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

MEETING COMMENCED	2:00 pm, October 6, 2022 Online via Zoom
MEETING CALLED BY	Melissa Isavoran
STAFF MEMBERS PRESENT	Kristi Collins, Matt Grams, Antonia Huerta, Jinguang Lin, Sam Rounsavell, Carmen Santacruz, Bryan Steinhauser, LeAnne Trask
MEMBERS OF THE PUBLIC	Viviana Oquendo, Strengthening Rural Families
VERSION	Draft
RECORDED	Yes

Agenda topics

ROLL CALL	
Barbara Dougherty, Bettina Schempf, Claire Hall, DeAnn Brown, Karol Elizondo, Laura Farmer, Lauren Sigman, Linnea Everts as alternate for Jeff Davis, Lynnette Wynkoop, Melissa Isavoran, Paul Smith, Stephany Koehne, Susan Halliday, Tonja Everest	
A Quorum was present because there are currently 21members on the Board, and 14 of them were present at this meeting.	

DISCUSSION ITEM	Welcome and Introductions
Board Members introduced themselves.	

CONSENT ITEMS	August 2022 Meeting Minutes
The Board was asked to approve the August 2022 meeting minutes.	
Motion: Bettina Schempf	
2nd: Paul Smith	

Brown	Y	N	A	Farmer	Y	N	A	Koehne	Y	N	A	Smith	Y	N	A
Burke	Y	N	A	Hall	Y	N	A	Martinelli	Y	N	A	Wynkoop	Y	N	A
Davis	Y	N	A	Halliday	Y	N	A	Pizano	Y	N	A	Open	Y	N	A
Dougherty	Y	N	A	Harris	Y	N	A	Reese	Y	N	A	Open	Y	N	A
Elizondo	Y	N	A	Isavoran	Y	N	A	Schempf	Y	N	A	Open	Y	N	A
Everest	Y	N	A	Jones	Y	N	A	Sigman	Y	N	A	Open	Y	N	A

VOTING RESULTS	Individual Votes cast by Board Members (Yes, No, Abstain)
Abstentions: Brown, Davis, Elizondo, Halliday	
The Board voted to approve the August 2022 meeting minutes.	

CONSENT ITEMS	September 2022 Meeting Minutes
The Board was asked to approve the September 2022 meeting minutes.	
Motion: Susan Halliday	
2nd: DeAnn Brown	

Brown	Y	N	A	Farmer	Y	N	A	Koehne	Y	N	A	Smith	Y	N	A
Burke	Y	N	A	Hall	Y	N	A	Martinelli	Y	N	A	Wynkoop	Y	N	A
Davis	Y	N	A	Halliday	Y	N	A	Pizano	Y	N	A	Open	Y	N	A
Dougherty	Y	N	A	Harris	Y	N	A	Reese	Y	N	A	Open	Y	N	A
Elizondo	Y	N	A	Isavoran	Y	N	A	Schempf	Y	N	A	Open	Y	N	A
Everest	Y	N	A	Jones	Y	N	A	Sigman	Y	N	A	Open	Y	N	A

VOTING RESULTS	Individual Votes cast by Board Members (Yes, No, Abstain)
Abstentions: Davis, Dougherty, Hall, Sigman, Smith	
The Board voted to approve the September 2022 meeting minutes.	

DISCUSSION ITEM	EL Hub Charter Revision
No discussion of this item.	

DISCUSSION VOTE	EL Hub Charter Revision
The Board was asked to adopt the revised EL Hub Charter as presented.	
Motion: Bettina Schempf	
2nd: Claire Hall	

Brown	Y	N	A	Farmer	Y	N	A	Koehne	Y	N	A	Smith	Y	N	A
Burke	Y	N	A	Hall	Y	N	A	Martinelli	Y	N	A	Wynkoop	Y	N	A
Davis	Y	N	A	Halliday	Y	N	A	Pizano	Y	N	A	Open	Y	N	A
Dougherty	Y	N	A	Harris	Y	N	A	Reese	Y	N	A	Open	Y	N	A
Elizondo	Y	N	A	Isavoran	Y	N	A	Schempf	Y	N	A	Open	Y	N	A
Everest	Y	N	A	Jones	Y	N	A	Sigman	Y	N	A	Open	Y	N	A

VOTING RESULTS	Individual Votes cast by Board Members (Yes, No, Abstain)
Abstentions: None	
The Board voted to approve the revised EL Hub Charter.	

