

Governing Board Members

Bill Hall, Co-Chair
Lincoln County Commissioner

Julie Manning, Co-Chair
Samaritan Health Services

Marco Benavides
Department of Human Services

DeAnn Brown
Confederated Tribes of Siletz Indians

Rebecca Cohen
Newport Public Library

Jeff Davis
Linn-Benton Community College

Laura Farmer
Parent

Jennifer Gere
Parent

Jim Golden
Greater Albany Public Schools

Christina Hannahs
Parent

Stephany Koehne
Kids & Company of Linn County

Kelly Locey
Benton County Health Department

Mary McKay
Linn Benton Lincoln Education Service District

Lorena Reynolds
The Reynolds Law Firm, PC

Bettina Schempf
Old Mill Center

Lauren Sigman
Lincoln County School District

Paul Smith
Strengthening Rural families

Jeff Sneddon
Linn County Health Department

Marc Thielman
Alsea School District

Rich Waller
Samaritan Health Services



of Linn, Benton & Lincoln Counties

March 1, 2018

2:00 – 4:00 PM

Clearwater Restaurant

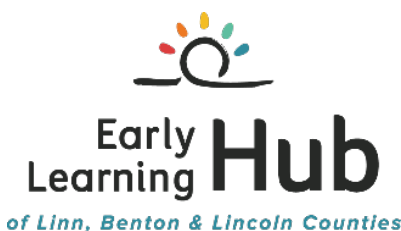
325 SW Bay Blvd.

Newport, OR

Members of the public wanting to make public comment must sign in. Each individual speaker will have 3 minutes during the Public Comment portion of the Agenda.

- I. Roll Call
- II. Special Presentation – Neighbors for Kids, Toby Winn
- III. Director's Report/EL Hub Updates
- IV. Fiscal Report
- V. Consent Items
 - a. February Meeting Minutes
- VI. Discussion Items
 - a. LBL-ESD Data Workgroup – Informational
 - b. Parent Engagement Coordinator Position – Update
 - c. Pollywog Project – Update
 - d. Vacant Board Positions – Possible Approval Needed
- VII. Public Comment
- VIII. Next Meeting – April 5th, Old Mill Center
- IX. Adjournment

All members of the EL Hub Governing Board **must disclose** when they believe they have or may have a conflict of interest, and may participate in discussions that are leading to consensus. If, however, consensus cannot be reached and the group uses the fall-back voting process, the individual with the conflict of interest may not participate in that final vote.



Early Learning Data Book Outline

Contents

Introduction

Purpose

Overview

Approach

0-6 Population in Linn, Benton, & Lincoln Counties (Goals & Indicators 2.3, 2.4)

Focus Population – define

Hub Roles and Indicators – define

Discuss urban/rural contrast in our region

% of children living in urban areas and % living in rural areas (by zip code)

Number of Children

Race/Ethnicity

Low income (200% of federal poverty guidelines)

Poverty by Race/Ethnicity/County

Education Level by Race/Ethnicity/County

Kindergarten Readiness (a program focus of the EL Hub)

Demographics – 0-6 Population Related to Kindergarten Readiness Catchment Area

Kindergarten Assessment Scores – 3 years, by school attendance areas – top 10/bottom 10

3rd Grade Reading Scores – 3 years, intact groups and full group – longitudinal data

English Language Learners

Gender

Free & Reduced Lunches (include poverty level requirement)

High School Graduation Rates by School District

Early Care and Education

Types of ECE Programs and Children Served

SPARK/Early Learning Supports –

#licensed/#slots by county,

& range of star-rated programs (include any anomalies)/# of slots by county,

recorded preschools/# of slots(include narrative regarding range of quality)

Quality of ECE Programs

Stable and Attached Families (Goals & Indicators 3.2, 3.3, 3.4, county-level social determinants of health)

Maternal & Infant Health (regional & county-Level)

- Population of Potential Mothers
- Prenatal Care
 - Timeliness of Prenatal Care
- Teen Pregnancy
- Substance Abuse Use During Pregnancy
- Births
- Maternal and Infant health Indicators by Race/Ethnicity and County
 - Fertility Rate
 - % of Births for Which Mothers had Inadequate or No Prenatal Care
 - Maternal Smoking Rates
 - Pregnancy Rate for Women Age 15-19 Years
 - Infant Mortality Rate
 - Premature Birth Rate
 - Low Birth Rate
 - Breast Feeding Rates Among WIC Mothers

Child Health

- Health Insurance Coverage
- CCO Measures
 - Developmental Screening - Birth to 3 years billable ASQ's
 - Two-Year Old Immunization Rate
 - Obesity Rates
 - Oral Health
- Adverse Childhood Experiences (ACES) – Include all items in statute for EL Hub, by county
 - Homeless, by county
 - Single Parents
 - Food Insecurity
 - Domestic Violence
 - Child Abuse & Neglect
 - Parent who is Currently Incarcerated or Within Past 3 Years
 - Parent who Engages in Substance Abuse (Founded abuse)
 - Developmental Disability of Parent
 - Migrant Children under Age 6
 - Children under 6 in Foster Care
- Child and Family Support
- Early Care and Education (reference information in KA section above)

Summary and Interpretation

Key Themes

- Priority Population – define and describe the population identified as a priority for the EL Hub.

