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MARION & POLK EARLY LEARNING HUB

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# Board of Directors Meeting

**Thursday, September 2, 2021 |3:00-5:00 PM**

**Virtually via Zoom**

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

| Action | Time | Topic | Page # |
|---|---|---|---|
| | **3:00** | **Welcome and Introductions**<br>• Review agenda for real or potential conflicts of interest – All<br>• Establish any conflicts of interest | |
| | | **Public Comment Period**<br>• Comments should be limited to three (3) minutes<br>• Please provide copy of written materials to the Executive Director, if available | |
| **Action** | **3:05** | **Financial Report – David Rheinholdt**<br>• June Financial Report | |
| **Action** | **3:10** | **Consent Agenda**<br>*Staff Recommendation: Approve*<br>1. July 2021 Board of Directors Meeting Minutes<br>2. July 2021 Executive Committee Notes<br>3. July 2021 Collective Action Team Notes<br>4. Executive Director report | |
| **Input** | **3:15** | **Governance Training – Jim Seymour**<br>• The 2021 Legislative Assembly adjourned Sine Die on June 26, 2021<br>• Overview of session and impact of advocacy | |
| **Inform** | **3:35** | **Funding Presentation – Salem Keizer Education Foundation** | |
| **Inform** | **3:45** | **Update on Safe at Home Project with CP3 – Lisa Harnisch**<br>• Update on hiring, contract, and next steps | |
| **Inform** | **3:50** | **Program Spotlight – Coordinated Enrollment**<br>• Review of data on this year's applications<br>• Anticipation of Preschool Promise expansion<br>• Coordination and alignment ideas with Head Start and Preschool Promise | |
| **Inform** | **4:00** | **Executive Director Report**<br>• Sector Planning in anticipation of Preschool Promise Expansion<br>• Preschool Promise coordinated enrollment<br>• ELD Contract and funding restoration<br>• Safe at Home<br>• City of Salem ARPA Child Care investment project with CCRR and Community Action | |

| | | | |
|---|---|---|---|
| **Action** | **4:15** | **Executive Session (MPELH Staff leave meeting)**<br>• Executive Director Performance Review | |
| **Next Meeting Date** | | Thursday, October 7, 2021, at 3:00-5:00pm- Virtual via Zoom | |

## Meetings of Interest

MPELH Parent/Caregiver Advisory Committee

| Dates | Time | Location |
|---|---|---|
| 2nd Wednesday of Every Month*<br><br>*Hiatus during summer months (July and August) | 6:00 pm to 7:00 pm | Virtual |

Regional Implementation Team

| Date | Time | Location |
|---|---|---|
| 3rd Wednesday of Every Month | 2:00-3:30pm | Virtual |

Collective Action Team

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

Summary of Financial Results Period Ending: June 2021

**Revenue:**

June 2021 included revenues of $547,378. Funds from the Oregon Department of Education Electronic Grants Management System (EGAMS) are recorded as receivables this month for Hub Coordination and other grants as MPELH awaits receipt of the funds.

**Expenses:**

Total expenses for June 2021 were $498,429. In addition to employee salary and benefits expenditures, this includes payments to Preschool Promise subcontract providers for the current service month, quarterly payments for emergency family support contracts and Ready for Kindergarten kits for the Kindergarten Partnership and Innovation school districts. MPELH coordinated the purchase of Ready for Kindergarten training materials and supplies for the Kindergarten Partnership and Innovation grant program during the year; this is reflected in higher than budgeted expenditures for Training and Curriculum and Supplies/Materials/Equipment and offsetting lower expenditures in Subcontracts. The Communications and Outreach budget was higher than expected as the outreach campaigns for Preschool Promise Coordinated Enrollment, Family Connects and Bright by Text were accelerated to utilize expiring state grant funds.

**Balance Sheet**

As of June 30, 2021 MPELH has assets of $3,721,419 and current liabilities of $318,750. The state required reserve of approximately $710,000 is met with a portion of the Unrestricted Net Assets. 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 three months' of phase-out operations for subcontractors. All subcontracts contain a dis-appropriation clause allowing rapid discontinuation.

**Changing Grants and Contracts**

- House Bill 5042A, recently passed by the legislature, provides MPELH with $147,374 of additional KPI funds for the last quarter of the current fiscal year and $442,121 in the first quarter of the new fiscal year to support summer learning to prepare children for a successful start in the new school year. The bill also provides summer funding for early learning programs including Preschool Promise; MPELH has applied for $40,500 to support our subcontract providers offering a 6-week supplemental preschool program.
- The Early Learning Division proposed reduction contains lower Hub Coordination and School Readiness funding and a change in the distribution formula that will increase resources for smaller hubs and less funding for large

hubs. MPELH, as one of the largest hubs is likely to have lower funding for these functions in the 2021-23 biennium. Final legislative budget actions restored this reduction, but the distribution formula has not yet been shared with the early learning hubs.

