

Early Learning Hub of Linn, Benton and Lincoln Counties

Governing Board Meeting Minutes

MEETING COMMENCED	2:00pm, April 5, 2018 Old Mill Center, Corvallis
MEETING CALLED BY	Kristi Collins
COMMITTEE MEMBERS PRESENT	Jeff Davis, Jennifer Gere, Bettina Schempf, Kelly Locey, Paul Smith, Bill Hall, Laura Farmer, Stephany Koehne (remotely), DeAnn Brown (remotely), Rebecca Cohen (remotely), Lauren Sigman (remotely), Rich Waller (remotely)
VERSION	Draft – Pending GB Approval
RECORDED	Yes

Agenda topics

ROLL CALL	April 5, 2018 Governing Board Meeting
Roll call taken.	
We have enough members of the committee present to constitute a quorum.	

SPECIAL GUEST PRESENTATION	Imagination Library, Blake Pang
Blake hands out Dolly Parton Imagination Library budgets for Benton and Linn counties.	
The goal for Linn county is roughly 50%.	
The Foundation chooses the book, which includes bilingual versions.	
Kristi explains that school districts could potentially spend down their funds by supporting Imagination Library.	
There might be a tangible relationship with Pollywog if capacity permits.	

COMMITTEE REPORT	Committee & Work Group Reports
LeAnne presents the month-end revenue, expenditures, and miscellaneous financials.	

CONSENT ITEMS	March Meeting Minutes
The Board is being asked to approve the March meeting minutes.	
Motion: Jeff Davis	
2 nd : Betina Schempf	
The Board voted unanimously to accept the March minutes.	

VOTING RESULTS	Individual Votes cast by Board Members (Yes, No, Abstain)														
Benavides	Y	N	A	Golden	Y	N	A	McKay	Y	N	A	Waller	Y	N	A
Brown	Y	N	A	Hall	Y	N	A	Schempf	Y	N	A	Reynolds	Y	N	A
Cohen	Y	N	A	Hannahs	Y	N	A	Sigman	Y	N	A	Open	Y	N	A

Davis	Y	N	A	Koehne	Y	N	A	Smith	Y	N	A	Open	Y	N	A
Farmer	Y	N	A	Locey	Y	N	A	Sneddon	Y	N	A	Open	Y	N	A
Gere	Y	N	A	Manning	Y	N	A	Thielman	Y	N	A	Open			

DISCUSSION ITEM	Parent Engagement Coordinator Position – Update
The Hub has not received any completed applicants. Please keep sharing the open position with your colleagues.	
Jake Rodriguez has stepped down from his 211 Engagement Coordinator position. The position is now open to applicants.	

DISCUSSION ITEM	Pollywog Project
LeAnne presents on Pollywog analytics, completed events, and upcoming events.	
OHA Chief of Staff and Early Learning Division Chief of Staff are interested in Pollywog.	
Pollywog helped fill all LBCC baby classes.	

DISCUSSION ITEM	Vacant Board Positions
There are two vacant business Board chair positions in representing Lincoln and Linn counties.	
Bill Hall agrees to connect with Kristi regarding the new Newport Chamber Director as a potential Board chair member.	

DISCUSSION ITEM	Funding Committee Recommendations
We need approval from the Board for the allocation of coordination funds and reimbursable funds as presented in the Procurement Procedures Manual.	
After staffing & operational expenses are determined and approved by the Governing Board the remaining funds will be allocated as follows:	
<ul style="list-style-type: none"> No more than 50% will be allocated to Core Funding 20% will be allocated as Responsive Funds 20% will be allocated to Capacity Building efforts 10 % will be set aside for Board identified initiatives and/or Board targeted efforts 	
Each biennium the EL Hub receives our funding allocation from the Early Learning Division after the funding formula is approved by the Early Learning Council. This process is intended to allow for adjustments should the EL Hub receive an increase in funding, flat funding or a decrease in funds.	
<ul style="list-style-type: none"> No more than 90% of funds will be allocated to Core Funding The remaining 10% or more will be allocated to Innovation & Planning efforts 	
Motion: Paul Smith	
2 nd : Bettina Schempf	
The Board voted unanimously to approve the allocations for the coordination funds and reimbursable funds as currently stated.	

