

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

MEETING COMMENCED	2:00 pm October 7, 2021 Online via Zoom
MEETING CALLED BY	Claire Hall, at 3:24 Jeff Davis accepted the gavel
MEMBERS OF THE PUBLIC PRESENT	Monica Boylan, Board Member Applicant
STAFF MEMBERS PRESENT	Connie Adams, Kristi Collins, Matt Grams, Antonia Huerta, Sam Rounsavell, Carmen Santacruz, Kelly Schell, LeAnne Trask
VERSION	Draft
RECORDED	

Agenda topics

ROLL CALL	
Jeff Davis, Sarah Dorgan, Barbara Dougherty, Dina Eldridge, Tonja Everest, Laura Farmer, Claire Hall, Susan Halliday, Lola Jones, Stephany Koehne, Chris Reese, Bettina Schempf, Lauren Sigman, Rich Waller, Lynette Wynkoop	

DIRECTOR'S REPORT, PART 1	New Staff Introductions
<p>Kristi introduced the two newest members of the Early Learning Hub staff, Carmen Santacruz and Kelly Schell. Carmen Santacruz will be working with Preschool Promise coordinated enrollment and parent engagement. Kelly Schell has a background as a traditional health worker and will be working with Preschool Promise coordinated Enrollment and Pollywog consultation with Preschool Promise families. These new staff members put us in a strong position with Preschool Promise expansion.</p>	

FISCAL REPORT	Matt Grams
<p>Matt presented the revenue, expenditures, and miscellaneous reports for August 2021.</p> <p>Kristi shared that August has had low fiscal activity because the July – Sept funds have not yet been loaded so we are not able to draw them yet. Once those funds become available we will be able to draw them for coordination all at once.</p>	

CONSENT ITEMS				September Meeting Minutes											
The Board was asked to approve the September 2021 meeting minutes															
Motion: Bettina Schempf															
2nd: Lola Jones															
Brown	Y	N	A	Hall	Y	N	A	Reynolds	Y	N	A	Open	Y	N	A
Davis	Y	N	A	Halliday	Y	N	A	Schempf	Y	N	A	Open	Y	N	A
Dorgan	Y	N	A	Jones	Y	N	A	Sigman	Y	N	A	Open	Y	N	A
Dougherty	Y	N	A	Koehne	Y	N	A	Smith	Y	N	A	Open	Y	N	A
Eldridge	Y	N	A	Manning	Y	N	A	Waller	Y	N	A	Open	Y	N	A
Everest	Y	N	A	Miller	Y	N	A	Wynkoop	Y	N	A	Open	Y	N	A
Farmer	Y	N	A	Reese	Y	N	A								
VOTING RESULTS				Individual Votes cast by Board Members (Yes, No, Abstain)											
Abstentions: Tonja Everest, Susan Halliday, Lauren Sigman															
The Board voted to approve the September Meeting minutes.															

DISCUSSION ITEM		2019-2021 Fiscal Closeout													
<p>Kristi shared that the 2019-21 biennium was a very interesting year for spending. Many of our contracted partners did not spend down their contracted amount. We do have backup policies about how we will get those funds out into the community, and additional backup plans to make sure all our funds are spent. As highlighted in the report, \$180,522.66 in Coordination funds will be carried over into this biennium. These are the only funds we are allowed to carry over. Pollywog has \$15,313.89 carryover funds.</p>															
<p>For title IV-Bb2 Funds there was a contractor was underspent. As indicated in the report, funds were distributed to other community partners that were ready to act.</p>															
<p>For School Readiness funds, Strengthening Rural Families, United Way - Dolly Parton Imagination Library, and Pollywog received extra funds.</p>															
<p>For Kindergarten Partnership and Innovation, Alsea, GAPS, Lincoln County, Philomath, Santiam Canyon, and Scio all received extra funds. \$26,866.45 was spent on grant management, which equates to the Early Learning Hub staff time for managing the contracts.</p>															
<p>In our reimbursable funding streams, we allow our partners to claim 6% indirect, and LBCC takes 4% indirect. Many of our funding streams allow up to 15% indirect so with that 5% left, LBCC received almost \$20,000 in extra indirect funds.</p>															
<p>KPI Summer funds for April – June, we only found out about them in May so they were extremely challenging to spend down. We were able to claim about \$20,000 in grant management. The Early Learning Division approved for these funds to be spent to prepay Heidi McGown, a Dare to Lead trainer to provide professional development for our P3 partners.</p>															
<p>The Board asked if KPI funds are redirected to indirect by policy or practice. Kristi explained that it is our standing practice that funds go to our community partners</p>															

