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MARION & POLK EARLY LEARNING HUB

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Board of Directors Meeting

Thursday, July 2, 2020 |3:00-5:00 PM

Virtually via Zoom

Meeting ID- 829 9456 9360 **Password-** 818454

Action	Time	Topic	Page #
	3:00	**Welcome and Introductions** • Review agenda for real or potential conflicts of interest – All • Establish any conflicts of interest	
		Public Comment Period • Comments should be limited to three (3) minutes • Please provide copy of written materials to the Executive Director, if available	
Action	**3:05**	**Consent Agenda** *Staff Recommendation: Approve* 1. June 2020 Board of Directors Meeting Minutes 2. June 2020 Executive Committee Notes 3. June 2020 Regional Implementation Team Notes 4. June 2020 Collective Action Team Notes 5. June 2020 Parent/Caregiver Advisory Committee 6. June 2020 Executive Director Report	**3-15**
Action	**3:10**	**Financial Report –** David Rheinholdt • Approve May 2020 Financial Reports • Review Principles for Tapping Reserves discussion and statement	**16-21**
Action	**3:20**	**Housing Alliance Memorandum of Understanding** – Janet Carlson • Review NOFA purpose and approaches for the Marion & Polk Continuum of Care • Review and approve MOU to support NOFA application	**22-23**
Inform	**3:45**	**Parent Advisory Committee Report** – Carina Ventura • Legislative advocacy • Coordinated enrollment feedback	
Inform	**3:45**	**Executive Director Report** • Equity and racial justice conversations: building a more equitable early learning system	
Inform	**4:15**	**Program Spotlight – KPI Coordinators Sarai Valverde and Stephanie Gilbert** • Virtual parent engagement and parent education • Drive-through FamJam • Game night in a Box	
Inform	**4:30**	**Board Member Announcements**	

Next Meeting Date	No meeting in August Thursday, September 3, 2020 at 3:00-5:00pm- Virtual via Zoom	

Meetings of Interest

MPELH Parent/Caregiver Advisory Committee

Dates	Time	Location
2nd Wednesday of Every Month* *Hiatus during summer months (July and August)	6:00 pm to 8:00 pm	Virtual

Regional Implementation Team

Date	Time	Location
Second Friday of Every Month	10:00-11:30am	Virtual

Collective Action Team

Date	Time	Location
Recurring 3rd Thursday of month	9:00 am to 11:00 am	Virtual

July 2020 Consent Agenda – Action Item

Staff Recommendation: Approve

1. June 2020 Board of Directors Meeting Minutes
2. June 2020 Executive Committee Notes
3. June 2020 Regional Implementation Team Notes
4. June 2020 Collective Action Team Notes
5. June 2020 Parent/Caregiver Advisory Committee Notes
6. Executive Director Report

Board of Directors Meeting Minutes
Thursday, June 4, 2020|3:00-5:00 PM

X	Angie Blackwell, Confederated Tribes of Grand Ronde	X	Phil Blea, Marion County Children's Behavioral Health	X	Kerry Blum, Polk County Children's Behavioral Health	X	Donalda Dodson, Oregon Child Development Coalition
X	Levi Herrera-Lopez, Mano a Mano		Andy Gardner, North Santiam School District		Stacy Lake, DHS Child Welfare	X	Dave Novotney, Willamette Education Service District
	Kim Parker-Lleranas, Willamette Workforce Partners		Christy Perry, Salem-Keizer Public Schools	X	David Rheinholdt, Rheinholdt Insurance		Jimmy Jones, Mid-Willamette Valley Community Action
X	Jim Seymour, Community Member	X	Carina Ventura, Parent/Caregiver Advisory Committee				
MPELH Staff							
	Valeria Atanacio, Preschool Promise Coordinator	X	Lisa Harnisch, Executive Director	X	Margie Lowe, Performance & Fiscal Officer	X	Veronica Mendoza, Family Engagement Coordinator
	Tiffany Miller, Program and Communications Support	X	Skye Hibbard, BCN Project Coordinator		Kiara Yoder, Screening & Care Systems Coordinator		

Guests: Stephanie Whetzel, Salem-Keizer School District. Ormond Fredericks, Department of Human Services Child Welfare.

