

Early Learning Hub of Linn, Benton & Lincoln Counties

Governing Board Meeting Minutes

MEETING COMMENCED	2:00 pm, October 3, 2024 Old Mill Center, 1650 SW 45th St, Corvallis, OR 97333, Owl Rm
MEETING CALLED BY	Lola Jones
STAFF MEMBERS PRESENT	Kristi Collins, Matt Grams, Sam Rounsavell, LeAnne Trask
OTHERS PRESENT	Nancy Hauth, DELC Hub Coordinator; Tammi Martin, ODHS Self Sufficiency Program; Tabietha Hunter, Strengthening Rural Families
VERSION	Approved
RECORDED	Yes

Agenda topics

ROLL CALL		Board Members Present or Absent							
	Present	Absent		Present	Absent		Present	Absent	
Shelagh Baird	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Laura Farmer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Stephany Koehne	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
DeAnn Brown	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Claire Hall	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Steve Martinelli	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Belit Burke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Susan Halliday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bettina Schempf	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Dean Craig	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jason Hay	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Paul Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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Barbara Dougherty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lola Jones	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lynnette Wynkoop	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

QUORUM

A Quorum was present. There are currently 18 seated Board members, and 13 were present at this meeting.

DISCUSSION ITEM

Welcome and Introductions

Board Members introduced themselves.

DISCUSSION VOTE		Board Representatives									
The Board was asked to approve Tammi Martin as the Oregon Department of Human Services representative and Belit Burke as the Linn County Human & Social Services representative.											
Motion: Susan Halliday											
2 nd : Laura Farmer											
	Y	N	A		Y	N	A		Y	N	A
Shelagh Baird	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Laura Farmer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stephany Koehne	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Barbara Dougherty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lola Jones	<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: None											
The Board voted to approve the Item as presented.											

SPECIAL PRESENTATION		The Role of Hubs									
<p>Kristi updated the Board on the work that has been happening with Early Learning, Hub directors, DELC leadership, the BUILD initiative, and the Early Learning Council, focusing on the role of hubs and what is shared work around the State versus the work each Hub individually prioritizes in their own regions. The goal is to define our shared role as a Hub system and identify what support Hubs need, specifically around infrastructure, training, and technical assistance from DELC. A draft agreement document was shared.</p> <p>Kristi reviewed the following items defined in the document:</p> <ul style="list-style-type: none"> • The first purpose of Early Learning Hubs is to advance the regional early childhood system • The second purpose is our work to expand access to early care and education, opportunities, and partnerships with our child care, resources, and referral. • To do this work, Hubs function as conveners, connectors, and capacity builders <p>The Board was asked to consider how our strategic plan aligns with the State's definition of the Early Learning Hub's role. Kristi reviewed each of the following points and shared how our current strategic plan addresses them:</p> <ul style="list-style-type: none"> • Build community support for the shared vision and facilitate opportunities for partners to integrate that vision into their own work plans. • Identify and prioritize barriers children and families experience when accessing support and achieving positive outcomes, and work to remove prioritized barriers. 											

- Create and promote opportunities for family leadership and advocacy to ensure the regional early childhood system is family-centered
- Convene and lead regional implementation of statewide early childhood initiatives

The Board discussed the role of the backbone organization in the work of an Early Learning Hub and was asked to share feedback on the relationship between our Hub and our backbone organization, LBCC.

It was noted that our role with our backbone and with our governing board is high functioning. It is working the way it's supposed to work with the board, having the authority to take action and make decisions, and the backbone working as that fiscal agent who does the hiring and the staffing. However, the work is led by the board and the staff rather than the priorities and mission of the backbone organization. We align with the backbone organization's priorities and mission, but that's not what drives the work.

Feedback included:

- In the early days, when there was a change from the Commission on Children and Family system to the Early Learning Hubs, there was a great deal of organizational humility within our new Early Learning Hub and Governing Board. We worked to hear the concerns of providers on the ground and to assure them that we would retain the flexibility and the ability to move forward in a way that felt meaningful for our individual counties.
- LBCC, as a backbone, has been supportive. It had internal skills and structures (HR, IT, etc.) to support a developing EL Hub. The ties to early learning work already at the college were beneficial.
- LBCC was already grounded in coalition work when it became the backbone of the EL Hub. The people involved in the establishment of this Hub were already familiar with collective impact and the importance of coordination and alignment.
- There is a vibrant connection with LBCC as a backbone organization because, in the community college setting, we have the early learning accreditation program that is educating the employees that we are hiring
- LBCC kept the expectations elegant and small and in a way that could be achievable. It is comfortable with trusting professionals and getting out of the way.
- Coalition work includes systemic partners, such as IHN-CCO, DHS, ESD, etc., who work in all three counties.

The Board was asked to consider what has helped the Hub thrive through transitions in leadership at our backbone.

Feedback included:

- Clear roles and autonomy of our EL Hub
- Centered on policy and infrastructure. Allows Hub to be nimble in changes in the community.
- Board members are allowed to be subject experts, which lends the Board a vibrancy not found in all community action agencies.
- A focus on supporting successful programs already in place to do better.