first, then to LBCC, then as a final step funds are returned to the state. The Board further asked if this practice could be enshrined into policy. Kristi responded that yes, we could have our spend out process outlined in policy with Board approval and have that new policy in place before the end of the current biennium.

Family stability funds were all spent as allocated.

The final balance to be carried over into the new biennium is \$195,836.53

The Board asked, if we are doing financial policy, we should consider what to do about the first quarter in the biennium. Not having a contract for the first quarter is especially difficult for the small providers. This system of funds management is coming from the state, but can we reconsider how we write our contracts to help ease this situation for small childcare providers. This may be an equity and inclusion issue. The Board discussed the possibility of forming a task force to work on this issue.

Kristi mentioned that typically bridge funding is offered in the summer to eliminate this situation. However, this biennium the Early Learning Division has changed our scope of work, which affects how we allocate our resources. At the same time, KPI also had a legislative change and is going to be going through a rules revision, so the allocation of those funds has changed as well. It is very challenging to issue a contract without a full understanding of our new scope of work.

It was discussed that the Early Learning Hub does not hold the contract for Preschool Promise and cannot control the funding. Those contracts and the funding are held at the Early Learning Division. While acknowledging the inequity, it is not under the Early Learning Hub's control.

CONSENT ITEMS	2019-2021 Fiscal Closeout
----------------------	---------------------------

The Board was asked to approve the 2019-2021 Fiscal Closeout

Motion: Jeff Davis

2nd: Lynnette Wynkoop

Brown	Y	N	A	Hall	Y	N	A	Reynolds	Y	N	A	Open	Y	N	A
Davis	Y	N	A	Halliday	Y	N	A	Schempf	Y	N	A	Open	Y	N	A
Dorgan	Y	N	A	Jones	Y	N	A	Sigman	Y	N	A	Open	Y	N	A
Dougherty	Y	N	A	Koehne	Y	N	A	Smith	Y	N	A	Open	Y	N	A
Eldridge	Y	N	A	Manning	Y	N	A	Waller	Y	N	A	Open	Y	N	A
Everest	Y	N	A	Miller	Y	N	A	Wynkoop	Y	N	A	Open	Y	N	A
Farmer	Y	N	A	Reese	Y	N	A								

VOTING RESULTS	Individual Votes cast by Board Members (Yes, No, Abstain)
-----------------------	---

Abstentions: None

The Board voted to approve the 2019-2021 Fiscal Closeout.

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

Kristi discussed the 2021-22 fiscal year budget. We do not yet have our contract from the Early Learning Division, however, we have been given budget amounts for each of our funding streams. This is an annual budget, not a biennium budget because not all funding streams are a biennium allocation, for example, the coordinated enrollment grant is awarded annually. As Preschool Promise expands in our region, the capacity for coordinated enrollment will increase, so we expect additional funding in the second year of the biennium. We like to present our budget for the fiscal year, however, our contracts operate on different timelines. An annual budget is able to better capture our funding picture.

In School Readiness funds the \$30,000 in our contract for July – Sept will carry over to Oct – June for coordination if it is not spent. The School Readiness funds are going away and that funding will be moved to coordination funds, that are able to be carried over, giving us the most flexibility.

Title IV-Bb2 Funds are bundled into one funding stream in our budget, but we receive them as two separate streams, Federal and State. Federal funds require a general fund match so they cannot be moved to coordination.

For the reimbursable funds, which are the title IV-Bb2 funds and KPI funds, they have not yet been contracted out so they are labeled “Contracts to be Determined”. We have pulled the 4% indirect amount out for LBCC.

