

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

MEETING COMMENCED	2:00pm, September 1, 2022 Online via Zoom
MEETING CALLED BY	Claire Hall
PRESENTER	Mike Jerpbak
STAFF MEMBERS PRESENT	Connie Adams, Kristi Collins, Matt Grams, Antonia Huerta, Jinguang Lin, Sam Rounsavell, Carmen Santacruz, Kelly Schell, Bryan Steinhauser, LeAnne Trask
VERSION	Draft
RECORDED	Yes

Agenda topics

ROLL CALL	
DeAnne Brown, Jeff Davis, Tonja Everest, Claire Hall, Laura Farmer, Susan Halliday, Melissa Isavoran, Stephany Koehne, Bettina Schempf, Lauren Sigman, Lynnette Wynkoop	

SPECIAL PRESENTATION	Parenting Success Network - Mike Jerpbak
<p>Kristi introduced Mike Jerpbak, Director of the Parenting Success Network and LBCC Parenting Education Department Chair.</p> <p>Mike shared some history of the Parenting Education Department at LBCC, and then he presented information about the Parenting Success Network (PSN). Its mission is to leverage collaborations to provide services that encourage and enable a majority of parents in Linn, Benton & Lincoln Counties to access parenting information and engage in parenting education experiences. The PSN is a coalition of organizations in Linn, Benton, and Lincoln counties dedicated to strengthening and supporting families. Mike discussed PSN partners such as the Bravery Center, Young Roots, ODHS, Kidco Head Start, and many others. Network organizations provide educational programs and support services to enhance parents' ability to raise healthy children in caring homes. The PSN has been recruiting new partners, especially in Lincoln County. He shared some quotes from his partners about what partnership with PSN means to them. Mike presented information about PSN offerings, including one-night workshops, parenting education series, parent coaching, parenting education facilitator support, community connections, and access to resources for families. He explained the funding for the PSN comes from grants from the Oregon Parenting Education Collaborative (OPEC), Oregon Department of Human Services, Early Learning Division, Oregon Community Foundation, and Samaritan Health Services.</p>	

Future projects for the PSN include:

- Raising awareness of parenting education opportunities among health care providers
- Creating parenting supports in other languages, especially Arabic and Mam
- Expanding offerings for parents of teenagers
- Addressing childcare shortages to support parenting classes
- Launching a new website
- Focusing on marketing
- Integrating PSN and LBCC parenting education

The IHN-CCO is interested in collaboration with the PSN. Several Board members expressed interest in having the slides from this presentation. Those will be added to the LBL Hub Governing Board Special Presentations document on Basecamp.

DIRECTOR'S REPORT | LBL Hub Updates

Kristi shared the jam board activity completed by our P3 alignment workgroup and our Early Childhood Coordinating Council. They used the Regional System Assessment guide to look at ecosystem conditions that are helping or hindering our ability to increase or have success with Raise Up Oregon Objective two. Jinguang is gathering all the information that was shared into a PowerPoint presentation which the workgroups will discuss at the next meeting. Many positive, helping factors were identified. This presentation will be shared in Basecamp for Board members.

Hub Directors and CCR&R Directors have been invited to participate in the Oregon Workforce Partnership Conference with the Statewide Workforce Boards. Kristi, Lynnette, and Bryan will all be attending in November to share about the impacts of child care on the workforce.

Preschool Promise grantees were announced. Our region did not have nearly as many slots as we had hoped, but we have no control over the number of providers that applied. Our region will get 52 new preschool slots and three new providers across all three counties. Three of our existing providers will be expanding.

Early Learning Hub Association had its first meeting. Kristi is serving as secretary. The Association is currently focusing on planning going into the legislative session, creating association goals, and collaborating with other associations. The Association is working with the Head Start Association on a white paper on the multiple shared barriers to growth and reaching full enrollment across all our programs. The lack of alignment of policies and procedures within state programs creates challenges. It can sometimes make the perception that programs compete for the same children. However, in reality, we're all working collectively to support children and families and get them into the best programs that best meet their needs. So Early Learning Hubs want the goal of getting children and families in the programs that best fit their needs to be recognized as the statewide goal for all programs.

The Board asked about the restarting of the Data & Evaluation workgroup. Kristi explained that the Data & Evaluation workgroup would take the lead in creating the next edition of the Data Book. This work is separate from the parent engagement work. Parenting Engagement work will be done by Parent Leadership Council.

FISCAL REPORT	Matt Grams
Matt presented the revenue, expenditures, and miscellaneous reports for July 2022.	

CONSENT ITEMS	August 2022 Meeting Minutes
This item was not discussed due to a lack of a quorum.	

DISCUSSION ITEM	EL Hub Charter Revision
<p>Kristi shared information about suggested changes EL Hub Charter related to our Governance Structure and Working Groups.</p> <ul style="list-style-type: none"> • There is no change to our backbone organization. • The role and responsibility of this Governing Board are to ensure the vision and mission of the Hub, provide fiscal oversight, provide work group oversight, and foster cross-sector alignment and integration. Oversee the implementation of the strategic plan, monitor and ensure outcomes and manage resource allocation. • Standing committees of the Governing Board include The Leadership Committee, Fiscal Oversight Committee, Parent Leadership Committee, Regional Stewardship Committee • Advisory/Working Groups of the Governing Board include Funding and Resources, Data and Evaluation, Health Care Integration, P-3 Alignment, and Early Childhood Coordinating Council. 	

