MPELH Board Meeting

Thursday, November 7 2024 | 3:00 – 4:30pm
Virtual via Zoom

Agenda

Action	Topic
Inform/Input	**Welcome & Introductions**
	Public Comment Period • Comments should be limited to three (3) minutes • Please provide copy of written materials to the Executive Director, if available
	Establish potential Conflicts of Interest
Inform	**Legislative Update – Cassie Bruske, *Eames Consulting***
Action	**Consent Agenda** • October 2024 Board of Directors Meeting Minutes • October 2024 Executive Committee Meeting Minutes • October 2024 Parent/Caregiver Advisory Council Notes • October 2024 Collective Action Team Notes • Executive Director Report
Action	**Financial Reports – Vanessa Cardoso** • Approve September 2024 Financial Reports
Action	**Nominating Committee** • Board Director: Eva Pignotti, *Mid-Willamette Valley Community Action*
Action	**Quarterly Governance Policy Report – Donalda Dodson** • Governing Style • Board Job Description • Agenda Planning • Chief Governance Officer's Role • Board Secretary's Role • Board Treasurer's Role
Inform	**PAC Update – Sharon Anderson** • New Parent/Caregiver Advisory Committee Nomination
Inform/Input	**Executive Director Report - Lisa** • Vooks Grant • Annual Audit • State Update • Fundraising for Dolly Parton Imagination Library
	Adjourn
Next meeting: December 5, 2024| In-person| 3:00-4:30	

Consent Agenda – Action Item

Staff Recommendation: Approve

November 2024 Consent Agenda

- October 2024 Board of Directors Meeting Minutes
- October 2024 Executive Committee Meeting Minutes
- October 2024 Parent/Caregiver Advisory Council Notes
- October 2024 Collective Action Team Notes
- Executive Director Report

MPELH Board of Directors Meeting Minutes

Thursday, October 3, 2024 | 3:00 – 4:30 p.m.

In person | 2995 Ryan Dr. SE (WVP Conference Room)

X	Sharon Anderson, Parent/Caregiver Advisory Committee		Donalda Dodson, Oregon Child Development Coalition		Jimmy Jones, Mid-Willamette Valley Community Action	X	Joe Morelock, Willamette Education Service District
X	Olga Cobb, Salem Keizer Public Schools		Juan Larios, Woodburn School District	X	Dawn Meyers, Oregon Department of Human Services Child Welfare		
X	Justin Hopkins, Willamette Health Council	X	Kim Parker-Lleranas, Willamette Workforce Partners	X	Phil Blea, Marion County Children's Behavioral Health		
X	Cydney Nestor, Oregon Department of Human Services Child Welfare		David Rheinholdt, Rheinholdt Insurance		Levi Herrera-Lopez, Mano a Mano		
MPELH Staff							
X	Lisa Harnisch, Executive Director	X	Margie Lowe, Performance & Fiscal Officer	X	Tiffany Gallagher, Parent Education & Family Engagement Manager		Claudia Rodriguez, Safe at Home Program Manager
	Cassandra Hernandez, Preschool Promise Liaison & Outreach Coordinator		Kiara Yoder, Health Systems Manager		Leslye Garcia, Ready! For Kindergarten Coordinator		Nancy Figueroa, Family Navigator
	Ana Garcia, Coordinated Enrollment Specialist		Maribel Hernandez, Coordinated Enrollment Specialist		Katrina Casas, Coordinated Enrollment Manager	X	Sasha Siclait, Program Operations Associate
X	Vanessa Cardoso, Fiscal Operations Manager	X	Tracy Lopez Mendoza, Community Alignment Specialist				

Guests:
Patty Duncan, *Vooks*; Susan Fischer-Maki, *Common Thread Consulting*

Action Summary:

- September 2024 Consent Agenda
- August 2024 Financial Reports

Topic
Welcome & Introductions Welcome to Tracy, Marion & Polk Early Learning Hub's new Family Connects Community Alignment Specialist, Patty Duncan, Education Director visiting from Vooks, and Susan Fischer-Maki of Common Thread Consulting.
Conflicts of Interest No conflicts of interest were declared.
Consent Agenda – Phil Blea a. September 2024 Board of Director Meeting Minutes b. September 2024 Executive Committee Meeting Notes c. Executive Director Report *Justin Hopkins moved to accept the consent agenda as presented, Kim Parker -Lleranas seconded. Motion passed.*
Financial Reports – Vanessa Cardoso Revenues were $384.398 in August. Our Expenses were $196,614. Our revenues are a over 200% increase year over year while we are holding our expenses relatively consistent year over year. We have our state required reserves and are on track with our budget. *Kim Parker-Lleranas moved to accept the financials as presented, Dawn seconded. Motion passed.*
Parent/Caregiver Advisory Committee (PAC) Update – Sharon Anderson Sharon provided an update on the Storybook Character Adventure and expressed satisfaction with the turnout. Several PAC members attended, and PAC will reconvene their monthly meetings on Wednesday, October 9, 2024.
Spotlight: Storybook Character Adventure 2024 Marion & Polk Early Learning Hub (MPELH) held its first fundraiser for Dolly Parton's Imagination Library (DPIL). DPIL is now fully covered across Marion and Polk Counties. A special thank you to the Family Forward Foundation for assisting with coverage of the Dallas zip code. Margie Lowe, MPELH's DPIL champion, played a key role in the event's success by creating all the character costumes, securing Rotary Creekside Club of Salem as a title sponsor early in the fundraising process. MPELH received $29,078 in sponsorships, hosted 219 attendees, and generated $2,280 in ticket sales along with $690 from raffle and drink sales. The board was impressed by the level of sponsorship MPELH was able to secure. MPELH would like to extend heartfelt thanks to all sponsors and volunteers who contributed to the success of this event.
Vooks Literacy Project – Patty Duncan, Vooks Literacy Foundation and Lisa Harnisch Patty Duncan provided an overview of the project between Apple, Vooks, SeeSaw, and the region. Two organizations have been identified for a small pilot, and efforts are underway to apply for literacy funding from ODE to expand the pilot within the region. Vooks is an animated storybook platform that licenses storybooks and brings them to life through highlighting, narration, sound effects, and animation to support foundational literacy skills. Vooks is designed to supplement traditional reading practices by enhancing children's literacy skills through animated

storybooks. The platform currently offers a library of over 350 books, some available in Spanish, and is designed to supplement existing reading programs, not replace physical books. Vooks has partnered with Apple, SeeSaw, and Homer to develop an initiative aimed at helping children 'get ready to read'. Patty expressed gratitude for the partnership with MPELH and highlighted Lisa's key role in advancing this initiative. There is funding to start a small pilot with Salem-Keizer schools to explore how Vooks might be expanded across the community. Lisa expressed excitement about testing this pilot and fostering a common language and goal around literacy. MPELH will enter into an agreement with Apple to provide materials to the pilot sites and track data on the program's effectiveness across those sites.

Board Questions and Discussion:

- Justin Hopkins inquired whether most of the funding was needed for equipment to access the program. Patty responded that the cost for software is approximately $10 per student.
- Joe Morelock asked if existing devices could be used and whether Vooks had considered the licensing fees.
- Phil Blea raised the question of how MPELH would partner with parents in this initiative. Patty emphasized that the goal is to educate parents about Vooks by meeting them where they are.

Strategic Planning – Susan Fisher-Maki and Lisa Harnisch

MPELH is currently in the process of revising its strategic plan to reflect the evolving focus on the perinatal system, broader health initiatives, and community-driven work. This revision is critical as the organization grows and diversifies its funding streams and approaches. Lisa emphasized the importance of aligning MPELH's efforts with the goals of *Raise Up Oregon*, ensuring that all community work is integrated under this framework. Susan Fischer-Maki noted that strategic planning presents an opportunity for MPELH to enhance its impact within the community. The board participated in a brief "improv" activity to brainstorm and consider key aspects of the upstream initiatives that should be emphasized in the revised plan. Input was provided around specific practices that should be prioritized as the strategic plan takes shape.

Executive Director Report

Department of Early Learning and Care (DELC) Update

- DELC continues to collaborate with Build on the roles of Hubs and Coordinated Enrollment. They have assembled their agency-requested budget, and funding for Hub and other Hub-related contracts remains status quo. All agencies are capped at a 1% increase, with DELC limiting budgetary expansion to funding for additional DELC capacity.

- The focus on Suspension and Expulsion work continues within DELC. A meeting was held to review the overall plan, project name, and process. There remains some ambiguity regarding the rollout and accountability of providers, particularly concerning ensuring that there is a sufficiently trained workforce to support families. WESD, CCRR, Yamhill Hub, and MPELH are collaborating with WESD as the Regional Service Provider to ensure alignment in supporting the workforce and families in early childhood settings.

Upstream Initiative

- A presentation was made to the Early Learning Council (ELC) alongside John Kitzhaber and Blue Mountain ELH, discussing the ongoing plan. Efforts are underway to work with OHEC to secure funding for future initiatives, all aligned with health-related work.