References

Glossary



Early Learning Hub

of Linn, Benton & Lincoln Counties

Procurement Policy & Procedures Manual

The purpose of the Early Learning Hub of Linn, Benton & Lincoln Counties ("EL Hub") Purchasing Policy and Procedures Manual is to document the EL Hub's policies and procedures related to its purchasing of and/or contracting for goods and services. These policies are in alignment with Linn-Benton Community College's ("LBCC") purchasing policies.

All public contracting in the State of Oregon is governed by Oregon Revised Statutes Chapter 279, which states in part that it is the policy of the State of Oregon to encourage public contracting competition that supports openness and impartiality to the maximum extent possible.

The EL Hub funds programs and services for children ages birth to six, and their families to ensure that every child in Linn, Benton & Lincoln Counties will enter school ready to learn.

The EL Hub's funding decisions are primarily guided by its Strategic Plan. The Strategic Plan is a three year plan that the EL Hub reviews annually. The Strategic Plan sets forth the EL Hub's goals for its strategic funding investments. The EL Hub Procurement Policy and Procedure Manual will be reviewed in alignment with the strategic plan. A key component of the Strategic Plan is the Early Learning Division's Hub Metrics, which provides the indicators that will be measured and priority strategies that will demonstrate achievement of the Success Metrics in the EL Hub's Strategic Plan.

1. Procurement of Goods

These policies are to provide for the fair and equitable treatment of all persons involved in public purchasing by LBCC on behalf of the EL Hub, to maximize the purchasing value of public, and to provide safeguards for maintaining a procurement system of quality and integrity. Purchases for goods and services for the operations of the Hub are authorized by the Director and/or the Governing Board. The competitive procurement process shall be used to acquire goods based upon the following dollar thresholds.

A. Bidding and Other Requirements

Unless otherwise exempted, acquisitions are based on the following solicitation methods:

B. Any purchase:

Purchases under \$5,000 may be completed by the individual departments selecting the vendor and placing an order without being required to obtain additional competitive quotes.

Purchases of \$5,000 and over require a Linn-Benton Community College purchase order, with a few exceptions. Exceptions outlined in LBCC Administrative Rule Number: 5035-04.

C. Informal Bids and Quotes

Whenever feasible, competitive quotes are encouraged at all levels of purchasing. However, purchases of \$5,000 and over require competitive quotes.

The informal selection process allows the EL Hub staff to obtain a written price and scope of work via fax, e-mail, or other writing by at least three (3) vendors. The EL Hub shall select the vendor that best fits the EL Hub's needs, using price, quality and the ability to provide deliverables within the Hub's timeframe as the primary factors. If the EL Hub is unable to obtain at least three (3) written quotations, the EL Hub shall document this fact and provide as much available information regarding why it could not obtain this number. The EL Hub reserves the right to use a formal procurement process for purchases

\$5,000.00 or less, especially if there is uncertainty about the types of goods the Hub is seeking to obtain. The Director shall have authority to execute contracts obtained by informal selection procedures without Governing Board approval. All executed contracts are a matter of public record and will be included as a part of the monthly financial statement reviewed by the Governing Board and its Fiscal Oversight Committee.

D. Formal Bids

With limited exceptions purchases and public works projects \$100,000 and over require a formal sealed bid procedure and will be processed by the purchasing department. For public works projects of \$50,000 and above prevailing wage rates must be paid. Prevailing Wage Rates - BOLI, with limited exceptions, will be processed by the purchasing department. Formal solicitations are normally advertised in the Monday editions of the Albany Democrat Herald, the Corvallis Gazette-Times and/or the Wednesday Lebanon Express. Additional advertising may be published in the Daily Journal of Commerce.

2. Procurement of Services

The EL Hub will use a Non-Competitive Procurement Process for procurement of services.

A. Non-Competitive Selection Process

Services procured using a non-competitive selection process shall meet at least one of the circumstances described below (Items i-v). If the Governing Board or the Director determines that none of the circumstances apply, then the EL Hub shall use the Formal Procurement Process as outlined in item (B).

- i. Sole Source Procurement:** The EL Hub may procure materials or services that are available from only one source. In order for the EL Hub to justify a sole source procurement, one or more of the following factors must be present:
 1. The vendor capabilities and experiences are so unique (including the vendor's possession of patents or trademarked materials) that no other vendor may comparably meet the Hub's needs;
 2. Only one product is available to reasonably meet the Hub's needs; and
 3. Only one vendor has the ability to provide goods or services to the EL Hub within the EL Hub's required time frame.
- ii. Emergency:** Emergency awards or purchases may be made by the Director when the materials or services so purchased are necessary for the preservation of life or property (e.g. natural disaster response). Such emergency purchases shall be submitted to the Governing Board for ratification at its next meeting.
- iii. State or County Vendors:** The EL Hub may use a vendor under a leveraged purchase agreement if the leveraged purchase agreement itself was procured via a competitive selection and the vendor accepts the same terms as those contained in the leveraged purchase agreement.
- iv. Funder Identified Sub-contractor:** The EL Hub may contract with certain service providers if the source of funds identifies the provider in the funding award to the EL Hub. The Governing Board will be informed of such circumstances at its next meeting.

- v. **Intent to Partner (ITP):** The EL Hub may select certain service providers by engaging in community-based planning efforts in which stakeholders come together for the purpose of identifying specific needs and the providers best able to meet those needs. Funds should not be awarded during these meetings (e.g. Work groups develop strategies to meet metrics and provider best suited to implement the strategy. Work group chairs then make recommendation to Governing Board. Governing Board will make final decision regarding recommendation made by work group)

B. Formal Procurement Process

For formal procurements, the EL Hub will use Request for Application as best determined by the Governing Board and/or staff. All contracts entered into as a result of a formalized procurement process, which are greater than \$5,000.00, shall be approved by the Governing Board before they are executed by the EL Hub Director. The Governing Board's approval of the annual budget satisfies this requirement.