- New grant agreements the Oregon Health Authority and the Oregon Pediatric Improvement Partnership to support the development of the Family Connects newborn visitation program and coordinated community engagement have been signed and are expected to continue into the next fiscal year.
- OPEC Marion County Parent Education Program (Decreasing from $67,500 to $60,750) and funding from the Student Success Act will be approximately $45,000 for Marion County parent education. Polk and Yamhill will receive a similar amount through their parenting hub.
- In the second year of the 2019-21 biennium, Preschool Promise funds for all programs are being directly contracted by the state to most area providers; MPELH has been awarded $216,000 for 18 Preschool Promise placements and will subcontract with four in-home providers to deliver these services for children.
- The Preschool Promise Coordinated Enrollment agreement has been awarded at an initial $30,500, although the Early Learning Division has revised the agreement to $233,500.
- The Oregon Community Foundation has awarded MPELH $50,000 to provide support to Latino early care and learning providers during the pandemic.

**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. In the 2020-21 fiscal year this is projected to be met by the OPEC grant ($60,750) and the Family Connects contract ($100,000).
- 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; the match in the current fiscal year will include the resources identified by local partners in the Emergent Family Support Program and the Oregon Community Foundation grant for Latina child care providers.
- 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)
June 30, 2021

ASSETS

| | | |
|---|---|---|
| **Current Assets** | | |
| Petty Cash | 300 | |
| Cash in Bank-Operating | 2,666,573 | |
| Prepaid Expense | 11,440 | |
| Accounts Receivable | 1,041,418 | |
| Total Current Assets | | 3,719,731 |
| Fixed Assets | | 1,688 |
| **Total Assets** | | **3,721,419** |

LIABILITIES AND NET ASSETS

| | | |
|---|---|---|
| **Current Liabilities** | | |
| Accounts Payable | 123,932 | |
| Credit Card Payable | 28,159 | |
| Accrued Wages/Benefits | 42,159 | |
| Unearned Revenue | - | |
| Covid Loan | 124,500 | |
| Total Current Liabilities | | 318,750 |
| Total Liabilities | | 318,750 |
| **Net Assets** | | |
| State Required Reserve | 710,000 | |
| Unrestricted | 2,116,112 | |
| OPEC Marion Region | 272,910 | |
| Preschool Promise | 1,875 | |
| Other State and Local Grants | 301,772 | |
| Total Net Assets | | 3,402,669 |
| **Total Liabilities and Capital** | | **3,721,419** |

Early Learning Hub, Inc.
Statement of Activities
Year-to-Date for the Period ending June 30, 2021

| | Month Actual | YTD Actual | Annual Budget | YTD Budget % |
|---|---|---|---|---|
| **Revenues** | | | | |
| Hub Coordination | 46,654 | 568,868 | 518,456 | 110% |
| Parenting Education | 60,750 | 193,250 | 272,500 | 71% |
| Preschool Promise Funds | 18,730 | 477,584 | 596,500 | 80% |
| School Readiness/KPI | 336,184 | 946,344 | 866,769 | 109% |
| Other Grants & Contracts | 85,060 | 461,107 | 544,680 | 85% |
| PPP Accrual | 0 | 124,500 | 124,500 | 100% |
| Total Revenues | 547,378 | 2,771,653 | 2,923,405 | 95% |
| **Expenses** | | | | |
| Salaries and Benefits | 51,492 | 610,539 | 703,741 | 87% |
| Professional Development | 0 | 250 | 8,079 | 3% |
| Supplies/Materials/Equipment | 59,222 | 86,483 | 18,676 | 463% |
| Subcontracts and Local Grants | 123,019 | 832,140 | 1,005,587 | 83% |
| Family Support/Aid | 28,794 | 130,333 | 181,550 | 72% |
| Parent Education Series | 18,612 | 106,435 | 124,634 | 85% |
| Parent Support Activities | 1,214 | 13,513 | 23,109 | 58% |
| Special Proj/Collaborations | 100 | 6,163 | 54,000 | 11% |
| Facilitator Support/Training | 395 | 7,701 | 15,238 | 51% |
| Training & Curriculum | 184,720 | 411,226 | 240,881 | 171% |
| Travel/Trans/Meetings | 100 | 1,222 | 15,220 | 8% |
| Facilities | 4,840 | 43,568 | 59,961 | 73% |
| Parent Advisory Committee | 610 | 10,111 | 15,290 | 66% |
| Communicatons/Outreach | 19,109 | 167,137 | 109,885 | 152% |
| Administrative Costs | 6,202 | 59,310 | 58,780 | 101% |
| Total Expenses | 498,429 | 2,486,131 | 2,634,631 | 94% |
| **Net Income (Loss)** | **48,949** | **285,522** | **288,774** | |

| | YTD Actual | Annual Budget | YTD Budget % |
|---|---|---|---|
| **Expenditures by Program** | | | |
| Hub Coordination | 357,833 | 352,480 | 102% |
| KPI/School Readiness | 946,344 | 866,769 | 109% |
| Parent Education Grants | 249,865 | 273,000 | 92% |
| Preschool Promise | 475,709 | 596,500 | 80% |
| BCN Care Connect Contract | 6,367 | 0 | 0% |
| Family Support | 325,513 | 421,382 | 77% |
| PPP Expenses | 124,500 | 124,500 | 100% |
| **Total Expenses** | **2,486,131** | **2,634,631** | **94%** |