Next Board Meeting: November 7, 2024 | Virtual via Zoom | 3:00-4:30

MPELH Executive Committee Meeting Notes

Wednesday, October 16, 2024 |8:00 – 9:00am
In-person

Attendees: Dawn Meyers, Donalda Dodson, David Rheinholdt, Phil Blea
MPELH: Lisa Harnisch, Vanessa Cardoso, Sasha Siclait

Topic
Welcome
Financials No financials for today.
Governance Policy Reports • Governing Style • Board Job Description • Agenda Planning • Chief Governance Officer's Role • Board Secretary's Role • Board Treasurer's Role Lisa Harnisch reviewed the Board Policies with the Executive Committee. The committee is exploring ways to boost attendance, including shifting the meeting schedule. There is interest in finding better months for attendance, possibly by adding an August meeting and taking a break in June and July for summer. The board also discussed holding more in-person meetings to help increase engagement.
Update **Board Member Recruitment** Jimmy Jones has resigned from the Board of Directors and suggested a potential replacement. However, Lisa would like to discuss the recruitment process further with the board. She asked for input on how to approach recruiting new members and whether anyone has suggestions for potential candidates. Phil Blea inquired about the candidate's ability to drive change and support the board's mission, while Donalda Dodson emphasized the importance of participation and engagement. The board will review the bylaws regarding appointing a new member who may not be at the executive level of their organization. **Parent/Caregiver Advisory Committee (PAC)** Lisa expects to receive an application soon from new parents of a 5-year-old who are interested in joining PAC. Once the application is in, she will share it with the board for review.

November 2024 Board Meeting Planning

- Consent Agenda
- Financial Report
- Voting on new PAC member (anticipated)
- Governance Reports and training
- Backbone and Coordinated Enrollment discussion (DLEC Convo)
- Legislative session prep and update

A meeting will be scheduled to discuss the backbone conversation and the role of hubs. Marion & Polk Early Learning Hub (MPELH) is actively preparing for the legislative session and will provide the board with updates as available. Cassie Bruske, the lobbyist for the HUB Association, will attend the November board meeting.

Updates – Dolly Parton's Imagination Library (DPIL)

MPELH is exploring potential opportunities and fundraisers to support the sustainability of the Dolly Parton's Imagination Library (DPIL), which will require $150,000 a year to maintain. Efforts are underway to ensure that donations can be made directly to MPELH through the website. Lisa proposed creating a dedicated account for DPIL funds, keeping them separate for this purpose. She is also seeking to establish a steering committee to lead the sustainability fundraising efforts. MPELH will form a DPIL Development Committee to support these initiatives.

Next Meeting: November 20, 2024 | Virtual via Zoom | 8:00-9:00am

Parent Advisory Committee (PAC) Meeting

October 9, 2024, - 5:30 - 7:30 p.m.

Location: YMCA of Salem - 685 Court Street Ne Salem, OR

Attendees: Becca Blessing, Sharon Anderson, Lucy Briseno, Richard McElroy, Nathan Owens, and Melissa Owens.

MPELH Staff: Leslye Garcia | Tiffany Gallagher

Topics for Discussion
Dinner and Welcome: - Leslye Garcia
Introduction- Tiffany Melissa and Nate Owens attended the PAC meeting to shadow. They are interested in potentially joining.
Dolly Parton Imagination Library Character Storybook Breakfast Fundraiser Event- Tiffany Gallagher *The PAC debriefed the Storybook Character Adventure and provided good constructive feedback. Overall, they all enjoyed themselves and look forward to the next one. Below is some of their feedback:* ● Loved bluey ● Houses were tight and hot, didn't spend much time in them ● Think of neurodivergent needs- can one whole house be a calm sensory building? Open early for those with sensory needs? ● Fenced and private event felt super safe and secure ● Weather was perfect- what is the back up plan if it does rain? ● Too many characters in each of the small rooms, maybe just one character per room ● Create a pathway, designate one staircase for down and one for up, it bottlenecked a little bit ● Smaller kid friendly raffles. Maybe different color tickets for adult raffles vs kid raffles ● The food felt like it was top notch and felt like a special event and that it felt like a "Fancy party night!" ● Gilbert House membership as a raffle? Kroc or YMCA memberships? Oregon Zoo? Oregon Coast Aquarium? Experience raffle prizes instead of many items ● What is the plan for capacity for next year? It felt full and we should plan on double the amount of ppl. Maybe two sessions? Like a Friday night and Saturday AM. Can keep everything set up overnight ● Create a thermometer showing how much $$ was raised ● Would like to see how much money we raised and how many books and children that impacted! ● Is there the ability for families/attendees to download pictures that was taken? Provide a QR code to the photo album ● Video advertising was AMAZING. ● Bring Caesar the No Drama Llama! And incorporate a story with him.

Personal and Professional Tracks-

Tiffany introduced the three personal and professional tracks for PAC members:

- Mentor Track: Connect and collaborate with other parent advisory groups and local agencies to share information about MPELH to align programming. Opportunity to facilitate parenting classes.
- Advocacy Track: Build advocacy skills and advocate during legislative sessions.
- Community and Marketing Track: Spread the word about MPELH as a Hub Ambassador. Work community events with MPELH.

