



SOELS Governance Council
 November 20, 2018
 Southern Oregon ESD
 101 N Grape St, Medford
 2:00-4:00 p.m.

Members Present (X):

	Hannah Ancel Jackson Care Connect	x	Mary Hough S.O. Pediatrics	x	Lisa O'Connor FNC
x	Scott Beveridge SOESD	*	Martha Ibarra Hispanic Comm Rep		Pam Thompson- Arbogast EI/ECSE
	Amy Buehler Jackson Co. Mental Health	*	Jennifer Johnstun Primary Health of Jo Co	x	Andrea Wakeland Parent Voice
x	Susan Fischer-Maki AllCare CCO	x	Geoffrey Lowry Oregon Child Dev. Coalition	x	Mary Wolf CCRN
	Michelle Gallas Imagine That		Karla McCafferty Options of So Oregon		Melissa Wolff DHS Self Sufficiency
	Michelle Gury Parent Voice	x	Eileen Micke-Johnson RCC	x	Susan Zottola GP SD #7
	Kerri Hecox, MD Oasis Center of the R.V.	x	Nancy Nordyke S.O. Head Start		

*Participating by phone

Staff:

x	René Brandon Director	x	Chelsea Reinhart Early Learning Facilitator	x	Karen Johnson Administrative Assistant
x	Teresa Slater Early Learning Facilitator	x	Molly McLaughlin Early Learning Facilitator		

CALL TO ORDER/WELCOME AND GREETINGS

Nancy Nordyke called meeting to order at 2:07.

APPROVAL OF MINUTES FROM MAY 15, 2018 MEETING

Minutes from September 18, 2018 approved. M/G. Lowry S/M. Wolf

ADDITIONS OR CHANGES TO THE AGENDA

S. Fischer proposed adding agenda item “Bylaws and Conflict of Interest Recusal” and that the order of agenda items be moved. S. Fischer also noted that she reached out to five of the Preschool Promise programs with concerns about Preschool Promise and was going to add a Preschool Promise discussion to the agenda, but noted it was already on the agenda.

Revised order for Agenda:

1. Hub Financial Update
2. By-laws and Conflict of Interest Recusal
3. Preschool Promise Data & Request for Ad Hoc Workgroup
4. Demographics Data & Request for Ad Hoc Workgroup
5. SOELS Officer Elections
6. Health Aspects of Kindergarten Readiness Metrics & CCO 2.0 Updates (*item postponed due to time*)
7. Reflection: ELD Appreciative Visit in September (*item postponed due to time*)

HUB FINANCIAL UPDATE

S. Fischer shared that the Hub is on track with drawdown allocations to providers, and asked exactly to what the word “drawdown” refers. R. Brandon explained that the SOESD Business Manager enters the amounts on ELD quarterly reports that have been paid out as of the end of that quarter. Once the quarterly report is submitted to ELD and approved, SOESD can “drawdown” those funds. The data presented is for the quarter ending 9/30/2018. (The ESD uses a cash-basis method for accounting, so these figures reflect the money that has gone out the door.) She also explained that Preschool Promise is different from other Hub funds, in that it is a monthly reimbursement to providers and ELD does not provide a financial reporting template for Hubs to complete. Hub staff have created a spreadsheet that tracks expenditures as invoices are processed. This spreadsheet was shared with the Council. S. Fischer shared that just prior to the meeting, she reached out to the ESD Business Manager, Daniel Weaver, who advised that checks would be cut by the end of the day for any programs listed in the September column of the spreadsheet shared with the Council who had not yet received payment. R. Brandon advised that the timeline for reimbursement would be a topic of conversation today.

BYLAWS – CONFLICT OF INTEREST RECUSAL

S. Fischer motioned and J. Johnstun seconded to enter into discussion to amend Article XIV – Standard of Conduct, Section 3: Recusal of the bylaws, which reads: “Should a conflict or appearance of conflict of interest develop the staff and/or Steering Committee member shall immediately declare the conflict or potential conflict of interest and thereafter recuse themselves from any further discussions of the issue and any subsequent votes on the issue.” S. Fischer proposed allowing Preschool Promise grantees to participate in discussions in which there is (or may be) a conflict of interest, but recuse themselves from voting on those issues. Most agreed that it would be beneficial for those most familiar with the Preschool Promise program be allowed to take part in discussions; however, it was stated that this needs to be purely informational to avoid the potential of a provider “lobbying” for their program. Further, if a provider has declared a conflict of interest, this should be reiterated prior to providing their input.

