



Early Learning Hub

of Linn, Benton & Lincoln Counties

Governing Board Packet December, 2020

Governing Board
Early Learning Hub
December 3, 2020
lblearlylearninghub.org

Packet Overview

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

1. Agenda
2. Director's Report – Will be provided at the meeting
3. Fiscal Report – October financials and the financial narrative are included.
4. Consent Items – November Meeting Minutes
5. Discussion Items
 - a. GoKids Update – No handouts, update will be provided during meeting
 - b. Budget Note & Hub RFA Update – No handouts, update will be provided during meeting
 - c. 2021 Meeting Schedule & Board Retreat – Informational
 - d. Pollywog Update, LeAnne Trask – Informational
 - e. Family Connects Update, LeAnne Trask – Informational

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Agenda

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

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

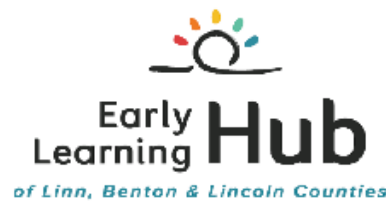
Lauren Sigman
Lincoln County School District

Paul Smith
Strengthening Rural Families

Marc Thielman
Alsea School District

Rich Waller
Landmark Professional Mortgage Company

Rebecca Weinsteiger
DevNW



December 3rd, 2020

2:00 – 4:00 PM

<https://linnbenton.zoom.us/j/94157469669>

Meeting ID: 941 5746 9669

Password: 073897

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. Director's Report
- III. Fiscal Report – Matt Grams
- IV. Consent Items
 - a. November Meeting Minutes
- V. Discussion Items
 - a. GoKids Update – Informational
 - b. Budget Note & Hub RFA – Informational
 - c. 2021 Meeting Schedule & Board Retreat – Informational
 - d. Pollywog Update, LeAnne Trask – Informational
 - e. Family Connects Update, LeAnne Trask – Informational
- VI. Public Comment
- VII. Next Meeting – February 4, 2020 – Board Retreat Via Zoom
- 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.

Fiscal Report

Financial Narrative



MONTH-END DETAILS

Revenue:

In the month of October, we received the regular \$25,392 and an additional \$25,000 for Coordination. We also received reimbursement funds of \$8,359.10 for Family Stability.

Expenditures:

We had one reimbursement for Family Stability to Old Mill Center for \$2,660.93. We also had a reimbursement to Benton County Health Department for the intern in the amount of \$10,023. All other expenses for October were the regular Salaries and Benefits for Coordination, Pollywog and System of Care with minimal amounts for supplies.

Other Information:

The reduced amounts to School Readiness due to Covid-19 have been restored to their original amounts by the state.

Financial Summary

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 the end of October 2020

	Budget	Current Month	YTD	Balance	% Rcvd
Resources					
Revenues					
Reimburseable Revenues	\$ -	\$ -	\$ -	\$ -	
Grant Resources					
Pollywog	\$ 273,651.05	\$ -	\$ 87,500.00	\$ 186,151.05	32%
Pollywog - IHN-CCO Carryover	\$ 94,615.55	\$ -	\$ 94,615.55	\$ -	100%
Local Resources					
IHN-CCO Funds / System of Care	\$ 95,000.00	\$ -	\$ 95,000.00	\$ -	100%
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	\$ 729,408.00	\$ 50,392.00	\$ 431,272.00	\$ 298,136.00	59%
Reimbursement Grants					
Dept. of Education - Title IV-B2	\$ 171,911.88	\$ -	\$ 48,539.86	\$ 123,372.02	28%
Dept. of Education - School Readiness	\$ 243,589.13	\$ -	\$ 64,984.99	\$ 178,604.14	27%
Dept. of Education - Family Stability	\$ 71,674.37	\$ 8,359.10	\$ 41,779.35	\$ 29,895.02	58%
Dept. of Education - Kindergarten Partnership & Innovation	\$ 535,591.00	\$ -	\$ 171,510.56	\$ 364,080.44	32%
Total All Resources	\$ 2,312,675.85	\$ 58,751.10	\$ 1,132,437.18	\$ 1,180,238.67	49%