The parents are looking forward to learning more and identifying the tracks they are interested in. Lucy said it sounds like it will increase the impact of the PAC with concentrated focuses via the tracks.

Board Highlights

Sharon Anderson provided an update on the October Board of Directors meeting about Vooks. PAC members requested Lisa Harnisch and Patty Duncan attend our next meeting to share more.

Next meeting: November 13, 2024. 5:30 - 7:30 p.m.

Collective Action Team (CAT) Meeting

Thursday, October 17, 2024 - 9:00 - 10:30 a.m.

Hybrid

Attendees:

Rachel Nate Polk County, Julie Smith CCRR, Gisela Morales CCRR, Hilary Tsukatosh Monmouth Library, Stephanie Whetzel SKSD, Nicole Whitfield ODHS, Emily Brateng, Allie West WESD, Claudia Caratacha CSOC ESCC, Kailee Tuttle WESD, Traci Wimmer FBB, Sasha Siclait MPELH, Kelly Brader Chemeketa, Drew Blyde FBB, Connie OFSN, Max Gutfreund Liberty House, Ben Turner Food Share,, Kyle Miller CAA HS, Jodi CAA HS, Rosa Flores SKCE,

MPELH: Katrina Casas, Maribel Hernandez, Leslye Garcia, Cassandra Hernandez, Tracy Lopez, Sasha Siclait

WESD: Kendra McGahuey, Robin Stoeber, Liz

Topics for Discussion
Opening Activity Katrina Casas and Maribel Hernandez, MPELH
Marion & Polk Food Share, *Ben Turner, Community Programs Coordinator* ● Link to Produce/pantry distribution sites ● Intake forms: partners managing these production sites are required to collect basic information from families. Families need to sign in with their name, address, city, zip code, and the size of their household. ● Marion Food share is rolling out their new contracts that include flexibility in how often families are allowed to visit these distribution sites. ● With the intention to increase efforts to aid more families, income guidelines are set higher at 300% FPL ● It is estimated that 90% of produce offered was donated to Food Share. ● It is estimated that 50% of produce offered contains fresh produce, poultry and dairy.
Partner Announcements & Updates **LICC WESD UPDATES:** ● WESD welcomed Robin Stoeber as a new program coordinator in Early Learning this summer ● WESD Early Learning experienced a reduction in staff this year ● Continued work on meeting EI timelines and moving through ECSE evaluations ● Beginning stages of Infant and Early Childhood Mental Health Consultation implementation ● WESD IE/ECSE & Partners Roadmap to Inclusive Services launch occurred in August ○ Link to Roadmap to Inclusive Services document ○ Link to Referral Process and Supports one-pager

WESD Update on available slots for Preschool Promise Classrooms

- Early Childhood Center/ECC (Salem): 2
- Seymour Center (NE Salem): 5
- Woodburn: 1
- Yamhill Center (McMinnville): 19

WESD utilizing Parent Square

- Aim at offering a monthly newsletter with different resources

CAA HS Update on available slots for Preschool Promise Classrooms across

- Salem
- Independence
- Woodburn

Next meeting: Date, 9:00 - 10:30 a.m.

Executive Director Report

November 2024 – representing highlights from the work for October 2024

Coordinated Enrollment **Preschool Promise**	• We are currently at 94% enrollment for those we are responsible for eligibility and enrollment, which is 7% higher than this time last year. • Staff are visiting each of the sites to provider to both get to know providers better, and answer any enrollment or other questions. • Collaboration continues with Head Start partners (Salem Keizer, Community Action, and OCDC) to ensure slots are filled and serve more students and find the best program fit for families. • Our three sub-contractors are up and running and doing well. All have been doing assessments, dental screening, and initial parent meetings.
Parent Education, including OPEC	• Continued participation in Woodburn middle school, and SKPS McNary feeder middle schools. There is a desire to do additional classes by both school districts. • Staff attended the Oregon Parenting Education Collaborative annual grant meeting earlier this month in Newport. This grantee conference always yields new collaborations, programs and more. We learned at this conference our parenting education logic model was last updated in 2015 so we have decided to redo it in 2025.
Health and Kindergarten Readiness	• Vive NW held several focus groups to assist in the development of community messages on social emotion/behavioral health, specifically for the Hispanic Committee. These were well attended, and the results are very actionable. They will be holding two more sessions in Independence in the next month. • Car seat coalition continues to meet and refine work in the community. We are continuing to work with SITs to ensure that there is support for car seat installations for those referred from these important groups.
Dolly Parton Imagination Library	• We have over 6,800 kids enrolled! • We are beginning to plan a fundraiser in 2025 at Andante Vineyard to support DPIL sustainability.
Kindergarten Partnership and Innovation	• RFK Series Planning: Preparations are underway for eight RFK series sponsored by Salem Clinic. These are in partnership with Marion and Polk counties beginning in October. Partners include Salem Library. Mano a Mano, and Salem Keizer Coalition for Equality. • Local site coordinators have begun planning their 2024-2025 Kindergarten Partnership and Innovation family engagement and professional development programs. Salem-Keizer hired a new KPI coordinator named Hunter Wiggins. This year early literacy is a focus for KPI. We held our first of three KPI vertically aligned professional development session with Hilary Statum on the Science of Reading 101 and Standards-Driven Stories and had 120 attendees. Mrs. Statum will return for two more sessions around literacy in February and April.

