All-Day Strategic Planning Meeting on Thursday, 4/24, from 8:30-5:00pm at the Sunset Bldg. 1-1/2 hour sessions, allows people to come to the session that affects them.
- Backbone Alliance Committee Meeting is scheduled for Tuesday, 4/29, from 8:30am-10:00am, also at the ESD building. Jerri Wolfe will send out reminders.
- Remember to review the website for all HUB information and documents.

Other:

Contacts for the Parenting Education office are Jerri Wolfe, Chair Parenting Education (541) 917-4891, jerri.wolfe@linnbenton.edu, Parenting Education Support Staff Marissa Balough, (541) 917-4908, marissa.balough@linnbenton.edu, and LeAnne Trask, (541) 917-4949, leanne.trask@linnbenton.edu.