The Board asked about how coordination funds will be used. Will this be more internal work or will the Early Learning Hub be using them for external contracts? How does this deliver to our strategic plan? Kristi responded that we do have almost \$100,00 in unallocated coordination funds currently. In the new scope of work, The Early Learning Division added staffing capacity requirements across all Early Learning Hubs, which is why they have shifted funding into coordination. After meeting this staffing requirement, we will consider how the remainder could go out as community dollars.

The Board asked about the budgets for Pollywog and Family Connects. Kristi responded that those contracts are separate and are currently under negotiation with the IHNCCO. Pollywog and Family Connects staff are not included in the budget under discussion today. Kristi affirmed that the Pollywog and Family Connects budgets will be approved by this Board separately

The Board asked about how the reimbursable funds will be reallocated in the future? Kristi said that we will be doing a reset as an Early Learning Hub and working as a Board using the Theory of Change presented by the Early Learning Division to decide what projects and how we want to reallocate those funds in the future. Existing contracts that have ended have no guarantee of funding going forward. This Board will work together to determine our work going forward. The Early Learning Division has just released some additional documents regarding KPI. Kristi is reviewing those documents to see if we can get those funds out sooner. The KPI funds will be out by the end of the year.

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

DIRECTOR'S REPORT, PT 2		LBL Hub Updates													
<p>LBCC has reopened. Kristi is in LM-127 in the office next to LeAnne. The entire Early Learning Hub and Pollywog team is in LM-132. We switched office space with the Parenting Ed & Family Connections to maximize space and plan for expansion.</p> <p>We had LBCC Inservice last month. We had a remote staff professional development with Parenting Ed & Family Connections depts. The entire Family Resources and Education department worked with Heidi McGown on the Dare to Lead training. Will continue this as a year-long staff development process. We started this process by identifying a collective vision for FREC, as well as some guiding principles for how we work internally as a unit but also externally with our partners.</p> <p>The Board asked about the office hours for the Child Care Resource & Referral office and Jose in Lincoln County. He will remain remote with consistent office hours even as some staff return to the office. Jeff explained that our work is divided between LBCC and our partner agencies. The decisions about opening or not, or when to return in person are shared between partners and locations.</p> <p>Jeff shared that since LBCC is the backbone agency for the Early Learning Hub and this year FREC was selected for a program review. This program review asks, "Why are you here and what are your priorities?? Early Learning Hub has a strategic plan and vision that is well defined and determined by this Board. The program review also celebrates what we do well. The program review may affect budget decisions. It also helps LBCC comply with ongoing accreditation standards and helps prioritize what the next few years will look like. One of the LBCC leadership principles is to align planning efforts so that no single effort occurs in</p>															

isolation. The Dare to Lead curriculum will be included and aligned with the Program review process to strengthen both efforts and avoid duplication of work.

Kristi discussed the Preschool Promise slot expansion. The Early Learning Hub was asked by the Early Learning Division to do an update of our regional sector plan. This review asks if the priority populations and geographic regions need updating. We identified one additional priority population: Children Living in Rural Community. School districts and providers provided feedback for this process. Calling out rural communities is where we see the disparity and limited access in our data book. We chose to add this 6th priority population to meet this need. The projection for our region is 140 – 260 additional Preschool Promise slots. Currently, we have 224. The maximum allocation would more than double the Preschool Promise availability in our region. We will be submitting a slot allocation request next Friday. It went out to partners participating in the regional stewardship committee for feedback and final review. This will double the work for coordinated enrollment and CCR&R to support these programs.

The Board asked do you have physical capacity for these new slot expansions or will existing slots be converted to Preschool Promise slots? Kristi answered that yes, some schools want to add new centers. Some centers may want to convert current slots to Preschool Promise. The Board asked if there be a net increase in preschool slots and can coordination dollars be used for increasing net capacity? Kristi explained that no coordination funds cannot be used in this way but Preschool Promise Start-Up funds do allow for capital improvement. Many other funding streams do not allow for capital improvement and yet this is a big need.

The Board asked if philanthropy could come alongside and provide more support for capital improvement and other challenges. Kristi responded that yes, philanthropy and business investment to help with Preschool Promise and child care. We have seen this occur in our local communities. For example, the Oregon Restaurant and Lodging Association Central Coast Leadership Group invited Kristi to speak to them later this month. They are having these conversations and want to know how they can help their employees find child care. They are asking how they as businesses can be involved in finding solutions. This is an area that the Early Learning Hub wants to move forward in and support. Kristi will bring more updates to the November Board Meeting.