- vi. The Request for Application or *RFA* is a formal announcement by the EL Hub of an opportunity to apply for funds with specific strategies and parameters in order to achieve the EL Hub's strategic goals and outcomes. An RFA contains specific requirements regarding the application and evaluation processes, and how such funds shall be used. Proposals in response to an RFA are subject to negotiation after they have been submitted to the EL Hub.

vii. Public Notice

It is the EL Hub's policy to provide notice to the public of all formal procurement opportunities. Such notices shall be posted publicly to ensure competition. Public notice will be on the EL Hub Website and published no less than ten (10) days prior to the procurement time and due date. In lieu of public notice, the Hub may opt to create and maintain a vendor list for specific professional services.

viii. Time and Due Date

The amount of time proposers may prepare their responses to formal procurement opportunities shall be determined by the EL Hub but, if practicable, shall be no less than ten (10) calendar days after release of RFA and shall provide sufficient time for proposers to prepare and submit their proposals. The EL Hub reserves the right to amended the proposal due date. Such changes shall be issued in writing in the form of an addendum to all prospective proposers who received the original request documents or posted on the website.

ix. Addendum of Procurement Opportunities

The EL Hub reserves the right to amend any RFA. The EL Hub shall make a reasonable effort to provide all vendors who received an RFA with written notice of such action. Any oral interpretations of contract specifications by any governing board member or the EL Hub staff to the vendor regarding terms or conditions shall not be binding on the EL Hub.

x. Mistakes in Proposals Prior to Opening of Proposals

Mistakes in proposals detected prior to opening may be corrected by the proposer by withdrawing the original and submitting a corrected proposal to the EL Hub before the due date. If there is insufficient time prior to the due date and time to withdraw the original and submit a corrected proposal, the proposer or an

authorized representative may correct the mistake on the face of the original proposal, provided that such revision occurs prior to the due date and time. A corrected proposal must be time-stamped upon re-submission. The EL Hub will not accept corrections to proposals after the proposal time and due date.

xi. RFA Acceptance, Review, and Selection

Proposals shall be accepted without alteration or correction, except as authorized in this policy, and shall be evaluated based upon the requirements set forth in the RFA, which may include certain criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose. Those criteria that will affect the proposal's price and be considered in evaluation for award, shall be objectively measurable, such as discounts, transportation costs and total or life cycle costs.

The EL Hub shall assign a staff person to facilitate the creation of a selection committee and/or process to review the proposals. The contract file shall contain a written explanation of the selection decision.

The Director, or his or her designee, shall make a final recommendation to the Governing Board based on the results of the committee. Final approval of the award shall be made by the Governing Board.

All contracts shall be based strictly upon the face value of the proposals received. The EL Hub shall not factor in to its procurement selection any hidden rebates, discounts, and other price considerations not described in the proposals.

A grant award letter shall be issued to the selected vendor, specifying the amount awarded and indicating that funds will be released upon compliance of a signed contract establishing the terms and conditions of all parties. Non-selected vendors shall receive written notice of the Governing Board's action.

xii. Notice of Cancellation or Rejection of Proposals

The EL Hub may, at its discretion, cancel or reject any or all proposals. In the event of such a cancellation or rejection, all proposers shall be notified in writing as soon as possible and the reason(s) shall be documented in the procurement file.

xiii. Determination of Non-Responsiveness

Failure of a proposer to promptly supply information requested by the EL Hub may be grounds for the EL Hub to determine that the proposer is non-responsive, in which case the proposal may be rejected.

xiv. Disclosure of Results

After the award by the EL Hub, all proposals received by the EL Hub shall be open to public inspection at the offices of the EL Hub during normal business hours. The EL Hub assumes no responsibility for the confidentiality of information provided in the proposals.

xv. Protests

Upon notice by the EL Hub of an award, any proposer may file a written protest regarding a potential procurement by the EL Hub. The protest shall be filed with the Director no later than forty-eight (48) hours before the day of the meeting at which the Governing Board is scheduled to award the subject contract. The protest shall

be in writing addressed to the Director and contain the exact basis for the protest, and proof that the protester is a viable and responsible provider of the services sought and filed with the Director. The protest should provide evidence that the award violated the EL Hub's procurement procedures. Mere disagreement with the EL Hub or Director's decision shall not be the basis for a successful protest.

xvi. Delegation of Contracting Authority

Subject to any EL Hub procurement policy, the Governing Board may take action to delegate its contracting authority to any standing or *ad hoc* committee of the Governing Board, or the Director

Hub Roles & Responsibilities

Goal One: The early childhood system is aligned, coordinated and family-centered.

1.1 The role of the hub is to develop and implement, in partnership with the five sectors (early learning, K-12, health, human services, and business), a shared strategic vision and work plan to achieve the Early Learning System goals of (1) an aligned, coordinated, and family-centered system, (2) children entering school ready to succeed, and (3) healthy, stable, and attached families.

1.2 The role of the hubs is to aggregate, interpret and effectively communicate available data in order to (1) identify focus populations, (2) track the well-being of children and families in the community, (3) guide development of their work plan and its revision in a process of continuous quality improvement; and (4) facilitate collaboration across sectors and partners.

