Tuesday, August 23, 2016  10:00 AM - Noon
Steve Burnett Research & Extension Office
66364 Lonerock Road • Moro, OR 97039

AGENDA

1. Welcome and Introductions, Chair
2. Approval of Minutes*
3. Additions to the Agenda
   a. Second reading of the bylaws
   b. Blue Zone LOS
4. Fiscal Report
   a. Vroom addition to the budget*
   b. Focus Family Childcare Amendment *
   c. Initial review of funding strategies for line items(*)
   d. Request from Wasco County Library*
5. Equity Update from June Work Session
6. Revised Calendar
7. Staffing Update
   a. Specialist hire
   b. Chair position
8. Announcements and Updates
9. Adjournment

*Action Item

Next Meeting Date:  September 27, 2016
Location: TBD
Welcome to the August edition of your Governance Board “Prep Deck”

Each slide is dedicated to an agenda item and will give you an “at a glance” sense of content. You may also find that more information is available in the “support pack” of documents

LET'S GET STARTED.....
Agenda Item # 3. Additions to the Agenda

- Bylaws- Second Reading and approval  (The revised bylaws are attached to the email with this packet)
- A reminder of the changes that have been made and next to them the item number in the document where you can find them:
  - Order and Sequence adjusted
  - Language re: Backbone Organization, Governance Board, and Coordinating Organization added (see #1 of draft)
  - Mission Statement update to reflect vision noted in 2015 grant resubmission (see #3 of draft)
  - Values language updated (see #6 of draft)
  - Review Process for Backbone organization added Values language updated (see #8b of draft)
  - Terms Adjusted (see #9B of draft)
  - No changes to Membership at this time (see #9 of draft)
    - Formal Review in April -May 2017

- Blue Zone Letter of Support –Overview and Request by Teri Thalhofer (no attachments)
#4. Fiscal Report

- **Vroom Adjustment**
  - A total of $15,000 has been awarded. $5K is “credit” for us to order supplies. The remaining $10K has been added to the budget.

- **Focus Family Network**
  - Amendment to increase the allocation from $73,590.00 to $98,120.00
  - Nancey Patten (CC to share context)

- **Initial Review of funding strategies**
  - See attached documents outlining timelines and funding strategies for each strategy.
  - Request from Wasco County Library: 1000 books before Kindergarten
  - Letter attached
Focused Child Care Network Grant Award Agreement – Amendment Number 1

Grant Award: July 1, 2015 - June 30, 2017  Total Grant: $98,120.00

A Child Care Network is a cohort of child care practitioners who meet frequently to discuss best practices, access and share resources, receive training and encourage progress as they work toward increasing the quality of their programs. The Focused Child Care Networks (Focused Networks) utilize Oregon’s Quality Rating and Improvement System as the framework to support quality improvements with an expectation that programs will submit an application and portfolio to receive a star rating.

Four Rivers Early Learning Hub will be the organizer of Focused Networks working with partners to outreach to child care programs that serve children who are at-risk and reflect the community’s culture and diversity. Four Rivers Early Learning Hub will identify and recruit child care programs within identified areas of risk and support them in these Focused Child Care Networks to increase and offer quality learning opportunities for the children in their care. The participating child care programs have access to financial supports and incentives to implement quality standards that are funded at a higher level than other programs receiving support. The Focused Network will work with a Quality Improvement Specialist to implement quality standards including individual coaching for programs to achieve a star rating.

Technical Assistance

Four Rivers Early Learning Hub and the Quality Improvement Specialist will have access to support from the QRIS System from Western Oregon University, Portland State University and Early Learning Division staff.

Double Funding for Supports and Incentives

Early Learning Programs participating in a Focused Network will have access to twice the funding to support quality improvement activities to achieve a star rating. This practically means family child care programs that participate in a Focused Network will receive $2000 versus $1000 in financial support to make quality improvements. There is a required review of Quality Improvement Plans in order to access these double funds.