	Budget	Current Month	YTD	Balance	% Used
Expenditures					
Reimburseable Expenditures	\$ -	\$ -	\$ -	\$ -	
Grant Expenditures					
Pollywog Program	\$ 368,266.60	\$ 11,433.16	\$ 297,046.73	\$ 71,219.87	81%
Local Resources					
System of Care	\$ 95,000.00	\$ 7,415.64	\$ 91,013.85	\$ 3,986.15	96%
State Expenditures					
Coordination					
Reimbursement Grants					
Title IV-B2 Funds	\$ 171,911.88	\$ -	\$ 48,539.86	\$ 123,372.02	28%
School Readiness	\$ 243,589.13	\$ 10,423.92	\$ 75,408.91	\$ 168,180.22	31%
Kindergarten Partnership & Innovation	\$ 535,591.00	\$ -	\$ 171,510.56	\$ 364,080.44	32%
Family Stability	\$ 71,674.37	\$ 2,767.37	\$ 44,546.72	\$ 27,127.65	62%
Total All Expenditures	\$ 2,312,675.85	\$ 67,914.14	\$ 1,275,492.15	\$ 1,037,183.70	55%
Ending Balance	\$ -				

Revenues
Other Resources (funds not located at LBCC)

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

Consent Items

November Meeting Minutes

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

MEETING COMMENCED	2:00pm November 5, 2020 Albany, Oregon (via Zoom)
MEETING CALLED BY	Kristi Collins
WORK GROUP MEMBERS PRESENT	Julie Manning, Bettina Schempf, Sandy Chase, Deann Brown, Tonja Everest, Stephany Koehne, Jeff Davis, Rich Waller, Laura Farmer, Lauren Sigman, Sarah Dorgan, Paul Smith, Lorena Reynolds
STAFF MEMBERS PRESENT	LeAnne Trask, Lynn Hall, Matt Grams
VERSION	Draft
RECORDED	Yes

Agenda topics

ROLL CALL	LeAnne Trask
Silent roll call.	

SPECIAL PRESENTATION	Jerri Wolfe, LBCC Parenting Education Department Chair, Family Connections Director
The State Legislature introduced a Budget Note during the 2019 session requiring the ELD to explore merging Child Care Resource & Referral (CCR&R) agencies with Early Learning Hubs, and we wanted to share with the Board our opinions about why this would not be good for our region.	
The State will possibly be reaching out to Governing Boards and partners for input and opinions on this matter.	
1) The Hub was taken in to LBCC at the request of the community, and is not a direct service provider, as are the CCR&Rs.	
2) Family Connections, Parenting Education and the Parenting Success Network are the other programs in the Family Resources & Education Center. They all offer direct services to families.	
3) The Hub is grant funded, while the rest of the Family Resource Center uses LBCC general funds with some additional grant funding.	
4) Process and transparency are extremely important, especially as they relate to each other. We don't want to give other agencies and the public the idea that we are mishandling funds and only giving them to each other.	
5) The State will be conducting an RFA process for Hubs in July of 2021, which may impact the way that Hubs function.	
6) Not all CCR&Rs and Hubs together as smoothly as ours does.	
7) Some CCR&Rs don't align with their Hub boundaries as easily as we do, and some have to work with 2 or 3 Hubs instead of just one.	
8) Rather than combining CCR&Rs and Hubs, realigning and reorganizing boundaries might be a better choice.	
9) Policy implementation should be different: separate but working together.	
10) We are a model of how it should work in a region.	
11) CCR&Rs are concerned about what is happening.	

