



# Early Learning Hub

*of Linn, Benton & Lincoln Counties*

## Governing Board Packet August 2025

Governing Board  
Early Learning Hub  
August 7, 2025  
[lblearlylearninghub.org](http://lblearlylearninghub.org)

## Packet Overview

In your Governing Board packet for August 7, 2025, you will find the following information:

1. Agenda
2. Fiscal Report – June financials and financial narrative are included.
3. Consent Items – June Meeting Minutes
4. Discussion Item
  - a. Current Board Vacancies - 2 Benton, 5 Lincoln, 4 Linn
  - b. Follow-up to June Board Discussion
    - i. Agenda Setting Group Invitation
    - ii. Fiscal Oversight Committee
    - iii. Compliance & Regulatory Committees
  - c. New EL Hub Rules Discussion

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## Agenda

### Governing Board Members

Laura Farmer, Co-Chair  
Parent

Bettina Schempf, Co-Chair  
Old Mill Center

DeAnn Brown  
Confederated Tribes of Siletz Indians

Belit Burke  
Department of Human Services

Dean Craig  
Willamette Workforce Partnership

Jeff Davis  
Linn-Benton Community College

Barbara Dougherty  
Samaritan Early Learning Center

Susan Halliday  
Philomath School District

Jason Hay  
Linn Benton Lincoln  
Education Service District

Tammi Hillhouse  
Department of Human Services

Todd Jeter  
IHN-CCO – Standing Position

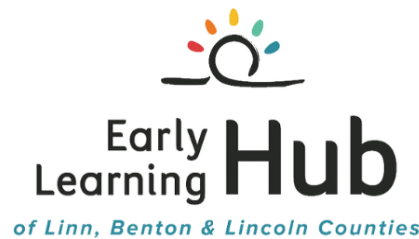
Paulina Kaiser  
Samaritan Health Services

Stephany Koehne  
Kids & Company of Linn County

Paul Smith  
Strengthening Rural Families

Diane Wilkinson  
Lincoln County School District

Lynnette Wynkoop  
Child Care Resource & Referral



## Governing Board Meeting

August 7, 2025

2:00 – 4:00 pm

*Members of the public who want to make public comment must sign in. During the public comment portion of the agenda, each individual speaker will have 3 minutes.*

- I. Roll Call – Zoom Participants List
- II. Special Presentation – Ruby Ramirez, Early Learning Council – New EL Hub Rules
- III. Public Comment
- IV. Director's Report
- V. Fiscal Report
- VI. Consent Items
  - a. June Meeting Minutes
- VII. Discussion Item
  - a. Current Board Vacancies
  - b. Follow-up to June Board Discussion
    - i. Agenda Setting Group Invitation
    - ii. Fiscal Oversight Committee
    - iii. Compliance & Regulatory Committees
  - c. New EL Hub Rules Discussion
- VIII. Next Meeting – September 4, 2025
- IX. Adjournment

All members of the EL Hub Governing Board **must disclose** when they believe they have *or may have* a conflict of interest and may participate in discussions that are leading to consensus. If, however, consensus cannot be reached and the group uses the fallback voting process, the individual with the conflict of interest may not participate in that final vote.

## Fiscal Report

### June Financial Narrative



**Early Learning Hub**  
of Linn, Benton & Lincoln Counties

## Finance

June 2025

### MONTH-END DETAILS

#### **Revenue:**

In the month of June, we received our monthly amounts of \$34,200.81 for Coordination. For Pollywog we received \$27,083.33. Also under Pollywog, we received \$10,686 for Asset Mapping. Title IV-B2 revenue came to a total of \$95,316.02 and KPI revenue came to a total of \$375,035.91.

#### **Expenditures:**

Wages came to a total of \$55,057.02 for the month of June. The benefits total was \$41,660.30. And the total for services and supplies came to a total of \$10,177.86. We had 4 partners receive reimbursements for Title IV-B2 in the amount of \$59,408.48 and we had 13 partners receive reimbursements for KPI in the amount of \$258,846.86.

