

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

MEETING COMMENCED	2:00pm September 2, 2021 Online via Zoom
MEETING CALLED BY	Julie Manning
WORK GROUP MEMBERS PRESENT	
STAFF MEMBERS PRESENT	Connie Adams, Kristi Collins, Matt Grams, Antonia Huerta, Sam Rounsavell, LeAnne Trask
VERSION	Draft
RECORDED	Yes

Agenda topics

ROLL CALL	Board Members were asked to introduce themselves														
DeAnn Brown, Jeff Davis, Sarah Dorgan, Barbara Dougherty, Dina Eldridge, Tonja Everest, Laura Farmer, Claire Hall, Lola Jones, Stephanie Koehne, Julie Manning, Chris Reese, Lorena Reynolds, Bettina Schempf, Paul Smith, Rich Waller, Lynette Wynkoop															
CONSENT ITEMS	July Meeting Minutes														
The Board was asked to approve the July 2021 meeting minutes.															
Motion: Bettina Schempf															
2nd: Claire Hall															
Brown	Y	N	A	Hall	Y	N	A	Reese	Y	N	A	Open	Y	N	A
Davis	Y	N	A	Halliday	Y	N	A	Reynolds	Y	N	A	Open	Y	N	A
Dorgan	Y	N	A	Jones	Y	N	A	Schempf	Y	N	A	Open	Y	N	A
Dougherty	Y	N	A	Koehne	Y	N	A	Sigman	Y	N	A	Open	Y	N	A
Eldridge	Y	N	A	Locey	Y	N	A	Smith	Y	N	A	Open	Y	N	A
Everest	Y	N	A	Manning	Y	N	A	Waller	Y	N	A				
Farmer	Y	N	A	Miller	Y	N	A	Wynkoop	Y	N	A				
VOTING RESULTS	Individual Votes cast by Board Members (Yes, No, Abstain)														
Abstentions: Koehne, Reynolds, Waller															
The Board voted to approve the July Meeting Minutes.															

DISCUSSION ITEM**21/22 Fiscal Year Budget**

Kristi shared that the Coordinated Enrollment contract has been fully executed with LBCC for this year and we are still closing out the previous biennium for the Coordination expenditures. The figures listed are the most current estimate we have at this time. We hope to finalize this section by the end of today and will be working with the LBCC business office next week. We will bring a closeout of the 19-21 biennium budget and a final draft of the 21/22 budget to next month's board meeting. For the final 21/22 budget, we are waiting on information from the Early Learning Division about reinstated funds. Everything is on track with funding from the previous biennium. KPI funding will be reduced by the Early Learning Division. School Readiness funds will not be reinstated, but those funds will be going into Coordination for maximum flexibility.

Expenditures include salaries for all positions including for vacant positions. Therefore, personnel costs will be reduced for each month those positions remain vacant.

Kristi discussed the Program Assistant 3 position. There has been a change from the Early Learning Division in our scope of work that will require specific skills, positions, and levels of fte in our staffing structure. It may be an advantage to leave this position vacant until it can be updated to meet these new requirements.

The board asked about the Child Care Accelerator position. It is a position that will be funded by a mix of grant and Early Learning Hub funds. Are the funds for this position reflected in the budget? Kristi affirmed, that yes, those funds are in our budget. She also shared that there have been discussions between the Early Learning Hub and the Child Care Resource and Referral center that the position title does not seem to be attracting the type of candidate we are searching for. It may be helpful to change the title to something that better reflects the position description such as Business Liaison. We haven't formally discussed that change yet.

The board asked if we were open to promoting candidates from within, and Kristi responded that yes, this is our usual practice. The Program Assistant 3 position has specific requirements for leadership in our Data & Evaluation workgroup as well as publishing the Databook in each biennium. We will be looking externally for these special skills.

The Coordinated Enrollment allocation this year was an increase from our previous allocation. With the new funds, we were approved to hire two new Coordinated Enrollment Specialists. Both are bilingual, and one is certified as a traditional health worker. Two of our Coordinated Enrollment Specialists will be .75fte Coordinated Enrollment and .25fte Parent Engagement. The third Coordinated Enrollment Specialist will be .5fte Coordinated Enrollment and .5fte working with Pollywog for Preschool Promise families in the Traditional Health Worker role.