**September 2021 Consent Agenda – Action Item**

## Staff Recommendation: Approve

1. July 2021 Board of Directors Meeting Minutes
2. July 2021 Executive Committee Meeting Notes
3. July 2021 Collective Action Team Meeting Notes
4. Executive Director Report

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# Board of Directors Meeting Minutes

Thursday, July 1, 2021|3:00-5:00 PM

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| X | Angie Blackwell, Confederated Tribes of Grand Ronde | X | Phil Blea, Marion County Children's Behavioral Health | | 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 | X | Stacy Lake, DHS Child Welfare | X | Dave Novotney, Willamette Education Service District |
| X | 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 | | Carina Ventura, Parent/Caregiver Advisory Committee | | | | |
| | | | | | | | |
| **MPELH Staff** | | | | | | | |
| X | Lisa Harnisch, Executive Director | | Margie Lowe, Performance & Fiscal Officer | | Veronica Mendoza, Family Engagement Coordinator | X | Tiffany Miller, Communications Specialist & Parent Education Associate |
| | Skye Hibbard, Coordinated Enrollment Specialist & Care Connect Coordinator | | Kiara Yoder, Screening & Care Systems Coordinator | | | | |

Guests: Stephanie Whetzel, Salem-Keizer School District.

**Action Summary**

- Consent Agenda;
- Governance Policy Reports April – June 2021;
- Extension of Board terms for 7 members;
- 2020-2021 MPELH Funding Plan;
- Safe at Home negotiation and contract.

## Topic

**Welcome and Introductions**

Board members introduced themselves.

**Conflict of Interest**

No conflicts of interest were declared.

**Consent Agenda**

The June consent agenda was included in the Board packet.

*Dave Novotney moved to approve the consent agenda with the correction made. Donalda Dodson seconded. Motion passed.*

**Legislative Recap**

Cassie Bruske from Eames Consulting the consulting group the Hub Leaders hired on behalf of early learning advocacy attended to provide a quick legislative recap. The 2021 Legislative Assembly adjourned Sine Die on June 26, 2021. Lisa acknowledged and appreciated Cassie and her work with the legislature. During the session Eames

consulting assisted in the budget, but most importantly the biggest benefit has been legislators having a greater understanding on the value of Hubs in the early learning system. A lot of priorities of the legislators focused on early childhood system. Progress needs to be made to educate on Early Learning Hubs. Created champions first of newly elected members including Teresa Alonso Leon and Deb Patterson. A common question was being the are the two programs (Early Learning Hubs and Child Care Resource and Referrals) redundant. Throughout the session the messaging changed about what would be impacted through the cuts.

**April - June Governance Policy Reports**

The Executive Committee reviewed April-June governance policy reports. The following sections were reviewed and discussed:

- **April**- Discussion on Ends Statements; strategic plan updated; continued conversation on meaningful measurement
- **May**- Executive Director is working with contractor to outline Board training for 2021. Each year organization has a fiscal audit. Audit for Fiscal Year 2021 will be scheduled in October/November. Parent Advisory Committee, a Board committee, provides guidance in our work. Regional Implementation Team and Collective Action Team provide guidance and insight into initiatives. Significant outreach with Early Care & Education Sector Plan happened. Could develop additional ways to get input.
- **June**- Staff receive 3% increase on work anniversary date. Two staff have received a small increase (5%) for taking on broader leadership and lead work positions. One staff has received an increase for taking on new role in organization

*Kim Parker-Lleranas moved to accept the governance policy as presented. Angie Blackwell seconded. Motion passed.*

**Nominating Committee**

Chair Seymour has reached out to all of the Board Members whose terms have expired. Christy Perry, Stacy Lake, David Rheinholdt, Jimmy Jones, Levi Herrera-Lopez and Angie Blackwell have all expressed interest to continue for another three-year term.

*Phil Blea moved to accept the entire list of people for another term of the MPELH Board of Directors. Kim seconded. Motion passed.*

**Funding Plan 2021**

Lisa presented the draft MPELH 2021-2022 Funding Plan as a continuation of current initiatives and is a conservative budget, based current known revenues from state. These may change as legislative budgets come through and the Early Learning Division (ELD) sends out contracts. Does not include any new initiatives, but does forecast SSA funding for parent education and summer Kindergarten Partnership and Innovation funding. Lisa presented the funding plan by initiatives and how it aligns with Raise Up Oregon, the Hub's mission, vision, goals and strategic plan.