Requirements

The Four Rivers Early Learning Hub agrees to use Oregon’s Quality Rating and Improvement System for quality improvement efforts and use a Quality Improvement Specialist to staff the Focused Network. The Quality Improvement Specialist (QIS) must:

1. Meet the qualification of a QIS as defined in the QRIS. (please see in Appendix B)
2. Attend required QIS training.
3. Use the data collection tools defined within the QRIS process.
4. Collect additional information needed for a quarterly report.
5. Participate in monthly learning dialogues with QRIS staff and other Focused Network QIS.
## Grant Funding

<table>
<thead>
<tr>
<th>Early Learning Hub</th>
<th>Race To The Top (RTTT) Funds CFDA 84.412</th>
<th>General Fund Total</th>
<th>Total Grant -- All Funds</th>
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<tr>
<td>FCCN grant - July 1, 2015 - June 30, 2017*</td>
<td>$20,000.00</td>
<td>$78,120.00</td>
<td>$98,120.00</td>
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*Funding Stream adjusted from original grant letter as well as adding an additional $24,530.00 to extend original grant through June 30, 2017.

Required Signature: ____________________________ Date: ______________

Please see approved grant application for additional narrative of grant activities.
Proposed strategies for disbursing funds

Direct Contracts
- Direct: contract directly with service provider based on funding stream requirements and demonstrated ability to deliver service
- Bid: Defined services, multiple bids, process for determining contract

Application Process
- Grant: application process for specific functions with defined awards
- Collective funding: application process with multiple awards, amounts determined after application
- Committee: Local application through ECC/ECAT
- **FISCAL TEAM**: REVIEW & REVISE STRATEGIES FOR RELEASING FUNDING 8-23
- RECOMMEND/PRESENT TO GB
- STAFF TO DEVELOP ITEMIZED BUDGETS FOR REVIEW BY FISCAL TEAM
- FISCAL TEAM TO REVIEW & REVISE
- GB TO REVIEW/APPROVE RECOMMENDATIONS (SEPT GB MTG., WITH OCT OPTION)
- RELEASE FUNDING (AS POSSIBLE)
**FOUR RIVERS EARLY LEARNING HUB BUDGET (with proposed revisions to KPI)**

*Through September 30, 2017*

*Prepared for May 25, 2016 Governance Board Meeting*

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<td>Direct Contract with Provider</td>
<td>Contract with database server and supply budget proposal.</td>
<td>Contract - Reviewed by Board Itemized budget Proposal - Reviewed by Board, expended by CGESD and reconciled with Sherman County.</td>
<td>As required for Coordination funding and to EOCCO.</td>
<td>As presented to the Board</td>
<td>Potentially, with all organizations using the OKN system. Access to the system would require training and MOU.</td>
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| Home Visiting Expansion | Contract                      | Contract with NDI to expand home visiting services under the HFO model with the following focus:  
  - extending HV to children 3 and 4 years old  
  - incorporating a community care coordinator role into HFO (link to Clara/Pathways/OKN)  
  - Increasing capacity in Sherman Gilliam Wheeler (in response to demonstrated need) | Contract - Reviewed by Board                                                                 | As required by Title IV:B2 funding and stipulations outlined and approved by the Board | ASAP | Possible MOU with NDI, NCESD, CGHC re: access to CLARA for the Care Coordinator role. |
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<tr>
<td>Mobile Preschool</td>
<td>Options: 1&gt;&gt; Hire someone to develop the whole thing and implement it. 2&gt;&gt; Phase it: contract someone to design it then hire someone to implement it (possibly the same person)</td>
<td>Reimbursable status based on Sherman County IGA with CGESD and approved budget</td>
<td>Fiscal Committee to review pay scale and Board to review Job Description and recommendation from Fiscal Committee</td>
<td>TBD</td>
<td>September Approval October – First Hire November - Second Hire*</td>
<td>Multiple and emergent: PH/CCO Library, etc...</td>
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<td>Vroom Grant</td>
<td>$5k = supplies (no direct funding) $5k = Personnel (CGESD &amp; CCR&amp;R) $5k = Supplies</td>
<td>Contract with the state and Sherman County.</td>
<td>Itemized budget approved by Board and contract approved by Board</td>
<td>As required by the state</td>
<td>Requesting Approval in September</td>
<td>NCESD Partner (previous Vroom grantee)</td>
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<td>Region-wide Training and PD</td>
<td>Direct Contract with Trainers (currently working with MMCI)</td>
<td>Possible contract with national organization for purpose of developing a cadre of instructors</td>
<td>Itemized budget and contract approved by Board</td>
<td>As required</td>
<td>Approval in September or October</td>
<td>Multiple</td>
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<td>KPI</td>
<td>Direct Contract with School Districts</td>
<td>See existing model</td>
<td>Already approved</td>
<td>See reports</td>
<td>Completed</td>
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<td>Preschool Access and Infrastructure</td>
<td>Funding to support Sherman Gilliam and Wheeler Counties Infrastructure</td>
<td>Criteria to be established by ECC/ECAT, reviewed by RECC and approved by Board</td>
<td>TBD</td>
<td>Budgetary reporting &amp; Relative to request</td>
<td>Biennial Contract</td>
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<td>Focus Child Care Networks</td>
<td>Direct Contract with CCR&amp;R</td>
<td>Focus on Spanish Speaking Care providers and QRIS rating Process</td>
<td>Contract approved by Governance Board</td>
<td>Aligned with requirements of funding stream</td>
<td>Biennial Contract</td>
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<td>Innovation Funding</td>
<td>Application process for funding that is innovative AND regionally scalable</td>
<td>Apply through Hub Office, Reviewed by RECC and recommended to GB</td>
<td>Reviewed by RECC, recommended to GB for approval</td>
<td>Budgetary reporting &amp; Relative to request</td>
<td>Rolling application process as funds are available.</td>
<td>Partnerships may be a component of the application criteria?</td>
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<td>Responsive Funding</td>
<td>Applications for funding that responds to local needs and 4RELH Strategic Plan</td>
<td>Application available through Hub office, and submitted to local ECC for review and approval. Brought to RECC for review and to see if other counties have similar concerns.</td>
<td>Reviewed by RECC, recommended to GB for approval</td>
<td>Budgetary reporting &amp; Relative to request</td>
<td>Rolling application process as funds are available.</td>
<td>Partnerships may be a component of the application criteria?</td>
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<td>Contingency</td>
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<td>Held in reserve to respond to operational needs of an urgent and unexpected nature.</td>
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**WORKING DOCUMENT – NOT OFFICIAL**
August 10, 2016