Family Connects	• OHA is updating the rules so that hospitals and more than one nurse home visiting program can provide the nursing service. • We continue to work with Polk County for a successful launch in January 2025.
Safe @ Home	• One child was reunified with their parent with the help of two FPs. Child is under the age of one and enrolled in Early Head Start. • Two individuals passed their criminal background check, completed their FP training and are ready to serve as FP volunteers.
Primeros Pasos	• The Primeros Pasos program recently graduated its first cohort of 12 certified care providers with two more that are so close to getting certified. We donated 150 bilingual books to these new educators to begin their home libraries • We recently held a Marketing 101 training that was registered in the Oregon Registry Online system as a set 1, 2 hours in Program Management. Twelve (12) providers attended this training and took valuable tips and tricks to market and outreach their in home childcare businesses. The also had an opportunity to schedule a one on one with Cassandra Hernandez our Outreach Coordinator at MPELH. • We are looking to schedule a Spanish Second Step training in early January for the those who graduated with their certificates in October 2024. • Cassandra our Outreach Coordinator has joined the Primeros Pasos Curriculum committee. Dedicated to creating a literacy curriculum that is culturally sensitive and intentionally diverse focusing on Spanish Literacy and experiences
Department of Early Learning and Care (DELC)	• The work with ELC, DELC, and Hub to refine the role of Hubs and to elevate the intent of of Objective 3 of RUO 2.0. • Continued work on Coordinated Enrollment (CE) and the role of a backbone will be the focus moving forward .I will be a part of the Coordinated Enrollment committee. I believe strongly in the role that Hubs play with CE, and see it as foundation to other work related to family navigation, our perinatal work, and home visiting.

Marion & Polk Early Learning Hub
Statement of Activities
Year-to-Date for the Period ending September 30, 2024

	Month Actual	YTD Actual	Annual Budget	YTD Budget %
Revenues				
Hub Coordination	53,353	319,007	820,621	(0.39)
Parenting Education	0	119,996	127,475	(0.94)
DPIL	20,776	87,893	65,250	(1.35)
Preschool Promise	82,626	1,252,212	1,189,572	(1.05)
School Readiness/KPI	18,290	408,076	685,109	(0.60)
Other Grants & Contracts	74,476	308,390	968,572	(0.32)
Unrestricted	33,923	129,555	63,875	(2.03)
Total Revenues	283,444	2,625,129	3,920,474	(0.67)
Expenses				
Salaries and Benefits	108,705	360,063	1,418,177	0.25
Professional Development	6,235	7,079	19,857	0.36
Supplies/Materials/Equipment	6,502	17,754	118,765	0.15
Subcontracts and Local Grants	50,940	150,335	2,035,057	0.07
Family Support/Aid	7,524	42,767	316,529	0.14
Parent Education Series	21,971	41,537	221,729	0.19
Parent Support Activities	0	941	36,372	0.03
Special Proj/Collaborations	0	0	124,419	0.00
Facilitator Support/Training	0	2,304	406,688	0.01
Training & Curriculum	27,494	78,820	585,536	0.13
Travel/Trans/Meetings	974	7,723	15,920	0.49
Facilities	5,338	16,013	69,903	0.23
Parent Advisory Committee	80	316	10,488	0.03
Communicatons/Outreach	10,373	43,988	203,018	0.22
Administrative Costs	7,413	11,340	94,661	0.12
Fundraising Expenses	7,057	8,491	0	0.00
Total Expenses	260,606	789,471	5,677,119	0.14
Net Income (Loss)	**22,838**	**1,835,658**	**(1,756,645)**	

	YTD Actual	Annual Budget	YTD Budget %
Expenditures by Program			
Hub Coordination	186,991	820,320	0.23
KPI/School Readiness	52,034	835,667	0.06
Parent Education Grants	56,970	229,396	0.25
Preschool Promise	252,846	1,189,572	0.21
Family Support	228,323	2,538,289	0.09
Total Expenses	**789,471**	**5,677,119**	**0.14**

Marion & Polk Early Learning Hub
Statement of Position (Balance Sheet)
September 30, 2024