VOTING RESULTS	Individual Votes cast by Board Members (Yes, No, Abstain)														
Benavides	Y	N	A	Golden	Y	N	A	McKay	Y	N	A	Waller	Y	N	A
Brown	Y	N	A	Hall	Y	N	A	Schempf	Y	N	A	Reynolds	Y	N	A
Cohen	Y	N	A	Hannahs	Y	N	A	Sigman	Y	N	A	Open	Y	N	A
Davis	Y	N	A	Koehne	Y	N	A	Smith	Y	N	A	Open	Y	N	A
Farmer	Y	N	A	Locey	Y	N	A	Sneddon	Y	N	A	Open	Y	N	A
Gere	Y	N	A	Manning	Y	N	A	Thielman	Y	N	A	Open			

DISCUSSION ITEM		Funding Committee Recommendations													
We need approval from the Board to approve the allocations for reimbursable funds as stated in the current Procurement Procedure should the Hub receive an increase in funds of at least 10% above the previous biennium.															
all existing subcontractors who have been identified as eligible to receive continued funding would receive a biennium allocation at the same level as they were previously awarded.															
This includes the additional clause that approved sub-contractors can renegotiate their contract to reflect inflation rates.															
Motion: Bettina Schempf															
2 nd : Jeff Davis															
The Board voted unanimously to approve the allocations for reimbursable funds with the additional clause.															
VOTING RESULTS		Individual Votes cast by Board Members (Yes, No, Abstain)													
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Benavides	Y	N	A	Golden	Y	N	A	McKay	Y	N	A	Waller	Y	N	A
Brown	Y	N	A	Hall	Y	N	A	Schempf	Y	N	A	Reynolds	Y	N	A
Cohen	Y	N	A	Hannahs	Y	N	A	Sigman	Y	N	A	Open	Y	N	A
Davis	Y	N	A	Koehne	Y	N	A	Smith	Y	N	A	Open	Y	N	A
Farmer	Y	N	A	Locey	Y	N	A	Sneddon	Y	N	A	Open	Y	N	A
Gere	Y	N	A	Manning	Y	N	A	Thielman	Y	N	A	Open			

DISCUSSION ITEM		Funding Committee Recommendations													
We need approval from the Board to approve the allocations for reimbursable funds as stated in the current Procurement Procedure should the Hub receives flat funding or a decrease in funds.															
All existing subcontractors who have been identified as eligible to receive continued funding based with a biennium award amount greater than \$15,000 would receive a biennium allocation of at least 10% less than they were previously awarded.															
Existing subcontractors who have been identified as eligible to receive continued funding with an award amount less than \$15,000 would receive a biennium allocation at the same level as they were previously awarded.															
Motion: Paul Smith															
2 nd : Bettina Schempf															
The Board voted unanimously to approve the allocations for reimbursable funds with a funding threshold of \$15,000.															
VOTING RESULTS		Individual Votes cast by Board Members (Yes, No, Abstain)													
Benavides	Y	N	A	Golden	Y	N	A	McKay	Y	N	A	Waller	Y	N	A
Brown	Y	N	A	Hall	Y	N	A	Schempf	Y	N	A	Reynolds	Y	N	A
Cohen	Y	N	A	Hannahs	Y	N	A	Sigman	Y	N	A	Open	Y	N	A
Davis	Y	N	A	Koehne	Y	N	A	Smith	Y	N	A	Open	Y	N	A
Farmer	Y	N	A	Locey	Y	N	A	Sneddon	Y	N	A	Open	Y	N	A
Gere	Y	N	A	Manning	Y	N	A	Thielman	Y	N	A	Open			

DISCUSSION ITEM		Funding Committee Recommendations											
We need approval from the Board to approve a model for the targeted RFA of \$45,000.													
This includes the revision that Model 2 utilizes at-risk data provided by the Data & Evaluation Work Group instead of the DHS formula.													
Motion: Bettina Schempf													
2 nd : Kelly Locey													

The Board voted unanimously to approve the allocations per county with Model 2 with the revision to utilize at-risk data.