Action Summary

- Consent Agenda;
- Dorie Vickery board resignation;
- February-May Governance Reports;
- April 2020 Financial Reports;
- 2020-2021 Funding Plan/Budget

Topic
Welcome and Introductions Board members introduced themselves.
Conflict of Interest There was no declared COI for the June meeting.
Consent Agenda The June consent agenda was included in the Board packet. *Angie Blackwell moved to approve the consent agenda as presented. Donalda Dodson seconded. Motion passed.*
Governance Dorie Vickery resigned as she is taking the superintendent position with Sheridan School District. *Phil Blea moved to approve Dorie Vickery's resignation. Donalda Dodson seconded. Motion passed.*

Governance Policy Reports

The Board reviewed the Policy Reports from February-May for monitoring purposes. Sections reviewed this month include: Executive Limitations Related to Communication with the Board; Asset protection; Emergency Executive Director Succession; Unity of control; Delegation, and Accountability of the Executive Director; Monitoring the Executive Director performance; Global Board Management Delegation; Compensation and Benefits; Financial Planning and Budgeting. All sections are in the green. The Global Ends Statements is the one that is bright green and will tie in with Strategic Planning process that has begun review.

Motion by Donalda moved to approve the Governance Policy Reports from February-May. Kerry Blum seconded. Motion passed.

Financial Report

David Rheinholdt presented the April 2020 financial reports. April 2020 included revenues of $757,104. The total expenses for April was $360,271 that includes Preschool Promise provider payments and rent for the new quarter. The Balance Sheet includes assets of $3,600.382 and current liabilities of $332,769.

Angie Blackwell moved to accept the April 2020 Financial Reports. Carina Ventura seconded. Motion passed.

2020-2021 Budget

Treasurer David Rheinholdt led off the 2020-2021 budget conversation with an overview of the process through Finance and Audit Committee (FAC) and then on to Executive Committee. State Reserves requirements will be able to be reduced due to the program reductions. The FAC will be meeting to discuss how to manage the reserves. David urged that the Board consider adopting the budget today. Lisa shared that there are many uncertainties in the year ahead. Lisa shared a PowerPoint presentation that gave an overview of the mission and goals of the Hub and the programs our resources support. Donalda commented on how the reserves might be used in a sustainable way as they may be one time funds.

Donalda moved to approve the 2020-2021 budget as presented. Levi Herrera Lopez seconded. Motion passed.

Executive Director Report

- Strategic planning Committee met recently with Carina, Donalda and Jimmy Jones for a really good conversation and initial grounding. The committee feels the process is solid and productive. Facilitation will be done by Lisa due to the budget constraints this year.
- The Early Learning Division is having to make some difficult decisions due to the budget reductions. Letter was sent yesterday advising that the decisions are being postponed for Oregon Prekindergarten, Preschool Promise (PSP), and Equity grants for a short time pending budget direction. Hub staff listened in to the PSP application overview listen in of the 773 slot applications.
- The legislative coalition tracking to remain aware of evolving state decisions and priorities.
- The Hub provided $6,200 in diaper purchases and over 3,200 books delivered through Kindergarten Partnership & Innovation sites and food backs to as support for COVID-19.
- Janet Carlson with the Continuum of Care is hopeful the state of Oregon will gain federal funding for connecting housing and early learning (MOU proposed). Janet is willing to attend a future board meeting.

Program Spotlight- MPELH Staff

Veronica Mendoza shared how parent education programming has pivoted to online resources to support families in Ready for Kindergarten and parenting classes along with Parent/Caregiver Advisory work.

Skye Hibbard-Swanson shared the work of the Parent Connection Group led by Marion County Health & Human Services Children's Behavioral Health professionals. Focus on relieving parent stress so that they may support their children's needs through healthy coping strategies. In partnership with Willamette Education Service District Care Connect has been hosting Peer Learning Communities around social emotional supports for 38 early learning professionals.

Board Member Announcements

- **Oregon Child Development Coalition-** Donalda shared that OCDC is preparing for the migrant season and support children in a social distancing safe manner in the Woodburn. OCDC is willing to share what has been working as they have opened up in two sites and learned how to practice safe care.