Some highlights of the presented budge by program:

- Summary page:
    - Facilities, IT administration, accountant and the payroll program is accounted for in facilitation or administrative cost. Prorated across all program areas.
    - Assumes the approximate $700,000 required in reserves. Still have not had a richer discussion on the reserve policy.
    - Staff salaries include an annual 3% cost of living adjustment (COLA) raise, health benefits for employee and family members and a simple IRA.
- Coordination decrease by $300,000 aligns with the new statement of work. Funds can be carried through biennium's. Often make adjustments from coordination to other programs if needed. Expenditures include salaries for Lisa and Margie. Subcontracts are for additional 9 slots from Preschool Promise.

- School Readiness (SR), Kindergarten Partnership & Innovation (KPI) and Summer KPI- as part of the new funding formula the division is putting into place it wipes out SR funding stream. Hub Coordination moved $100,000 into SR to assist the sub-contracts for KPI coordination. Reduced revenue from coordination was moved to school readiness- not counting the revenue twice. Put an asterisk on it to denote the change. Other funding stream captured here is Summer Kindergarten Partnership and Innovation- July 1 through September 30. Normal KPI dollars status quo.
- 8th year of parent education. Oregon Department of Human Service funds allow us to do parent education for families with children in teen years such as Strengthening Families.
- Preschool Promise services, summer programs and coordinated enrollment. Approximately $99,000 moved from SR to PSP services allows for additional capacity to support four sub-contracted programs. A portion of Veronica's time is under salary and benefits.
- Family Connects budget allows for coordination and communications.

*Dave Novotney moved to approved the 2021-2022 Funding Plan as presented. Donalda Dodson seconded. Motion passed.*

**Consideration of Safe at Home Project with CP3**

The Children's Public Private Partnership known as CP3 approached the Hub to serve as backbone agency for the Safe at Home pilot program. The pilot project is to support families who are in the process of working to be reunified with their children. On June 11, 2021, CP3 made a decision to officially find Safe at Home a new organizational home and asked the Hub to consider this opportunity. It would entail Lisa's leadership and hiring a program manager to test some the theories. Aligns with the mission and vision and works with child welfare and the Oregon Department of Human Services. Would allow the Hub to wrap around families with parent education, preschool promise, and kindergarten transition. It would be a self-sustaining contract with CP3 and it will offset all the costs incurred. Some challenges will be insurance and the budget and overlaying that with our staffing and salary model we have at the Hub- still need to do some negotiating. Need to make sure to have good and clear background check processes. Lisa will keep the board apprised on negotiations.

*Angie moved to execute the contract to operate the Safe at Home program if CP3 covers the cost of the program. Donalda seconded. Motion passed.*

**Executive Director Report**

- **Preschool Promise** summer programming and coordinated enrollment. MPELH invested in SchoolMint the database system for Preschool Promise enrollment. 14 programs are offering summer programming.
- **Summer Kindergarten Partnership & Innovation (KPI)-** KPI coordinators have been working to identify and make plans for this in the region. Ready! For Kindergarten, Jumpstarts, Red Light Purple Light, Second Step. Providing more resources and tools in the community. Partnering with Foster parent summer workshops, library grants to purchase books for the diversity and equity children's books. Lane County KITs. Neighborhood Council series of summer activities at the Northgate park.
- **City of Salem ARPA Child Care** investment project with CCRR and Community Action
    - $200,000 to invest in child care. Able to support new and returning child care programs. City of Salem only.
- **Family Connects** – Expanding to all Oregon Health Plan members in Marion County as soon as nurses are hired and trained; bringing in Polk as they are coming out of COVID fog.

**Next Board Meeting:** Thursday, September 2, 2021 at 3:00-5:00pm- virtual via Zoom.

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# MPELH Executive Committee Meeting Notes

July 14, 2021 – 8:00-9:30am

Attended: Jim Seymour, David Rheinholdt, Dave Novotney, Phil Blea, and Donalda Dodson

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| Topic |
| --- |
| **Financial Reports**<br><br>May 2021 financial reports included revenues of $361,026. Funds from the Oregon Department of Education Electronic Grants Management System (EGAMS) are recorded as receivables this month for grants. May 2021 total expenses were $245,182 in addition to employee salary and benefits expenditures, this includes payments to Preschool Promise subcontract providers for the current service month, quarterly payments for family support contracts, Creative Curriculum training for child care providers, and Ready for Kindergarten kits for the Kindergarten Partnership and Innovation for school districts. The Paycheck Protection Plan was still included in the balance sheet although it has been forgiven in whole.<br><br>June 2021 financial reports are considered preliminary due to many outstanding invoices for the end of the biennium. Revenues included $547,378 and expenses were $498,429. Many purchases were made in the month for summer programming, books and curriculum and items for end of the biennium. Lisa will double check the significant jump. June is last month of last fiscal year- 95% revenues and 94% expenses has been reported. *{follow up – MPELH purchased on behalf of KPI sites many materials to support summer programs. This resulted in lower contract expenditures.}*<br><br>*Donalda Dodson moved to approved the May and June 2021 Financial Reports. Dave Novotney seconded. Motion passed.*<br><br>The Executive Committee will review the more current financial report at the August meeting. |
| **Governance Policy Reports**<br><br>The Executive Committee reviewed aspects of the Governance Policies Executive Limitations.<br>• **Treatment of Staff-** the employee handbook very old and Lisa will be updating the handbook and freshening up the language to current policies.<br>• **Treatment of Contracting Organizations**- interactions between MPELH and contracting organizations and to ensure systems are in place for contracting. We do follow the contracts around data information, release of information and necessary legal aspects in place. Operate around the Stewards of Children Darkness to Light training. Still need to launch the survey for contractors that will be going out for getting input from the community as how we are doing as a partner and what we can do better from a contracting review.<br>• **Global Executive Limitations**<br><br>*David moved to accept the report on Governance Process. Donalda seconded. Motion passed.* |
| **Board Training** |