#### **Other Information:**

For both Title IV-B2 and KPI we had partners underspent. I reached out to all partners that had spent their contracted amount to see if they had more expenses that could be reimbursed. We had some partners respond and they received additional funding. In accordance with the KPI contract, we were able to use a portion of the remaining funds towards the Program Accountant's wages and benefits as contract management. After that, we increased the indirect to the allowed amount according to the contract. After all this, we managed to spend down all funding.

Under Pollywog, we budgeted \$7,500 for the Community Capacity Building Funds Grant. We did not receive this in 2024-25 but will in 2025-26. CCBF is overspent this year and will be underspent next year to balance the fund.

## June Financial Summary

### Early Learning Hub of Linn, Benton & Lincoln Counties Early Learning Hub - 2-Year Budget (7/1/23 - 6/30/25) Governing Board Summary Financial Update as of the end of June 2025

Revenues	Budget	Current Month	YTD	Balance	% Rcvd
<b>Grant Resources</b>					
Pollywog	\$ 758,339.29	\$ 51,154.58	\$ 750,839.27	\$ 7,500.02	99%
<b>State Resources</b>					
Dept. of Education - ELD - Coordination (Reserve Funds)	\$ 132,779.30	\$ -	\$ 132,779.30	\$ -	100%
Coordination	\$ 818,472.40	\$ 34,200.80	\$ 818,472.40	\$ -	100%
Coordinated Enrollment	\$ 725,074.00	\$ -	\$ 725,074.00	\$ -	100%
<b>Reimbursement Grants</b>					
Dept. of Education - Title IV-B2	\$ 238,744.00	\$ 95,316.02	\$ 238,744.00	\$ -	100%
Dept. of Education - Kindergarten Partnership & Innovation	\$ 719,514.00	\$ 375,035.91	\$ 719,514.00	\$ -	100%
<b>Total All Resources</b>	<b>\$ 3,392,922.99</b>	<b>\$ 555,707.31</b>	<b>\$ 3,385,422.97</b>	<b>\$ 7,500.02</b>	<b>100%</b>
<b>Expenditures</b>	<b>Budget</b>	<b>Current Month</b>	<b>YTD</b>	<b>Balance</b>	<b>% Used</b>
<b>Grant Expenditures</b>					
Pollywog Program	\$ 758,339.29	\$ 30,252.88	\$ 738,605.31	\$ 19,733.98	97%
<b>State Expenditures</b>					
Coordination	\$ 951,251.70	\$ 76,657.30	\$ 875,988.83	\$ 75,262.87	92%
Coordinated Enrollment	\$ 725,074.00	\$ -	\$ 725,074.00	\$ -	100%
<b>Reimbursement Grants</b>					
Title IV-B2 Funds	\$ 238,744.00	\$ 64,765.77	\$ 238,744.00	\$ -	100%
Kindergarten Partnership & Innovation	\$ 719,514.00	\$ 353,475.39	\$ 719,514.00	\$ -	100%
<b>Total All Expenditures</b>	<b>\$ 3,392,922.99</b>	<b>\$ 525,151.34</b>	<b>\$ 3,297,926.14</b>	<b>\$ 94,996.85</b>	<b>97%</b>
<b>Ending Balance</b>	<b>\$ -</b>				

## Consent Items

### June Meeting Minutes

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

<b>Meeting Commenced</b>	2:02 pm, June 26, 2025 Online via Zoom
<b>Meeting Called By</b>	Lola Jones
<b>Staff Members Present</b>	Kristi Collins, Matt Grams, Jinguang Lin, Sam Rounsavell
<b>Version</b>	Draft
<b>Recorded</b>	Yes