Next Meeting: Thursday, July 2nd, 2020 at 3:00-5:00pm- Tentatively, Willamette Education Service District Oregon Room; likely virtually via Zoom

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MPELH Executive Committee Meeting

Wednesday, June 24, 2020 |2:00-3:30pm

Jim Seymour, David Rheinholdt, Phil Blea, and Lisa Harnisch

Topic
Financial Reports Lisa presented the May 2020 financials. Funds from the Oregon Department of Education Electronic Grants Management system are recorded as receivables for this month for Hub Coordination and Preschool Promise as MPELH awaits receipt of the funds. May 2020 included revenues of $669,907. May 2020 total expenses were $557,971 that includes Preschool Promise payments to providers and most Kindergarten Partnership and Innovation school districts as many completed their academic year activities as reflected in the subcontract and grant expenditures. As regard to the balance sheet MPELH has assets of $3,271,686 and current liabilities of $554,577. As a reminder the Early Learning Division proposed a budget reduction plan for 2020-21 reduces Hub Coordination funds by $143,888 and Kindergarten Partnership and Innovation by $593,159. The match requirements are acceptable for this current biennium as they go by a two year requirement and the Hub had Preschool Promise for the first year. *Phil Blea moved to approve the May 2020 financial reports. David Rheinholdt seconded. Motion passed.*
Mid-Willamette Valley Homeless Alliance Lisa presented the draft Memorandum of Understanding (MOU) between the homeless alliance and the Hub. The alliance is applying for federal funds to support and further build out homeless services in the Marion and Polk region. The applicants are required to demonstrate a connection with early learning. The MOU articulates what they will commit to work together on with the homeless alliance including: identification of needs of families with young children, looking at best practices to work with families who experience homelessness, mutual trainings for agencies working with the homeless, and from a service provision how services are connected to make recommendations. The Hub and the Homeless Alliance would sign and would provide the Board roster as support.
Governance Policy Review The Executive Committee reviewed aspects of the Executive Limitations section of the Governance Policies. The Hub is green in treatment of staff, treatment of contracting organizations and global executive limitations. *David moved to accept the report on Executive Limitations. Phil seconded. Motion passed.*
Principles for Tapping into MPELH Reserves Lisa shared the principles for tapping into MPELH reserves. The program attributes for the Board to consider: a) Maintain all contractual requirements within each fund category. b) Reserve requirements are based on 2-3 months' of each contract group and 6 months' salaries and benefits; adhere to this as the first commitment for excess reserves if the program is transferring to another party (e.g. Preschool Promise moving to state direct contract) c) Maintain core programs that may be impacted when possible. Determine if the program being reduced or eliminated is core to the MPELH mission, goals and values. If the resources loss is detrimental to the

core values and mission, determine if (1) all resources need to be rebalanced or (2) if the change is indicative of a state or community policy change in the mission of the Hub.

d) Sustainability- determine the expected duration of the resource loss. Is the grant being eliminated, stepped-down, or temporarily reduced? If the lost funds do not have a means for replacement, modify or eliminate the unfunded or underfunded program to sustainable level. The state economist projects that the current financial situation is likely to endure for three years; decisions should be made to reflect this likelihood.

These principles are the Board wanting to look at budget or how to fund the programs in the budget. This will be used to help think through lining up the work how to use the surplus in the reserves.

July 2 Board Meeting – Virtual via Zoom

- Executive Director report – what can the Hub and the Board do in focusing on race and equity
- Consent agenda
- Financial Report
- Principles of tapping into reserves
- MOU Homeless Alliance Janet Carlson
- Program spotlight on Kindergarten Partnership & Innovation

Next meeting: Wednesday, July 15th- 8:00-9:30am. Virtual via Zoom.

Regional Implementation Team Meeting Notes

Thursday, June 18, 2020 |1:00-2:30PM

Stephanie Whetzel, Becca Blessing, Sean Aker, Autumn David, Tanya Hamilton, Shannon Vandehey, Shanna Aldis, Ormond Fredericks, Eva Pignotti, Robert Reyna, Cindy Ryan, Lisa Harnisch, Kiara Yoder, Tiffany Miller, Skye Hibbard-Swanson, Margie Lowe, and Valeria Atanacio

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Topic

Coordinated Enrollment - progress to-date and review of materials

The Hub presented to the Parent/Caregiver Advisory Committee at a recent meeting. The parents served as a focus group on what parents think of preschool. Some examples include bilingual confidence, cultural celebrations, the sense of community, and relationships for practicing social emotional skills.

Valeria shared the Preschool Promise family interest brochure for the 2020-2021 program year. Attendees suggested the following:

- Including a note about families being notified either way of a decision of acceptance into a program.
- Create a cut-out section that parents can cut out and submit the information.
- Add a phone number to text the image of the parent information filled out.

