

# Early Learning Hub of Linn, Benton & Lincoln Counties

## Governing Board Meeting Minutes

<b>MEETING COMMENCED</b>	2:00 pm, November 2, 2023 Online via Zoom
<b>MEETING CALLED BY</b>	Claire Hall
<b>PRESENTER</b>	Kaleema Murphy, Unite Us
<b>STAFF MEMBERS PRESENT</b>	Connie Adams, Kristi Collins, Matt Grams, Antonia Huerta, Jinguang Lin, Ana Reyes, Sam Rounsavell, Carmen Santacruz, Kelly Schell, Bryan Steinhauser, LeAnne Trask
<b>VERSION</b>	Approved
<b>RECORDED</b>	Yes

### Agenda topics

<b>ROLL CALL</b>	Board Members Present or Absent							
	Present	Absent		Present	Absent		Present	Absent
Shelagh Baird	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Claire Hall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Steve Martinelli	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DeAnn Brown	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Susan Halliday	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Neftali Pizano	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Belit Burke	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Jason Hay	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bettina Schempf	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jeff Davis	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Todd Jeter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Paul Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Barbara Dougherty	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lola Jones	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Diane Wilkinson	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Laura Farmer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Stephany Koehne	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lynnette Wynkoop	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>QUORUM</b>								
A Quorum was present. There are currently 18 seated Board members and 12 of them were present at this meeting.								

<b>SPECIAL PRESENTATION</b>	Kaleema Murphy, Unite Us
<p>The special presentation was not recorded at the request of Kaleema. Here is a PDF of the presentation: <a href="#">LBL EL Hub - Community Strategy Session Deck</a>.</p> <p>Kristi introduced Kaleem and Unite Us. Pollywog began using Unite Us in July 2023 to better align with the work that was happening in the healthcare sector. And also, the strategies in Raise Up Oregon specifically call out using the Unite US platform. Many Pollywog partners are also now using Unite Us.</p>	

Kaleema explained the Connect Oregon and Unite Us system. It was created to increase cross-sector collaboration and improve outcomes for clients.

She shared that Unite Us is growing. It includes more partners and is serving more clients each year. In our region, for 2023, there have been 239 clients, 390 cases, and 318 referrals through Unite Us.

The top needs in Linn, Benton, and Lincoln Counties for 2023 have been:

- 72% individual and family support
- 74% housing and shelter
- 58% food assistance

Unite Us protects client privacy.

- Client data is never shared without consent.
- Sensitive information and service types, such as substance use services and HIV status, are never shared beyond the service provider.

Unite Us is HIPAA compliant and HITRUST certified. HITRUST, which stands for the Health Information Trust Alliance, is not only a private organization but also a standardized framework, a process, and a certifying body. HITRUST created what is known as the Common Security Framework, or CSF. The CSF is applied to organizations, especially those in the healthcare industry, that are seeking HITRUST certification. The CSF combines standards such as HIPAA, ISO, PCI, SOC 2, and NIST, among many others, into one blanket framework for certification. The multi-faceted CSF is what makes HITRUST more rigorous than other certifications.

Kaleema gave a tour of the Unite Us system in a demo environment. She shared the functionality and resources available.

The Board asked if Unite Us coordinates with the HMIS system. Kaleema said she would ask about their engagement with that platform. She will share that information after the meeting.

The Board asked how Unite Us integrates with other case management software. Kaleema explained that Unite Us does integrate with EMRs.

The Board discussed which members use Unite Us and how that experience is going.

LeAnne shared that Pollywog has been very well supported by Unite Us during our transition.

Kaleema shared her contact information with the Board. Kaleema A.F. Murphy, Customer Success Manager | [Unite Us](#), (503) 679-8718, [kaleema.murphy@uniteus.com](mailto:kaleema.murphy@uniteus.com)

## **DIRECTOR'S REPORT** | LBL Hub Updates

Maria Mendoza, DELC Early Learning Hub Coordinator, attended our October in-person Board meeting. There are two Early Learning Hub Coordinators at DELC. Maria is new, and the other position is currently vacant. This may cause some delays and challenges.

