

Governing Board Members

Claire Hall, Co-Chair
Lincoln County Commissioner

Julie Manning, Co-Chair
Samaritan Health Services

DeAnn Brown
Confederated Tribes of Siletz
Indians

Sandy Chase
Department of Human Services

Jeff Davis
Linn-Benton Community
College

Sarah Dorgan
Citizens Bank

Tonja Everest
Linn Benton Lincoln
Education Service District

Laura Farmer
Parent

Jennifer Gere
Parent

Glenna Hughes
Linn County Public Health

Stephany Koehne
Kids & Company of Linn County

Kelly Locey
Benton County Health
Department

Todd Miller
Santiam Canyon School District

Lorena Reynolds
The Reynolds Law Firm, PC

Bettina Schempf
Old Mill Center

Lauren Sigman
Lincoln County School District

Paul Smith
Strengthening Rural families

Marc Thielman
Alsea School District

Rebecca Weinstein
DevNW



April 2nd, 2020

2:00 – 4:00 PM

Adobe Connect

<https://lblelhub.adobeconnect.com/lblelhub/>

Audio: 800-832-0736

Meeting Room: 3268478

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 Presentations
 - a. Emergency Child Care Updates – Jerri Wolfe
- III. Fiscal Report – Matt Grams
- IV. Consent Items
 - a. March Meeting Minutes
- V. Discussion Items
 - a. Coordinated Enrollment – Informational
 - i. Funding & Staffing
 - b. EL Hub Funding – Informational
 - c. GoKids Update - Informational
 - d. Pollywog Update, LeAnne Trask – Informational
 - e. Parent Engagement Efforts – Informational
 - f. Agency/Sector Updates – Informational
 - i. DHS, K-12, Health, LBCC, Housing, others
- VI. Public Comment
- VII. Next Meeting – TBD
- VIII. 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.



Finance

February 2020

MONTH-END DETAILS

Revenue:

During the month of February, we received \$12,500 for the Pollywog program. In Coordination, we received \$25,392 plus \$60,000 for ECE Sector Planning. We also got reimbursed for the following services; School Readiness - \$35,060.62, Family Stability - \$17,227.19 and Kindergarten Partnership & Innovation - &101,106.57.

Expenditures:

We paid out \$2,517.19 in reimbursement requests in February for Family Stability. This was paid to Old Mill Center.

Other Information:

Coordination has reduced its monthly expenditures by about \$3,000. After the Program Assistant resigned, the position was only backfilled with one half FTE. The difference between the budget spreadsheet and Banner is still accounted for to the penny.

Early Learning Hub of Linn, Benton & Lincoln Counties
Early Learning Hub - 2-Year Budget (7/1/19 - 6/30/21)
Governing Board Summary Financial Update as of 02/29/2020

Resources	Budget	Current Month	YTD	Balance	% Rcvd
Revenues					
Reimbursable Revenues	\$ -	\$ -	\$ -	\$ -	
Grant Resources					
Pollywog	\$ 302,000.00	\$ 12,500.00	\$ 87,500.00	\$ 214,500.00	29%
Pollywog - IHN-CCO Carryover	\$ 94,615.55	\$ -	\$ 94,615.55	\$ -	100%
Local Resources					
IHN-CCO Funds / System of Care	\$ 190,000.00	\$ -	\$ 95,000.00	\$ 95,000.00	50%
State Resources					
Coordination					
Dept. of Education - ELD - Coordination (carry-over)	\$ 25,000.00	\$ -	\$ 25,000.00	\$ -	100%
Carry-Over Vroom	\$ 3,001.70	\$ -	\$ 3,001.70	\$ -	100%
Carry-Over NWHF	\$ 9,233.17	\$ -	\$ 9,233.17	\$ -	100%
Dept. of Education - ELD - Coordination	\$ 669,408.00	\$ 85,392.00	\$ 237,744.00	\$ 431,664.00	36%
Reimbursement Grants					
Dept. of Education - Title IV-B2	\$ 171,911.88	\$ -	\$ -	\$ 171,911.88	0%
Dept. of Education - School Readiness	\$ 243,589.13	\$ 35,060.62	\$ 35,060.62	\$ 208,528.51	14%
Dept. of Education - Family Stability	\$ 71,674.37	\$ 17,227.19	\$ 17,227.19	\$ 54,447.18	24%
Dept. of Education - Kindergarten Partnership & Innovation	\$ 535,591.00	\$ 101,106.57	\$ 101,106.57	\$ 434,484.43	19%
Total All Resources	\$ 2,316,024.80	\$ 251,286.38	\$ 705,488.80	\$ 1,610,536.00	30%