Early Learning Division and State updates and information as we know it - Preschool Promise awards, budget

- The Early Learning Division has not awarded the Preschool Promise, Oregon Prekindergarten or Equity grants. Awaiting the budgetary legislative process with the state.
- The Hub has not received any specific guidance around Coordinated Enrollment yet.
- The Early Learning Division will be releasing a guide for preschool programs operating in the fall around social distancing.

COVID response update: Professional Learning Communities, and Parent Connection groups

- Willamette Education Service District and the Hub facilitated communities of practice and peer learning communities.
- Pivoting parent education with virtual opportunities.
- Distributed about $7,000 in diapers to a variety of community partners.

Next Meeting Date: July 17, 2020. 1:00-2:30pm. Virtual via Zoom

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Collective Action Team (CAT) Meeting Agenda

Thursday, June 18, 2020 9:00-11:00 a.m.

Robert Reyna, Skye Hibbard Swanson, Elide Sanchez, Michael Finlay, Kiara Yoder, Claudia Caratachea, Alyssa Gaiser, Chelle Bettis, Cheryl Weatherly, Veronica Mendoza, Karen Fischer, Tiffany Miller, Daisy Holmes, Rebeca McDermitt, Margie Lowe, Cynthia Richardson, Kelly Williams, Lisa Harnisch, Carolin VanOrden, Maarja Trujillo and Marguerite Kenagy.

Topic
Welcome and networking activity – Skye Hibbard-Swanson, MPELH
Juneteenth holiday celebration and other Office of Student Equity, Access, and Advancement (OSEAA) initiatives Cynthia Richardson, Salem-Keizer Public Schools. This department identifies students, families and parents to find supports as needed. The department has mentors to connect with African American and Pacific Islander students and provide a variety of inclusive supports. Juneteenth holiday celebration in Salem virtually. Did a call out to all Salem Keizer students asking them to share "we are done dying" paintings, drawings, poems, music, etc. Skye will post the celebration information on Basecamp for others that wish to partake.
Presentation on Employment Related Day Care (ERDC) subsidy available to families – Kelly Williams, OR Dept. of Human Services (DHS) Community Partnership Coordinator and Program Analyst Kelly Williams shared the role of Community Partnership Coordinator allows her to go out and learn about the communities in Marion, Polk and Yamhill counties. Program Analyst allows her to be knowledgeable of the services by Department of Human Services. Employment-Related Day Care program (ERDC) helps eligible low-income families pay for child care while they are working. ERDC is a subsidy program meaning eligible families still pay a part of the child care cost. Families can apply for ERDC over the phone if they are unable to apply online or submitting a paper application is a hardship. If families have applied for TANF, SNAP benefits in the last 18 months they can use those applications to apply for ERDC. ERDC has increased the eligibility of the program to the 250% of the federal poverty level. When someone applies for the benefits the agency has 90 days to respond to the applicant. Children ages 12-17 who do not have any special needs would not be eligible for ERDC, children must be under the age of 13 but given exception for those with special exceptions. For a two-parent household that are both working they look at their shift schedules to determine what hours that may overlap. Copays have been reduced to $0.00 through families' current certification periods and it will be in effect until the Governor has decided to lift the closures.
Responses to the CAT engagement survey – Skye shared the CAT engagement survey results. Some highlights include: • 29 responses with multiple sectors represented; • All participants attend the monthly meeting to stay informed through updates from partners; • The top two barriers to attending the monthly meeting were just having regularly scheduled conflicts and they just recently learned about the meeting;

- Partners enjoy presentations and resource spotlights during the meetings;
- A four way tie for topics to discuss for the rest of the year include: anti-bias education and educational equity; kindergarten readiness; mental health supports; and parenting education support.

MPELH strategic planning process and timeline

Lisa Harnisch reviewed the Strategic Planning process. Using the same process in the last planning process. Over the summer months the Hub will be doing deeper dives into the strategic plan through input gathering. The July Collective Action Team meeting will be the chance for partners to reflect and share information. The Parent/Caregiver Advisory committee will be an important part of it. If agencies have parent advisory committees that would be willing to provide information to the planning process.

Partner announcements and updates

- Oregon Child Development Coalition is meeting with their Board of Directors to decide if they are opening for Emergency Child Care for the summer.
- Salem Public Library summer reading club is happening. Prizes and make and take kits being contactless this year.
- Community Action is starting to open up more classrooms under the umbrella of emergency child care for the summer.