The Strategic Plan template was developed, but Hubs can also use their own branded templates.

DELC created a template for Hubs to use potentially for the strategic plan. They had put the strategic plan deliverable into our scope of work in our contract. The Strategic Plan and Workplan were separated after feedback from EL Hubs. The Strategic Plan better aligns with the timeline of Raise up Oregon, being a four-year strategic plan instead of two. Having the work plan deliverable as a separate document due every two years for creation and updated annually better aligns with the Hubs' work.

Kristi is on several workgroups designing those templates and some of the scope of work deliverables for our contract.

Jumpstart happened on October 26, 2023. The EL Hub had 72 sites participating and reading 335 books in English and 195 books in Spanish. So far, we have received participation numbers from 11 sites, with 60 adults and 215 children reading for the record.

<b>FISCAL REPORT</b>	Matt Grams
Matt presented the revenue, expenditures, and miscellaneous reports for September.	

<b>CONSENT ITEMS</b>	October 2023 Meeting Minutes										
The Board was asked to approve the October 2023 meeting minutes.											
Motion: Lola Jones											
2 <sup>nd</sup> : Bettina Schempf											
	Y	N	A		Y	N	A		Y	N	A
Shelagh Baird	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Claire Hall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Steve Martinelli	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DeAnn Brown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Susan Halliday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Neftali Pizano	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Belit Burke	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jason Hay	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bettina Schempf	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeff Davis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Todd Jeter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Paul Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Barbara Dougherty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lola Jones	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Diane Wilkinson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laura Farmer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stephany Koehne	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lynnette Wynkoop	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>VOTING RESULTS</b>	Individual Votes cast by Board Members (Yes, No, Abstain)
Abstentions: None	
The Board voted to approve the minutes as presented.	

<b>DISCUSSION ITEM</b>	KPI Allocations
Kristi explained the KPI allocation formula and process.	

**DISCUSSION VOTE** KPI Allocations

The Board was asked to approve the KPI Allocation.

Motion: Lynnette Wynkoop

2<sup>nd</sup>: Lola Jones

	Y	N	A		Y	N	A		Y	N	A
Shelagh Baird	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Claire Hall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Steve Martinelli	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DeAnn Brown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Susan Halliday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Neftali Pizano	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Barbara Dougherty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lola Jones	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Diane Wilkinson	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Laura Farmer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stephany Koehne	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lynnette Wynkoop	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Abstentions: Paul Smith, Diane Wilkinson

The Board voted to approve the KPI Allocation as presented.

**DISCUSSION ITEM** 2024 Board Meeting Schedule

Kristi asked the Board if they would like to consider a new day or time for the meeting in the first week of the month or keep the schedule as presented. After a brief discussion, there was consensus that the current time and day worked well.

**DISCUSSION VOTE** 2024 Board Meeting Schedule

The Board was asked to approve the 2024 Board Meeting Schedule.

Motion: Laura Farmer

2<sup>nd</sup>: Paul Smith

	Y	N	A		Y	N	A		Y	N	A
Shelagh Baird	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Claire Hall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Steve Martinelli	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Laura Farmer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stephany Koehne	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lynnette Wynkoop	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Abstentions: None

The Board voted to approve the 2024 Board meeting schedule as presented.

