



## South Coast Regional Early Learning Hub

Working together in our communities on the South Coast  
so families can be healthy and strong, and children can enter kindergarten ready to learn

### Steering Committee Agenda

**Tuesday, May 8th, 2018**

**11:00am – 12:00pm** regular meeting

Location: **ORCCA Building Upstairs in the Conference Rooms**

1855 Thomas Ave, Coos Bay, OR 97420

**Please plan to attend in person. Public access to Zoom link available for meeting portion.**

#### Goals:

1. Children are ready to enter kindergarten
2. Stable and attached families
3. Early learning system is aligned, coordinated and family centered

Topic	Time	Responsibility	Action Requested
<b>1. Board meeting called to order</b> 1.1 Welcome 1.2 Establish Quorum 1.3 Additions to the Agenda	5 min.	Georgia Nowlin	Information
<b>2. Appreciative Activity</b> 2.1 Effective and Engaged	10 min.	Heather Baumer	Activity
<b>3. Consent Agenda:</b> 3.1 SCREL Minutes April 3rd, 2018	5 min.	Georgia Nowlin	Action
<b>4. Director Report</b> 4.1 ORCCA Board Meeting 4.2 Sub-recipient update 4.3 P3 relaunch	10 min.	Heather Baumer	Information
<b>5. Basecamp Tutorial</b> 5.1 Steering Committee Folder Access	10 min.	Charlotte Carver	Information
<b>6. Committee Reports</b> 6.1 Governance Committee - Membership 6.2 Data Committee	15 min.	Jeremy Skinner Wendi Baird	Action Information
<b>7. Information or Public Comment</b>	5 min.	Georgia Nowlin	Information
<b>8. Adjourn</b>		Georgia Nowlin	
<b>12:00pm lunch provided from City Subs</b> <b>12:30-3:00pm Governance Council Training with Heidi McGowan</b>  <u>Next meeting/training</u> June 14 <sup>th</sup> 11am – 3pm Pacific Reef Hotel Meeting Room 29362 Ellensburg Hwy 101, Gold Beach, OR 97444  <b>SAVE THE DATE! ELD Appreciative Visit to our Hub August 8<sup>th</sup> &amp; 9<sup>th</sup>.</b>			



# South Coast Regional Early Learning Hub

## SCREL Steering Committee Meeting Minutes

April 3, 2018

Location: DHS, 1431 Airport Lane, North Bend, OR. 97459

11:00 AM to 2:00 PM

Electronic Meeting Capability through Zoom

### Steering Committee:

x	Georgia Nowlin	x	Laura Williams	T	Margie House
x	Susan Fischer	x	Melinda Johnson	x	Taya Noland
x	Wendi Baird	x	Michelle Hanna	x	Cynthia Chilcote
A	Ann Rodriguez	A	Rebecca Lupton	C	Ruth Jimenez
T	Jeremy Skinner	A	Sharon Nelson	T	Bruce Raleigh
X	Nanette Hagen				

(X) Present (A) Absent (T) Teleconference (L) Leave (C) Communicated, Packet, contact

### Staff Present

C	Michael Lehman	X	Carol Douglas	X	Charlotte Carver
X	Sara Stephens	X	Corinne Potts	X	Heather Baumer

(X) Present (A) Absent (T) Teleconference (L) Leave (C) Communicated, Packet

**Others Present:** Denise Swanson, ELD – teleconference

### 1. Call to Order/Introductions:

- 1.1 Ms. Nowlin called the meeting to order at 11:10 AM and introductions were made.
- 1.2 Quorum confirmed
- 1.3 Additions – None

### 2. Appreciative Activity:

Ms. Baumer facilitated Appreciative Activity focused on Valuing Differences.

### 3. Consent Agenda:

- 3.1 SCREL Steering Committee Minutes March 7, 2018  
Changes: Add last names to data committee notes and change Mr. to Ms. Rodriguez.

**MOTION:** Ms. Williams made a motion to accept the March Minutes with changes as noted. Ms. Fischer seconded the motion. All in Favor. No Objections. **Motion Carried**

### 4. Director Report:

#### 4.1 Deliverables – Monthly and Quarterly Reporting:

Ms. Baumer reported on the Hub Quarterly reports that she submitted to the State on March 15, 2018 and were accepted. Ms. Baumer is looking at getting reimbursement requests/reports from sub-recipients for the current quarter during the next few weeks. There is also a requirement to submit a Monthly Hub Report to the State and this will be completed on time also. Ms. Baumer will forward copies out the Steering Committee members.