Next meeting: July 16, 9:00-11:00 a.m.

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Parent Advisory Committee Meeting Notes
Wednesday, June 10, 2020 | 1:00-2:30 PM
Virtual via Zoom

Attendance: Lindsay McElroy, Teresa Urban, Sharon Anderson, Carina Ventura, Autumn David, Lisa Harnisch, Valeria Atanacio, Tiffany Miller, and Veronica Mendoza.

Topic

Welcome

Veronica led a conversation about how the families are doing during this pandemic and who are in their support system.

Board Meeting Updates

Veronica highlighted the Executive Director report for the month of May. Some items included:

- **MPELH's application for Preschool Promise (PSP) was submitted May 4th at 4:44. On May 22, the review committee discussed all the applications in the Hub Region. There were 28 applicants, requesting for a total of over 800 slots.**
- **On June 3, the Early Learning Division sent out notification that the award for PSP will be delayed due to budget concerns.**
- **Virtual parent support group opportunities.**
- **Virtual Ready! For Kindergarten updates and Salem Clinic Medical Foundation investment for 0-3 Ready for Kindergarten workshops.**
- **COVID Relief funds updates**

Preschool Experience Focus Group

The Parent/Caregiver Advisory Committee stood as a preschool experience focus group for the Hub. Preschool Promise coordinator Valeria Atanacio led with the following questions:

- **What has your experience has been with preschool? What does early learning mean to you and what is important?**
  - Learning social skills, classroom experience with other children, community belonging, social-emotional support, language acquisition skills, relationships with others.
- **When did you start thinking about preschool opportunities for your child/children? Where did you get preschool information & opportunities?**
  - Was not influenced in parent's life, learned about it through flyers, friends, and outreach efforts by different preschools around community.
- **What were some of your expectations as you were looking for preschool opportunities?**
  - Access to the outdoors, forest type of experiences, emphasis in play, and staff involvement with child and parents.
- **What has been your experience with preschools and special education and disabilities?**
  - Some lack of awareness in teaching children through books or circle time, etc. Would like to see more education tools in classrooms to support teachers as well as parents.
- **What has been your experience with preschools and other cultures?**

- Preschools have bilingual students and of different cultures in classroom, children express interest in the language and or culture as they become more aware of different cultures. Being provided bilingual books through MPELH, as well as different flyers from teachers.

Valeria also shared the Preschool Promise Flyer interest brochure that is currently being worked on the final edits. Parents are welcome in providing their feedback or if they have any questions.

Advocacy Opportunities

Lisa shared a couple of upcoming advocacy opportunities:

- **Children's Institute had an opportunity to speak with Representative Teresa Alonso Leon on Monday 6/15/20, 2:00-2:15 in advocacy for continuous Early Learning investment. Lindsay and Teresa demonstrated interested in attending.**
- **Opportunity to write a letter to the Governor and Legislature to urge the leaders to utilize all available resources to protect essential programs, such as Head Start, from budget cuts. Parents showed interest in each writing a letter as they all have their own story and experience to share. Carina will collect the letters uploaded and will send them to legislature.**

Meeting Adjourned

Veronica shared there may be a special edition meeting in between our next scheduled meeting which is scheduled for September 9th. Veronica will reach out to members if this is the case.