We have renamed the childcare accelerator position. We are looking for a candidate with a business background and the new title Business Liaison will help target qualified candidates. United Way shared the position on their Facebook page and now we have one application in less than two weeks whereas before this we have received one application in nine months with the original title. T

The Early Learning Hub is working with HR around the Data & Evaluation position to make sure it aligns with our new scope of work. Approval has been received from LBCC for that position to be changed and reposted. We are working on gathering a search committee for this position. We need one external member for that committee and Board Members are encouraged to join.

Sandy Chase has retired from ODHS. The new ODHS district manager is in conversation with Kristi about serving on our Board.

The Free Preschool page on the Pollywog website should go live next week. It includes all publicly funded preschool programs in our region, and may also include Relief Tree and Old Mill Center. We would love to include all our partners with publicly funded preschools. Once it is live, it will be shared on basecamp and members are encouraged to share it with families.

DISCUSSION ITEM Board Member Resignation & Remaining Board Vacancies

Kelly Locey has accepted a new position with Corvallis School District and has resigned from this Board as the Benton County Health representative. We now have vacancies for this position as well as a Linn County Parent representative, Linn County Health representative, Lincoln County Health representative, Lincoln County Parent representative, and a Benton County Housing representative. Board Members were asked to help recruit new members. The Board was asked to review three new member applications. One application was included in the Board packet and two more were added to basecamp after the packet went out.

The first application is for a Benton County Health representative. Karol Elizondo was recommended by Kelly as she was transitioning out. Karol works with Benton County health and a home visiting nurse with Family Connects.

The Board agreed to take these applications individually as we have two applications for the same seat.

CONSENT ITEMS Board Member Application – Benton County Health representative

The Board was asked to approve the Board Member Application of Karol Elizondo

Motion: Bettina Schempf

2nd: Tonja Everest

Brown	Y	N	A	Hall	Y	N	A	Reynolds	Y	N	A	Open	Y	N	A
Davis	Y	N	A	Halliday	Y	N	A	Schempf	Y	N	A	Open	Y	N	A
Dorgan	Y	N	A	Jones	Y	N	A	Sigman	Y	N	A	Open	Y	N	A
Dougherty	Y	N	A	Koehne	Y	N	A	Smith	Y	N	A	Open	Y	N	A
Eldridge	Y	N	A	Manning	Y	N	A	Waller	Y	N	A	Open	Y	N	A
Everest	Y	N	A	Miller	Y	N	A	Wynkoop	Y	N	A	Open	Y	N	A
Farmer	Y	N	A	Reese	Y	N	A								

VOTING RESULTS Individual Votes cast by Board Members (Yes, No, Abstain)

Abstentions: None

The Board voted to approve the Board Member Application of Karol Elizondo.

DISCUSSION ITEM Remaining Board Vacancies – Linn and Lincoln County Health Representatives

Kristi introduced the two applicants for the Linn County Health representative seat. Monica Boylan and Neftali Pizano. Kristi asked if Nef could potentially serve in the Lincoln County seat, as he may be responsible for Samaritan clinics in all three counties including the Women's clinic in Lincoln City. The Board had a consensus to table the vote until November when more information is available about Nef and the potential to fill both the Linn and Lincoln County Health representative seats with the current Board Member applications.

Monica introduced herself to the Board. She is the Maternal Child Health Nursing Supervisor with Linn County and a home visiting nurse with our Family Connects program.

DISCUSSION ITEM	Declaration of Cooperation & Conflict of Interest Statements
------------------------	--

Kristi reminded the Board that the DOC and COI statements are due by the November Board meeting. Some forms have been turned in blank or incomplete. A list will be sent with the next Board packet to let folks know who has turned in all forms. If you have any questions, please reach out to Sam at sam.rounsavell@linnbenton.edu. These are a contract requirement from the Early Learning Division. If there is a reason a Board Member cannot complete the forms, please set up a time to discuss the barriers with Kristi.

DISCUSSION ITEM	Pollywog Update
------------------------	-----------------

LeAnne shared Pollywog updates.