<b>DISCUSSION ITEM</b>	Pollywog Holiday Resource Guide
<p>Sam shared that the 2023 Holiday Resource Guide will be published tomorrow. The Board was given live links to review today.</p> <p>In our Holiday Resource Guide, you'll find information about places to get food, holiday meals, gifts, clothes, and other resources that can provide support and assistance to make your holidays a little brighter. <a href="https://indd.adobe.com/view/98f8e004-548e-4000-ba0a-7e3676fc0d27">Click here to view the guide!</a>  <a href="https://indd.adobe.com/view/98f8e004-548e-4000-ba0a-7e3676fc0d27">https://indd.adobe.com/view/98f8e004-548e-4000-ba0a-7e3676fc0d27</a></p> <p>En nuestra Guía de recursos para las fiestas, encontrará información sobre lugares donde conseguir alimentos, comidas navideñas, regalos, ropa y otros recursos que pueden brindarle apoyo y asistencia para que sus vacaciones sean un poco más alegres. Algunos programas tienen solicitudes y fechas límite, así que contáctelos lo antes posible. <a href="https://indd.adobe.com/view/e8fb7814-d490-45ad-b3ef-96fad50f8c74">¡Haga clic aquí para ver la guía!</a> <a href="https://indd.adobe.com/view/e8fb7814-d490-45ad-b3ef-96fad50f8c74">https://indd.adobe.com/view/e8fb7814-d490-45ad-b3ef-96fad50f8c74</a></p>	

<b>DISCUSSION ITEM</b>	Raise Up Oregon, Strategic Planning
<p>The Board was asked to focus on the strategies currently assigned to the Governing Board and those listed as "Unassigned" in the <a href="#">Raise Up Oregon by Assigned Workgroup/Lead</a> document and discuss their thoughts related to these strategies and if they are correctly assigned and/or who they should be assigned to.</p>	
<p>Kristi noted that Raise Up Oregon is the statewide strategic plan, not the Early Learning Hub strategic plan, but our work should align and support what the state has outlined in its strategic plan. Not everything, and Raise Up Oregon will be relevant for this Board at a local level. For some items, we will be supporting the state or advocating with the state, but it's state-level work. However, there are other objectives and strategies that are local-level work and items that we should be focusing on.</p>	
<p>The Board asked for presentations about local work relevant to these strategies, such as:</p> <ul style="list-style-type: none"> <li>• DHS Family Preservation</li> <li>• Home Visiting programs</li> <li>• Medicaid Waiver (1115)</li> </ul>	
<p>Kristi will start scheduling some of these special presentations over the next few months.</p>	
<p>The Board asked about the timeline for strategic planning. Kristi explained that the Strategic Plan is due September 1, 2024. It is hoped there will be a draft plan ready to present at our June 2024 meeting.</p>	
<p>The Board discussed the possibility of creating a Home Visiting subcommittee to talk about home visiting as a whole.</p>	
<p>It was noted that there are items where the state needs to take ownership before this Board can accomplish anything. There is a lot of planning and bureaucracy and not enough advancing the work.</p>	
<p>It was suggested that for housing-related topics, the Board could identify the regional housing champions and recruit them to positions on the Board and members of our workgroups. It is essential to focus on building housing partnerships and aligning goals.</p>	

Creating a Strategic Plan is a contract deliverable. We have to meet those to get the funds that we receive. To make our plan, the Board needs to create a document that acknowledges the work that we've done and where we are in the work on the strategies and identify areas where there may be gaps in the work that we've done or partners that we haven't engaged with quite as thoroughly and focus in on that work and where we want to go next while continuing what we've been working on.

The Board requested a survey to gather feedback on items Boards should continue to work on and what they would like to take on.

It was suggested that the current [Raise Up Oregon by Assigned Workgroup/Lead](#) document be made collaborative with a column for feedback and a column that asks if this strategy is a candidate for inclusion or exclusion in our Strategic Plan. Kristi will create that document and share it in Basecamp.

**PROGRAM  
UPDATES**

Change to the Workgroup and Program Updates

Lola explained the change to the Workgroup and Program Updates section of our meetings. To prioritize meeting time for items that need action or feedback, Program Updates and Workgroup Reports will be included in the Board packet but not presented during the meeting.

**NEXT MEETING**

2:00 pm, December 7, 2023  
Online via Zoom

**MEETING  
ADJOURNED**

3:31 pm