With the expansion of Preschool Promise, this sets us up to have the staffing onboard to be prepared for the expansion in year 2 of the biennium. This is a very good opportunity for our team moving forward.

CONSENT ITEMS	21/22 Fiscal Year Budget														
The Board was asked to approve the 21/22 Fiscal Year Budget.															
Motion: Bettina Schempf															
2nd: Lola Jones															
Brown	Y	N	A	Hall	Y	N	A	Reese	Y	N	A	Open	Y	N	A
Davis	Y	N	A	Halliday	Y	N	A	Reynolds	Y	N	A	Open	Y	N	A
Dorgan	Y	N	A	Jones	Y	N	A	Schempf	Y	N	A	Open	Y	N	A
Dougherty	Y	N	A	Koehne	Y	N	A	Sigman	Y	N	A	Open	Y	N	A
Eldridge	Y	N	A	Locey	Y	N	A	Smith	Y	N	A	Open	Y	N	A
Everest	Y	N	A	Manning	Y	N	A	Waller	Y	N	A				
Farmer	Y	N	A	Miller	Y	N	A	Wynkoop	Y	N	A				
VOTING RESULTS	Individual Votes cast by Board Members (Yes, No, Abstain)														
Abstentions: Davis															
The Board voted to approve the 21/22 Fiscal Year Budget.															

FISCAL REPORT	Matt Grams														
Matt presented the revenue, expenditures, and miscellaneous reports for June and July 2021.															
DISCUSSION ITEM	Coordinated Care Organizations Kindergarten Readiness Metric														
<p>Julie shared about the 2022 CCO Incentive measures that will be implemented in January 2022. These may impact the work of the Health Integration Committee as well as offer this board opportunities to support activities to help our region achieve the targets in the early learning related metrics. IHN-CCO helps to support these early learning targets. Julie offered to come back to the board with specific targets if that is of interest, and the board expressed interest. Early Learning can work together and collaborate with health systems on these measures.</p> <p>Health aspects of Kindergarten Readiness. Social and emotional health services are being determined. This will be a list that the board will want to remain aware of. Metric data more information about that tool will be available in January. An OHA CCO liaison will be available to answer questions. The quality & metrics committee will be creating the metrics</p> <p>The board discussed that often it is difficult to capture the work and in the electronic health record, and unless it is it cannot be counted toward these metrics. Social service, childcare, human service, housing, and other providers often have information relevant to these metrics but if it is not in the health record it is not typically counted toward the quality metrics. There is a need to find HIPPA compliant collaboration, so everyone, not just healthcare works, can record the</p>															

work that has been done. The CCO has several workgroups on this collaboration issue that are starting to gain some traction on how this work can be done.

The board suggested that there should be some awareness that there will need to be capacity built in order for these measures to be implemented.

The board asked about the Initiation and Engagement of Alcohol – how does this initiation and engagement happen? Is that related to the age of the child? There is a possible crossover with Nurture Oregon for metric gathering.

DISCUSSION ITEM	Board Member Resignation and remaining Board Vacancies
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Kristi shared that Rebecca Weinstein from DevNW has resigned. There is now a vacancy for the Benton County Housing position.

Board members are encouraged to reach out to any potential board members they may be aware of. The board application packet is available on Basecamp.

Regarding the vacant Parent Voice position, any board members working directly with families, can recommend a parent for the board, and be that parent's mentor or board contact person. Having someone they know or a mentor on the board, contributes to a parent's success. Please reach out to Kristi with any nominees or suggestions. Parent board representatives do receive a stipend. It was noted that even when the board returns to in-person meetings, a virtual participation option is available.

The board asked, what would be an ideal Housing position candidate? Any form of housing work is acceptable. The issue of housing being a social determinate of health was a catalyst for this board to add that position, so someone with that perspective would be appreciated. Some examples listed were non-profit, or working in a local municipality housing dept,

Please speak to Kristi about your candidate before sending the board interest form out to them.