For the first time, there are more than 2000 individuals (adults and children) in the Pollywog database. We are seeing the most growth in Linn and Benton counties.

Currently, there are 23 prenatal, 25 parenting ed classes, with 8 in Spanish, offered on the Pollywog website. All prenatal and childbirth classes are being taught remotely. There were 2611 page views for the website in September. We have viewers in Canada, the UK, and Australia. The blog posts are our most viewed pages, with the classes and workshops page also getting a lot of views. Pollywog is still looking for a new blogger, but has also been working with guest bloggers and had a local parent apply.

The August family newsletter was on Baby Safety Month and had an open rate of 27%

On the Pollywog Facebook page, our post about child care was the most popular post of September with over 1800 views. This highlights the big need for child care in our area.

We are beginning to work on the Holiday Resource Guide for 2021. Sam will be contacting all the agencies that have previously been listed and is also looking for new resources to list. Board Members who have any information about holiday resources are encouraged to contact us right away.

Pollywog was invited to give a presentation at Samaritan Lebanon Hospital to their new nurses. LeAnne was able to talk with 15 new maternity nurses and get them familiar with Pollywog.

We are in talks with the IHN-CCO to get our traditional health workers contracted through them. Kelly Schell, our new employee in Coordinated Enrollment is a Traditional Health Worker

The Health Care Integration workgroup is reconvening next Tues. Joelle Archibald will be presenting. She is our Innovator from OHA and will be presenting about the new metrics from OHA to IHNCCO. She will give us a detailed explanation of what is included and how we can help. All Board Members are welcome to attend. In this meeting, we will be discussing our workgroup projects and how we will work together as a group.

Jeff asked about the Pollywog website class listings. He mentioned that one of the early aspirations for Pollywog was in helping to steer more families to more classes. And help boost enrollment so classes might be offered more often, He asked if that working? LeAnne responded that yes, it is. With Covid, many classes went to remote delivery, and through the Pollywog site, they have attracted parents from the surroundings counties as parents struggle to find Parenting Ed in their own areas. The PSN is working with OCF, Samaritan, and Pollywog to move more Parenting Ed to Lincoln County. Through the Pollywog site, more Benton and Linn county families are joining remote Lincoln County classes. It was found that by including families from outside their area, Lincoln County classes were filled and could continue.

Jumpstart is happening on October 28th. The books have not yet shipped but we expect them soon. We have about 50 books unclaimed if anyone would still like to participate.

LeAnne shared that we have several additions to the Pollywog website. The Family Connects page is now live. We have also added google translate to make our site accessible in 10 languages. There is now some additional security to the Pollywog and Early Learning Hub websites, including a CAPTCHA feature to weed out spam. It has made a big difference.

DISCUSSION ITEM	Family Connects Update
------------------------	------------------------

Connie shared Family Connect information. The New Mom's Handbooks are being handed out by Family Connects home visiting nurses.

Community Alignment is branching out to medical providers. Any warm handoffs that Board Members can provide would be appreciated.

This past month, Connie gave a presentation to the new Executive Director of ABC House.

We are looking for a resource to help with car seats. Fire Dept will install and sell car seats for \$30, but parents need to bring their baby. This is not a prenatal resource, and parents are required to have a car seat to bring the baby home from the hospital. This is especially a need in Linn County. If anyone has any ideas or resources to share please email Connie. The Board suggested that ODHS self-sufficiency family coaches could be a possibility.

DISCUSSION ITEM	Coordinated Enrollment Update
------------------------	-------------------------------

Matt shared that in September there were 63 placements out of 224 total. Currently, we have 200 placed, one more to be filled on Monday. Kelly and Carmen have been a big help and coordination is feeling very stable now.

Kristi shared that placement looks very different this year. Many programs are full and developing waiting lists. This information is being used to help inform the slot allocation process with the Preschool Promise expansion.

Board asked if can we handle the Preschool Promise expansion with current staff levels. Kristi responded that we did some proactive staffing to be prepared for expansion next program year. There may need to be some adjustments once the funding comes through.

NEXT MEETING	2:00 pm November 4, 2021 Online via Zoom
MEETING ADJOURNED	3:32