ECC Board
400 East Scenic Drive
Suite 207
The Dalles, OR 97058

To the members of the ECC Board,

This summer I offered the “1000 Books Before Kindergarten” program to all of the families who participated in our summer reading storyline. It was not a successful program. When I asked families about participating they felt they did not need to because they are already reading to their child on a regular basis. It was then that I realized I was not reaching out to the audience who needed this program the most, the at-risk families.

The “1000 Books Before Kindergarten” project focuses on reading readiness before starting kindergarten. The mission of the organization is to promote reading to newborns, infants and toddlers and to encourage parent and child bonding through reading. Parents can track how many books they read with their children through a sticker sheet or on their smart phones. The projects does not require reading specific books, the same book can be read more than once and families can read towards their 1000 books at their pace.

Our library receives a small Ready to Read grant each year from the State Library. The focus of the grant is early literacy and summer reading. This year I would like to partner with The Next Door and DHHS to reach out to at-risk families in the North Wasco County area. During in home visits I would like to be able to have the Case Worker talk to the family about the importance of reading, introduce the “1000 Books Before Kindergarten” program and to give the family a free paperback book.

I would like to purchase enough books through First Books for 50 families to start off. (50 x 12 months = 600 books) I have $500 set aside for purchasing books for this project. I would like to request $1500 from the ECC Board for purchasing additional books which we will need for the project. All of the books and materials will be housed at the participating agency offices. The library will provide all of the “1000 Books Before Kindergarten” materials.

Through this project the library’s goal is to get the reading habit started early for children in at-risk families, to provide a way for the parents and children to bond and experience the joy of reading and to encourage the families to visit their local library for additional books to read. The library will celebrate with the child when he/she reaches his/her goal by having them put a bookplate with his/her name in a book of their choice in the library’s juvenile collection and he/she will receive an “I read 1000 books before kindergarten” certificate.

I appreciate your consideration of my request for financial support. Please let me know if you have any questions.

Sincerely,
Dana Campbell, Youth Services Coordinator
The Dalles-Wasco County Library
722 Court Street
The Dalles 97058
541-296-2815
dcampbell@ci.the-dalles.or.us
#5. Equity Update
  - Submission of our Assessment was submitted on June 30th.
  - We will review the attached report and discuss integration with Strategic Plan.

