

# Early Learning Hub of Linn, Benton & Lincoln Counties Funding Committee Meeting Minutes

<b>MEETING COMMENCED</b>	1:30pm, September 19, 2017 Conference Room, Luckiamute Center, Albany
<b>MEETING CALLED BY</b>	Kristi Collins
<b>WORK GROUP MEMBERS PRESENT</b>	Julie Manning, Kelly Locey
<b>VERSION</b>	Final
<b>RECORDED?</b>	Yes

## Agenda topics

<b>DISCUSSION ITEM</b>	Contract Review (Kristi)
	This is an incomplete document to serve as a template of what is planned to presented to the Board.
	This contract review includes our sub-contractors, a brief description of their project, their contract funding stream, the total amount of their contract, and percent spent at the end of the year as of June 30 <sup>th</sup> , 2017.
	Kristi might include sub-contractors that were 100 percent spent down and underspent sub-contracts that the Hub worked with to include their indirect in order to reach 100 percent spent down.
	The majority of the contracts set a target for number of children served and the actual number of children served.
	If their goal was specific to provider level data, these numbers didn't go toward their target and actual.
	We are also looking at need for continued funding. This column is currently blank, but Kristi scheduled phone conferences with each sub-contractor over the next few weeks to determine continued need. She will present this information at the next Board meeting.
	The Hub keeps our target of indirect at 10 percent for LBCC, but the allowable for the funding stream is 15 percent, and because some sub-contractors were below their percentage, underspent funding went back to LBCC instead of the state.
	Kelly Locey hopes to support and guide sub-contractors that were underspent.
	Kristi explains that the grant for Old Mill Center exceeded their need due to unforeseen circumstances (delay in hiring and staff maternity leave) in which they shouldn't be penalized.
	Family Connections (housed at LBCC) is now the CCR&R for all three counties.
	Julie Manning suggests identifying the Hub Roles & Responsibilities that each project aligns. This will help document our alignment for the state and funders.
	In the past when we did the RFA, Kristi includes an additional "Recommendations" column. She is curious if the Board would be interested in this column.
	Julie suggests the "Continued Need" column could be retitled to "Comments," "Next Steps," or something more broad.
	Julie also suggests combining the target number with the actual served into one column.
	The Board will make recommendations for existing sub-contracts in October. Kristi will reach out during community meetings to discuss remaining funds in November. From there, these 18-month contracts will go into effect January 1 <sup>st</sup> .
	If sub-contractors request continued funding for the same project, it will come from the approval from the Board (not RFA).

Kristi plans to speak with culturally specific organizations and their needs for Kindergarten Readiness and Family Stability, as well as rural communities.
These events should coordinate with answers on IHN funding and the continued need for the Pollywog Project.
Cheryl French was hired for the Pollywog Project.

<b>DISCUSSION ITEM</b>	Early Learning Hub Funding (Kristi)
Kristi needs to revise in order to delete past indicators and add goals.	
Due to sub-contractor suggestions, Kristi added the indirect rate for the funding stream.	
She also included allowable indirect for sub-contractors.	
For our reimbursable funds, the sub-contractors are allowed to bill at 6 percent.	
LBCC can bill at 4 percent for those funding streams, keeping us within the allowable 10 percent.	
Our total allowable indirect rate is 15 percent on most funding streams with the exception of one.	
Kristi is able to stay at 5 percent or higher (typically 5.5 percent) for all Hub contracts.	
Kristi created this document with the intention of providing tools for Board members and partners in understanding our mission and work. This is a fair and inclusive process.	
Kristi reminds the group to update their binders.	
Julie is meeting with Lorena Renolds to invite her to serve as a seat on the Board.	
The timeline is in the Board packet.	

<b>NEXT MEETING</b>	
<b>MEETING ADJOURNED</b>	