Members of the Board asked for an update on the status of the process at the December GB meeting.	
DIRECTOR'S REPORT	LBL Hub Updates
Hub Staff are still working remotely and will continue working remotely through Winter term, Jan-Mar. 2021.	
On November 1st Jennifer Swartz went from being an LBCC employee to an independent contractor for the System of Care.	
Lynn Hall has announced her retirement will begin at the end of January 2021. She will be attending the GB Retreat in February to present the newest version of the Data Book.	
We have hired a new Epidemiology Intern for the coming year.	
The Hub will be hiring a 2 nd Coordinated Enrollment Specialist (CES) as soon as possible. We have Preschool Promise (PSP) slots for 240 children and the enrollment process is time consuming and labor intensive.	
Shirley Blake has submitted her resignation, effective December 1. She is having issues with her work/life balance.	
Kristi is hoping to fill both the CES position and Shirley's position at the same time.	
A Board member asked if there is a way to partner with other agencies to make PSP enrollment easier. DHS has an agency-alignment database called "Oregon One" that would make our jobs a lot easier, but the Early Learning Division. Sandy Chase suggested that she and Kristi talk later about a "regional agreement" that would allow us to use Oregon One to help with PSP enrollment.	
Pollywog will be adding a Community Alignment Specialist position, with funding from the Oregon Health Authority. This will be a Family Connects position, but it aligns perfectly with Pollywog and will be housed within Pollywog.	

FISCAL REPORT	Matt Grams
Matt presented the revenue, expenditures, and miscellaneous reports for October. All expenditures and income transactions were normal.	

CONSENT ITEMS				October Meeting Minutes											
The Board was asked to approve the October meeting minutes.															
Motion: Bettina Schemp															
2 nd : 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
Cohen	Y	N	A	Hall	Y	N	A	Reynolds	Y	N	A	Waller	Y	N	A
Davis	Y	N	A	Weinsteiger	Y	N	A	Schempf	Y	N	A	Chase	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
[Abstentions] None															
The Board voted to unanimously accept the minutes.															

DISCUSSION ITEM	Go-Kids Update
Go-Kids is willing to fund a Child Care Accelerator position, with a \$60,000 grant; however, because of the pandemic, the offer has been put on pause.	
A position description and narrative update has been submitted to Go-Kids.	

United Way, Samaritan and several other partners in the area have been involved in meetings with Go-Kids in the past few months—up to 90 people at some meetings!

The goal is to get the position filled as soon as possible, and have the position report to a regional group.

The Child Care Accelerator would be an LBCC employee, and they would need a business, economic and/or finance background.

There is an emergency need for childcare in our region.

In addition, the Hub will take the \$72 surplus that we didn't have to cut from our budget and help get this program going in our region.

CONSENT ITEM				2-Year Budget											
The Student Success Act (SSA) money has been released and the Hub should be getting \$150-180,000 coming in.															
The funds must be spent down by June 30, 2021.															
Line items will need to be adjusted, but we have flexibility from the state.															
We want to use an extra \$72,000 of these unassigned funds to help fund the Go-Kids position.															
Motion: Tonja Everest															
2 nd : 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
Cohen	Y	N	A	Hall	Y	N	A	Reynolds	Y	N	A	Waller	Y	N	A
Davis	Y	N	A	Weinsteiger	Y	N	A	Schempf	Y	N	A	Chase	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
[Abstentions] Jeff Davis															
The Board voted unanimously to use part of the SSA funding to fund the Go-Kids position, if they provide funding as well.															

DISCUSSION ITEM		Pollywog Update											
		LeAnne Trask presented an update on the progress of the Pollywog Program for the month of October:											
		1) There are currently 1,372 individuals in Pollywog, and per the request of a Board member, our Update shows which counties each of those people are in. Lincoln County is coming along nicely.											
		2) The Pollywog blogs are bringing readers to our site each Monday, per the graph, and continue to provide really good material for our families to enjoy.											
		3) The 2020 Holiday Resource Guide was published on November 3, and it has already received wide circulation. We currently don't have anyone to do Spanish translation for us, so the Guide was sent to an outside agency for translation, and we hope to have it back next week for publication.											
		4) We had HUGE numbers in October, partially because we posted information about the Preschool Promise opportunity. Over 4,000 views on Pollywog Facebook and another 1,500 on the Hub Facebook.											

DISCUSSION ITEM		Family Connects Update											
		LeAnne Trask presented an update on the progress of the Family Connects program for the month of October:											
		1) We began running social media "teasers" in October, and our first Facebook post had over 1,200 views and											

over 200 shares. We will be running two teasers each month under the first of the year, when we will take a more thorough approach to the new program.
2) The Oregon Health Authority (OHA) is currently working on a logo, marketing materials and a website for Family Connects, to support the Early Adopters. We were asked for content and graphics for the website, and have provided them.
3) We have officially relieved Kristi of her projected responsibility as the "Program Manager" for the new Family Connects Program, and that responsibility has been given to LeAnne. As the head of Pollywog, it makes the most sense, and will free up Kristi to work with PSP.
4) Linn and Benton Counties are both struggling to hire new nurses for their Family Connects staff. Each county is trying to hire three new nurses, and it is not going well.