ASSETS

Current Assets			
Petty Cash	$ 300		
MAPS Bus checking -9003	1,369,373		
MAPS Bus Membership - 8994	5		
MAPS Bus MMKT-1589	1,510,378		
DPIL PrePaid	236,556		
Accounts Receivable	2,441,305		
Total Current Assets		5,557,917	
Fixed Assets	6,422		
Total Assets		**$**	**5,564,339**

LIABILITIES AND NET ASSETS

Current Liabilities			
Accounts Payable	$ 35,896		
Accrued Wages/Benefits	82,867		
Unearned Revenue	0		
Credit Cards	31,755		
Copier Pay-Out	10,884		
Total Current Liabilities		161,402	
Total Liabilities		161,402	
Net Assets			
Unrestricted	4,085,960		
OPEC Marion Region	138,360		
Other State and Local Grants	1,178,617		

Total Net Assets	5,402,937
Total Liabilities and Capital	**$ 5,564,339**

GOVERNANCE PROCESS REVIEW

Mission: *To convene, collaborate and catalyze action in our hub region to better align services and resources for children and families.*
Vision: *Every child is safe, healthy, and prepared to learn. Every family is strong and resilient. Early learning services are coordinated, effective and efficient.*
Goals: *Coordinated and aligned services, Kindergarten readiness, and family stability*

POLICY REVIEW & ASSIGNMENTS SCHEDULE

Policy		Review Page Number	Month
Board Management Delegation	Unity of Control Delegation to the Executive Director	2 3-4	February 2024
	Accountability of the Executive Director Monitoring Executive Director Performance Global Board Management Delegation	5-6 7-8 9	March 2024
Global Ends	Global Ends Statements	10	April 2024
	Board shall establish its cost of governance budget for the next fiscal year	11-12	May 2024
Executive Limitations	Compensation and Benefits Financial Planning/Budgeting Financial Conditions and Activities	13-14 15 16-17	May 2024
	Communication and Support to the Board Asset Protection Emergency Executive Director Succession	18-19 20-21 22	June 2024
	Treatment of Staff Treatment of Contracting Organizations Global Executive Limitations	23 24 25	July 2024
Governance Process	Governing Style Board Job Description Agenda Planning	26-27 28-29 30-31	September 2024
	Chief Governance Officer's Role Board Secretary's Role Board's Treasurer's Role	32-33 34 35	October 2024
	Board Member's Code of Conduct Board Committee Principles	36-37 38-39	November 2024
	Cost of Governance Global Governance Process	40-41 42	December 2024

GOVERNANCE PROCESS

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5.	Board Secretary's Role	9
6.	Board Treasurer's Role	9
7.	Board Member's Code of Conduct	9
8.	Board Committee Principles	10
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10.	Global Governance Process	6

Compliance Rating System

Red = out of compliance
Yellow = near compliance
Green = full compliance

Policy Effectiveness Rating System

Red = eliminate policy
Yellow = improve policy
Green = maintain policy

1) Governing Style — Board Report Due: September 2024

Policy Statement	Compliance Rating System	Policy Effectiveness Rating	Comments
The Board will govern lawfully, with an emphasis on: ▪ an outward vision, ▪ encouragement of diversity in viewpoints, ▪ strategic leadership more than administrative detail, ▪ a clear distinction of Board and chief executive roles, ▪ collective rather than individual decisions, ▪ future rather than past or present, and ▪ proactively rather than reactivity.			
The Board shall cultivate a sense of group responsibility. The Board, not the staff, shall be responsible for excellence in governing. The Board shall be an initiator of policy, not merely a reactor to staff initiatives. The Board will not use the expertise of individual members to substitute for judgment of the Board, although the expertise of individual members may be used to enhance the understanding of the Board as a body.			
The Board shall direct, control, and inspire the organization through the careful establishment of Board written policies reflecting the Board's values and perspectives. The Board's major policy focus shall be on the intended long-term impacts outside the organization, not on the administrative or programmatic means of attaining those effects.			
The Board shall enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, preparation for meetings, policy-making principles, respect of roles, and ensuring the continuance of governance			*Attendance has been an issue for a couple of members, one resigned in October 2024*

capability. Although the Board can change its governance process policies at any time, it will scrupulously observe those currently in force.			
Continual Board development will include orientation of new board members in the board's governance process and periodic Board discussion of process improvement.			
The Board shall allow no officer, individual, or committee of the board to hinder or be an excuse for not fulfilling group obligations.			
The Board shall monitor and discuss the Board's process and performance at each meeting. Self-monitoring will include comparison of board activity and discipline to policies in the Governance Process and Board Management Delegation categories.			

