

**Early Learning Washington County
Steering Committee Meeting: April 25, 2018
Minutes**

In Attendance: Marilyn Harrison, Olga Acuña, Sue Parish, Katie Anderson, Luis Nava, Donalda Dodson, Michelle Ornelas, Amy Shea-Reyes, Nancy Ford, Renee Bruce, Cate Drinan

Staff: Adam Freer, Zeke Thomas, Leslie Moguil, Rebecca Collett, Evan Weaver, Brittany Geertsen, Janet Avila-Medina

What was discussed:

Welcome & Introductions

Director's Briefing:

- ELWC has moved to a new office space at TV&FR in Aloha.
- ELWC completed and submitted the State workplan.
- ELWC completed organization visits and are now going around meeting with each of the superintendents. Marni, Director of the Department of Health and Human Services is attending the meetings too. The intent is to work on how to best engage together and how we can support each other.

INPUT:

- You should consider doing a presentation with the school board. Hillsboro School District (HSD) organized a presentation to the board and talked about the partnership with Washington County, OCDC, and Community Action and they loved it! They had no idea about the partnerships and the work that is happening.

Committee Reports: *Moving forward, committee minutes will not be included in the packet and will be sent via email in advance to the meeting date.*

- Equity Advisory Council: April 11, 2018

Hub Work Plan Update

- **Process Overview:** ELWC had a self-assessment last fall with great feedback from the governance. The first work plan was ambitious and the ELWC staff did an analysis and some streamlining to make the activities more actionable.
- **Next Step:** The plan is to go one-step deeper and figure out if are staffing resources line-up with the needs of the activities in the work plan. ELWC will also suggest logical sequencing of the activities and provide recommendations to the Steering Committee.

INPUT:

- Can you add a header to the work plan that lists the version/date?
- Can there be a status column added to the work plan, so we know what we have accomplished etc.

Please Note: *The state is aware that this work plan is a working document. The intent of the work plan is to utilize the plan for hub check-ins and as conversation starters.*

Approvals

- **KPI & Family Resource Coordinator Contract Renewals for FY18-19:** *Please see summary of recommendation in April Steering Committee Packet, pages 2 & 3.*

ELWC's Recommendation: To fund existing contractors through Sept. 30, 2019.

Recommendation Approved: Majority vote of six.

- **Preschool Promise Contract Renewals for FY18-19:** *Please see summary of recommendation in April Steering Committee packet, pages 2 & 3.*

ELWC's Recommendation: To fund existing contractors through Sept. 30, 2019.

Recommendation Approved: Majority vote of three.

Governance Policy Discussion: Hub Structure *Please see overview of recommendations in April Steering Committee packet, pages 5 & 6.*

- **Process Overview:** These recommendations were developed by the Governance workgroup, which is composed of the following members: Adam Freer (ELWC Director), Marilyn Harrison (Steering Committee Chair), Stephanie Lind (Steering Committee member), and Donalda Dodson (Steering Committee member). The work group is also one of the key activities listed in the work plan under Goal One: Objective 1.4 (page 4).
- **Small Group Discussions:** The Steering Committee split into four groups to discuss and provide feedback about the proposed Hub structure.
- **Report Out:** The small work groups reported on the following three questions:
 1. *Share your initial thoughts and reactions of the proposed Hub structure?*
 2. *Identify any recommendations that you believe will add significant value to the governance structure/function? Why do you feel this way?*
 3. *Identify any recommendations that you believe will result in governance confusion or lack of efficiency? Why do you feel this way?*

INPUT:

- Membership capacity issues: Based on the proposed hub structure the Equity Committee and Parent Council would be attending three different meetings. We are not sure if parents and members will have the capacity to provide support to all those meetings.
- Need to determine the expectation of the Equity Committee. Should there be cross over work with the Parent Council? If so, one solution could be to have an annual meeting with the Equity Committee and Parent Council, so that they can share work/experiences and learn from each other.
- How can we create a two-way communication, so information is shared with the right council/committees? For example, should a member of the Steering Committee attend the Equity/Parent meetings etc. or should there be a representative from each council/committee at the Steering Committee?
- Need to develop more leadership opportunities for parents. For example, one model could be to have Parent Council members graduate (move) and become members of other meetings. Another example could be to have parent co-leaders at each council/committee. If this happens, ELWC needs to determine how to support parent voice/work and how to remove barriers if needed (e.g. meeting times etc.).