1.3 The role of the hub, in partnership with the five sectors, is to identify focus and priority populations in the community using best available data and help direct community resources to address the needs of those populations.

1.4 The role of the hub is to work with community partners to build understanding and grow community support for the shared vision, and to facilitate opportunities for partners to integrate that vision into their own work plans and strategies.

1.5 The role of the hubs is, with partners and all five sectors, to identify and prioritize barriers children and families experience when attempting to access supports to achieve positive outcomes, and to strategically work to remove prioritized barriers.

1.6 The role of the hub is to incorporate family voice from focus populations and adjust in a culturally responsive manner in hub planning, strategies and activities.

Goal Two: Children are supported to enter school ready to succeed.

2.1 The role of the hub is to facilitate shared understanding and collaboration between early learning and K-12 partners regarding expectations about the skills and abilities of children entering school.

2.2 The role of the hub is to facilitate culturally responsive family engagement activities across the community that promote seamless transitions into kindergarten and the family's comfort and engagement at their child's school.

2.3 The role of the hub is to work with partners to coordinate identification of children & families from focus and priority populations, to recruit them for early learning activities, enroll them in services, and make timely referrals with smooth transitions.

2.4 The role of the hub is to work with community partners to increase the percentage of children from focus and priority populations who experience early learning activities that prepare them for success in school.

Goal Three: Families are healthy, stable and attached.

3.1 The role of the hub is to work with early learning programs and other partners to ensure children and families from focus and priority populations have access to culturally responsive family support services.

3.2 The role of hub is to collaborate with the health sector to address the social determinants of health that lead to health and well-being for young children and their families.

3.3 The role of the hub is to work with community partners to increase protective factors and reduce childhood experiences of abuse or neglect.

3.4 The role of the hub is to work with community partners to ensure children and families from focus and priority populations have access to medical, dental, mental health and other health care services.



AGENDA

Strategic Board retreat


March 1, 2018

10:00 AM – 2:00 PM

Meeting outcomes:

- Data and evaluation workgroup presentation to support data informed decision-making.
- Identify and agree upon criteria to guide the Early Learning Hub investment approach.
- Identify and agree upon the Early Learning Hub investment approach and policy process.

10:00	Welcome, introductions and agenda review
10:30	Data & Evaluation Workgroup Presentation
11:00	Reflection to develop Early Learning Hub investment approach
12:00	Lunch
12:30	Identify Early Learning Hub investment approach criteria
1:00	Identify Early Learning Hub investment process
1:40	Closing reflection
2:00	Board Meeting





Early Learning Hub

of Linn, Benton & Lincoln Counties

Governing Board Packet March, 2018

Governing Board
Early Learning Hub
March 01, 2018
lblearlylearninghub.org

Packet Overview

In your Governing Board packet for March, you will find the following information:

1. The Agenda
2. Special Presentation – Neighbors for Kids, Any handouts will be provided at meeting & uploaded to Basecamp
3. Director's Report
4. Fiscal Report – January financials and the financial narrative are provided.
5. Consent Items
 - a. February Meeting Minutes
6. Discussion Items
 - a. LBL-ESD Data Workgroup – Informational
 - b. Parent Engagement Coordinator Position – Update
 - c. Pollywog Project – Update
 - d. Vacant Board Positions – Possible Approval Needed

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Agenda

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Director's Report



March 2018 DIRECTOR UPDATES:

Early Learning Hub Collaborative: On February 6th – 8th hub staff participated in a Statewide Early Learning Hub Collaborative where we had an opportunity to hear from Miriam Calderon, Early Learning System Director about her vision for Early Learning in Oregon and its alignment to the Early Learning Council's cross-sector strategic planning process. Portions of this Collaborative included shared sessions with Child Care Resource & Referral staff to discuss our shared work in supporting quality early learning programs. We also had an opportunity to review a document prepared by the ELD aligning Hub work Plans with the current Hub Roles. The ECCC will be exploring this document at our next meeting as we think about possible metrics of success for each Role.



Equity Trainings: All ELD contractors are required to complete either a Service Equity or an Educational Equity training prior to 8/31/2018. Our hub has volunteered to collaborate with the ELD to offer these trainings at LBCC for all of our regional partners who must complete this requirement and/or are interested in learning about this important topic. We will be discussing the plans for this training at our March 16th ECCC meeting in Newport.



Vroom: The Early Learning Division has received continued funding for Vroom for 2018. They have allocated \$600 for each of the 15 information hubs for materials. At the request of partners, we have prioritized purchasing tip cards with our funds to distribute to families with young children. We recently had a resource table and distributed tip cards at Baby Blast in Lebanon. We were excited to hear that many parents had heard of Vroom and had the tip cards however, they were not familiar with the new texting feature. If you would like to know more about Vroom or about the resources we have available for your program please contact our staff.

Infant Toddler Stakeholder Survey: The online Infant Toddler Stakeholder Survey for Oregon's Infant Toddler State Self-Assessment is open Monday, February 19th thru Wednesday, March 7, 2018 in [English](#) and [Spanish](#). Please get involved by taking the survey and sharing it with others!

This survey is being offered to individuals and organizations serving infants, toddlers and their families, and/or working on their behalf by the Oregon Early Learning Division, in partnership with the Oregon Health Authority and community organizations. The goal of the survey is to learn about how services and organizations are working together, and what areas of the infant toddler service system need strengthening. Your feedback is needed and greatly appreciated. Stakeholder feedback will be incorporated into the final report for the Infant Toddler State Self-Assessment, anticipated for distribution by April 2018.