Marion & Polk Early Learning Hub – Executive Director Report

July 2020 – representing the work on June 2020

Preschool Promise & Coordinated Enrollment	• The ELD will announce the intent to contract for Preschool Promise, Oregon PreKinder, and equity grants on July 2. • Regional Implementation Team/Regional Stewardship Committee continue to provide guidance to develop key principles for Coordinated Enrollment. We are waiting for the required specific application materials and tools to support providers and families through this process. • The ELD will support Coordinated Enrollment activities at a reduced level. It is not known at level but will hopefully be announced soon. • CLASS training was held for providers. This will assist providers as they move (hopefully) into year 5 of providing services. • All providers must directly send the end of year reports to the ELD.
New opportunity to support community	• Oregon Community Foundation has a COVID relief fund. They reached out to me to apply for $50,000 with the purpose of funding childcare providers serving Latinx families with funding to support their business during this challenging time. I will be putting together the proposal over the next few days.
Mid-Valley Economic Recovery Team	• Child Care and Broadband access continue to be areas of interest with the Mid-Velley Recovery Team. Polk County is interested in identifying and investing in the childcare businesses. Childcare providers are really feeling the economic impact, which will continue given the social distancing requirements. • The second round of grants as part of the CARES Act is open to childcare providers who did not receive funding in first round.
Parent Education and Parent Supports	• Childcare Provider Learning Community (PLC) in both English and Spanish continue to meet virtually and facilitated by a behavior coach for providers to connect with each other. This continue to be a great support to those participating. • In partnership with Marion County Behavioral Health, Breathe and Connect, an online parent support opportunity for families continues to occur.
Ready! For Kindergarten	• The virtual Ready! For Kindergarten (RFK) launched concluded this month. Great participation in both Spanish and English. • Plans are under way to continue this over the summer months as part of the KPI activities to support kindergarten transition and family engagement.
Parent Advisory Committee	• The Parent Advisory Committee provided guidance and insight on the Coordinated Enrollment process at their meeting. This resulted in improved materials and language to engage families.

	• Lindsay McElroy and Teresa Urban represented our region well at the legislature. Together with Children's Institute they met with Representative Teresa Alonso Leon and articulately impressed the importance of the early learning system, including parent education, high quality preschool, and childcare. • Many members of the PAC wrote letters to the legislature and the Governor on the importance of preschool and child care.
Kindergarten Partnership & Innovation	• The Early Learning Division will not be eliminating Kindergarten Partnership and Innovation funding. This is good news. We will continue to refocus the work around kindergarten transition through family engagement, and that was met with enthusiasm.
Family Connects	• The implementation team continues to move slow given the COVID-19 responses happening in the community. MPELH staff continue to meet with OHA and Family Connects to keep the initial phases moving along. • An intern who is completing his master's in public health will provide support in the implementation planning.

MPELH Financials

- May 2020 Financial Report
- Principles for Tapping into Reserves

Summary of Financial Results Period Ending: May 2020

Revenue:

May 2020 included revenues of $669,907. Funds from the Oregon Department of Education Electronic Grants Management System (EGAMS) are recorded as receivables this month for Hub Coordination and Preschool Promise as MPELH awaits receipt of the funds.

Expenses:

Total expenses for May 2020 were $557,971. This includes Preschool Promise payments to most providers and most Kindergarten Partnership and Innovation school districts as many completed their academic year activities as reflected in the subcontracts and grants expenditures. Training and curriculum expenditures include Creative Curriculum training that was offered for providers and Ready for Kindergarten training that was offered for parents.

Balance Sheet

As of May 31, 2020, MPELH has assets of $3,721,686 and current liabilities of $554,577. The state required reserve of $1,238,209 is met in part with the Unrestricted Net Assets and a portion of the Preschool Promise Coordination carryover.

MPELH's contract with the State Early Learning Division requires the Hub to maintain a six-month operating reserve. MPELH calculates the reserve estimate based on six months' of staff salaries and benefits and two months' of phase-out operations for subcontractors. All subcontracts contain a dis-appropriation clause allowing rapid discontinuation.

Step-Down or Other Declining Grants

- **The Early Learning Division proposed budget reduction plan for 2020-21 reduces Hub Coordination funds by $143,888 and Kindergarten Partnership and Innovation by $593,159.**
- OPEC Marion County Parent Education Program (Decreasing from $75,000 to $67,500)
- In the second year of the 2019-21 biennium, Preschool Promise funds for all programs will be directly contracted by the state to most if not all area providers; this program represents almost $4.2 million of the MPELH annual budget.

Match Requirements

- Oregon Hub Coordination Funds 25% Match ($160,741 non-state funds). This match has been met in the past year through WVP In Kind, WVCH and BCN grants, and OPEC grant totaling $590,590. Recent meetings with the

Early Learning Division have resulted in approval to include the added value of the Preschool Promise program to the other students in the providers' classrooms in mixed delivery sites as a matching funds source; 131 children benefit from these improved services that are not identified as Preschool Promise eligible. This source of program match will not be available after July 2020 as the state directly contracts for these services.

- Oregon Family Support Funds 25% Match ($68,471 non-state funds). This match has been met by funds (approximately $65,000) provided through local partners as a part of the Emergent Family Support Program and surplus match from the WVCH grants mentioned above; at this time the only match that will remain in the coming fiscal year are the resources identified by local partners in the Emergent Family Support Program.
- OPEC Grant Match ($18,750). This match has been met by the Hub Coordination and KPI funds provided by the Early Learning Division and the WVCH Parent Education grant; in the coming year, Hub Coordination and KPI funds will meet this requirement.