- Do we want all information from council/committees to be streamlined to the Steering Committee? If so, that is a lot of information for the Steering Committee to receive.
- Maybe there are too many Committees in the hub structure.
- Operations Committee purpose/function needs to be clearly defined.
- There needs to be increased awareness on the purpose of each council/committee.
- Might consider renaming the Operations Committee, but not removing it from the Hub structure. The Operations Committee is a vital part of the structure.
- The Hub structure needs a clear procedure on how decisions are made.
- Need more school district representation at the Steering Committee. HSD feels isolated. As ELWC meets with the superintendents, they should ask the superintendents to appoint someone to attend the Steering Committee.
- Might consider renaming the Operations Committee (4-6).
- Concerns about the steering committee micro managing the other groups.
- Elevation of PAC & Equity, Concentration of planning into P-3/Ops
- Dotted line – Why/What? It shows interconnectivity of those groups those need to have interplay
- Kate – likes having the levels of programmatic & strategic
- Exec. Committee – acts as a planning body and operational support for steering.
- Evolutionary process which requires more work to insure equity and parent voice –eventually move to integration.
- Equity Committee & PAC provide information as requested by other committees. This feels too passive and we need to figure out how/when something should be put into the Equity group (e.g. when does equity lens get applied and who is making this determination).
- Governing how resources are used by state is shown here, how are other community partners bringing resources to bear- where does that conversation happen? Shared resources and shared strategic vision. How can we make this explicit?
- Strategic high level decisions and also specific how to share new initiatives and make sure they get ingrained and have shared ownership and shared support
- Decisions – who makes that decision? And or recommendation? What is relationship with staff in this governance structure? Pathways for those recommendations. Budget, tactical, policy decisions. How are recommendations moving through this structure?
- How do we help people recognize their role in this process and the part they play in the committee? Do people understand the role they are being asked to play – representing their organizational perspective? Hub Perspective?
- Make the structure 3-dimensional, steering committee elevated but shows how things must travel through other bodies before coming to steering committee.
- Have introduction/preamble as to why we have this structure and what purpose it serves from a community perspective. How can this structure best serve this community and reflect the values of the community such as PAC/Equity.
- Defining cases of how things move through the structure – use the strategic plan to drive or decide. Communicating how and why we moved through- what are staff recommendations and how are those affecting the decision making process.
- Most conversation was not about the proposed structure, but about how best to implement it.
- Group took time to understand the structure and generally agreed with it and the functions listed.

- Under “Purview” ELWC should replace strategy with “Strategy & Systems Improvement.” Then, the purview of the row below that would be “Strategy/Systems & Programmatic.”
- The prenatal-3 committee should be prenatal to 3.
- ELWC could borrow tools for structure processes from Systems of Care, who is similar in nature and intent to what we are doing.

ACTION: ELWC will gather input from governance structure, compile all feedback and share it with the Governance work group, who will revise the proposed Hub Structure/Functions.

Headlines & Highlights

- **Early Learning Council (ELC) Strategic Planning Process Update:** in order to have a good strategic plan the ELC is meeting with different sectors. The plan is to take a draft 2-3 year plan to the ELC by Sept. ELC hopes to help elevate issues such as child care.

INPUT:

- It would be great to have child care standards in school district. For example, there is nothing that hold school districts accountable to provide quality child care. There should be required standards for child care curriculum and activities.
- **Early Learning Division Survey:** heads up for an email about the survey in the next week or so.
- **Preschool Promise RFP Update:** RFP review committee will be trained tomorrow, 4/26 and will then meet again to score RFPs. ELWC is hoping to have everything settled by the end of April and anticipate having a contract in place before June 30, so that providers can open their Preschool Promise sites by Sept.
- **African-American Black Student Success Plan:** ELWC is still in contract negotiations.

Discussion: ELWC needs to develop a mechanism for how to receive presentation requests: *Ran out of time, ELWC will discuss at the May Steering Committee meeting.*

Adjourn