### Agenda topics

Roll Call			Board Members Present or Absent					
	Present	Absent		Present	Absent		Present	Absent
<b>Shelagh Baird</b> Lincoln County Health	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Laura Farmer</b> Benton County Parent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Paulina Kaiser</b> Benton County Health	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>DeAnn Brown</b> Confederated Tribes of the Siletz Indians	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Susan Halliday</b> Benton County K-12	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Stephany Koehne</b> Linn County Early Childhood Education	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Belit Burke</b> Linn County Human & Social Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Jason Hay</b> Education Service District	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Bettina Schempf</b> Benton County Human & Social Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Dean Craig</b> Linn County Business	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Tammi Hillhouse</b> Oregon Department of Human Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Paul Smith</b> Benton County Early Childhood Education	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Jeff Davis</b> Fiscal Agent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Todd Jeter</b> Coordinated Care	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Diane Wilkinson</b> Lincoln County K-12	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Barbara Dougherty</b> Lincoln County Early Childhood Education	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Lola Jones</b> Lincoln County Housing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Lynnette Wynkoop</b> Child Care Resource & Referral	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Quorum</b>								
A Quorum was present. There are currently 18 seated Board members, and 12 were present at this meeting.								

<b>Discussion Item</b>	Welcome and Introductions
Board Members introduced themselves. Paulina, as the newest Board member, introduced herself, and the board welcomed her.	

<b>Director's Report</b>	LBL Hub Updates
Kristi presented the 2025 Regional Data Book compiled by Jinguang Lin.	
Kristi shared that the Early Learning Council has adopted the proposed Early Learning Hub Ruleset.	
EL Hubs received their Coordinated Enrollment contract amendments for 2025-26. One funding stream, Stable, Healthy, and Attached Families, is being moved to Coordination funds. KPI funding will be included in bridge funds for summer programs. If they are unspent within those three months, they will be carried over to the next year's contract.	
The awards have been made for Preschool Promise slots. Our region received: <ul style="list-style-type: none"> <li>• 8 slots for Tangent Elementary School in Greater Albany Public Schools</li> <li>• 20 additional slots in the Lebanon Community School District</li> <li>• 2 slots in Periwinkle Child Development Center</li> </ul> <p>All 30 slots were awarded to providers in Linn County, where we have the largest number of children on a waitlist. There are additional programs in our region that were placed on a waitlist. If slots become available, they will be awarded to eligible programs.</p> <p>Through the Community Capacity Building Fund grant, LeAnne and Antonia have completed their CHW training. Ana and Carmen will begin training in the fall. This will enhance staff capacity to address additional family needs during the preschool enrollment process.</p> <p>SB1167, the Child Success Model bill, is unlikely to pass. This is a very tight budget year, and funding was not available.</p> <p>The board inquired about the new rules that had been set. Who is our contact for interpreting the rules? This item was pinned for our larger discussion about strategic deployment of our funds and resources later in this meeting.</p> <p>The board asked about billing for CHW services. Physical presence is not required for billing, and CHWs may offer remote support.</p>	

<b>Fiscal Report</b>	Matt Grams
Matt presented the revenue, expenditures, and miscellaneous reports for May 2025.	
A year-end journal entry will be made to balance accounts due to earlier uncertainty regarding Pollywog funding, which led to Coordination absorbing more costs than was appropriate.	
There was an extended discussion about the budget complexities associated with varying fiscal and calendar year contracts, as well as the unpredictability of government funding. Although expenditures remain relatively stable (primarily wages and benefits), revenue is not as consistent, with noted cuts in Coordinated Enrollment funding—\$100,000 this year and more expected next year. The board emphasized the need to consider long-term policies around surplus management and whether surplus thresholds should trigger board discussions or policy responses. Concerns were shared about ensuring sustainability amidst fiscal unpredictability. The board agreed to revisit surplus planning in future meetings, possibly incorporating policy development as part of the process.	



Consent Agenda Vote			April 2025 Meeting Minutes								
The Board was asked to approve the minutes from the April 2025 meeting.											
Motion: Laura Farmer											
2nd: Bettina Schempf											
	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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DeAnn Brown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Susan Halliday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tammi Hillhouse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Belit Burke	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jason Hay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bettina Schempf	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Craig	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Todd Jeter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Paul Smith	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeff Davis	<input checked="" 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"/>
Barbara Dougherty	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Paulina Kaiser	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lynnette Wynkoop	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Voting Results			Individual Votes Cast by Board Members (Yes, No, Abstain)								
Abstentions: Barbara Dougherty, Paulina Kaiser, Lynnette Wynkoop											
The Board voted to approve the minutes as presented.											