Expenditures	Budget	Current Month	YTD	Balance	% Used
Reimbursable Expenditures	\$ -	\$ -	\$ -	\$ -	
Grant Expenditures					
Pollywog Program	\$ 396,615.55	\$ 55,973.51	\$ 132,016.72	\$ 264,598.83	33%
Local Resources					
System of Care	\$ 190,000.00	\$ 5,581.41	\$ 45,960.29	\$ 144,039.71	24%
State Expenditures					
Coordination	\$ 706,642.87	\$ 32,319.13	\$ 277,373.83	\$ 429,269.04	39%
Reimbursement Grants					
Title IV-B2 Funds	\$ 171,911.88	\$ -	\$ -	\$ 171,911.88	0%
School Readiness	\$ 243,589.13	\$ -	\$ 35,060.62	\$ 208,528.51	14%
Kindergarten Partnership & Innovation	\$ 535,591.00	\$ -	\$ 101,106.57	\$ 434,484.43	19%
Family Stability	\$ 71,674.37	\$ 2,617.88	\$ 22,527.00	\$ 49,147.37	31%
Total All Expenditures	\$ 2,316,024.80	\$ 96,491.93	\$ 614,045.03	\$ 1,701,979.77	27%

Ending Balance \$ -

Revenues
Other Resources (funds not located at LBCC)

Expenditures	Budget	Current Month	YTD	Balance	% Used
IHN-CCO (funds not located at LBCC)	\$ 38,107.50	\$ -	\$ -	\$ 38,107.50	0%

Early Learning Hub of Linn, Benton & Lincoln Counties

Governing Board Meeting Minutes

MEETING COMMENCED	2:00pm, March 5, 2020 LBCC Benton Center, Corvallis
MEETING CALLED BY	Julie Manning
WORK GROUP MEMBERS PRESENT	Jeff Davis, Sarah Dorgan, Don Dorman (for Tonja Everest), Laura Farmer, Rebecka Weinstein, Stephany Koehne, Kelly Locey, Julie Manning, Lorena Reynolds, Bettina Schempf, Lauren Sigman, Paul Smith, Sandy Chase
STAFF MEMBERS PRESENT	Kristi Collins, Shirley Blake, Matt Grams, LeAnne Trask, Connie Adams, Lynn Hall, Jennifer Schwartz
GUESTS PRESENT	Lynnette Winkoop, Katie Berns
VERSION	Draft
RECORDED	Yes

Agenda topics

SPECIAL PRESENTATION	Stand By Me Program, Jennifer Moore
<p>Jennifer Moore, from Oregon Cascades West Coalition of Governments (COG), presented information about the \$tand By Me (\$BM) program. \$BM started in Delaware as an alliance between United Way and community-based agencies. Its purpose is to work one-on-one with participants through financial coaching to help individuals, families, and businesses achieve financial security. Since it's inception in Delaware in 2011, participants have increased their credit scores, increased personal savings, and decreased personal debt. These changes have enabled home and vehicle ownership, college savings, and business ownership. As a result, Delaware has seen a reduction in the use of social services, improved health and educational outcomes, and increased resiliency in communities which directly affected regional economic development.</p> <p>Jennifer and the COG envision a plan implementation plan that starts with colocation of \$BM coaches within 1-3 service agencies in Benton County in order to build confidence in the program, and then expanding to Linn and Lincoln Counties. Target markets are, in planned order, families accessing HeadStart and other early learning and childcare facilities within the Early Learning Hub; small businesses and their workforces; community college, university, and workforce development agencies; agencies that support seniors and people with disabilities; and military/veteran support agencies.</p>	

SPECIAL PRESENTATION	Farm Worker Housing Development Corp., Claudia Cantu
<p>Claudia Cantu, Deputy Director and Housing Development Manager for the Farm Worker Housing Development Corp. (FHDC), shared the progress of a new housing project for farmworkers in Lebanon. Construction for the project is set to start in June, and a total of 134 units (studios to 3-bedrooms) are planned. In addition to the housing, the community will include a multi-purpose room that can be rented by agencies to provide childcare and early childhood education.</p> <p>FHDC built their project in Woodburn, OR in 1992. They work to provide housing, support services, education, leadership training, cultural opportunities, and workforce development to farm worker communities in Oregon. The FHDC website is www.fhdc.org.</p>	

