



Steering Committee Meeting Notes

Date/Time: 5/16/2017

Location: AllCare, Grants Pass

Members Present (X): See attendance record

*	Scott Beveridge SOESD				Lisa O'Connor FNC
X	Amy Buehler Jackson Co. Mental Health	X	Jennifer Johnstun Primary Health of Jo Co	X	Kelly Soter Jackson Elementary
X	Susan Fischer AllCare CCO				
	Michelle Gallas Imagine That		Karla McCafferty Options of So Oregon	X	Pam Thompson Arbogast EI/ECSE
	Kurt Higuera Siskiyou Comm Health	X	Eileen Micke-Johnson RCC	*	Mary Wolf CCRN
	Rosemary Jernigan DHS, District 8		Lee Murdoch Retired Physician		
*	Martha Ibarra Hispanic Comm Rep	*	Nancy Nordyke SO Head Start	X	Susan Zottola GP SD #7

*Participating on the Phone

Staff:

X	Rene Brandon Director	X	Chelsea Reinhart Family Resource Facilitator		
X	Teresa Slater Grant & Contracts Coordinator		Molly McLaughlin Preschool Promise Facilitator		

Guests:

X	Heidi Schultz, Jackson County Child Development Services				
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CALL TO ORDER/WELCOME AND GREETINGS

E. Micke-Johnson called the meeting to order @ 4:06 pm

APPROVAL OF MINUTES

Minutes from March 21, 2017 approved. Motion by S. Fischer/Second by A. Buehler.

EI/ECSE SERVICE AREA PLANS – STAKEHOLDER FEEDBACK DISCUSSION

Discussion regarding the EI/ECSE County Plans for Josephine and Jackson Counties. Pam Thompson Arbogast and Heidi Schultz led the conversation for their respective counties and gathered input from stakeholders at Steering Committee. The Service Area Plan documents are attached to the May meeting minutes.

COMMITTEE POSITIONS RECRUITMENT, UPDATE ON PROGRESS

The committee has several vacant positions:

TJ Jessup, parent representative from Josephine County has stepped down from Steering Committee. Currently, there is no parent representation on the Steering Committee. René is meeting with a parent regarding representing Jackson County on the Committee.

Siskiyou Community Health Center has not participated in the Steering Committee in a year. Kurt Higuera is stepping down as Director of Siskiyou Community Health Center. René would like to reach out to someone from La Clinica or another community based health care from Josephine County. Clinic administration or clinic perspective would be a good addition. Other suggestions include Judy Black, Dr. Burnett from AllCare, Southern Oregon Pediatrics, Sadie Emmons at Women's Health Center, a case manager for high-risk pregnancies. More exploration and discussion is needed.

BUDGET REPORT AND SOELS NEEDS GOING FORWARD

Susan presented the Financial Summary, showing paid expenditures through March 31, 2017. Hub staff is working closely with grantees to keep expenditures on track for the end of the program year at June 30, 2017. Howard George, ESD Business Manager is retiring and the new financial system, Infinite Visions has been in place since January 2017. There has not been access to fund reports in the new system, causing some challenges to fund monitoring. René wants to ensure the hub is starting the new biennium with the financial tools needed to effectively manage the funds. Scott said he would look into the issues of concern.

REACH OUT AND READ

Lee Murdoch did not attend the Steering Committee meeting and did not present Reach Out and Read.

KINDERGARTEN LAUNCH RESULTS & NEXT STEPS

Susan Zottola reported that having Kindergarten Launch earlier in the year did not negatively impact the number of parents registering their children for kindergarten. There were some issues with Spanish translation and this will be addressed for next year. The value of encouraging schools to host a “meet me at the slide” or similar event for incoming kindergartners was discussed. René will send an email to superintendents, encouraging schools to consider hosting such an event prior to the start of the school year to engage families and improve transition to kindergarten.

SOELS END OF BIENNIUM BUDGET AND PROJECT DISCUSSION

Hub staff has been working with grantees to ensure they spend down funds. There is a need to reallocate some unspent funds. The recommendations for reallocation of unspent funds includes:

- School Readiness funds to Grants Pass School District to provide a week-long 3 ½ hour a day summer jumpstart program, with 25 kids per site, 4 sites.
- KPI funds to RCC for the Early Childhood and Elementary Education which supports a cohort of 30 participants from Jackson County and 30 participants from Josephine County and 20 Spanish speaking participants to get basic child development certificates.
- School Readiness funds to reach out to DHS Self Sufficiency families. DHS Family Coaches will be trained to teach DHS families how to use materials in educational backpacks provided by the hub. The backpack materials promote school readiness skills and empower parents to teach their children. Pre and post skills assessments will be done on every child to measure effectiveness of project.
- Healthy, Stable and Attached funds to support the Strengthening Families Train the Trainers Event.

Action Item: Move forward with repurposing funds to support additional projects. M/J. Johnstun S/A. Buehler All in favor – no opposition. Susan Zottola and Eileen Micke-Johnson abstained.

SOELS STAFFING BUDGET FOR NEW BIENNIUM

SOELS staff have been on a Personal Services Agreement with SOESD and now that permanent job descriptions have been approved, it is time to bring staff on as regular SOESD employees. René presented a hub staffing cost projection, introducing appropriate wage ranges with comparables from other hubs. Next steps will include presenting to SOESD code review committee.

Action item: Move forward with salary ranges as presented. M/J. Johnsun S/S. Zottola. All in favor – no opposition.

GRANTEE APPRECIATION DINNER HIGHLIGHTS

Powerpoint presentation by Chelsea Reinhart.

ACTOR MAPPING FACILITATION WITH HEIDI MCGOWAN – NEXT STEPS

Discussion held until July, 2017 Steering Committee Meeting

Meeting adjournment: 6:00 pm

Submitted by S. Fortman-Craun