State Administrative Expenditure Limit

- Family Support Funds -- 10%
- Preschool Promise – Funds included in the Preschool Promise Coordination Account
- All Other State Grants – 15%

Early Learning Hub, Inc.
Statement of Position (Balance Sheet)
May 31, 2020

ASSETS

Current Assets			
Petty Cash	$	300	
Cash in Bank-Operating		2,685,018	
Prepaid Expense		5,888	
Accounts Receivable		1,026,800	
Total Current Assets			3,718,006
Fixed Assets		3,680	
Total Fixed Assets			3,680
Total Assets			**$ 3,721,686**

LIABILITIES AND NET ASSETS

Current Liabilities			
Accounts Payable	$	509,513	
Accrued Wages/Benefits		42,664	
Unearned Revenue		2,400	
Total Current Liabilities			554,577
Total Liabilities			554,577
Net Assets			
State Required Restricted		1,238,209	
Unrestricted		1,359,062	
OPEC Marion Region		299,586	
Preschool Promise		17,802	
Other State and Local Grants		252,451	
Total Net Assets			3,167,109
Total Liabilities and Capital			**$ 3,721,686**

Early Learning Hub, Inc.
Statement of Activities
Year-to-Date for the Period ending May 31, 2020

	Month Actual	YTD Actual	Annual Budget	YTD Budget %
Revenues				
Hub Coordination	46,193	529,328	577,134	(0.92)
Parenting Education	93,031	175,431	255,660	(0.69)
Preschool Promise Funds	376,383	3,890,467	4,314,878	(0.90)
School Readiness/KPI	127,900	575,096	864,438	(0.67)
Other State Grants & Contracts	26,400	184,506	411,279	(0.45)
Total Revenues	669,907	5,354,828	6,423,389	(0.83)
Expenses				
Salaries and Benefits	50,272	640,050	758,272	0.84
Professional Development	300	2,087	5,453	0.38
Supplies/Materials/Equipment	790	14,863	9,900	1.50
Subcontracts and Local Grants	441,644	3,895,564	4,545,120	0.86
Family Support/Aid	8,503	17,609	94,673	0.19
Parent Education Series	0	56,126	141,822	0.40
Parent Support Activities	0	4,565	4,003	1.14
Special Proj/Collaborations	0	0	52,000	0.00
Facilitator Support/Training	0	2,046	15,238	0.13
Training & Curriculum	31,311	125,489	238,389	0.53
Travel/Trans/Meetings	397	10,238	14,167	0.72
Facilities	1,920	30,966	43,003	0.72
Parent Advisory Committee	393	2,746	14,790	0.19
Communicatons/Outreach	7,421	43,444	48,163	0.90
Administrative Costs	15,020	51,466	107,488	0.48
Total Expenses	557,971	4,897,259	6,092,481	0.80
Net Income (Loss)	**111,936**	**457,569**	**330,908**	**(1.38)**

	YTD Actual	Annual Budget	YTD Budget %
Expenditures by Program			
Hub Coordination	115,972	426,389	0.27
KPI/School Readiness	575,722	864,438	0.67
Focused Childcare Networks	14,713	14,714	1.00
Parent Education Grant	99,615	169,954	0.59
Preschool Promise	3,851,926	4,220,421	0.91
BCN Care Connect Contract	67,950	122,683	0.55
Family Support	169,168	273,882	0.62
Expiring Programs	2,193	0	0.00
Total Expenses	**4,897,259**	**6,092,481**	**0.80**

Principles for Tapping MPELH Reserves

Program Attributes for Board consideration:

These principles are to be considered when faced with circumstances related to reserve surpluses or resource reductions.

A. Maintain all contractual requirements within each fund category.

B. Reserves requirements are based on 2-3 months' of each contract group and 6 months' salaries and benefits; adhere to this as the first commitment for excess reserves if the program is transferring to another party (e.g. Preschool Promise moving to state direct contract).

C. Maintain core programs that may be impacted when possible. Determine if the program being reduced or eliminated is core to the MPELH mission, goals and values. If the resource loss is detrimental to the core values and mission, determine if (1) all resources need to be rebalanced or (2) if the change is indicative of a state or community policy change in the mission of the hub.