DIRECTOR'S REPORT	LBL Hub Updates, Kristi Collins
Events in February: Staff from the LBL Hub attended Baby Blast in Lebanon, Family Fun Day at LBCC, and the statewide EL Hub Collaborative at LBCC.	
Student Success Act Updates: Requests For Application (RFAs) are currently being accepted for Preschool Promise, the Equity Fund, Oregon Pre-K, and Fiscal Agents. The deadline was recently extended (to May 4, 2020) due to statewide shutdowns. LBL staff held a Preschool Promise Road Show to support providers, and question/answer meetings with the P-3 Alignment Work Group (with a representative from the ELD) and the Early Childhood Coordinating Council Work Group. Kristi plans to use current staff to fill the need for enrollment screenings for planned state-funded early childhood education and care slots.	
Family Connects Update: Following the Hub Collaborative, where coordinated enrollment was defined by the state, the EL Hub is working toward getting all three counties trained and up-to-date with enrollment software. A state-wide roll-out is planned for January 2021.	
LBCC has named their new president. Dr. Lisa Avery will begin on July 1, 2020.	
Hailey Cain has been acting as a secret shopper of sorts and attending local prenatal classes. She will be writing a blog for Pollywog about her experiences.	

FISCAL REPORT	Matt Grams
Matt presented the revenue, expenditures, and miscellaneous reports for January 2020.	

CONSENT ITEMS				February Meeting Minutes											
The Board was asked to approve the February meeting minutes. One correction to a board member’s name was requested.															
Motion: Julie Manning															
2nd: Laura Farmer															
VOTING RESULTS				Individual Votes cast by Board Members (Yes, No, Abstain)											
Brown	Y	N	A	Gere	Y	N	A	Manning	Y	N	A	Thielman	Y	N	A
Chase	Y	N	A	Hall	Y	N	A	Reynolds	Y	N	A	Open	Y	N	A
Davis	Y	N	A	Weinsteiger	Y	N	A	Schempf	Y	N	A	Open	Y	N	A
Dorgan	Y	N	A	Hughes	Y	N	A	Sigman	Y	N	A	Open	Y	N	A
Dorman (Everest)	Y	N	A	Koehne	Y	N	A	Smith	Y	N	A	Open	Y	N	A
Farmer	Y	N	A	Locey	Y	N	A	Miller	Y	N	A	Open	Y	N	A
No abstentions.															
The Board voted to approve the minutes.															

DISCUSSION ITEM	Coordinated Enrollment, Kristi Collins
Kristi spoke to the board about the most recent developments in coordinated enrollment. Coordinated enrollment will take place at the Early Learning Hubs for each region. The Hubs will be responsible for marketing, outreach, recruitment, eligibility screening, and placement. This will happen only for state-funded Preschool Promise slots. The state will provide funding and training for a Coordinated Enrollment Specialist, and the LBL EL Hub plans to use current staff for these tasks and scale up in the future. This will allow our Hub to start quickly and not be delayed by the LBCC hiring process.	
Board members had questions about this process and the board discussed answers and other concerns.	
1) What kind of prioritization of applicant families will occur? The concern is if there are many more applications than slots available. <u>Answer:</u> Prioritization will happen with guidance from the state, as well as the sector plan's priority populations and family preference. This might change when training is set up by the state. 2) What is the benefit of coordinated enrollment to the provider versus doing their own enrollment as they have in the past? What if slots go unfilled that the provider could have filled? <u>Answer:</u> The Hub has the ability to	

reach more families, in addition to accountability for state money. The Hub is required to have all state-funded slots filled before 9/30/2020.

- 3) Is it possible that providers will lose spots, especially half-day preschool slots? This would be a penalty for some providers. Answer: Yes, because Preschool Promise doesn't do half-day slots. This is addressing a request from parents who wanted longer days.
- 4) How can providers plan for slots if they don't know how many they will have? Answer: The state will let providers know the number of slots they receive in advance. Intent to Award letters are scheduled for May 4, 2020.

Update: Coordinated Enrollment dates might change due to extended application deadlines because of Covid-19 shutdowns.