GOVERNANCE PROCESS

GOVERNANCE PROCESS

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5. Board Secretary's Role 9
6. Board Treasurer's Role 9
7. Board Member's Code of Conduct 9
8. Board Committee Principles 10
9. Cost of Governance 11
10. Global Governance Process 6

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Policy Effectiveness Rating System
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2) Board Job Description — Board Report Due: September 2024

Policy Statement	**Compliance Rating System**	**Policy Effectiveness Rating**	**Comments**
Specific job outputs of the Board, as an informed agent of the Marion and Polk communities, are those that ensure appropriate organizational performance.			
Authoritative linkage between key stakeholders and the operational organization.			
Written governing policies that realistically address the broadest levels of all organizational decisions and situations.			
Ends (the changes for persons to be made outside the organization, along with their cost or priority): The organizational impacts, benefits, and outcomes; the recipients, beneficiaries, and impacted groups; and their relative worth in cost or priority.			
Executive Limitations: Constraints on executive authority that establish the prudence and ethics boundaries within which all executive activity and decisions must take place.			
Governance Process: Specifications of how the Board conceives, carries out, and monitors its own risk.			
Board Management Delegation: How power is delegated, and its proper use monitored; the Executive Director role, authority, and accountability.			

Assurance of successful organizational performance on Ends and Executive Limitations.			

GOVERNANCE PROCESS

GOVERNANCE PROCESS

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Policy Effectiveness Rating System

Red = eliminate policy
Yellow = improve policy
Green = maintain policy

3) Agenda Planning

Board Report Due: September 2024

Policy Statement	Compliance Rating System	Policy Effectiveness Rating	Comments
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.			
The cycle will conclude each year on the last day of April so that administrative planning and budgeting can be based on accomplishing a one-year segment of the Board's most recent statement of long-term Ends.			
The cycles will start with the Board's development of its agenda for the next year. ▪ 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. ▪ A Board member may recommend or request an item for Board discussion by submitting the item to the Chair no later than five days before the board meeting.			***Strategic Planning Process to be taking place in early 2025***
Throughout the year, the Board shall attend to consent agenda items as expeditiously as possible.			
Executive Director monitoring will be on the agenda if reports have been received since the previous meeting, if plans must be made for direct inspection monitoring, or if arrangements for third-party monitoring must be prepared.			
Executive Director remunerations will be decided by the Board during the month of February after a review of monitoring reports received in the last year.			

Executive Director Signature: _____ Date: _____

Board Chair: _____ Date: _____

GOVERNANCE PROCESS

GOVERNANCE PROCESS

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Compliance Rating System

Red = out of compliance
Yellow = near compliance
Green = full compliance

Policy Effectiveness Rating System

Red = eliminate policy
Yellow = improve policy
Green = maintain policy

4) Chief Governance Officers' Role			Board Report Due: October 2024
Policy Statement	**Compliance Rating System**	**Policy Effectiveness Rating**	**Comments**
The Board Chair, a specially empowered member of the Board, assures the integrity of the Board's process and, secondarily, occasionally represents the Board to outside parties.			
The result of the Chair's job is that the Board behaves consistently with its own rules and those legitimately imposed upon it from outside the organization.			
Meeting discussion content will be only those issues which, according to Board policy, clearly belong to the Board to decide or to monitor.			
Information that is for neither monitoring performance nor Board decisions will be avoided or minimized and always noted as such.			
Deliberation will be fair, open, and thorough, but also timely, orderly, and kept to the point.			
The authority of the Chair consists in making the decisions that fall within topics covered by Board policies on Governance Process and Board Management Delegation, except for a) employment or termination of the Executive Director and b) where the board specifically delegates portions of this authority to others. The Chair is authorized to use any reasonable interpretation of the provisions in these policies. ▪ The Chair is empowered to chair Board meetings with all the commonly accepted power of that position, such as ruling and recognizing. ▪ The Chair has no authority to make decisions about policies created by the Board within Ends and Executive Limitations policy areas. Therefore, the Chair has no authority to supervise or direct the Executive Director. ▪ The Chair may represent the Board to outside parties in announcing Board-stated positions and in stating Chair decisions and interpretations within the area delegated to that role. ▪ The Chair may delegate this authority but remains accountable for its use.			

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5) Board Secretary's Role — Board Report Due: October 2024

Policy Statement	Compliance Rating System	Policy Effectiveness Rating	Comments

The Board Secretary is an officer of the board whose purpose is to ensure the integrity of the board's documents.			
The Secretary's job is to see to it that all Board documents and filings are accurate and timely. ▪ Policies will be current in their reflection of Board decisions. Decisions upon which no subsequent decisions are to be based, such as consent agenda decisions, motions to adjourn, and staff or Board member recognitions need not be placed in policy. ▪ Bylaws elements necessary for legal compliance and for consistency with the principles of Policy Governance will be known to the Board. ▪ Requirements for format, brevity, and accuracy of Board minutes will be communicated to the Executive Director.			
The authority of the Secretary is access to and control over Board documents, and the appropriate use of staff time as determined in the annual budget.			