DISCUSSION ITEM	2021-2022 Actuals & 2022-2023 Budget
Matt reviewed the 2021-2022 Actuals & 2022-2023 Budget documents with the Board.	
The Board asked about the intentions for the revenue that remains unspent. It was explained that the coordination funds get carried over. The Title IV-B2 funds will need a spending plan formed. At the end of the biennium, the Hub spends down the reimbursable funds in any way that is allowed to avoid returning those funds. First, these funds are shared with partner organizations, then as an indirect expense. The Hub usually has a 10% indirect rate but can go up to 15%. We can add staffing costs such as contract management which counts as coordination funds. There are many backup plans for spending reimbursable funds.	
We are still processing the contracts and just got them all into place for the RFA and are working on getting the KPI contracts out. There was a lower-than-expected number of	

applications. This Board can explore other opportunities, such as mini RFA grants to get those funds out in alignment with the Title IV-B2 funding stream. The Board suggested this as an agenda item for our next meeting. The Board requested for fund guidelines to be sent out again. This information will be posted to Basecamp so Members can consider ways to utilize those funds.

DISCUSSION VOTE	2021-2022 Actuals & 2022-2023 Budget

The Board was asked to approve the 2021-2022 Actuals & 2022-2023 Budget.

Motion: Paul Smith

2nd: Lynnette Wynkoop

Brown	Y	N	A	Farmer	Y	N	A	Koehne	Y	N	A	Smith	Y	N	A
Burke	Y	N	A	Hall	Y	N	A	Martinelli	Y	N	A	Wynkoop	Y	N	A
Davis	Y	N	A	Halliday	Y	N	A	Pizano	Y	N	A	Open	Y	N	A
Dougherty	Y	N	A	Harris	Y	N	A	Reese	Y	N	A	Open	Y	N	A
Elizondo	Y	N	A	Isavoran	Y	N	A	Schempf	Y	N	A	Open	Y	N	A
Everest	Y	N	A	Jones	Y	N	A	Sigman	Y	N	A	Open	Y	N	A

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

Abstentions: Davis, Isavoran, Sigman

The Board voted to approve the 2021-2022 Actuals & 2022-2023 Budget.

SPECIAL PRESENTATION	Work Plan 2022-23 Update

Kristi reviewed the 2022-23 Work Plan submitted to the Early Learning Division in February of this year with the Board, giving a status update for each Raise Up Oregon Strategy.

The Board asked about the Child Care summit that is in the planning stages, and some members offered to assist in the planning.

For Strategy 2.2, the Board noted that Old Mill was not funded due to an error, and with CCO collaboration, the error was corrected.

There was a discussion about the pilot Dare to Lead training in Philomath and suggestions for how it could be adjusted to be more successful in the future.

The final deliverable of this biennium is the Parent Leadership Council which must be established by June 2023.

The Board noted that Strategy 9.2 is where Title IV-B2 funds can be spent. There was a discussion on how current partner work in this area can be supported if new partners are unavailable.

The Work Plan document will be posted on Basecamp.

DIRECTOR'S REPORT	LBL Hub Updates

Kristi shared that Portland State University did a research report about family experiences finding child care. This research was shared with Early Learning Hubs and Child Care Resource and Referral agencies. One of the recommendations was that pediatricians could help families find child care. It was shared that our Hub does that work through Pollywog and our CCR&R. We provide personalized referrals and support that is the best fit for families.

Kristi shared about the Child Care Summit project as part of our Regional System Assessment to collect family voices. The Child Care Voices project will be launched soon to ask local families to share their experiences finding child care by submitting brief video stories. We are offering the first 50 families that submit a video in each county an ELH-branded Family First Aid kit. We are looking forward to collecting that information and having the stories from the families to go along with the data and the numbers that we have to see what it's like from the family perspective.

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

PROGRAM UPDATE	Business Liaison Update
A verbal report was not given. The written update is included in the Board packet. Any questions can be emailed to Bryan at bryan.steinhauser@linnbenton.edu.	

PROGRAM UPDATE	Pollywog Update
LeAnne shared the Pollywog updates and analytics for the database, website, newsletter, and social media.	
Sam shared that information is being gathered for the 2022 Holiday Resource Guide. It will be published in the first week of November.	

PROGRAM UPDATE	Family Connects Update
Connie is attending a Service Integration meeting. LeAnne gave the Family Connects Update. LeAnne shared the IHN contract update. The new contract includes language that Samaritan and IHN will provide the birth data, which is essential to this program. We are very excited and grateful. She shared Family Connects program data, including scheduling and completion rates.	
The Board expressed appreciation for LeAnne and Connie's efforts.	

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.	
It was noted that these numbers do not reflect the new PSP providers. They cannot be included until they have a fully executed contract. Families can be listed as eligible but not placed with providers who do not yet have a fully executed contract.	

NEXT MEETING	2:00 pm, November 3, 2022 Online via Zoom
MEETING ADJOURNED	3:25 pm