DISCUSSION ITEM	Raise Up Oregon, Kristi Collins
Kristi presented the board with a summary of the work on the Hub's strategic goals from the February meeting, and spoke about the Hub's role in Raise Up Oregon. More information and input was needed from the board, specifically thoughts on strategies where the Hub is a partner but no lead was identified.	
Kristi will post this work on Basecamp for board members to consider, evaluate priorities, consider workgroups that are assigned to issues, and to ensure the needed voices are giving input.	

DISCUSSION ITEM	Pollywog Update, LeAnne Trask
LeAnne presented information regarding Pollywog's work in the last month, including analytics from the website and publications, upcoming events that Pollywog will attend, and updates regarding partners in the region.	

NEXT MEETING	2:00-4:00pm, 4/2/2020 Location TBD
MEETING ADJOURNED	3:45pm



Dear Early Learning Hub Leader,

According to the Early Learning Division's planning level estimates, your Early Learning Hub may be eligible for Coordinated Enrollment grant funding of up to \$50,000 until June 30, 2020, and up to \$188,000 from July 1, 2020 to June 30, 2021. In order to assist you in proposing a budget for your Coordinated Enrollment grant activities, the Early Learning Division's planning level estimates by budget category for both grant periods are provided below.

Early Learning Hub: Early Learning (EL) Hub of Linn, Benton, and Lincoln Counties

Budget Category	April 2020 – June 2020 Estimated Budget	July 2020 – June 2021 Estimated Budget	Rationale
FTE	\$25,000	\$100,000	Every Hub calculated at a minimum 0.75 FTE, and funding for additional FTE calculated by total range of Preschool Promise slots in the Hub region. Annual 1.0 FTE estimated at \$100,000.
Marketing Outreach	\$10,000	\$35,000	Marketing and Outreach funding calculated by total range of Preschool Promise slots in the Hub region.
Travel	\$7,500	\$25,000	Travel funding calculated by number of counties in the Hub region.
Translation Interpretation	\$2,500	\$10,000	Translation and Interpretation funding calculated by estimated language diversity in the Hub region.
Base	\$5,000	\$18,000	Every Hub calculated the same amount of base funding per grant period for Hub-specific needs such as professional development and records retention costs.
Subtotal	\$50,000	\$188,000	

POSITION TITLE: COORDINATED ENROLLMENT SPECIALIST

PRIMARY PURPOSE

Responsible for carrying out coordinated enrollment functions in Hub region, including the coordination of recruitment, eligibility, selection, and placement of children and families in Preschool Promise. Provide families with community resources and referrals and work in collaboration with Preschool Promise providers to support families with community resources and referrals. Works in partnership with other preschool programs in the Hub region to ensure full enrollment of all participating publicly funded programs, and planning for future collaboration in recruitment, eligibility, selection, and placement of children and families.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Plans, coordinates, implements and organizes the recruitment, eligibility, selection, placement functions, and meets and maintains 100% of funded enrollment for assigned programs in accordance with parent choice, pre-established prioritizing criteria and ELD regulations and guidelines.
2. Coordinates and conducts eligibility screening and selection of families into the Preschool Promise program, including income verifications, and the application/eligibility process for the selected Preschool Promise Provider.
3. Builds relationships with Head Start, Early Childhood Special Education, school district operated preschool program, and any other publicly funded preschool programs to facilitate collaboration and the coordination of enrollment.
4. Serves as a liaison between families, providers, and community resources for families, and promote community resources, events and related activities to families.
5. Understands the needs and circumstances of the region's priority populations, and plans recruitment and enrollment strategies that promote equity and inclusion.
6. Works closely with Preschool Promise providers to troubleshoot recruitment, optimize family fit, and ensures full program enrollment.
7. Works collaboratively with the Hub director and other designated Hub staff to develop and execute a publicly funded preschool recruitment strategy that focuses on the region's priority populations as defined in the Hub region's Early Care and Education Sector Plan.
8. Participates in resource fairs, brochure development, social media campaigns, local advertisement and other opportunities to market participating publicly funded preschool programs.
9. Manages regional recruitment plan and activities, enrollment systems and waitlists, and collaborates with other preschool programs regarding recruitment.
10. Builds trusting, positive relationships with families and help connect them to community resources.
11. Ensure full enrollment in Preschool Promise program and other participating publicly funded preschool program, track slots and work to quickly fill any vacancies.
12. Identifies areas for resource development and organizational capacity building.
13. Participates in gathering and compiling information for the regional Early Care and Education Sector Plan and local Head Start grantee Community Needs Assessment.

