

Early Learning Hub of Linn, Benton and Lincoln Counties

Governing Board Meeting Minutes

MEETING COMMENCED	2:00pm, February 2, 2017 Linn-Benton Community College, Albany
MEETING CALLED BY	Kristi May
COMMITTEE MEMBERS PRESENT	Anne Griffith, Tony Lewis, Bettina Schempf, Kelly Locey, Paul Smith, Jeff Davis, Stephany Koehne, Mary McKay, Paula Grace, Rebecca Cohen, Julie Manning, Bill Hall, Jennifer Moore, Jeff Sneddon, Marco Benavides, Lauren Sigman
VERSION	Final
RECORDED	Yes

Agenda topics

ROLL CALL	February 2, 2017 Governing Board Meeting
Roll call taken.	
There are enough members of the Governing Board present to constitute a quorum.	

SPECIAL PRESENTATION	Lincoln County Parent Education Group (Lauren Sigman)
<p>Lincoln County had an OPEC grant to pay for parenting education efforts, but when the grant ended, so did the majority of the parenting education work. There is a group of agencies working on creating a relief nursery, a group working on parenting education and family engagement, and a group working on to get community members trained as Nurturing Parenting facilitators. The three groups have combined to work on parenting education and getting some funding to create better outcomes, and 16 different programs are working together to help this plan move forward.</p> <p>This is a big need in Lincoln County and the local partners want to support successful local parent engagement programs using leveraged funding.</p> <p>The Lincoln County group wants to create a systemic model for parenting education and parent engagement within the county. Wants to create a system of logistics to help put this project in place.</p> <p>We were told that there might be additional Hub funding that might be available to us to help begin our work. (A budget was handed-out to the GB.) They are asking for \$11,250 from the Hub to do the following work:</p> <ol style="list-style-type: none"> 1. Pay for a Coordinator - \$5,250 2. Create four Nurturing Parenting series in four different areas of the county and one more focusing on Substance Abuse - \$4,500 3. Family Engagement efforts - \$1,000 4. Supplies for meetings - \$500 <p>The Nurturing Parenting facilitators would be included in the series, at about \$1,500/per class (universal population classes). Includes instructor and childcare. Facilities are being offered in-kind by local agencies.</p> <p>OPEC funding is a sundowning grant, and not permanent funding stream, also Lincoln county does not have a large enough population to qualify for funding on their own, and would have to bundle with another county in order to qualify for future funding.</p>	
CONCLUSIONS	

The Governing Board is being asked to approve funding of \$11,250 for the Lincoln County Parenting Education group.															
Motion to Approve: Bettina Schempf															
Motion to Second: Paul Smith															
Members voted to accept the proposal unanimously, with Lauren Sigman abstaining															
VOTING RESULTS				Individual Votes cast by Board Members (Yes, No, Abstain)											
Sigman	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				

DIRECTOR'S REPORT	Early Learning Hub Update (Kristi May)
This month's report will be completed after today's meeting and will include the items discussed at the Board Retreat with Board Member input.	

COMMITTEE REPORT	Fiscal Oversight Committee (LeAnne Trask)
We have not held a FOC meeting since November 2016 because of the change to the meeting schedule that was approved by this Board. We now meet once a quarter, and our next meeting is scheduled for February 14.	
We are happy to report that the monthly Coordination Funds for November and December were drawn-down without a hitch (approximately \$49K) and we were able to draw-down an additional \$38K to reimburse us for the 16 contracts that turned in correct Reimbursement Requests. The remaining 14 Reimbursement Request that were done incorrectly and had to be held until they were corrected will be added to next quarter's draw-down. (All of those 14 Reimbursement Requests have since been corrected and submitted for payment to the LBCC Business Office.)	
The end of the 2 nd quarter of our fiscal year was 12/31/2016, and we currently have 34 contracts set-up with local agencies, who were asked to submit their Reimbursement Requests by 1/31/2017. I have received and processed 21 Reimbursement Requests, and am holding another 4 for corrections. Things went MUCH more smoothly this quarter, compared to last quarter.	
We also added a "reimbursable" line item to both the Revenues and the Expenditures to be able to account for monies that we spent but are expecting to be reimbursed for.	

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)											
Sigman	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				

CONSENT ITEM	December GB Meeting Minutes
Board Packet contains the November GB Meeting Minutes instead of the December GB Meeting Minutes.	
CONCLUSIONS	
Cancel this item until our March meeting, and we'll do December and February then.	

