**Early Learning Hub of Clackamas County Governance Council**

Apr 8, 2025 | 8:30am to 10 am

Zoom <https://clackamascounty.zoom.us/j/86259872981>

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| Time | Topic | Action/Intent | Facilitator/Presenter |
| 8:30–8:35am | **Welcome!** * Sign in chat box- Brett Walker, Winnie Chu, Denise Glascock, Darcee Kilsdonk, Jennifer Foglesong, Sarah Dunkin, Olga Salinas, Jessica Duke, Alejandro Lamar, Sophia Butler, Denise Swanson, Adam Freer, Cristina Gonzales Perry, Katie Unger, Parrish Danforth, Carmen Flores
 | **Say hello!** | **Alejandro Lamar** |
| 8:35–8:50am | **Connection time** Share in breakout: What was your first job and what was the most important thing you learned doing it? | **Small Group warm up** | **Jennifer Foglesong** |
| 8:50—9:10am | **Standing Business*** March Notes
	1. Vote to approve- Denise G motions, Brett W 2nds, 6 yes, 0 no
* Literacy Funding
	1. Conference registration open! - May 10th at Clack Community College, $20 cost. Participants can pick track they want to attend.
	2. Mobile and Health Clinic Little Free Libraries are starting roll out!-ELH team put stickers with QR codes on all books received and slightly grouped them according to genre and age. Few baby books, middle school books etc. Focused on age and multi-cultural books, tried to minimize holiday-focused books. Books for mobile libraries and health clinics.
	3. More Free Libraries coming May & June- available after Conferences
* Recap DELC Tour- Premiered Fire Safety Video of the Family Stability videos- Request for updates on videos at each meeting- Gladstone first stop at DELC Tour, able to present successes but also barriers and challenges.- Sunshine Milwaukie stop #2, able to tour EHS/Private Pay/PSP programs, also able to present positive aspects and also challenges.- CELC last stop of the day, highlighted what is going well, strong partnerships in place, effectiveness of agencies working together and also shared funding/workforce/facility challenges. - Highlighted strength in partnerships to help families in community- Great feedback on being at Preschool programs- Huge thanks for all the Preschool sites for hosting and making the day happen
 | **Consent & Updates** | **Darcee Kilsdonk & Jessica Duke** |
| 9:20—10am | **New Business*** Child Abuse Prevention Month- Children’s Center- Updated event calendar shared- hosted 2 Stewards of Children training at Wilsonville Library and Family Health Northwest Services.- Community conversation event 4/8/25 at Willamette Falls Community Center in Oregon City- Partnering with Trevor on skateboarding event, Children Center will be hosting. Families can come to decorate their boards- Screenagers movies playing at middle schools- Dia del Nino 4/26 Event will have drive through options for families who do not feel safe attending with children
* Process Analysis & Findings- Why do things take so long at Clackamas County. 2 main buckets of administrative processes to look at Contracts and Hiring. If desired, able to do presentation on both processes. Today will concentrate on contracts.- Contract process involves review and signature by 4 different levels, then draft contract reviewed/signed by contractor/grantee. Official approval depends on amount, under $150k by County Administrator, over $150k by Board of County Commissioners. Process ensures- good stewardship of public funds, filling legal obligations, identifying risks, awareness of parties assuming responsibility, stability and accountability- Necessity of having good processes understood. Question of how long each step actually takes.- Reviewed processes for 3 most recent contracts, the start date (Hub decision, expense contracts) and end date (county approval). Average contracting time 6.5 weeks - 1) Dr. Amy King $150k Contracting Process Duration 7.1 weeks (not including 2 week Contractor review) - 2) Literacy Amendment (revenue contract, simpler process than expense contracts) $341,768 Contracting Process Duration 6 weeks - 3) Early Learning Videos (Firwood Creative) $112,080 Contracting Process Duration 6.4 weeks- Sentiment shared, this takes too long. Biggest hold up is BCC (Board of County Commissioners) has to sign anything over $150k. New Board seems to work quicker.  - Challenge around amendments as they come in during funding cycle. Issue is getting ahead of process piece to allow maximize potential on how dollars are used as opposed to just beating the clock to not leave money on table. - Process varies depending on amount of contract. In some cases, Department Administration can approve and going through full procurement process is not needed. If we can make a "sole source case (which we did with Dr. Amy because she was the only one who trains on Cards for Connections) it goes a bit faster.- No strategic plan for Hub currently as its not currently required by DELC- Question if working with young children really understood by County Board. Tension exists due to when the people need the work done to support them as opposed to other professional services provided by County. - Offered, analyze 3 other contracts to see if process have improved with new BCC.- Hub deliberation factors into total duration of start to finish. Ex- KPI, Dec 2023 Governance approved KPI funds for professional development, Feb 2024 KP subcommittee discussed options, May 2024 KPI subcommittee approves Dr. Amy’s proposal, July 2024 contract executed. - Follow up- work closely with County Leadership to determine where we could advocate for efficiencies (exploring ways to allow Governance Approval to satisfy certain procurement requirements).

-Would like to see actual fixes that county can make to expedite these processes.-May be able to work more directly with agreements with Governance Member entities (ex. Gov’t to Gov’t agreement with CESD and County)-Noted that calendar timing may affect work. Summer breaks. Need to be cognizant that work happens during school year.- Question of what are the actions taken to shorten processes? Still a need to reduce time taken by County side. - Propose timeline for strategic planning for new biennium. - Need to find pre-auth agreement to be able to spend funds in a much quicker way.- Seems County does not understand the way Early Learning needs to spend funds allocated to them to do the work they need to do- Members to email Darcee for committee to work on strategic planning.* **Meeting adjourned** 10:03am
 | **Presentation & Discussion**  | **Winnie Chu Nhan****Adam Freer** |