Discussion Item	2025 Bridge Budget
<p>Kristi provided an overview of the transitional “bridge” budget, which covers 3 months built into the contract to account for anticipated funding delays following the legislative session. The current contract runs through September 30, and the bridge budget is based on anticipated amounts received. For the biennium, it's about \$100,000 less than we have received in the past.</p> <p>A letter from DELC was referenced in Basecamp, indicating that contracts will be adjusted as funding details are finalized. The bridge budget primarily covers staff salaries and benefits, with Matt allocating additional resources to supplies and travel to maintain a balanced budget.</p> <p>Additionally, KPI funding included in the contract can be used by districts interested in offering Jumpstart summer programs. This funding would be deducted from their full biennium allocation, but can also be carried over.</p> <p>Kristi noted the budget may be updated at the August meeting. While the board offered no immediate feedback, there was general recognition of the difficulty posed by cuts to Early Learning. Members acknowledged the importance of focusing on what can still be done with available funds rather than what is no longer possible, expressing appreciation for a proactive and solution-oriented approach.</p>	

Discussion Item Vote				2025 Bridget Budget							
The Board was asked to approve the 2025 Bridget Budget.											
Motion: Lynnette Wynkoop											
2 <sup>nd</sup> : Susan Halliday											
	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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DeAnn Brown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Susan Halliday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tammi Hillhouse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Belit Burke	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jason Hay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bettina Schempf	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Craig	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Todd Jeter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Paul Smith	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeff Davis	<input checked="" 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"/>
Barbara Dougherty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Paulina Kaiser	<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.											

Discussion Item	Board Membership Changes
Lola will be stepping away from her role at Samaritan House during her 1-year maternity leave. She will relinquish her seat as the Lincoln County Housing representative. This fall, Lola would like to apply for the Lincoln Parent Voice Seat.	
Laura Farmer and Bettina Schempf have volunteered to serve as Co-Chairs of the Board.	
Shelagh Baird notified the Board that her family will be moving to Ulaanbataar, Mongolia, in a few months, and she resigned from the Board.	

Discussion Item Vote				Board Resignations							
The Board was asked to approve the resignations of Lola Jones and Shelagh Baird.											
Motion: Bettina Schempf											
2nd: 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DeAnn Brown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Susan Halliday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tammi Hillhouse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Belit Burke	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jason Hay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bettina Schempf	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Craig	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Todd Jeter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Paul Smith	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeff Davis	<input checked="" 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"/>
Barbara Dougherty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Paulina Kaiser	<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.											

Discussion Item Vote				Board Co-Chairs							
The Board was asked to approve Laura Farmer and Bettina Schempf as co-chairs of the Board.											
Motion: Jeff Davis											
2nd: Susan Halliday											
	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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DeAnn Brown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Susan Halliday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tammi Hillhouse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Belit Burke	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jason Hay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bettina Schempf	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Craig	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Todd Jeter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Paul Smith	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeff Davis	<input checked="" 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"/>
Barbara Dougherty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Paulina Kaiser	<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.											

Discussion Item	Priority Populations
Lola introduced the topic, and Kristi provided background information. This change has been discussed with the Regional Stewardship Committee and Preschool Promise providers. The	

proposed updates to the region's priority populations are listed in the sector plan and the Preschool Promise process. Four key changes were presented:

1. Shifting "children prenatal to age 3" from a sector plan priority to a governing board priority,
2. Adding "children experiencing houselessness" as a new sector plan priority population,
3. Incorporating the updated priorities into Preschool Promise selection and prioritization, and
4. Reaffirming the board's commitment to prioritizing children from prenatal to 3 years old.

The discussion emphasized that only six priority populations can be designated in the sector plan, as guided by the Department of Early Learning and Care (DELC). While children from prenatal to age three have been a long-standing regional priority, Preschool Promise does not serve this age group. Moving them out of the six-sector plan slots allows the region to include houselessness as a new priority, without losing focus on the birth-to-three population, which will still be prioritized through governing board direction and qualitative investments.

The prioritization process is influenced by legal constraints related to federally protected categories, so a ranking system is used with caution. Kristi explained the prioritization formula. The list of priority populations is not weighted.