Lisa is working with Karen Ross to develop a deeper training plan for the Board Governance policies. The proposal for this training plan will include 15-20 minutes at each meeting to learn the core elements of policy governance aspects.

Each training module will be facilitated by an Executive Committee member with a timekeeper Board member. The presentation will be developed in partnership with Lisa and will include a half page overview of principles. It was recommended to include the Hub's mission, vision, goals and values to all the documents. There could potentially be a lot of future discussions around the Hubs and such could be tension so this will aid in creating a framework in how business is conducted at Board meetings

**Executive Director Performance Review**

Jim acknowledged this was a two-year process instead of an annual which it should be. Lisa and Jim met to make a plan, met with staff, board survey and community stakeholder survey. Setting goals for the next year. All has been completed. Results almost ready to send- the responses have been very positive. The report will be sent in the next two weeks.

An agreement was made that there needs to be a salary study conducted by the board. Concern has been raised as the salary is in the top percentage of Executive Director salary for a nonprofit this size. Need to have a salary scale set for the next year.

The Executive Committee agreed to retro actively pay 3% for the last year and add a 3% raise going forward. Jim and the Executive Committee will get the full report ready for presentation at the September Board of Directors meeting.

Grateful for Lisa for staying on board. Important for the board to have a dedicated and committed executive director.

**Updates**

- **The Early Learning Division** sent a vision for coordinated enrollment and a 5-year plan moving into that. Puts the Hubs in the middle of doing coordinated enrollment for all publicly funded programs. Creates challenges on how communities work together. Our region is looked at a model but also creates a tension point. A lot of emphasis on the sector plan for planning how and where do we place families to serve children and families.
- **Safe at Home**- moved into a contract. Increased the rate for staffing and increased contract of insurance cost. We can continue with what insurance we currently have. Position is posted. ODHS will be doing background checks for staff we hired and volunteers.
- **Kindergarten Partnership & Innovation summer funding** received grant. Amazing summer programming with the community. Ready! for Kindergarten, Hallman neighborhood event and a Gilbert House preschool program.

**Sept 2- Board Meeting – Virtual via Zoom**

- Executive Director report
- Consent agenda
- May & June Financial Report

**Next Meeting:** Wednesday, August 18th - 8:00-9:00am

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# Collective Action Team (CAT) Meeting Notes

Thursday, July 15, 2021 - 9:00-10:00 a.m.
Online meeting

Alyssa Gaiser, Veronica Mendoza, Christina Diters, Tiffany Miller, Elide Sanchez Rivera, Kiara Yoder, Erin Ahlquist, Skye Hibbard Swanson, Guadalupe Madrigal Aguilar, Holly Dalton, Jessica Maria, Ana Garcia, Kyle Miller, Marlene Arrendondo, Patty Vega, Maribel Hernandez, Robert Reyna and Teresa Gomez

| Topic |
| --- |
| **Welcome and opening activity** |
| **Bright by Text**<br><br>Tiffany Miller introduced Bright by Text the free text update platform MPELH has invested in. MPELH has social media posts, bilingual printed items such as postcards and posters. A conversation was held on how partners can share sign families up for Bright by Text:<br>• MPELH visits to different agencies to share BBT such as home visitors<br>• MPELH share posters, post cards with different agencies to start sharing with families<br>• Marion county WIC back in person by end of August for home visits<br>• Community events<br>• Book Marks for students to take to families<br>• Connecting with area pediatricians<br>• Parent handbooks, home visits<br>• Social media posts from MPELH and local agencies<br><br>At a future Collective Action Team meeting MPELH will share instructions on partners ability to submit messages to be pushed out to all subscribers. |
| **Preschool Outreach & Recruitment Update**<br><br>Skye Hibbard-Swanson provided an update on Preschool Rocks and Preschool Promise. |
| **Summer 2021 Activities**<br><br>Tiffany shared upcoming community events available for families in Marion and Polk counties Summer 2021:<br>• Hallman Fun Friday's events in the Northgate Park in Salem<br>• Micronesian Back to School Fair on Saturday, August 20, 2021<br>• Polk County Back to School Fair on Sunday August 29, 2021 |
| **Next meeting:** Thursday, September 16, 9:00-11:00 a.m. **No meeting in August** |