VOTING RESULTS				Individual Votes cast by Board Members (Yes, No, Abstain)											
Benavides	Y	N	A	Golden	Y	N	A	McKay	Y	N	A	Waller	Y	N	A
Brown	Y	N	A	Hall	Y	N	A	Schempf	Y	N	A	Reynolds	Y	N	A
Cohen	Y	N	A	Hannahs	Y	N	A	Sigman	Y	N	A	Open	Y	N	A
Davis	Y	N	A	Koehne	Y	N	A	Smith	Y	N	A	Open	Y	N	A
Farmer	Y	N	A	Locey	Y	N	A	Sneddon	Y	N	A	Open	Y	N	A
Gere	Y	N	A	Manning	Y	N	A	Thielman	Y	N	A	Open			

DISCUSSION ITEM Funding Committee Recommendations

We need approval from the Board to approve the cap per project for Model 2.

Motion: Bettina Schempf

2nd: Paul Smith

The Board voted unanimously to approve the allocations per county with Model 2 and the revision to utilize at-risk data.

VOTING RESULTS				Individual Votes cast by Board Members (Yes, No, Abstain)											
Benavides	Y	N	A	Golden	Y	N	A	McKay	Y	N	A	Waller	Y	N	A
Brown	Y	N	A	Hall	Y	N	A	Schempf	Y	N	A	Reynolds	Y	N	A
Cohen	Y	N	A	Hannahs	Y	N	A	Sigman	Y	N	A	Open	Y	N	A
Davis	Y	N	A	Koehne	Y	N	A	Smith	Y	N	A	Open	Y	N	A
Farmer	Y	N	A	Locey	Y	N	A	Sneddon	Y	N	A	Open	Y	N	A
Gere	Y	N	A	Manning	Y	N	A	Thielman	Y	N	A	Open			

DISCUSSION ITEM Funding Committee Recommendations

We need approval from the Board to approve Board priority and criteria for review process.

This includes all bullet points under the Board Priority section and Hub identified “hot spots” under the Criteria for Review Process as stated in the Procurement Procedure.

Motion: Laura Farmer

2nd: Jennifer Gere

The Board voted unanimously to approve the review process and the revision to ask potential sub-contractors which Hub roles & responsibilities/hot spots their agency upholds.

VOTING RESULTS				Individual Votes cast by Board Members (Yes, No, Abstain)											
Benavides	Y	N	A	Golden	Y	N	A	McKay	Y	N	A	Waller	Y	N	A
Brown	Y	N	A	Hall	Y	N	A	Schempf	Y	N	A	Reynolds	Y	N	A
Cohen	Y	N	A	Hannahs	Y	N	A	Sigman	Y	N	A	Open	Y	N	A
Davis	Y	N	A	Koehne	Y	N	A	Smith	Y	N	A	Open	Y	N	A
Farmer	Y	N	A	Locey	Y	N	A	Sneddon	Y	N	A	Open	Y	N	A
Gere	Y	N	A	Manning	Y	N	A	Thielman	Y	N	A	Open			

DISCUSSION ITEM Funding Committee Recommendations

We need approval from the Board to approve present Board members with approval authority should a quorum not be present at our June 28th meeting.

This back-up-group must include representation of one Board chair, all three counties, and at least 4 sectors.

Motion: Laura Farmer

2nd: Paul Smith

The Board voted unanimously to approve present Board members with approval authority for our June 28th meeting should a quorum not be present.

VOTING RESULTS				Individual Votes cast by Board Members (Yes, No, Abstain)											
Benavides	Y	N	A	Golden	Y	N	A	McKay	Y	N	A	Waller	Y	N	A
Brown	Y	N	A	Hall	Y	N	A	Schempf	Y	N	A	Reynolds	Y	N	A
Cohen	Y	N	A	Hannahs	Y	N	A	Sigman	Y	N	A	Open	Y	N	A
Davis	Y	N	A	Koehne	Y	N	A	Smith	Y	N	A	Open	Y	N	A
Farmer	Y	N	A	Locey	Y	N	A	Sneddon	Y	N	A	Open	Y	N	A
Gere	Y	N	A	Manning	Y	N	A	Thielman	Y	N	A	Open			

PUBLIC COMMENT

No members of the public were in attendance.

NEXT MEETING

Thursday, May 3, 2018

2:00pm, LBL-ESD, Albany

**MEETING
ADJOURNED**

3:40pm