Preschool Promise (PSP) applications are prioritized in this order:

1. Continuing PSP students get first priority
2. Currently enrolled and now age-eligible
3. Children on the waitlist from the previous program year
4. Foster Children
5. 4-year-olds
6. Sibling of currently enrolled students

Additional points are given based on poverty level, emergent bilingual status, homelessness, and regional priorities, though weighting is limited by state guidance.

There was general agreement to adopt the proposed changes, recognizing the importance of continued focus on early childhood and equitable access, while also working toward additional supports for children aged prenatal-3 years through other funding strategies and partnerships.

Discussion Item Vote				Priority Populations							
The Board was asked to approve the updates to the region's priority populations.											
Motion: Lynnette Wynkoop											
2nd: Susan Halliday											
	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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DeAnn Brown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Susan Halliday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tammi Hillhouse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Belit Burke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jason Hay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bettina Schempf	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Craig	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Todd Jeter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Paul Smith	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeff Davis	<input checked="" 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"/>
Barbara Dougherty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Paulina Kaiser	<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.											

Legislative Updates		Roundtable Discussion
Lynnette shared that it has been a tough legislative session, and the DELC budget was reduced. There was positive support for Doulas and child care licensing.		

Discussion		Strategic Deployment of Hub Funds & Resources in Service of our Impact
<p>Lola introduced the topic. She had individual conversations with board members to gather feedback on how this board operates. At this time of board member changes, it seemed like a good time for discussion and commentary. Four categories of feedback emerged. Those included:</p> <ul style="list-style-type: none"> <li>• Board meetings, norms, and infrastructures</li> <li>• General ratio of outcomes achieved and funds awarded in-house versus contracted partners</li> <li>• Geographic equity of representation and outcomes</li> <li>• Updating the work plan as the board modifies the work</li> </ul>		
<h3>Board meetings, norms, and infrastructures</h3> <p><b>The agenda creation dynamic.</b></p> <p>Currently, the co-chairs meet with Kristi to create an agenda two weeks before the board meeting. It would be a positive step to include more board members. It was proposed that at least one additional board member should join that call each month.</p> <p>Jeff outlined how the LBCC Board of Education structures their agenda creation process. He recommended scheduling two board members to attend the meeting for agenda creation. The board further suggested that members from different regions should attend to make sure their</p>		

voices are heard. It was suggested that board members be encouraged to submit agenda items every month.

As a part of agenda creation, special presentations are scheduled. The board was asked for feedback on the frequency of these presentations. Feedback included waiting for presentations to be suggested by board members. Some boards refer to these types of presentations as generative items rather than governance items. It was suggested that board members be polled to ask what information they would like to have, and then schedule presentations on those topics.

### **Committees**

Two committees were identified as needing revitalization: The Fiscal Oversight Committee and the Compliance and Regulatory Committee.

### **General ratio of outcomes achieved and funds awarded in-house versus contracted partners**

The board discussed the ratio of outcomes achieved through in-house staffing versus those achieved through contracting with community partners. There was a general tone of support for shifting more funds toward community-based contracts where appropriate, particularly in areas like Lincoln County, to ensure geographic equity and strengthen local partnerships.

The board raised the need for clarity on the outcomes being achieved and how those are quantified, particularly regarding the distinction between direct and indirect service impacts.

It was acknowledged that current state contracts sometimes mandate in-house implementation, which limits flexibility. However, where discretion exists, the board expressed interest in exploring opportunities to build community capacity and share work more broadly. Kristi will provide future input to help clarify which decisions are rule-bound and where flexibility exists.

### **Geographic equity of representation and outcomes**

When the Hub was formed, there was a strong emphasis on being able to quantify that services are equitable across the three counties. Some board members feel this is being achieved. Others believe that work is needed to establish a sense of equity in Lincoln County. It was suggested that the board review the work of the Hub, program by program, to find the ratio of services and funds provided to each county. A suggestion was raised to explore "satellite office" models, even part-time or shared spaces, to increase visibility, coordination, and community support in Lincoln County.