14. Develops consent forms, data sharing agreements, and Memoranda of Understanding to allow for data sharing among partner organizations.
15. Responsible for the complete and accurate collection, entry, reporting and maintenance of data, records and reports.
16. Connects providers and the families they serve to resources and programs that serve family needs (ex. housing and utility support, mental health services, Inclusive Partners, and Early Intervention).
17. Maintains knowledge of and connection to parent resource information and connect parents to resources such as 211.
18. Reviews all eligibility documentation to determine acceptance into the Preschool Promise Program and ensures compliance with Agency guidelines.
19. Encourage parent participation in programs and community resources.
20. Maintain family and provider confidentiality, at all times.
21. Keep accurate, complete, and FERPA/HIPAA-compliant provider and child/family records.
22. Facilitate data collection and analysis for the purposes of improving program quality.

KNOWLEDGE, SKILLS AND ABILITIES

1. Bilingual English/Spanish Preferred.
2. Excellent interpersonal skills, with ability to interact respectfully and competently with clients and colleagues of varying cultural backgrounds.
3. Community development /capacity building and outreach experience.
4. Strong marketing, sales, and outreach skills.
5. Attention to detail and highly organized.
6. Frequently faces deadlines in a timely manner while multi-tasking and maintaining flexibility to meet current needs.
7. Ability to plan for upcoming problems or opportunities that will improve or enhance outcomes and services or avoid problems.
8. Ability to instill confidence while building a shared vision with other and influencing other to translate vision to action.
9. Ability to interact with persons and children of diverse social, cultural, economic and education backgrounds.
10. Possess working knowledge and ability to operate computers with applicable software (Windows and Microsoft Outlook, Word, and Excel).
11. Ability to perform duties with little direction given, operating from established directions and instructions.

REQUIRED EDUCATION AND EXPERIENCE

- Associates degree with two years related working experience; *or* Bachelor's degree, ideally in Early Childhood Education, Social Work, Marketing, Program Management, Business Administration or another related field; *or* equivalent combination of education and experience.
- Experience in an educational or family services agency setting such as a preschool or childcare is a plus.

POLLYWOG UPDATE

03/31/2020

Analytics:

- We currently have 1252 individuals (adults and children) in the Pollywog database. (That's only 18 new individuals since February.)
- All of the prenatal and birthing classes for Samaritan have been canceled through the end of May. Samaritan is working on a process for delivering the classes on-line, but that has not happened yet.
- All of the LBCC Parenting Education classes for Spring term will be running, but they will be done on-line. At this point, we have 7 classes that are full.
- All of the LBCC Parenting Success Network classes have been canceled for Spring Term.
- 988 website pageviews in March.
- March's website users were most interested in:
 - Classes and Workshops – 27%
 - Prenatal Classes
 - Breastfeeding Classes
 - Blogs – 20%
 - Resources for Families – 16%
- March's website users where from:
 - United States – 274
 - France - 10
 - Australia - 5
 - Canada - 4
- Plan for March: Social Media Wrap-Around
- The March Parent Newsletter was sent out to 487 families and the topic was “The Importance of Prenatal Classes”. It contains reasons to take prenatal classes, information about the new “Baby Friendly” initiative at

POLLYWOG UPDATE

03/31/2020

Good Samaritan Regional Medical Center, an overview of birth doulas and why you would want to have one, and an introduction of our newest blogger, Hailey Cain.

- We used three parent bloggers in March: Shirley Blake, Hailey Cain, and Jessica Frederick
- The Parent Voice Blogs were published on:
 - March 3 – Prenatal Classes
 - March 9 – Preparing for your Bundle of Joy
 - March 16 – The Aggressive Hugger
 - March 23 – We're all in This Together

Events Update:

- All events (7) have been canceled

Ways we are Helping:

- Updated Pollywog website to reflect cancellation of Prenatal Classes
- Updated Pollywog website to reflect on-line status of Parenting Education Classes
- Updated Pollywog Resources page with links to reputable COVID-19 resources – OHA, State Early Learning, CDC
- Updated Pollywog Resources page with links to Family Activities for the Housebound
- Facebook posts for April will revolve entirely around Family Activities, with daily activity for kids, self-care for parents, and attempts to get families to post pictures of the activities they are trying. Shirley and Connie will be facilitating this.