Fiscal Report

Financial Narrative



MONTH-END DETAILS

Revenue:

The last \$25,000 grant payment from the IHN-CCO for the Pollywog / ASQ Project was deposited into our account in January. The grant is technically complete, but we are still waiting on our final invoices and payroll information before we can wrap up the grant's financials.

We received disbursements of nearly \$77,000 from the Early Learning Division for Coordination Funds for November, December and January. (It had been held up because of problems with EGMS.)

Expenditures:

Nearly all of the Funded Partners submitted their Reimbursement Requests for the 2nd quarter, but a couple were held up because their contracting paperwork was not complete. At this time, it looks like we will have 26 contracts with partners when they are all executed and complete.

Financial Summary

Early Learning Hub of Linn, Benton & Lincoln Counties Early Learning Hub - 2-Year Budget (7/1/17 - 6/30/19) Governing Board Summary Financial Update as of 1/31/2018

	Budget	Current Month	YTD	Balance	% Rcvd
Resources					
Revenues					
Reimbursable Revenues	\$ -	\$ -	\$ -	\$ -	0%
Grant Resources					
NWHF (Carryover)	\$ 16,552.54	\$ -	\$ -	\$ 16,552.54	0%
Local Resources					
IHN-CCO Funds	\$ 150,000.00	\$ -	\$ 150,000.00	\$ -	100%
IHN-CCO Funds (Carryover)	\$ 50,869.08	\$ 25,000.00	\$ 25,000.00	\$ 25,869.08	49%
State Resources					
Coordination					
Dept. of Education - ELD - Coordination (Carryover)	\$ 244,821.35	\$ -	\$ -	\$ 244,821.35	0%
Dept. of Education - ELD - Coordination	\$ 610,528.80	\$ 76,907.13	\$ 148,969.92	\$ 461,558.88	24%
Reimbursement Grants					
Dept. of Education - Vroom	\$ 5,471.57	\$ -	\$ 3,000.00	\$ 2,471.57	55%
Dept. of Education - School Readiness	\$ 224,270.39	\$ -	\$ 14,966.34	\$ 209,304.05	7%
Dept. of Education - Great Start	\$ 12,488.63	\$ -	\$ 9,283.63	\$ 3,205.00	74%
Dept. of Education - Title IV-B2	\$ 156,269.69	\$ -	\$ -	\$ 156,269.69	0%
Dept. of Education - Family Stability	\$ 77,193.10	\$ -	\$ -	\$ 77,193.10	0%
Dept. of Education - Focused Child Care Network	\$ 135,744.74	\$ -	\$ 18,787.13	\$ 116,957.61	14%
Dept. of Education - Kindergarten Partnership & Innovation	\$ 556,601.71	\$ -	\$ 28,461.68	\$ 528,140.03	5%
Total All Resources	\$ 2,240,811.60	\$ 101,907.13	\$ 398,468.70	\$ 1,842,342.90	18%

	Budget	Current Month	YTD	Balance	% Used
Expenditures					
Reimbursable Expenditures	\$ -	\$ -	\$ -	\$ -	0%
Grant Expenditures					
NWHF (Carryover)	\$ 16,552.54	\$ -	\$ -	\$ 16,552.54	0%
Local Expenditures					
IHN-CCO Funds	\$ 200,869.08	\$ 100,408.68	\$ 177,192.52	\$ 23,676.56	88%
State Expenditures					
Coordination	\$ 855,350.15	\$ 27,617.95	\$ 149,417.45	\$ 705,932.70	17%
Reimbursement Grants					
Vroom	\$ 5,471.57	\$ -	\$ -	\$ 5,471.57	0%
School Readiness	\$ 224,270.39	\$ 16,960.24	\$ 31,722.31	\$ 192,548.08	14%
Great Start	\$ 12,488.63	\$ -	\$ 11,050.00	\$ 1,438.63	88%
Title IV-B2 Funds	\$ 156,269.69	\$ -	\$ -	\$ 156,269.69	0%
Family Stability	\$ 77,193.10	\$ 6,731.24	\$ 6,731.24	\$ 70,461.86	9%
Focused Child Care Network	\$ 135,744.74	\$ -	\$ 18,035.63	\$ 117,709.11	13%
Kindergarten Partnership & Innovation	\$ 556,601.71	\$ 41,670.13	\$ 70,131.81	\$ 486,469.90	13%
Total All Expenditures	\$ 2,240,811.60	\$ 193,388.25	\$ 464,280.96	\$ 1,776,530.64	21%

Ending Balance \$0.00

Revenues
Other Resources (funds not located at LBCC)

	Budget	Current Month	YTD	Balance	% Used
Expenditures					
IHN-CCO (funds not located at LBCC)	\$ 41,908.60	\$ -	\$ 4,707.50	\$ 37,201.10	11%

Consent Items

February Minutes

Early Learning Hub of Linn, Benton and Lincoln Counties Governing Board Meeting Minutes

MEETING COMMENCED	2:00pm, February 02, 2018 LBL-ESD, Albany
MEETING CALLED BY	Kristi Collins
COMMITTEE MEMBERS PRESENT	Julie Manning, Rebecca Cohen (remotely), Jeff Davis, Jim Golden, Bill Hall (remotely), Stephany Koehne (remotely), Don Dorman (on behalf of Mary McKay), Lorena Reynolds (remotely), Bettina Schempf, Lauren Sigman (remotely), Marc Thielman, Rich Waller
VERSION	Final
RECORDED	Yes

Agenda topics

ROLL CALL	February 01, 2018 Governing Board Meeting
Roll call taken.	
We have enough members of the committee present to constitute a quorum.	