Discussion Item	Home Visitor Book Fair Impact Report
Kristi discussed the impact of and the feedback received from the Home Visitor. The board inquired about the representation of all three counties in this project. The board suggested that local booksellers and libraries should be used as vendors for this type of event in the future.	
Next Meeting	2:00 pm, August 7, 2025 Online via Zoom
Meeting Adjourned	3:54 pm

## Discussion Items

### Current Board Vacancies



### Governing Board Members

**Laura Farmer, Co-Chair**

*Parent*

Benton County – Parent Voice

**Bettina Schempf, Co-Chair**

*Old Mill Center*

Benton County – Human & Social Services

**DeAnn Brown**

*Confederated Tribes of Siletz Indians*

Standing Position

**Jeff Davis**

*Linn-Benton Community College, retired*

Fiscal Agent – Standing Position

**Belit Burke**

*Oregon Department of Human Services*

Linn County – Human & Social Services

**Dean Craig**

*Willamette Workforce Partnership*

Linn County – Business

**Barbara Dougherty**

*Samaritan Early Learning Center, retired*

Lincoln County – Early Childhood Education

**Susan Halliday**

*Philomath School District*

Benton County – K-12

**Jason Hay**

*Linn Benton Lincoln Education Service*

*District*

ESD – Standing Position

**Tammi Hillhouse**

*Oregon Department of Human Services*

ODHS – Standing Position

**Todd Jeter**

*InterCommunity Health Network (IHN)*

Coordinated Care – Standing Position

**Paulina Kaiser**

*Samaritan Health Services*

Benton County - Health

**Stephany Koehne**

*Kids & Company of Linn County*

Linn County – Early Childhood Education

**Paul Smith**

*Strengthening Rural Families*

Benton County – Early Childhood

Education

**Diane Wilkinson**

*Lincoln County School District*

Lincoln County – K-12

**Lynnette Wynkoop**

*Child Care Resource & Referral*

CCR&R Standing Position

#### Vacant Positions

- Benton County – Business
- Benton County – Housing
- Lincoln County – Business
- Lincoln County – Health
- Lincoln County – Housing
- Lincoln County - Human & Social Services
- Lincoln County – Parent Voice
- Linn County – Health
- Linn County – Housing
- Linn County – K-12
- Linn County – Parent Voice

## Follow-up to June Board Discussion

### Board meetings, norms, and infrastructures

#### 1. Agenda Creation / Leadership Committee:

The Leadership Committee will be made up of: 3-5 Board Members, including the co-chairs; the Hub Director; and a representative of each active advisory/working groups. They will meet in between the general board meetings. Their duties include: debriefing the past board meeting and planning the agenda for the upcoming meeting; making recommendations to the full Board as needed; and other duties that may arise. The co-chairs of the Governing Board will function as facilitators of the Leadership Committee.

#### 2. Fiscal Oversight Committee:

The Fiscal Oversight Committee will be made up of 2-4 Board Members. Their duties include: coordinating with the EL Hub Director and the EL Hub Program Accounting Specialist; ensuring that accurate financial information is available to the Governing Board; tracking funding streams and reviewing the financial situation of the Hub; and supporting the Hub budgeting and financial management. The Fiscal Oversight Committee will meet at least annually and when significant changes to the budget are anticipated. The Fiscal Oversight Committee makes recommendations to the full Board; it has no decision-making authority.

- a. Financial Reports
  - Level of detail
  - Frequency of reports (Monthly vs. quarterly after reporting and drawn down)

#### 3. Creation of a new Compliance & Regulatory Committee:

This is not an existing committee and would require a change to our charter.

### In-House work vs. contracted Partners

#### 1. Coordinated Enrollment

Contract Language Below:

##### **SECTION 9: GRANTEE SUB-AGREEMENTS AND PROCUREMENTS**

**9.1** Grantee may enter into agreements with sub grantees or contractors (collectively, "sub agreements") for performance of specific services for the Project only in accordance with Sections 9.1.1 to 9.1.5.5 and only after receiving written approval from the Agency's Grant Manager.