#6. Revised Calendar
  - Given Medical leave etc... the calendar is revised again.
  - Please see attached to ensure:
    - Gilliam County and Hood River County Tours
    - Beginning Discussion re: January retreat/planning

#7. Staffing Update
  - Early Childhood Communications Specialist has been hired and Starts September 1.
  - Superintendent Peterson departure; Chair position vacancy
Organizational Overview (Please provide a 5-10 sentence description of your organization):

The Four Rivers Early Learning Hub is a consortium of entities working to provide coordination and support for early learning in Hood River, Gilliam, Sherman, Wasco and Wheeler Counties.

The consortium includes Sherman County as the backbone organization, Columbia Gorge ESD who serves as the implementation organization, and the Four Rivers Early Learning Hub Governance Board who provide direction and approval of strategic actions.

The Governance Board is made up of geographic (county) and sector representatives in addition to behavioral health and DHS regional manager. By-laws were created at the beginning of the hubs existence in the summer of 2015 and are currently under review.

Early Childhood Committees in each county meet monthly and a regional early childhood committee gathers information from those meetings for the purpose of informing and/or making recommendations to the board.

An IGA between Sherman County and Columbia Gorge ESD provides the framework for a collaborative working arrangement that emphasizes administrative efficiency and organizational expertise.

Currently, there is one paid Regional Coordinator for the Four Rivers Early Learning Hub and a recruitment in in progress to support.

Process Notes
A special work session of the Four Rivers Early Learning Hub was convened to review the assessment and to prioritize strength areas and opportunities for growth. Other regional organizations who also have contractual obligation to complete the assessment were invited to share their process and priorities.

The meeting started with a Constructivist Listening process learned at the Early Learning Hub Leader's Institute from the National Equity Project session. From this conversation the following guiding concepts were identified:

- **Connection**: Engaging in conversations about equity is easier and more authentic when the people involved have some kind of connection based on shared culture and/or experience.

- **Pace**: Slowing down really supports listening to hear without jumping in to find a “quick fix”. We value this conversation so much that we want to take the time to do it “right”.

- **Set the Scene**: Of equal importance to the conversation is the way it is introduced; providing context and framing the conversation is imperative.

- **Tune Out the Noise**: Cultivate a willingness to be open and genuinely curious.
Reflect: Instant access to information can limit and even obliterate time for reflection and consideration. It was noted that when our founding fathers created some of the initial documents/principles and concepts that are the bedrock of our country, they had to travel great distances...by horse and sans cell phone...which provided time for thinking and reflection. We must take conscious efforts to be thoughtful and considerate in relation to topics of such import.

Finally, the group had a discussion about the utilization of the tool and the importance of recognizing the varied structures of entities using this tool are in. We had three organizational structures represented in our conversation:

1. CBO–able to fully assess with a task force and full sphere of influence over the practices of the organization.
2. Embedded entity–assessed within department with staff, able to adjust and revise some operational policies, and also working under the auspices of a larger organization where sphere of influence is limited.
3. Consortium entity–assessed with key staff of entity and prioritized findings with larger group of stakeholders and members. Key sphere of influence around contracting, governance actions and initiatives, and regional awareness through data collection, facilitation and engagement.

Strengths

The two domains where 4RELH have the greatest strengths are:

**Service Based Equity:** When we publish documents and flyers we are thoughtful about ensuring that they are in English and Spanish.

**Data, Metrics and Continuous Quality Improvement:** Our process for defining elementary school zones that need to be prioritized includes data sets relative to OKA scores, diversity, and geographic disadvantage. We anticipate that we will need to dig into this framework as time goes by.

Opportunities for Growth

We have many opportunities for growth in this work and the consensus of the group is that we are at just the right time for engaging it as our Hub is relatively new.

The first and most important domain where we have opportunity for growth is “Organizational Climate, Culture & Communications”. The group agreed that it is the right time for the board to review its vision and mission and to publically declare our position on who we want to be in the region. It was also noted that a critical part of this work is to determine how the vision/mission of the board is represented and supported in the relationships with the backbone organization and implementation organization.

The following are the remaining domains and possible action areas where 4RELH should focus:

**Data Metrics, Continuous Quality Improvement:** What does the data really tell us about race, poverty and who is furthest from opportunity in our region?
Service-based Equity and Relevance: Focus on creating organizational documents (minutes etc...) that are readable by our community. Looking ahead to ensuring that they are also translated and available in Spanish.