<p>The Board discussed the possible reinstatement of the Fiscal Oversight Committee. Standing Committees of the Governing Board are listed on page 5, Section 11 of the EL Hub Charter.</p> <ul style="list-style-type: none"> • This committee was formed when the Hub was started and before we had a dedicated EL Hub Accountant. This committee would review the financials and then report to the Board. Now we have Matt, and he makes regular fiscal reports to this Board. • The Board suggested that, at times, there have been significant adjustments to the budget that the Board has been asked to approve. A fiscal oversight committee could be convened as needed in those situations. • The Board asked for a definition of an ad hoc committee. 'An ad hoc committee is a temporary committee established to resolve a specific issue.' https://www.onboardmeetings.com/board-portal-glossary/ad-hoc-committee/ • Alternatively, the Board could receive a longer narrative with quarterly fiscal reports or as needed to highlight what budget changes were made. • It was suggested that the Board convene a small Fiscal Advisory Committee as needed. • The Board suggested that this committee have at least 3 – 4 members. • There will be a Basecamp discussion about the membership and duties of this Fiscal Advisory Committee. 	
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The Board asked about the Branding Committee formed when the Hub was formed. It was explained that that was an ad hoc committee and not a formal part of our governance structure.

Parent Leadership Council. The structure of this group will be developed as we receive more guidance from the Early Learning Council.

Regional Stewardship Committee. The new language is directly from our scope of work. The purpose of the Regional Stewardship Committee is to oversee our sector plan and expansion. Its purpose is related to increasing early learning services in the region and looking at data to develop our priority populations, which we use to prioritize Preschool Promise through Coordinated Enrollment.

Funding and Resources Workgroup. This group was created for the purpose of the annual Comprehensive Children's Budget, which the state put in our initial contracts. This group has never needed to meet. However, it could be convened as necessary to identify and review potential grant opportunities.

Data & Evaluation Workgroup. This group focuses on the Regional Data Book.

P-3 Alignment. This workgroup meets regularly and is excited to include K-12 partners.

Early Childhood Coordinating Council. Some of the items in the charter for this group have migrated to the focus of the Health Care Integration Workgroup. This workgroup now focuses on increasing access to child care, early childhood workforce development, and regional stewardship. It was proposed that the charge of each workgroup be updated to reflect the work they are currently doing.

These items will be posted to Basecamp to get feedback from all Board Members. We hope to bring a working draft to the October Board meeting for final discussion and approval.

DISCUSSION ITEM	2021-2022 Actuals & 2022-2023 Budget
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Matt discussed the updated budget. 2021-22 KPI funds that were not spent were carried over to 2022-23. The 2021-22 Coordination funds carry over included funds for the Business Liaison position. Coordination revenue for 21-22 increased from previous budget amounts. Coordinated Enrollment for 22-23 is projected until the state gives us actuals.

The Board asked about the programmatic items that seem to be shifting to cover staffing. It was explained that last-minute KPI funds had to be spent, so the EL Hub asked the Early Learning Division, and contract management was an allowable expense. We were able to shift a portion of FTE for that contract management to spend down those funds, which frees up some FTE typically covered out of coordination. Those Coordination funds can be carried over if they're underspent.

DISCUSSION ITEM	Jumpstart Update
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Sam shared the current count of agencies that have signed up to Read for the Record, including the thirteen K-12 teachers who signed up since our last Board meeting. The EL Hub appreciates the outreach from Board Members.

PROGRAM UPDATE	Business Liaison Update
Bryan shared the Business Outreach Initiative updates, accomplishments, and near-term goals.	

DISCUSSION ITEM	Board Member Resignation
Kristi shared that Rich Waller has resigned from the Board. He can no longer participate as the Lincoln County Business representative.	

PROGRAM UPDATE	Pollywog Update
LeAnne shared the Pollywog updates and analytics for the database, website, newsletter, and social media. Pollywog currently has 33 partners in Linn County, 22 partners in Lincoln County, and 26 partners in Benton County.	
LeAnne discussed Pollywog's funding. The Traditional Health worker contract with Samaritan has not come through. Pollywog is making some structural changes, including switching the parent phone calls to Kelly Shell, our bilingual staff member. Family Connections staff will continue to respond to childcare referral requests.	
The Board discussed the community support contracts funded by the IHN-CCO. A new department will handle the contracts, which should speed up the process. This new department may help with Pollywog's Traditional Health Worker contract.	

PROGRAM UPDATE	Family Connects Update
Connie shared the work that's been happening to ensure funding goes to the local health departments for the Family Connect program. Two Oregon Administrative Rules related to specific details of Family Connects operations were discussed.	
Connie shared the Pollywog Community Alignment focus of provider outreach. We have new Family Connects posters and wallet cards to distribute to clinics.	

PROGRAM UPDATE	Coordinated Enrollment Update
Antonia shared the current data for Preschool Promise, including applications received, new eligible children, number of open slots, and percentage of providers at capacity.	
With the expansion for Greater Albany Public Schools, we will have our first exclusively Spanish language instruction program for Preschool Promise. We have been working with their staff in anticipation of them being awarded these expansion slots. There are already 19 eligible students and 17 slots for that Spanish language program, so that it will open full!	
The Coordinated Enrollment staff will attend a recruitment event in Linn County on September 28 th .	

NEXT MEETING	2:00 pm, October 6, 2022 Online via Zoom
MEETING ADJOURNED	3:47 pm