DISCUSSION ITEM	Governing Board Concerns
Kristi commented that we are devastated to lose Shirley and have brainstormed every possible solution to get her to stay. The problem is disproportionately effecting women in our communities.	
A Board member asked if there was information that we could distribute to employers about child care options in our region.	
Chamber of Commerce groups, Rotary Clubs, etc., all need answers and suggestions and ideas about how to help their employees.	
Kristi is going to bring it up to Hub Directors at their next meeting and ask the State what to do.	
A Board member commented that she is concerned about some of the solutions that people are coming up with to make their situations work, situations that endanger their children.	
We don't know how long this will last, and we have to make it work until our kids are back to school.	
We need to revisit this situation.	

NEXT MEETING	2:00pm, December 3, 2020 Albany, OR (via Zoom)
MEETING ADJOURNED	3:52pm

Discussion Items

2021 Meeting Schedule



2021 Governing Board Meeting Schedule

Meetings to be held remotely via Zoom until further notice.

<https://linnbenton.zoom.us/j/94157469669>

Meeting ID: 941 5746 9669

Password: 073897

January 7, 2021 Cancelled

February 4, 2021 Governing Board Retreat

March 4, 2021 2:00-4:00pm

April 1, 2021 2:00-4:00pm

May 6, 2021 2:00-4:00pm

June 24, 2021 2:00-4:00pm

July 8, 2021 Tentative, if needed

August 5, 2021 2:00-4:00pm

September 2, 2021 2:00-4:00pm

October 7, 2021 2:00-4:00pm

November 4, 2021 2:00-4:00pm

December 2, 2021 2:00-4:00pm

POLLYWOG UPDATE**11/30/2020****ANALYTICS:**

- There are currently 1,421 individuals (adults and children) in the Pollywog database: (not all have counties listed)
 - Linn County – 568 Polk – 9 Marion - 3
 - Lincoln County – 41 Lane - 3
 - Benton County – 160 Multnomah - 3
- Currently there are 3 prenatal (thru December) and 36 parenting education classes offered on the Pollywog website.
- All prenatal and parenting education classes continue to be offered remotely only.
- There were 1,926 pageviews on the website in November. (500+ increase)
- Website views in November looked like this:




- We continue to see spikes each Monday as blogs are released (2, 9, 16, 23).
- English-speakers represented 84.35% of the views.
- Spanish-speakers represented 6.38% of the views.
- Russian-speakers represented 3.44% of the views.
- The November Parent Newsletter was the 7th annual Holiday Resource Guide, and it was sent out to 562 families, in English and in Spanish, and it was opened by 34.2% of those families.

POLLYWOG UPDATE

11/30/2020

- The Pollywog Friday Update went out in November to 236 partners and interested agencies, and it included information about the new Holiday Resource Guide, staffing changes, job openings, and contained a current list of Pollywog Partners.
- The November Facebook numbers were steady:
 - October Reach – 9,231
 - November Reach – 2,401
- Our highest reaching post was the Holiday Resource Guide with 907 views, 40 shares, 84 engagements:
- The Parent Voice Blogs are being published every week in English (but not Spanish because we don't have a Translator yet) and are being written Exclusively by Hailey Cain. We are waiting to see if we can add another blogger (and translator) from the new employees we will be adding.