DIRECTOR'S REPORT	LBL Hub Updates
The Board acknowledged Head Start Awareness Month.	
Pollywog's existing contract with IHN-CCO was ending on September 30 th . Funding has been secured through the end of the year, and then the MOU will be reviewed. Todd shared that the IHN deeply values Pollywog and will be working to create a contract that offers longer-term stability to the program in the future.	

FISCAL REPORT	Matt Grams
Matt presented the revenue, expenditures, and miscellaneous reports for August 2024.	
The Board asked about the deficit. A resolution is expected by the end of the quarter. It is a timing issue.	

CONSENT ITEMS	August 2024 Meeting Minutes											
The Board was asked to approve the August 2024 meeting minutes.												
Motion: Bettina Schempf												
2 nd : Jeff Davis												
	Y	N	A		Y	N	A		Y	N	A	
Shelagh Baird	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Laura Farmer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stephany Koehne	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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VOTING RESULTS	Individual Votes cast by Board Members (Yes, No, Abstain)
Abstentions: none	
The Board voted to approve the minutes as presented.	

DISCUSSION ITEM	Strategic Plan Update Development of a Work Plan
<p>Our strategic plan was approved by the Board and submitted to DELC. Kristi is working with workgroups to gather priorities and feedback to develop a 2025 work plan. The board was asked for input on how involved they would like to be in the work plan development.</p> <p>The Board commented that work groups have been successful in the past and would be a good path for the future. There was a general consensus that the Board would like to approve the final work plan. The timeline for a work plan is driven by the state deliverable deadline. A draft will be available for the Board to review by the February meeting.</p>	

The Board asked if any new workgroups would be needed to cover all aspects of the strategic plan. Our current workgroups will be able to cover most necessary topics, and there has been discussion of using standing meetings to get feedback from home-visiting workgroups.

DISCUSSION ITEM	Draft Food & Gift Card Policy
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DELC has shared a draft of the food and gift card policy for Early Learning Hubs. Hub directors were given the opportunity to provide feedback on that draft. This policy will apply to contracts after September 1st.

The Board discussed the intentions behind such a policy and what concerns it may be attempting to address. Board members expressed concern that this policy will make it more difficult for Hubs to do parent engagement work and subcontractors to do their work in the community.

This policy is now in the Equity workgroup at DELC. There are differences in guidelines between partner meetings and community meetings.

This policy will apply to DELC funds used by Hub subcontractors.

It was suggested that the Hub present the final policy once available to LBCC.

DISCUSSION ITEM	Birth to Five Literacy Funds Update
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The EI Hub has about \$27,000 left of these funds to send out to community partners. Projects being considered are:

- Culturally specific books to Tribal Head Start
- Books for Home Visitors to share with families they visit

The Board shared that Newport Public Library has found books in Mam. These would be a good addition to our project.

The Board suggested investigating books in languages including Arabic, Farsi, Mam, Ukrainian, etc. It was suggested that the Hub purchase the books and then distribute them to partners.

It was suggested that some funds be reserved to help cover registration fees, stipending, or associated expenses for the upcoming Early Literacy Conference.

DISCUSSION VOTE Birth to Five Literacy Funds

The Board was asked to authorize the Early Learning Hub to spend \$17,05.63 on purchasing books, specifically prioritizing culturally specific books, tribal books, and books in different languages. And allocate \$10,000 to a fund to cover registration fees, stipending, or associated expenses for those attending the Early Learning. At the time of the conference. Whatever is not spent in that \$10,000 line will be revisited upon the book buying line.

Motion: Susan Halliday

2nd: Paul Smith

	Y	N	A		Y	N	A		Y	N	A
Shelagh Baird	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Laura Farmer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stephany Koehne	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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VOTING RESULTS Individual Votes cast by Board Members (Yes, No, Abstain)

Abstentions: None

The Board voted to approve the Item as presented.

DISCUSSION ITEM Jumpstart and Holiday Resource Guide

Sam shared that 38 organizations are participating this year. The Hub has purchased and is distributing 225 books in English and 100 books in Spanish. Each book is a special edition that includes play-based activities to support children’s learning and engagement while reading. Read for the Record Day is Thursday, October 24.

Jumpstart’s Read for the Record is the world’s largest shared reading experience, celebrating early literacy and supporting children’s early language and social-emotional development. The annual initiative raises awareness of the critical importance of early literacy and access to inclusive, high-quality books through shared reading.

DELC will assemble a legislative report on the Birth to Five Literacy Funds. So, our Hub will be collecting testimonials, event pictures, and information about Jumpstart and Read for the Record Day in our region to add to that report.

Sam gave an update on Pollywog’s annual Holiday Resource Guide project. In 2022, 95 organizations were contacted, and 76 were listed. In 2023, 125 were contacted, and 82 were listed. So far this year, over 140 organizations have been contacted, and so far, more than 80 have agreed to be listed. We are emailing and calling to gather resources before our Nov 1st publication date.

DISCUSSION ITEM	Growing Care
	Lynnette shared a growing care update.
NEXT MEETING	2:00 pm, November 7, 2024 Online via Zoom
MEETING ADJOURNED	3:11 pm