SPECIAL GUEST PRESENTATION	Focused Child Care Network, Lynnette Wynkoop
Lynnette Wynkoop, the QRIS Systems Specialist & Training Coordinator with Family Connections and Linn-Benton Community College, presents on the Focused Child Care Network, Spark, and the Quality Rating and Improvement System, or QRIS.	
Spark, formerly known as Oregon's Quality Rating and Improvement System or QRIS, is a statewide program from Oregon's Early Learning Division. It grants a star rating to childcare programs that meet high quality standards that are good for children.	
Some portfolio requirements can be submitted electronically, but it is unclear if everything can be submitted electronically.	
Home-based, licensed early education programs have been most successful in participating in Spark when they are in a Focused Child Care Network (FCCN). Linn & Benton counties have been funded to serve two small FCCN of 8-10 programs, which comes out to 16-20 programs total. The focus of these FCCN will be on programs that serve Children Furthest from Opportunity, as defined as serving families on DHS subsidy, families with children with special needs, and those serving children under the age of two years. The goal for participating programs will be for them to all submit a portfolio for Spark star rating.	
Some barriers to participation in Spark is the amount of time it takes to complete a portfolio, number of hours of training required, and high staff turnover for programs due to low wages.	
The Hub can support Spark by creating pathways toward advanced training, especially for those who have degrees and supporting Leadership Development for Early Childhood programs.	

DIRECTOR'S REPORT	
<u>Vroom</u> : The Bezos Family Foundation is funding Vroom in 2018. Ari remains the Vroom Coordinator and the Hub remains the Vroom regional information hub. Oregon was the first state to offer state-wide roll out, other states are looking to us as an example.	
<u>P-3 Alignment Work Group Reconvening</u> : Our next meeting is scheduled for February 9, 2018 from 9:00am-noon in Room 115, Luckiamute Center, Linn-Benton Community College, Albany.	

Regional DataBook: The Data & Evaluation Work Group is presenting our regional databook, inspired by the ELD&W.
Early Learning Hub Collaborative: Hub staff will be out of the office February 6—8 th .
EveryChild Launch: The Linn & Benton County launches presented ways to support DHS and the foster care system. Kristi encourages the group to learn more from their website.
Upcoming Events: We plan to distribute Vroom and Pollywog materials at LBCC's College Night (February 5), Baby Blast (February 22), and LBCC's Family Fun Day (March 10). We invite you to join us.
Annual Report: If you need copies of the Annual Report, please contact Jennifer Hartsock. Kristi wants to brainstorm with Jeff Davis LBCC personnel who may be interested in the report.

FISCAL REPORT	LeAnne Trask
The Financial Summary in the Board packet doesn't include the current financials from January. The current financial statement reflects negative Coordination Fund dollars that reflects spending down the funds in this account in order to transfer the salary benefits dollars for LeAnne and Jennie in Pollywog work.	

CONSENT ITEMS	December Meeting Minutes
The Board is being asked to approve the December minutes.	
Motion: Rich Waller	
2 nd : Stephany Koehne	
The Board voted unanimously to accept the December Minutes.	

DISCUSSION ITEM	Parent Engagement Coordination Position – Update
The position description is in the Board packet and on basecamp. We're awaiting VP approval before HR will post the position publicly.	
Kristi will send out a basecamp invitation to Board members to sit in on interviews. Julie recommends Kelly Locey.	

DISCUSSION ITEM	Pollywog Project – Update
LeAnne presents the October—December Pollywog progress report that includes 681 visitors to the website (with over half returning visitors), 1750 total pages viewed, 2070 total reach on the Facebook page, and 69 total views on YouTube videos.	

ACTION ITEM	IHN-CCO Funding & Impact to Pollywog – Approval Needed
Kristi reached out to Julie Manning, Bill Hall, and LBCC Family Connections to determine the cost of the Family Connections consultant to maintain her work duties for the month of January only, for a total of \$2,236.00.	
We need approval from the Board to ratify \$2,236.00 spending for the month of January.	
Motion: Jeff Davis	
2 nd : Jim Golden	
Approval to affirm \$2,236.00 funding actions in January. Unanimous approval.	

ACTION ITEM	IHN-CCO Funding & Impact to Pollywog – Approval Needed
Julie explains that majority of funding for the Pollywog Project came from the IHN-CCO. However, there is financial discrepancy between the Oregon Health Authority and the CCO that ceased funding to the Hub for 2018. We hope these issues will be resolved very soon and restore funding for 2019.	

Kristi reviews the proposed rearrangement of funds in order to sustain and move forward with Pollywog at \$58,500.
We suppose 1 full-time fte will sustain a call center staff person for Linn and Benton counties at \$92,000/year.
The rearrangement of funds doesn't remove funding from unallocated funds and its reimbursable funds or coordination funds.
As we move forward, the Hub plans to engage potential funders. These conversations have already begun. Julie tells the group that she was contacted by a potential funder. She commends the Hub and Pollywog for successfully marketing Pollywog.
Kristi and LeAnne traveled to Portland to take part in the Oregon and SW Washington Early Learning Funders Collaborative. They presented three back-to-back presentations on Pollywog.
Kristi submitted the proposal to present on Pollywog at the Innovation Café in June.
We need approval from the Board to allocate \$58,500 to Pollywog for 2018.
Motion: Marc Thielman
2 nd : Bettina Schempf
Approval to allocate \$58,500 to Pollywog for 2018. Unanimous approval.