Holiday Resource Guide 2020
Linn, Benton, & Lincoln Counties

Linn County Resources	Food Pantry	Hot Meal	Holiday Food & Gifts	Information
Albany Helping Hands 619 Ninth St. SE, Albany 541-926-4036				Meals everyday: breakfast (7-8am), lunch (12-1pm), dinner (5-6pm).
Family Tree Relief Nursery 1305 Hill St. SE, Albany 541-967-6580				Meal pick-up on Thursday, 4-6:30pm.
FISH of Albany 1035 2nd St. SE, Albany 541-928-4460				Call first for services; clothing and other resources also available.
FISH of Lebanon 145 W. Ash St., Lebanon 541-259-3200				Food pantry open Tuesday and Friday, 1-3pm.
God's Storehouse 180 Smith St., Brownsville 541-359-5529				Pantry open Tuesday and Thursday, 10am-5pm. Clothing and other items available low-cost.
Hope Church 890 Mt. View Rd., Sweet Home 541-967-4673				Pantry open Thursday, 10am-5pm. Call for emergency food access.
Jackson Street Youth Services 1240 7th St. SE, Albany 541-220-2950				Holiday meals on 11/26 and 12/25, 4-8pm. Ages 10-24 years only.
Jefferson Community Pantry 310 Second St., Jefferson 541-248-7282				Pantry open Wednesday, 3-6pm.
Lebanon Soup Kitchen 170 E. Grant St., Lebanon 541-451-7667				Meals on Monday, Wednesday, Friday, 4:30-5:30pm. Thanksgiving meal on 11/25, 4:30-5:30pm.
Lebanon St. Vincent de Paul 233 2nd St., Lebanon 541-258-5405				Pantry open Wednesday, 1:30-4pm. Call for clothing, household items, financial help.

LINCOLN COUNTY EXPANSION

- We met with the Oregon Community Foundation and were asked to give a presentation about how we did with the expansion over the past year.
- Pollywog Successes slide.

Successes:

The Pollywog Program

- Pollywog currently has 37 Lincoln County families in our database
- Pollywog has added 7 new partner agencies in Lincoln County, including both hospitals, the Health Department, DHS, a pediatric medical clinic, and the relief nursery. We are “in process” with many more
- Pollywog is registering families for prenatal classes taught at Samaritan Pacific Communities Hospital in Newport
- We have a bi-lingual, bi-cultural Pollywog staff member with an office in Newport
- Pollywog has a 1-year contract with DHS to work with “Culturally Sensitive” families in Lincoln County
- Pollywog added to EPIC as a “community resource” that can be referred to
- Accepted as the referral system for Family Connects in our region
- OHA will be funding a “Community Alignment Specialist” for Family Connects to be housed in Pollywog
- Traditional Health Worker training for Pollywog Staff – Feb. 2021



Pollywog was developed to align health care, parenting education, and early childhood services for children, prenatal to age five, and their families in Linn, Benton, and Lincoln counties, in Oregon.

Vision

Family Connects



FAMILY CONNECTS UPDATE

11/30/2020

ANALYTICS:

- We have continued our social media plan through November, running “teaser” posts and giving basic information about what Family Connects does:
 - EL Hub – 35 views, 1 engagement
 - Pollywog – 102 views, 4 engagements
- We will continue running teasers thru December
- The Oregon Health Authority launched a new Family Connects Oregon website at <https://www.familyconnectsoregon.org/>. It's still pretty rough, but they are working to flesh it out.



FUNDING:

- The OHA has accepted our proposed budget and will be funding the Community Alignment Specialist (CAS) position, to be housed with Pollywog.

- The CAS position is posted on the LBCC Job Site, and will be open for applications through Sunday, December 6. A Hiring Committee has been convened, and two of the county Health Departments have accepted invitations to participate in the interview process.

HOUSEKEEPING:

- Pollywog has officially been accepted as the "I&R" (Information and Resource System) for Family Connects in our region.
- We prepared a "Starter Set" of Pollywog data that was imported into the Family Connects International "Sales Force" database, and I got training and a log-in for Sales Force.
- Linn County Home Visiting Nurses were able to hire a second nurse. They are hoping to get one more on-board and trained up before the February roll-out.
- Benton Home Home Visiting Nurses are still struggling to hire their three nurses.
- Lincoln County Home Visiting Nurses are still struggling with their database training, and will be probably be delaying their December 1 start.
- We are holding monthly Community Advisory Board (CAB) meetings, and we are reporting to our community partners the progress that we are making.
- We are still working on the Site Launch Checklist, specifically the Site Hiring Plans and the Site Scaling Plans. We plan to have both of them completed this week, and then move on to the next items on the checklist.