**4.2 Basecamp:**

Ms. Baumer reported storing Hub documents on Basecamp. Ms. Carver is organizing the documents and plan to set up Steering Committee access. Tutorial will be provided at the next meeting.

**5. Data Committee Presentation:**

**5.1 Data Analysis and,**

**5.2 Next Steps:**

Ms. Baird reported that the Data Committee met on March 22<sup>nd</sup> and reviewed the Demographic Data Analysis which is included in your n your packet. The committee will review it along with other information to give us better insight into demographics of our region and identify key needs and gaps in service. This information will be shared with the Steering committee to make recommendations for investments.

Discussion regarding the IRE and TFFF Kindergarten Surveys administered last year and the lack of returned surveys this year. Lack of relationship, Hub contact or point person most likely contributed this year.

**6. Committee/Work Group Reports:**

**6.1 Governance Work Group:**

**Membership and SCREL Representative to the ORCCA Board of Directors:**

Ms. Baumer reported:

- a. that she has not heard back from Ms. Lupton, but understands that she is resigning her position with the school district as Principal. Per the Bylaws the committee could move forward and remove her from the Steering Committee, must go to the ORCCA Board of Directors for official removal.
- b. that Ms. Nelson has officially stepped down from the Steering Committee, but would like to stay involved in the P3 work.
- c. that there is a pending application that will need to be approved by the ORCCA Board of Directors from Nanette Hagen, and that the Governance Work Group recommends this choice.

***MOTION:** Mr. Skinner made a motion to accept Nanette Hagen onto the SCREL Steering Committee pending ORCCA Board of Directors approval as presented. Ms. Hanna seconded the motion. All in Favor. No Objections. **Motion Carried***

Ms. Baumer will request the addition to the Steering Committee at the next ORCCA Board meeting on April 25, 2018.

Ms. Baumer would like to ask if anyone is interested in being on the ORCCA Board of Directors as a Steering Committee representative. Ms. Douglas thinks the term would be a 1 (one) year term similar to the South Coast Head Start Policy Council. Nanette Hagen and Laura Williams offered to be the SCREL representative to the ORCCA Board.

Discussion:

- a. Ms. Swanson – a seasoned committee member might be a better representative with all the recent transitions, maybe Ms. Williams first and Ms. Hagen a 2<sup>nd</sup>.

b. Ms. Fischer – Also agrees it might be good to have a seasoned member on the ORCCA board.

After discussion Ms. Hagen withdrew her offer to serve on the ORCCA Board. Ms. Williams was recommended to be the representative.

***MOTION:*** Ms. Hanna made a motion to accept the Ms. Williams as the SCREL Steering committee representative to the ORCCA Board of Directors as presented. Ms. Fischer seconded the motion. All in Favor. No Objections.  
***Motion Carried***

## **6.2 Finance/Development Committees:**

Ms. Fischer reported that this committee met before the meeting today, discussed several things, and things look really great at this point. Ms. Baumer provided a revenues and expenditures sheet. Ms. Baumer is working with the finance department and moving forward we should have an expense report for meetings that shows if we are on track with what was budgeted in those areas.

Due to a previous conversation with the Steering Committee, we are looking at a reduction of indirect monies that go to ORCCA on pass-thru funds. We want as many dollars as possible to go to the community for investments. The difference of only taking the indirect on the first \$25,000 of each pass thru funding source is about \$29,000 total.

Also looked at the large amount of dollars under each funding stream, and when asked Ms. Baumer's plan is to really look mindfully as a system at the data, and how we make some targeted investments.

Ms. Nowlin asked about the Kindergarten Readiness dollars, would they tie into the kindergarten roundups. Ms. Baumer responded not necessarily, these funds would be for specific projects to help children become ready for or transition to kindergarten.

## **6.3 Work Plan/Investments Work Group Curry County Child Care Connection (OSU Extension)**

Ms. Baumer reported that during the transition, a proposal by Curry County by Ms. House, was initially approved, and somehow fell off of our budget listing. Curry County Child Care Connection asked for \$2,500. Ms. House contacted Ms. Baumer about this and Ms. Baumer found the information and thought they had already been told yes, it fits under the Hub Coordination funds and was left off unintentionally. Ms. House described the project to the group. The group discussed the project and some remembering the intention of it being approved previously.