DISCUSSION ITEM	Vacant Board Positions – Informational
1. Linn County – Health & Business	
2. Lincoln County – Business	
Kristi agrees to meet with potential new Board members for an informational interview.	
The Governing Board application is posted on basecamp.	

PUBLIC COMMENT	
No members of the public were in attendance.	

NEXT MEETING	Thursday, March 2, 2018
2:00pm, Oregon Coast Community College, Newport	
MEETING ADJOURNED	3:35pm

Discussion Items

LBL-ESD Data Workgroup

Don Dorman will be present to share about work taking place at the ESD to align cross-sector data modeled after Connected Lane County (see included handout).



Data Collaborative

Connected Assessment and Research Dataset

The Connected Assessment and Research Dataset is being created to support the policy work of Connected Lane County, the Oregon Education Investment Board, and the State of Oregon's "40-40-20" goal." The goal is to create a cross-sector de-identified research dataset of all Lane County students including early childhood, K12, Lane Community College, and University of Oregon data. The data will be used to:

- Assess program and policy success by reporting data on identified achievement metrics by region, district, and school.
- Assess correlations between achievement metrics and other outcomes data to determine what is most important for student success.

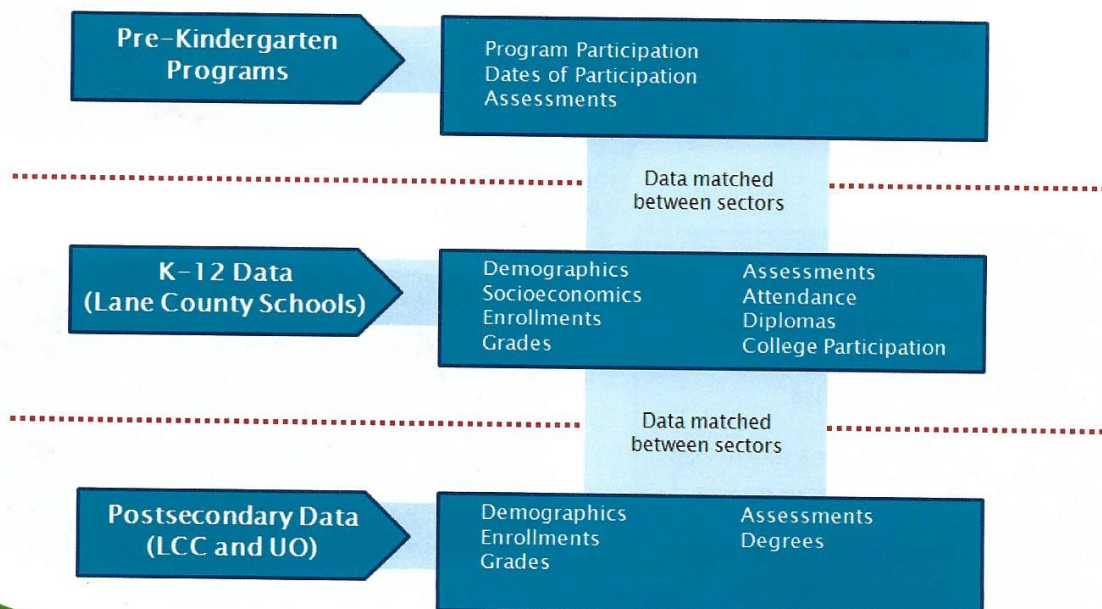
To create this collection of data and make sure it is maintained requires the highest level of buy-in from education leaders in the region.

For more detail, email info@connectedlanecounty.org.

Connected Lane County Outcome Metrics *Where the Needle Must be Moving*

ID	Metric
1	Kindergarten Readiness Assessment (KRA)
2	First Grade easyCBM
3	Third Grade Reading OAKS
4	Fifth Grade Math OAKS
5	Eighth Grade Math OAKS
6	Ninth Grade Algebra Completion
7	Ninth Grade Six-Plus Credits
8	Tenth Grade ACT Plan/PSAT
9	Dual Enrollment and/or IB/AP Programs
10	Five-Year High School Completion Rate
11	Thirteenth Year – College Participation Rate
12	Fourteenth Year – Retention to Second Year of College, Lane County Students
13	Sixteenth Year – Completed a Degree in Four Years, Lane County Students

Research Dataset as Designed



v.07-29-2014

Resource Requirements

The University of Oregon, Lane ESD, and Lane Community College have invested research staff time on top of regular duties to invest in project design and management. The cost to build the dataset (approximately \$100,000) has been evenly split between these partners.