**9.1.1** Grantee may not subcontract for the delivery of the Project in its entirety, but may subcontract for specific services such as transportation, food preparation, janitorial services, and other similarly limited services that support the Project.

**9.1.2** All sub agreements must be in writing executed by Grantee and must incorporate and pass through all of the applicable requirements of this Grant Agreement to the contractor or subcontractor. Use of a sub agreement does not relieve Grantee of its responsibilities under this Grant Agreement.

**9.1.3** Grantee agrees to provide Agency with a copy of any signed sub agreement upon request by Agency. Any substantial breach of a term or condition of a sub agreement must be reported by Grantee to Agency within ten (10) days of its discovery by Grantee.

**9.1.4** Grantee must purchase any equipment, materials, or services for the Project under procedures that comply with Oregon law, including any applicable provisions of the Oregon Public Contracting Code and its implementing rules.



**9.1.5** Grantee shall not award, enter into, or otherwise participate in any sub agreement if a conflict of interest, real or apparent, would arise. Such a conflict arises when any of the following would be a party to the sub agreement: **9.1.5.1** An employee, officer, or agent of the Grantee ("Related Person");

**9.1.5.2** A Related Person's spouse, domestic partner, parent, stepparent, child, sibling, stepsibling, son-in-law or daughter-in-law;

**9.1.5.3** The parent, stepparent, child, sibling, stepsibling, son-in-law or daughter-in-law of the spouse or domestic partner of a Related Person;

**9.1.5.4** Any individual for whom a Related Person has a legal support obligation; or

**9.1.5.5** An organization in which any of the individuals identified above is a partner, member, or employee or from which the individual otherwise receives a financial benefit.

## 2. Asset Mapping Project

- The grant application included a budget line item for facilities fees in hopes to get funds out to our partner hosts, however, most have declined the funding.
- Rollout of this project with Hub Staff allowed us to cover 16 distinct rural communities, created consistency across all sessions, only required training hub staff once for full roll-out.

## 3. Data Dashboard

- Hub work and subcontracted partners
- New DELC reporting tool allows for us to customize the information we want

# Geographic Equity

## 1. Cost Analysis vs. Impact

- a. After drive time and a lunch break, an 8-hour employee has a 4.5-hour work day in Lincoln County (Newport)
- b. Each round-trip mileage cost is \$81.20 (Newport)
- c. Most work can be done remotely with significant cost savings (e.g. We have 69 Preschool Promise slots in Lincoln County, as of 7/10 we have 8 openings and 7 on the waitlist for their preferred programs)

## 2. Board Member Responsibility

- a. Each county and each sector have a seat on this board. Part of your role, as a board member is to represent your county and your sector. If there are meetings/groups/tables that Hub staff should be present at, invite us...we will show up!

## 3. Satellite office vs. Landing Space

- a. We are pursuing the option of a shared landing space with Family Connections, in Lincoln County. Given the cost involved for a staff person to go to Lincoln County vs. accomplishing their workload from their regular work location, we will be intentional about its use.

## Agenda Setting Group Invitation

No handout for this item

## Fiscal Oversight Committee

See EL Hub Charter at <https://lblearlylearninghub.org/wp-content/uploads/2022/10/2022.10.06-rev-EL-Hub-Charter.pdf>

## Compliance & Regulatory Committee

See EL Hub Charter at <https://lblearlylearninghub.org/wp-content/uploads/2022/10/2022.10.06-rev-EL-Hub-Charter.pdf>

## New EL Hub Rules Discussion

DELC has created a Smartsheet form to collect any questions Hub Directors, Hub backbone leaders, Governance Councils, or Family Leadership Councils may have about the recently adopted Early Learning Hub ruleset:

[Implementation Questions for Hub Ruleset – Smartsheet Link](#)

If a direct response is desired, individuals may include their name and email. Otherwise, we will review submissions and compile a Frequently Asked Questions document and share out with you all.

Please share this opportunity with your backbone staff, Governance Councils, and Family Leadership Councils, and encourage them to submit any questions. The Smartsheet form will remain open through the end of the calendar year.

You can find the final Early Learning Hub ruleset here: [Final Hub Rules](#)