***MOTION:*** Mr. Skinner made a motion to approve the \$2,500 for Curry County Child Care Connection out of the Hub Coordination funds presented. Ms. Fischer seconded the motion. All in Favor. No Objections. ***Motion Carried***

## **7. Budget:**

### **7.1 Biennium Budget Updates:**

Ms. Baumer reported that at the last meeting Reedsport Investment change was approved and now the Curry County approval, these items need to be resubmitted to

the State, while in the process of being changed. We still need to have the budget approved by the ORCCA Board at their next meeting. Updated version will be provided to the Steering Committee.

**8. Investments Progress:**

**8.1 Scopes of Work & Contracts Update:**

Ms. Baumer reported that:

- a. There have been few challenges getting contracts out but they are working on it.
- b. We also need to make sure of how we are meeting the contractual language.
- c. We need to provide sub-recipients training in regard to technical knowledge.
- d. Ms. Baumer and Ms. Carver are looking at the State reporting and will be providing assistance to sub-recipients by meeting one on one with them.
- e. Discussion of ways to support potential partners. A suggestion was made to bring all sub recipients together for training, grant opportunities, writing grant proposals, different types of projects, etc. Ms. Baumer reported that there is another hub, providing group assistance also.

**9. Quality Improvement Plan:**

**9.1 Reflections and Thoughts and:**

**9.2 Next Steps:**

Ms. Baumer reported that in the previous meeting Ms. Swanson provided us the Quality Improvement Plan, we did not have a lot of time to reflect, so it was just resent out to Steering Committee members.

Ms. Swanson reported that this is the plan submitted by the Hub after the last monitoring visit and this is the perfect time to look at it now having a lot more governance members and a lot of pieces will be in the work plan for the next two years.

Ms. Baumer suggested to take the document and put where we are currently in certain areas and plans to move forward and then send it back out to the group for further reflections. Ms. Swanson suggested updating the plan and then resubmitting is a good idea and by looking at the monitoring documents and what the areas were identified as needing improvement and why those pieces were put in the plan.

Discussion by the group regarding potential ways to update it including formatting, how to know if we are successful, target and completion dates along with the need to replace the community navigators previously listed with a revised plan to meet those needs.

Discussion of utilizing existing groups and the data from focus groups previously collected.

**10. Information or Public Comments:**

- a. Ms. Nowlin asked Ms. Carver and Ms. Potts to tell a little about themselves.

Ms. Carver reported she is from Oakland, CA., new to the area and lives in Broadbent. Recently worked for a benefit corporation in California donating soccer balls around the world. She is excited to be here, in a new field, has a lot to learn.

Ms. Potts grew up here in Coos Bay. She has been working in Early Childhood Education for a majority of her adult life, working with parenting education, Home Visiting, infants

and toddlers, school age kids, and adults. Went to school for Art and Music, and just kind of fell into Early Childhood Education and love it and the wonders of children experiencing things.

- b. Ms. Noland shared that Wilderland School in Langlois is closing, the owner is hoping to sell the school, let people know in case you know someone in the Langlois area that might be interested.
- c. Ms. Baird shared that Head Start will be piloting its first health screening fair in Coos Bay on July 21<sup>st</sup>, with vision and hearing screenings. Will be inviting community partners and inviting children on the waiting list and children in the community.
- d. Ms. Fischer shared about the slide deck report related to Kindergarten Health specifically Social Emotional Health. She also shared about the need for partners to engage in the CCO 2.0 Survey and provide input and advocacy. Ms. Williams shared information about the CCO 2.0 Survey link and the importance of advocating for continued support of early learning through CCO investments.
- h. Ms. Baumer asked for an update on 211. Discussion regarding the concerns with 211 include lack of current information within the 211 system and lack of actual resources for 211 to refer people to in our region.

**11. Next Meeting:**

May 8, 2018

ORCCA Main Office, 1855 Thomas Avenue, Coos Bay, OR. 97420

**11. Adjournment:**

The meeting was adjourned 1:32 PM by Ms. Nowlin.

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Georgia Nowlin, Chair

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Date Signed

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Carol A. Douglas  
Acting Hub Secretary

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Date Signed