# Marion & Polk Early Learning Hub – Executive Director Report

September 2021 – representing highlights from the work for August 2021

| | |
|---|---|
| **Preschool Promise & Coordinated Enrollment** | • School Mint is well underway! We have completed two lotteries. While there have been some bumps and learning, the system is going well. It is nice to have centralized information as well as a way to communicate with families on their application status.<br>• We continue to work in partnership with our HS and OPK partners to ensure that we are in sync. We are in discussions about creating a searchable "clearinghouse" of all publically funded preschools so that families are able to see all of the programs that they may qualify for.<br>• Our 4 subcontracted providers all held a well-attended summer program.<br>• We have signed intent to contract with our 4 subcontracted providers. This includes goals for improvement in business and classroom practices. |
| **Kindergarten Partnership & Innovation** | • KPI Summer activities have included Jump Start, Ready for Kindergarten, kindergarten readiness kits handed out in a variety of locations.<br>• Over 70 people attended a social emotional learning session with Shauna Tominey of Oregon State University.<br>• Second Step training for Professional development opportunities will include Red Light Purple Light, KITS at Home, and Second Step. |
| **Summer Events** | • Staff have been really busy with summer events including the Hallman Summer fun. We have been able to provide books, dental kits, school supplies, and resources to families.<br>• Ready for Kindergarten classes are being scheduled into the fall and beyond. We will be hosting several this fall specifically in the Hallman area as part of the intensive Hallman Neighborhood activities.<br>• Preschool Sundays in August – a dynamic partnership with Gilbert House concluded this week. We had over 20 families (English and Spanish attend). The program was 4 Sundays in August and while the children were in a preschool class, parents were participating in Incredible Years parent education. The evaluations were very positive and |
| **City of Salem Child Care Investments** | • City of Salem City Council approved the proposal to support child care businesses in Salem. We were awarded $200,000 to support child care providers. Community Action will be the fiscal agent, and MPELH and CCRR will invest in new and returning child care providers in providing fiscal resources in starting up a business. As part of this program, providers would have to attend business classes held by Chemeketa's Small Business Development Center.<br>• Funds can be used to upgrade environments to maintain their business. |
| **Family Connects** | • Services will be scaled up services in Marion to all OHP families. Nurses are being hired by Marion County and trained in the Family Connect protocols.<br>• Polk County will be re-joining the project and is beginning the training and planning to be a site.<br>• Visits are still virtual given the Delta variant.<br>• Family Connects has been a part of the Hallman Summer Fun Events and was highlighted in the Salem Reporter. |

# Governance Policy Training Plan

September 2021 – July 2022

| Board Principle | Leader | Month |
|---|---|---|
| **Ownership** – the board exists to act as the informed voice and agent of the owners. | Jim Seymour | September |
| **Board Position** – the board is accountable to the owners and delegates to the Executive Director. | Donalda Dodson | October |
| **Board Holism** – the board speaks as one voice. | Dave Novotney | November |
| **Board Means** – the board defines the job results, practices, delegation, and discipline that make up its own job. | | December |
| **Delegation Clarity** – the board delegates authority and determines how that authority will be monitored. | | February |
| **Monitoring** – the board monitors organizational performance against stated Ends policies and Executive Limitation policies. | | March |
| **Ends Policies** – the board identifies the intended effects to be produced, the intended recipients, and the intended worth of the effects. | | April |
| **Policy Sizes** – the board decides its policies starting with the broadest, most inclusive level and then moves to more detail. | | May |
| **Reasonable Interpretation** – the Executive Director may use any reasonable interpretation of the applicable board policies. | | June |
| **Executive Limitations** – the board defines the expectations of the operational organization by defining limits. | | July |

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# Ownership

*One of the ten elements of the Board Governance policies*

The Policy Governance model conceives of the governing body as being the on-site voice of the owners. It exists to represent and speak to the interests of the owners, whether they are owners in a legal or moral sense.

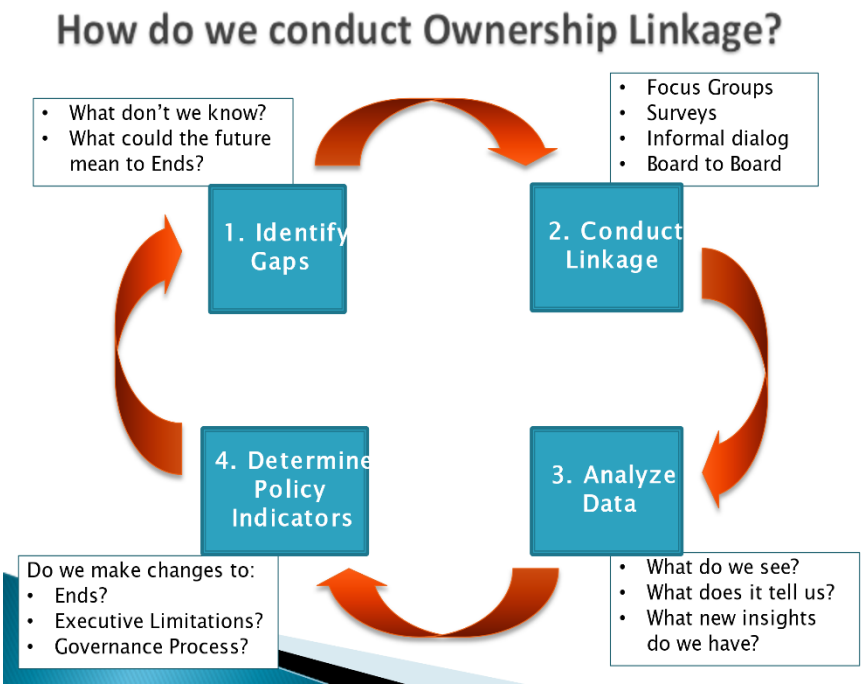
- The Board clearly identifies its moral ownership.
- The Board connects with the ownership to discover the range of ownership values about the purpose of the organization. This knowledge leads the Board in making "Ends" decisions on behalf of the owners.
- The Board is committed to representing the interests of the owners to make decisions based on the owners' best interests rather than the interests of staff, people served, government organizations, or others.
- It is on behalf of owners that the Board chooses what groups will be customers in the future. Therefore, the primary relationships of the Board are outside the organization with the owners.