DISCUSSION ITEM	Summer Institute Equity Training (Kristi May)			
This year's Summer Institute will be held on June 19-23 at South Albany High School, and the Early Learning Hub has been asked to sponsor a course that will be of value to our partners.				
We have decided that we would like to host a Racial Equity Training.				
To sponsor this event, we will be asked to pay for the cost of the training, which will be a fee of \$2,000 for the presenter, and we would like to use Javier Cervantes from LBCC.				
The fee would be paid from extra Coordination funds that we currently have available.				
Our plan is to send 25 people to the all-day session, which includes the cost of meals.				
CONCLUSIONS				
The Governing Board is being asked to approve funding of \$2,000 for the Summer Institute, Racial Equity Training in June.				
Motion to Approve: Jeff Davis				
Motion to Second: Rebecca Cohen				
Members voted to accept the proposal unanimously.				
VOTING RESULTS	Individual Votes cast by Board Members (Yes, No, Abstain)			
Sigman	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	Parent Engagement Coordinator Update (Shirley Blake)
Shirley is back from maternity leave, and is once again working for the Hub to increase parent engagement in the three county region.	
Currently Shirley is working to fill the three vacate parent positions on the Governing Board. She has a potential parent for Benton County, and Audra Baca from Head Start is helping to find a parent in Linn County. Also there are some potential leads for Lincoln County.	
Shirley distributed copies of the form that she has created to explain what she is asking parents to do: looking for someone who has used or is currently getting services, person of color, person involved in early education. She is finding barriers because of child care and also because of the time of our meetings.	
Shirley suggested that in the next few months that the Governing Board plan a joint meeting with an Old Mill Parent Group at the Old Mill Center. Maybe it could just be a "listening session" where the Board hears about the struggles of local parents.	

It has also been suggested that until we get parents on the GB again, that we have a monthly report from Shirley about what parents are telling her.

Finally, Shirley wants to make sure that the Board knows that parents want to be heard, and that they want us to loop back around and tell them about our results also.

DISCUSSION ITEM	Hub Staffing (Kristi May)
LeAnne’s reclass was finally completed by LBCC, and her job description has officially changed to include the Pollywog database, website, and training of partners, and accounting for the Hub contracts.	
The Hub has hired Shaunna Grissom to take over some of LeAnne’s responsibilities and free her up for these new assignments. (Introduction of Shaunna.)	

DISCUSSION ITEM	Pollywog Website Overview (LeAnne Trask)
The Pollywog website is nearing completion and we wanted to give the Board an overview of how it looks and what it’s features are.	
Classes and Workshops: currently we have entered the entire year’s class schedules for the five Samaritan Hospitals into the website, and also all of the Winter Term parenting education classes. Since the Pollywog Project is intended for 0-5 year olds, we have limited classes to only those that fit this restriction.	
Resources for Families: we have entered website and .pdf resources for each age group (prenatal, infant, toddler, preschooler, Kindergartener) on the front page of the website, and additional resources on the “Resources” page, including information around “Childhood Health”, “Prenatal and Childbirth”, “Growth and Development”, “For Parents”, “Kindergarten Readiness”, and “Hot Topics”.	
About Us: we have entered a brief description of what the Pollywog Project is intended to do, plus information about each of the foundational partners, and then the partners who have signed on to participate. There is also contact information and an introduction of the Pollywog staff.	
Database Portal: LeAnne explained the entering of a few pieces of information into the portal area, and the information would then be visible to the Pollywog staff to call or email and register them for classes and other services, such as child care. She also discussed the disclaimer on the portal page, as well as the Privacy and Terms page with more detailed information.	
Lauren Sigman expressed her unhappiness with the fact that there are no parenting education classes listed on the Pollywog website for Lincoln County. We explained that we don’t have information on any of those classes, and Lauren promised to make that information available to LeAnne as soon as possible.	
Jeff Davis expressed his concern that there is no “text only” option on the website for those with visual disabilities. LeAnne offered to discuss this with our programmer and see if it was something that could be added to our existing system.	

PUBLIC COMMENT	
No members of the public present to comment.	

NEXT MEETING	Thursday, March 2, 2017
Meeting will be held at the Health Education Building, Samaritan Pacific Communities Hospital, Newport, from 2-4:00pm.	
MEETING ADJOURNED	3:47pm