S. Fischer amended the motion to change Article XIV – Standard of Conduct, Section 3: Recusal of the bylaws, to read: “Should a conflict or appearance of conflict of interest develop the staff and/or Governance Council member shall immediately declare the conflict or potential conflict of interest before contributing to

Governance Council discussions and thereafter recuse themselves from voting on the issue.” M. Hough seconded the motion. The motion passed unanimously with S. Beveridge abstaining. Concern was expressed that the Council might be in violation of public meeting law by adopting this change.

PRESCHOOL PROMISE UPADATE, DATA & AD HOC WORKGROUP

Preschool Promise Update:

R. Brandon shared concerns that came out of our Preschool Promise Provider meeting on November 8. The first was related to our reimbursement process. She explained that invoices are due by the 10th of each month, for the previous month, but providers are encouraged to submit them earlier if possible. Hub staff involved in processing invoices prioritize them and review them on a first in, first out basis; however, if there are any issues preventing an invoice from being processed (missing receipts, etc.), they are returned with a request for additional supporting documentation and the next one received is reviewed. Providers should expect payment within 30 days once accurate invoices have been submitted to the Hub. This turnaround time has proven to be a financial hardship for many providers. Therefore, in an effort to expedite payment, the Hub will implement a work-around process starting January 2019. ESD Business Office has agreed to modify their current practices and will pay monthly advances to providers, pre-paying approximately one-tenth of the annual award amount at the beginning of each month. Backup documentation will still be due by the 10th of the following month as a reconciliation process. Once the Hub has reconciled, the next month’s advance payment may be adjusted accordingly. Contract language will be updated to reflect the change.

At the meeting, some providers also shared that their Preschool Promise budgets are not covering the full cost of the program. Prior to the beginning of a new program year, providers are asked to submit a budget that outlines what it will cost to deliver Preschool Promise services. Hub staff have come to realize that some programs do not have experience with fund accounting and building global budgets and do not have accounting systems that can manage Preschool Promise funds in exclusivity. The Hub is exploring the possibility of hiring a consultant to provide support to programs who request help with their accounting processes, so they can quickly run the kind of reports Preschool Promise now requires and have a better understanding of the true cost of Preschool Promise, as a part of their overall organizational budget.

S. Fischer advised that when she reached out to providers, some providers have shared that they have felt pressured by the Hub to serve more children with the same amount of money. R. Brandon explained that it is always the providers’ choice and the Hub has never told a provider that they need to serve more children with the same amount of money. The Hub does monitor expenses and, if a provider is on track to have \$20,000 left at the end of the year, they are instructed to either adjust their budget, or use those funds to serve more children. The Hub does not want to see a huge spending spike at the end of the year, as has occurred in the past. These end-of-year spending spikes point to a “use or lose it” mentality, and does not accurately reflect the true cost of running the Preschool Promise program. (Additionally, ELD has to approve the cost-per-child for each program. If a program is over the acceptable cost-per-child, they could be asked to serve another child without additional funds OR reduce their overall budget to be in alignment with acceptable cost-per-child.)

Preschool Promise Data:

C. Reinhart shared 2017-2018 CLASS pre and post assessment scores, which reflect an average of all Preschool Promise programs for Southern Oregon. There are three domains, Emotional Support, Classroom

Organization, and Instructional Support, each look at the different behaviors of teachers and children.. Observations are completed during each cycle, and a manual is used to guide the scoring process. The scores are categorized in three ranges:

- Low Range (codes 1 & 2) – Interactions observed are of minimal effectiveness.
- Mid Range (codes 3-5) – Effective interactions are observed sometimes but not consistently.
- High Range (codes 6 & 7) – Effective interactions are observed with consistency.