Organizations have multiple stakeholders including local citizens, contractors, banks, vendors, companies, staff, government, neighbors, people served, and partners. All owners are stakeholders. Not all stakeholders are owners.

The ownership linkage is a deliberately created program of Board dialogue and deliberation with owners to inform Board policy development, with particular emphasis on "Ends" policies. The plan can include key messages to be shared from the Board to the owners as well as input from the owners to the Board.

Ownership linkage also includes accountability for the Board's performance by providing information and sharing governance effectiveness and organizational outcomes with the owners.

MPELH governance policies identify the owners of the organization as the people in Marion and Polk Counties. The policies further state:




- Board Job Description: Specific job outputs of the Board, as an informed agent of the Marion and Polk communities, are those that ensure appropriate organizational performance. Accordingly, the Board shall provide: Authoritative linkage between key stakeholders and the operational organization.
- Agenda Planning: The Board shall follow an annual agenda that completes a review of the Ends policies annually and continually improves performance through Board education and enriched input and deliberation. (Only items pertaining to ownership are included here.)
    - Consultations with selected stakeholders, or other methods of gaining stakeholder input, will be determined, and arranged in the first quarter, to be held during the balance of the year.
    - Governance education and education related to Ends determination (presentations by futurists, demographers, advocacy groups, staff, and so on) will be arranged in the first quarter, to be held during the balance of the year.

Questions for the Board to Consider:

- Do we have an ownership linkage plan? If so, how is it working? If not, how can we create one?
- How and what do we want to communicate back to the owners?
- How do we reflect owner input into our Ends?

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# *Change the first five years, and you change everything*

**The 3-Year Strategic Plan**

## MISSION

- To convene, collaborate and catalyze action in our hub region to develop and better align services and resources for children and families.
- To actively enhance and build an early learning system grounded in equity and diversity.
- To build capacity in community-based organizations and childcare providers.

## VISION

- The regional early learning system is equitable and just providing a diverse array of service meeting the needs of historically underserved communities.
- Every child is safe, healthy, and prepared to learn – every family is strong and resilient – early learning services are coordinated, effective and efficient.
- Community-based organizations have the support and capacity to serve children and families.

## OVERARCHING GOALS | ENDS STATEMENTS

1. COORDINATED AND ALIGNED SERVICES
2. KINDERGARTEN READINESS
3. FAMILY STABILITY

## VALUE STATEMENTS

### Family Resilience

- We believe that the parent is the child's first and best teacher. Families deserve the provision of a variety of supports to meet their needs and build capacity.

### Diversity, equity, racial justice

- We are committed to building a system that meets the needs of families, with a focus on those furthest from opportunity and historically underserved. We are committed to culturally sensitive and linguistically appropriate programs.

### Partnership

- We believe that through true collaboration and partnerships across sectors to ensure that families are connected to the best program and services to meet needs.

### Data Driven

- We utilize data and credible science to ensure our actions are strategic, coordinated and designed for collective impact.

### Stewardship

- We manage and oversee funds entrusted to us to do the most-good on behalf of the hub region. We work on behalf of the community to capitalize on and develop resources to better meet the needs of children and families.

### Advancement

- We move forward the importance of early learning in our region through advocacy, education, and collaboration.

## BOARD STRATEGIC FOCUS

ADVOCATE FOR EARLY LEARNING SYSTEM | CONNECT WITH FAMILIES AND ELEVATE VOICE | BUILD HEALTH AND EARLY LEARNING STRATEGIES

Approved May 3, 2018 – Revised June 2021

MARION & POLK EARLY LEARNING HUB
hub inc.

2995 Ryan Dr SE #100, Salem, OR 97301 | (503) 485-3219 | **parentinghub.org**

# Ownership

## People in Marion & Polk Counties

The board exists to act as the informed voice and agent of the owners, whether they are owners in a legal or moral sense.