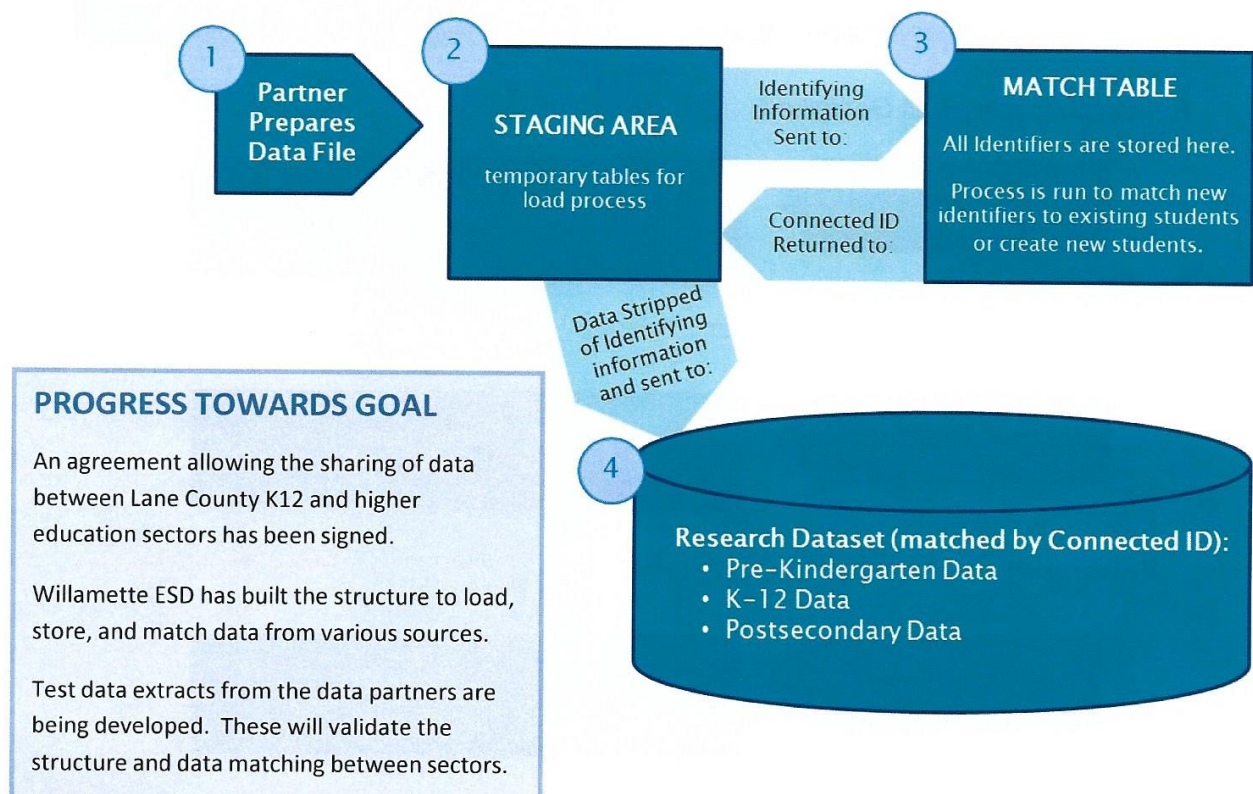
Legal Requirements

To share data across educational organizations and in accordance with all FERPA and student privacy policies, the following agreements must be in place:

1. A service agreement to create the load/match process and research dataset,
2. An intergovernmental agreement between the data host and all partners submitting data allowing the secure sharing and storing of data,
3. A data sharing agreement between all parties who will be looking at each other's data,
4. A data use agreement for researchers allowing access to the de-identified unit-level data. Due to the richness and detail of the granular data even in the absence of names and student identifiers, this data has still been judged to be identifiable and FERPA protected, and
5. A data use agreement for the match table auditor allowing access to identified unit-level data.

Technical Details

1. Lane County K-12 data is considered the master data. Any Pre-Kindergarten or postsecondary record must match to a corresponding K-12 student record or the data will not load into the research dataset.
2. The Match process is an iterative system which tries to match on identifiers first (e.g. SSID or PIDM) and if an identifier is not found it will try approved combinations of name, date of birth, address, and high school.
3. Researchers are only authorized to access the de-identified research dataset. All researchers must have written approval from UO and LCC Registrars and Lane ESD Superintendent to access the data.



Parent Engagement Coordinator Position

This position posted on 2/16/2018 and will close on March 1st. Please refer any potential candidates to the following link: <https://www.jobs.linnbenton.edu/postings/7256>

Our goal is to review applications and complete interviews by March 16th with hopes of an anticipated start date of April 2nd.

If you are interested in participating in the interview panel, please let me know ASAP.

Pollywog Project

POLLYWOG UPDATE

3/1/2018

Analytics:

- We currently have 248 families in the Pollywog database
- We currently have 51 courses available in the Pollywog database
- In 2017, 498 users turned the Pollywog website from English to Spanish
- The March Parent Newsletter was sent out today to 142 families. The March topic is "National Nutrition Month", and the newsletter contained information about reading nutrition labels, nutrition for pregnant and breastfeeding moms, and a division of responsibility in feeding.

Completed Events:

- 2/5/2018 LBCC College Night – Pollywog and Vroom materials handed out to incoming freshmen and their families
- 2/22/2018 Baby Blast – Pollywog materials handed out to pregnant and parenting families in east Linn County. Eight new families signed up during the event.

Upcoming Events:

- 3/8/2018 PCMH Care Coordinator Meeting, SAGH, Albany – Pollywog Presentation
- 3/10/2018 Family Fun Day, LBCC, Albany – Pollywog display table
- 3/20/2018 DHS Offices, Newport – Pollywog Presentation
- 4/12/2018 DHS Offices, Lebanon – Pollywog Presentation
- 4/18/2018 Annual Regional Community Health Summit, Lebanon – Pollywog Presentation
- 4/19/2018 DHS Offices, Albany – Pollywog Presentation



Vacant Board Positions

Business – Linn & Lincoln

Health – Linn (potential application to present at meeting)

Board member application is posted on Basecamp and the EL Hub website.