D. Sustainability -- Determine the expected duration of the resource loss. Is the grant being eliminated, stepped-down, or temporarily reduced? If the lost funds do not have a means for replacement, modify or eliminate the unfunded or underfunded program to a sustainable level. The state economist projects that the current financial situation is likely to endure for three years; decisions should be made to reflect this likelihood.

Recap of Similar Challenges in Recent Past

Past circumstances where other resources have been deployed to maintain shrinking or eliminated programs:

Early Literacy – This grant was offered in the first year of the Hub, but was folded into other portions of the state agreement with hubs. MPELH chose to use the resource to fund the Reach Out and Read program which was maintained with School Readiness funds after the transition.

OPEC – The grant began with $100,000 per year but has diminished to $67,500. Reductions have been offset by using other grants and contracts including KPI, DHS, and WVCH.

Care Connect – This project began through a contract with the Behavioral Care Network which ended in 2019; expiring state grant funds and Preschool Promise funds were used to help continue the grant in the current year and the 2020-21 budget projects using a portion of Hub Coordination and parent education carryover funds to continue the program.

Preschool Promise – This program is being direct contracted with providers by the Early Learning Division with the plan for expansion. Some current providers who applied to remain in the program may not be selected in the re-compete. All providers have continued to be paid during the pandemic although they have not been able to provide direct care to children due to the state required closure.

Small grants such as the one from the Salem Clinic Medical Foundation have functioned only when resources are available.

MEMORANDUM OF UNDERSTANDING

BETWEEN THE MID-WILLAMETTE VALLEY HOMELESS ALLIANCE

AND THE MARION & POLK EARLY LEARNING HUB

WHEREAS, homelessness has reached a state of crisis in Marion and Polk counties; and

WHEREAS, homelessness increases the likelihood of teens becoming pregnant, reduces the likelihood that pregnant women receive adequate prenatal care, and increases the likelihood of low birthweight babies and infant hospitalizations; and

WHEREAS, homelessness and housing instability are associated with delays in children's language, literacy, and social-emotional development; and

WHEREAS, homelessness in early childhood is correlated with poor classroom engagement and social skills in early elementary school; and

WHEREAS, the U.S. Department of Housing and Urban Development created the Continuum of Care program in 1994 as a means for communities across the nation to engage in multi-year strategic planning for homeless programs and services; and

WHEREAS, the Mid-Willamette Valley Homeless Alliance has been recognized by the U.S. Department of Housing and Urban Development as the Continuum of Care for the Marion-Polk county region; and

WHEREAS, the Marion & Polk Early Learning Hub is recognized by the State of Oregon as the region's collaborative organization that brings together early learning partners to create local systems that are aligned, coordinated, and family-centered; and

WHEREAS, through mutual planning and coordination, the parties can strengthen the system of services available to young children and their families and thereby expand available resources to improve education, health, and safety;

NOW, THEREFORE BE IT RESOLVED that the parties to this Memorandum of Understanding agree to work together to achieve mutual goals, objectives, and strategies that prevent and end homelessness for young children and their families living in Marion and Polk counties.

BE IT FURTHER RESOLVED, that the parties to this Memorandum of Understanding agree to work collaboratively to perform the following tasks during the duration of this agreement.

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A. Identify the needs of families with young children experiencing homelessness who are living in Marion and Polk counties;

B. Explore best practices and approaches to engage families with young children in health, education, family support services, and other social services offered by participants in the Marion & Polk Early Learning Hub;

C. Develop and participate in mutual trainings to improve the skills of workers providing shelter, housing, and homeless services to address the unique needs of families with young children;

D. Coordinate housing and homeless services with providers of early learning services; and

E. Develop a referral system that prioritizes homeless families with young children in preschool programs.

TERMS OF AGREEMENT: This agreement shall commence upon signature, remain valid through June 30, 2022, and be eligible for renewal for successive five-year terms. This Memorandum of Understanding may be amended by mutual agreement of the parties.

The parties hereby execute this **Memorandum of Understanding** by the signatures of their authorized representatives.

Mid-Willamette Valley Homeless Alliance

_____ Date: _____
Name and Title

Marion & Polk Early Learning Hub

_____ Date: _____
Name and Title

Attachments: Rosters of Early Learning Hub and Continuum of Care boards of directors

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