DISCUSSION ITEM	Declaration of Cooperation (DOC) and Conflict of Interest Statements
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These forms are required for Board Members each biennium. The declaration of cooperation acknowledges that the agency each board member represents supports the mission of the Early Learning Hub of Linn, Benton & Lincoln Counties and has a shared responsibility to improving educational and other health and social outcomes for young children throughout our region. The conflict of interest statement is intended to give guidance on the disclosure of conflicts. In this statement, a board member acknowledges any Early Learning funds you have received and any conflict of interest such as receiving funds. We are in the timeframe for renewing these statements for all members.

Documents will be posted to basecamp for members to read, sign and return. Please return them, if possible, before the November board meeting. If you cannot return them by then, please discuss with that Kristi.

DISCUSSION ITEM	Pollywog Update
Leanne shared the highlights of the Pollywog data and analytics.	
Many Live & Learn and Preschool classes are returning to in-person learning.	
Pollywog's blog posts have a lot of interest and draws in many viewers. Prenatal classes are referencing previous Pollywog blog posts.	
Pollywog attended an in-person WIC tabling event for World Breastfeeding Week.	
LeAnne spoke at a Partners for Health Summit and discussed Pollywog and Family Connects.	
Good News! All three of the family facing Family Connections staff have completed Traditional Health worker training. We are working with the IHN-CCO to set up a system so the Traditional Health workers can draw funding for their work with OHP clients.	

DISCUSSION ITEM	Family Connects Update
Connie shared Family Connects highlights. The nurse picture announcements on Facebook are getting a good response. Our ongoing work is Community Alignment and Operational Processes. Community Alignment is continuing and Connie is always willing to meet and bring on new partners. Operational processes are continuing to be developed.	
Connie shared the Family Connects data. The completion rate and population reach continue to increase.	
The board asked about program funding. The initial funding was directed at OHP members. Is that still the care or are there broader insurance agreements? Connie explained that currently, each county has a different plan. Lincoln county is serving all families. Benton is serving OHP members that deliver at Good Samaritan Hospital. Linn county is serving all families that deliver at the Albany hospital. Lebanon hospital is still a potential adopter. There have been no new updates from OHA on insurance agreements. The first Family Connects visit is at about three weeks, with the next two visits happening within the next three months.	

DISCUSSION ITEM	Coordinated Enrollment Update
Antonia shared that in the last 2 months we have received 147 applications and have processed and placed 86 children with different preschool providers. The electronic application has been very successful. Several preschool programs are full or almost full.	
The legislature is continuing to make significant investments in this program. Kristi shared that we will be making an update to our sector plans this month. There will be \$38 Million in expansion funds for Preschool Promise, but a report on where the slots will go must be completed before funds are released. RFA from the Early Learning Division and HUB sector plan revisions are happening almost simultaneously to provide that input.	
The board mentioned that unfunded requirements from the legislature put the program at risk. That feedback will be carried to the Early Learning Division.	

DISCUSSION ITEM	Jumpstart Read for the Record
<p>Kristi explained that Jumpstart Read for the Record is an initiative that we have supported since becoming an Early Learning Hub. It is an international initiative that promotes early literacy. It's an attempt to break the world record for the most children reading or being read to, the same book on the same day. The hope is that the early learning providers in our region will participate by reading this book in their classrooms and daycare settings. We provide the book in English or Spanish as needed, and they read and then send us back their data on how many children participated in their agency. We send regional data back to Jumpstart on how many children participated.</p> <p>Sam shared that in 2020, we helped 52 agencies read to over 5400 children. So far for 2021, we are providing 35 agencies books to read to over 1200 students! We would like to help local agencies and classrooms participate, by providing a free book in English or Spanish. Read for the Record day is October 28th this year. If board members know of an agency or classroom that would like to participate, encourage them to contact us today – elhub@linnbenton.edu</p>	

DIRECTOR'S REPORT	LBL Hub Updates
<p>Kristi shared that LBCC is reopening to in-person on Sept 7th. We are moving into our new office on October 8th and 9th and staff will be back in the office soon after.</p> <p>In our last meeting, Kristi mentioned that she had been asked by the Early Learning Division and the Build initiative to represent Early Learning Hubs on a podcast along with our Early Learning Hub manager, Denise Swanson. That podcast has been published this week. The live link will be posted to Basecamp for board members. We are working with Build on ideas for marketing and sharing this podcast.</p>	

NEXT MEETING	2:00 pm October 7, 2021 Online via Zoom
MEETING ADJOURNED	3:40pm