- The board clearly identifies its moral ownership.
- The board commits to representing the interests of the owners and to make decisions based on the owners' best interests.
- The board develops and executes a deliberate plan for communicating with owners.
- The board shares governance effectiveness and organizational outcomes with the owners.

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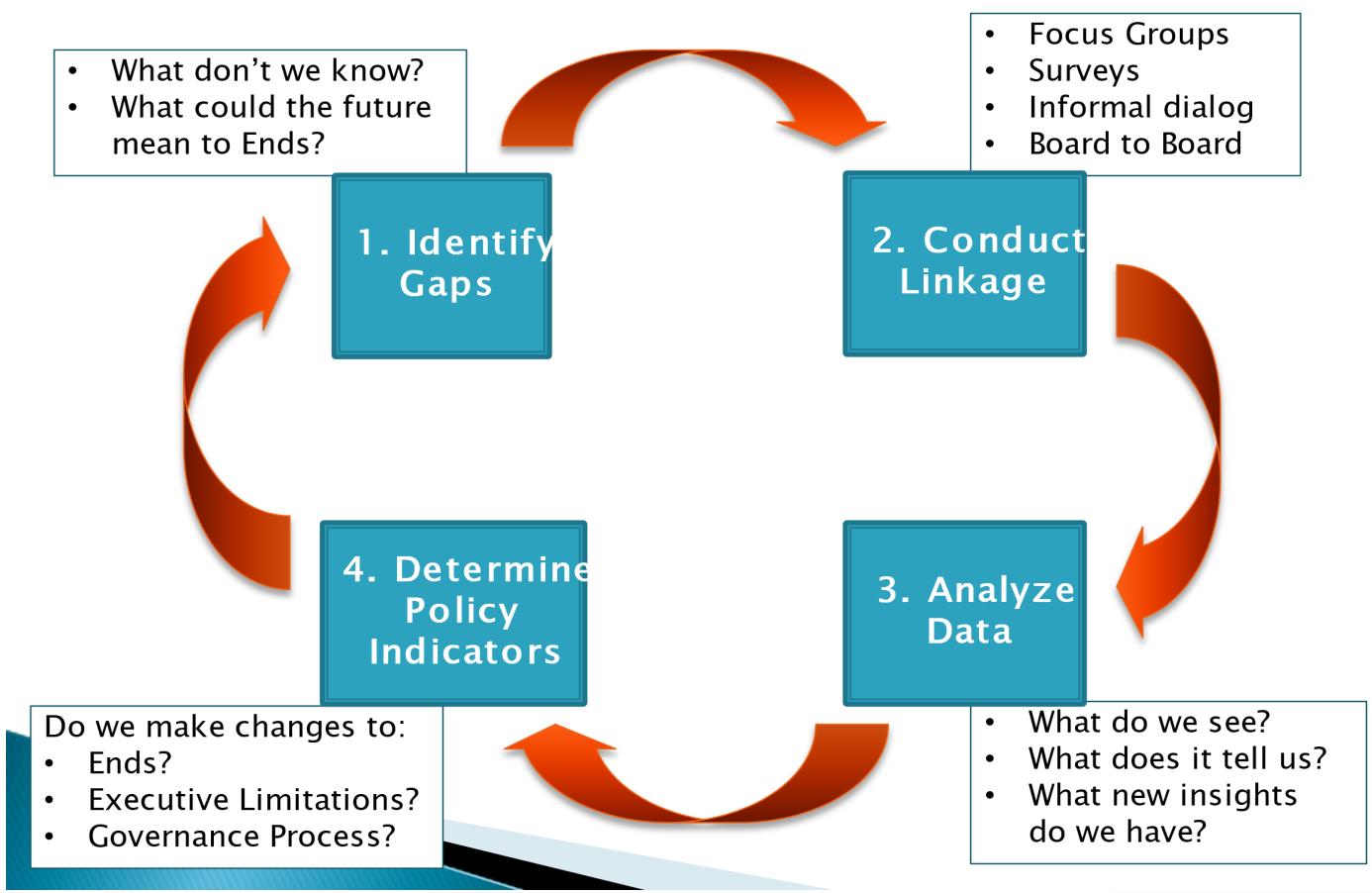
# How do we conduct Ownership Linkage?



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# Questions for the board to consider

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earlylearninghub.org

August 26, 2021

Dear Kelly and Salem Keizer Education Board of Directors,

It is with sincere appreciation and gratitude that we, the Marion & Polk Early Learning Hub Board accept the financial contribution as part of the dissolution of Salem Keizer Education Foundation.

Together, we will work with our Executive Director to find an appropriate way to utilize these funds to serve children and families in our community. While we have not identified the specific and strategic project yet, we are committed to maximizing the funds to their fullest. The full amount will go to directly serve children in support of meeting kindergarten readiness and do so in a way that is consistent with the values and purpose of the Foundation.

SKEF has such a long and rich history in the greater Salem Keizer area. We are honored to have a part in carrying forward the legacy of SKEF.

Sincerely and behalf of the MPELH Board of Directors,

Jim Seymour
MPELH Board Chair