Service User Voice and Influence: Our strategic plan already includes efforts to meaningfully engage parents in our ECC meetings. We could add focus to that effort by expanding the plan to include Spanish-speaking families and times and locations that work for families.

Resource Allocation and Contracting Practices: Because we are at the beginning phases of implementing our budget, we have the opportunity to be intentional about incorporating contractual elements that support access in our communities. This area is closely connected to efforts around data metrics, and continuous quality improvement.

Reflections

The group noted two areas for reflection:

- **Rural Equity:** Geographic Disadvantage is an important component of our equity equation and seeking more ways to quantify and respond to this factor is critical to our success. Generational poverty is often an equal and more frequently observed inequity in our communities.
- **Pace:** Many stakeholders have been in this region for decades and have observed an increase in the pace and expectations. These same stakeholders can also point to previous initiatives that were started with a flash and ended without fulfilling their objectives. There was commitment and determination around the room to approach our efforts with sustainable pace and thoughtful intention in order to achieve improved outcomes both now and for future generations. Accountability AND sustainability were key themes in this conversation.

Next Steps

- This document to be reviewed by group.
- Reviewed Draft submitted to Early Learning Division
- Document brought to August 2017 Governance Board meeting for review and further action
**FOUR RIVERS EARLY LEARNING HUB**

2016 Meeting Calendar

<table>
<thead>
<tr>
<th>August 2016 Edition</th>
<th>Meeting</th>
<th>Location</th>
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<tbody>
<tr>
<td>March 29&lt;br&gt;Governance Board - Full Meeting &amp; Tour&lt;br&gt; Sherman County</td>
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<tr>
<td>April 26&lt;br&gt;Governance Board - Work Session</td>
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<tr>
<td>May 9&lt;br&gt;Regional ECC</td>
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<tr>
<td>May 25, 11:00 AM, NO TOURS&lt;br&gt;Governance Board and Oregon Early Learning Council Meeting</td>
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<tr>
<td>June 28&lt;br&gt;Governance Board - Work Session</td>
<td>CGESD, Conference Line and Vtel</td>
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<tr>
<td>August 15&lt;br&gt;Regional ECC</td>
<td>Steve Burnett Research &amp; Extension Office&lt;br&gt;66364 Lonerock Road • Moro, OR 97039&lt;br&gt;Conference Line/Video Conferencing</td>
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<tr>
<td>August 23&lt;br&gt;Governance Board - Work Session&lt;br&gt;9:30AM – Noon</td>
<td>Gilliam</td>
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<tr>
<td>September 27&lt;br&gt;Governance Board - Full Meeting &amp; Tour</td>
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<tr>
<td>October 10&lt;br&gt;Regional ECC</td>
<td>Steve Burnett Research &amp; Extension Office&lt;br&gt;66364 Lonerock Road • Moro, OR 97039&lt;br&gt;Conference Line/Video Conferencing</td>
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<tr>
<td>October 25&lt;br&gt;Governance Board - Work Session</td>
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<tr>
<td>November 29&lt;br&gt;Governance Board - Full Meeting &amp; Tour</td>
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<tr>
<td>December 13&lt;br&gt;Regional ECC</td>
<td>TBD</td>
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<tr>
<td>January 23-24, 2017&lt;br&gt;Governance Board - Planning Retreat</td>
<td>TBD</td>
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*RED indicates actual or proposed changes*

**Governance Board Day Schedule (as discussed at 12.8.2015 meeting)**
The Governance Board is interested in learning more about each county within the Four Rivers Region. To facilitate this learning, Governance Board Meetings will be held in each county throughout the calendar year. Given that most board members devote a full day to this meeting (because of travel and the length of the meeting), it was determined that adding a tour of a local early learning environment and/or service provider would be beneficial to increasing awareness of the region. A model for each Governance Board Day is as follows:

- **10:00AM to 11:00/11:30AM**: Visits and/or Tours
- **11:00/11:30AM to 11:30/Noon**: Travel to Meeting Location (if needed)
- **11:30/Noon – 3:00 PM**: Working Lunch and Governance Board meeting

This Schedule is ALWAYS a working draft and can be impacted by weather or unforeseen occurrences. Please visit our website or call 541-506-2255 with questions.  
[http://www.cgesd.k12.or.us/Page/214](http://www.cgesd.k12.or.us/Page/214)