Last year, after completing the pre assessments, the Hub offered a training called *Making the Most of Classroom Interactions*. In the spring 2018, post assessments were completed, which showed improvement in each domain, as well as in the overall scores.

Preschool Promise providers in our region participated in our School Readiness Backpack Initiative, and C. Reinhart explained how pre and post assessments were used to measure child growth in Preschool Promise classrooms. The assessment included the following of five categories:

1. Identifies Letters
2. Understands Narrative
3. Uses Scissors
4. Visual Arts to Communicate Idea
5. Recognizes Printed Numbers

The pre-assessments were administered last fall, shortly after backpacks were delivered to the providers. The post-assessments were administered in the spring, and showed growth in all five developmental areas. R. Brandon noted that a challenge with Preschool Promise is that the state does not have the ability to track student-level assessment data because programs use different assessments and the data cannot be aggregated.

R. Brandon presented the Hub's Preschool Promise race and ethnicity data for years 2016-2017 and 2017-2018. Preschool Promise has done an excellent job providing equitable access to services with the data closely representing the demographic makeup of our region.

R. Brandon showed a chart illustrating Preschool Promise monthly reimbursements for 2016-2017 and 2017-2018. The Hub did not have the uptick in spending for June of 2018 like the one experienced in 2017. She explained that Preschool Promise operating guidelines dictate that providers pay for operating costs during the current program year, which ends June 30th, and not use unspent funds to invest in materials for the next year. The budget for each year includes Summer preparation needs for that school year, beginning in September, and can include materials and supplies for the year as well.

Preschool Promise enrollment numbers were shared:

- 2016-2017 – 180 Total enrollments with average cost per child \$10,393.00
- 2017-2018 – 194 Total enrollments with average cost per child \$10,239.67
- 2018-2019 – 210 Total enrollments with average cost per child \$9,992.21

This average cost-per-child is in alignment with the state average and within an acceptable range with ELD.

Preschool Promise Ad Hoc Workgroup:

E. Micke-Johnson and M. Wolf have volunteered to join a workgroup in which this and other data will be studied to determine how to invest approximately \$50,000 available for the Preschool Promise Rural Expansion program.

DEMOGRAPHICS DATA & REQUEST FOR AD HOC WORKGROUP

R. Brandon explained that the Hub is in the process of collecting and compiling city-level demographic data, and shared the information the Hub has gathered to date. The Hub will use the data to strategize investments and plan for Preschool Promise enrollments.

In the interest of time, this will discuss in detail at the January meeting.

SOELS OFFICER ELECTIONS

- G. Lowry to replace N. Nordyke as Co-Chair - M/S. Zottola S/M. Wolf & M. Hough
The motion passed unanimously.
- Re-elect S. Zottola as Secretary - M/S. Fischer S/L. O'Connor
The motion passed unanimously.
- L. O'Connor to replace S. Fischer as Treasurer - M/S. Fischer S/S. Zottola
The motion passed unanimously.
- Re-elect E. Micke-Johnson as Co-Chair - M/S. Fischer S/L. O'Connor
The motion passed unanimously.

Article VI, Section 2 ***Terms of Office*** of the bylaws reads: "Members are appointed for a term of three (3) years. Members are eligible for reappointment and may serve up to two (2) consecutive terms. Once a member has served two terms, they may be eligible for reappointment after a twelve month break from service. This does not apply to members determined to be Sole Source members." Seven of the Governance Council members will be coming to the end of their second term in 2020:

- S. Fischer (October)
- M. Gallas (April)
- J. Johnstun (April)
- K. McCafferty (April)
- E. Micke-Johnson (April)
- N. Nordyke (April)
- S. Zottola (April)

S. Fischer and N. Nordyke expressed interest in remaining on the Council after their second term ends. The group discussed amending the bylaws to allow members to stay past their second term - discussion to continue later.

NEXT MEETING

January 15, 2019

AllCare Health, 1701 NE 7th Street, Grants Pass

2:00-4:00 p.m.

ADJOURNMENT

The meeting was adjourned at 4:04 pm

Submitted by K. Johnson