GOVERNANCE PROCESS

GOVERNANCE PROCESS

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6) Board Treasurer's Role — Board Report Due: October 2024

Policy Statement	Compliance Rating System	Policy Effectiveness Rating	Comments
The Board Treasurer is an officer of the Board whose purpose is to ensure oversight of the organization's finances.			
Ensure integrity of the auditing process.			

Receive and monitor financial reports from the Executive Director.			
Be a resource to the Board in interpreting and understanding organizational finances.			
Ensure compliance with Board finance policies.			
Represent the intent of all those providing funds to the organization.			

Executive Director Signature: _____ Date: _____

Board Chair: _____ Date: _____

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MARION & POLK EARLY LEARNING HUB

Parentinghub.org

Board of Directors Member Application

Name: Eva Pignotti Primary Phone number: 5038812243

Home Address: 2020 Nomad Ct SE City: Salem State: OR Zip Code: 97306

Primary Email Address: eva.pignotti@mwvcaa.org

Occupation/Position Title: Chief Program Officer of Early Learning & Child Care

Employer: Mid-Willamette Valley Community Action Agency Business Phone number: 5035811152 x 5220

Employer Address: 2475 Center St NE City: Salem State: OR Zip Code: 97301

Who referred or recommended you to the Board of Directors: Jimmy Jones, Executive Director MWVCAA

Please answer the following questions, you may attach an additional sheet if needed.

1. Why are you interested in serving on the Marion & Polk Early Learning Hub, Inc. (MPELH) Board of Directors?

My work revolves around early learning and child care. I oversee the division at MWVCAA that operates Head Start, Early Head Start, Child Care Resource & Referral and Nutrition First. I work in partnership with MPELH as well as other early learning partners. I'd like to support MPELH with any contributions I can make as a Board member.

2. What do you hope to contribute to the MPELH's Board of Directors?

I believe I am in touch with early learning initiatives and community needs in Marion & Polk Counties, and actively partner with other early learning programs. I feel I could contribute to goal setting and planning, as well as problem solving, when necessary, with the lens of an early learning provider as well as a partner.

3. Please explain how you feel you can make a positive contribution to the MPELH's Board of Directors.

I will be a consistent and reliable presence at the table. I believe in open dialog, active listening and transparency in communication. I would be an active participant in discussions and decision making.

I have participated in strategic planning, creating and monitoring program goals & objectives, program monitoring and federal/state monitoring reviews, for the Head Start and Nutrition First programs, and for the MWVCAA agency as a whole.

4. Please tell us about yourself. Briefly describe your background, employment, and experience on other boards/advisory councils/committees/commissions.

I have worked for MWVCAA for 25 years, starting in Head Start as an Office Manager in 1999, progressing to Operations Manager in 2000, and Program Director in 2015. In 2022 I promoted to my current position, taking on a leadership role of the agency's three early learning and child care programs. I have a Bachelor's degree in Business, with a focus on Public Sector.

I participate in many committees in the field of early learning, including the MPELH Upstream Initiative Community Circle and Community Advisory Board, the Community Impact Network and the Community Business & Education Leaders group. I am a member of the Oregon Head Start Association, and participate in the Public Information Committee.

I have not been on any boards in the field of early learning, but have served on the Board of Directors for Need 4 Narcan and for Almost Eden Dog Rescue, both non-profit organizations. I assisted each with the creation of their Boards, by-laws, elections, and served as Secretary for Almost Eden.

5. What is your experience in early learning and/or serving families with children ages 0 to 6?

I have 25 years of experience in leadership of the MWVCAA Head Start program, serving children ages 3-5. In 2010 our program expanded to include Early Head Start, and in 2015 to include Early Head Start Child Care Partnerships, making the MWVCAA program a pre-natal to five program. My contributions include the development of grants and budgets, program oversight to ensure compliance with Federal Performance Standards and State licensing regulations, and program planning in partnership with the Head Start Policy Council and agency Board of Directors.

6. The board is made up of members from 6 different sectors. Please circle which sector(s) you believe your role on the Board of Directors would be?

☐ Business or Community	☐ Early Education & Care	☐ Healthcare
☐ K-12 & Post-Secondary Education	☐ Parent/Caregiver	☐ Social Services

7. Board members are expected to attend meetings; the board meets on the first Thursday of every month from 3:00 to 5:00pm. Are you available at this time each month?

YES NO

I certify the statements I have made on this form are true. I understand that completion of this form does not automatically make me a member of the Marion & Polk Early Learning Hub, Inc.'s Board of Directors. Application will be reviewed by nominating committee with a recommendation to the Board of Directors.

Signature: _____ Date: _____

For office use only

Date Received: _____

Date Sent to Nomination Committee : _____

Date Reviewed by Nomination Committee: _____