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

**January 14, 2020**

**Meeting Minutes**

**Clackamas County DSB, 150 Beavercreek Rd, Oregon City, Room #115**

**PURPOSE: The Clackamas County Early Learning Hub Council (CCELHC) purpose is to convene partners and engage families in early childhood care and education to create a more coordinated system of services that will improve outcomes for Clackamas County’s most at risk families. As the governance body for the Clackamas County Early Learning Hub, the council shall make all decisions of where to focus the work of the hub and the investments it makes. Its overarching goals are to ensure kindergarten readiness, stable and attached families and**

**early learning system coordination in Clackamas County.**

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| Time | Topic | Notes |
| 8:30-8:45 | Happy New Year!  Welcome and check in | Members present: Carol Moore, Sophia Butler (phone), Bridget Dazey, Julie Aalbers, Amy Corbett, Donalda Dodson, Pat Duke, Brenda Durbin, Darcee Kilsdonk, Denise Glascock, Chelsea Hamilton, Candice Henkin, Peg King (phone), Jessica Amaya-Hoffman, Mary Rumbaugh |
| 8:45- 9:15 | Sector Plan update  ELD Updates | Annette provided an update on the Sector plan submission. The ELD will be creating summary pages to go along with the RFP and the full plan will be on the ELD website. We will also add it to our Hub website. The RFPs for Preschool Promise and the Equity Fund are set to be released the end of January. Applications will be due in April and awards in May. Services must start in September. In addition to the RFP for Preschool Promise services, there will be an RFP for fiscal agent to help small businesses who want to be provider but do not have the business acumen to carry out state contracting and requirements. Applicants will need to indicate if they want to have a fiscal agent and the ELD will match them with one that fits their needs. Organizations that work with and can support small businesses are encouraged to apply to be a fiscal agent. |
| 9:15-10:00 | Bylaws committee update and discussion | The committee updated the bylaws to include the new requirements indicated in the Hub contract. Additional changes will be made and sent back to the group. More discussion is needed of the bylaws and more research needed about the conflict of interest section as it pertains to public meeting laws. Also discussed calling into meetings. It was suggested to add a statement about the value of being in person for meetings, and also allowing for call in or remote as needed. Some meetings may not lend themselves to calling in. Additional members are needed for the bylaws committee. |
| 10-10:20 | Conflict of Interest form discussion | Draft conflict of interest form was presented. This was adapted from another Clackamas County advisory group. The group discussed the conflict of interest statement. Need to research more conflict of interest as it pertains to public meeting laws. |
| 10:20 | Future Agenda items | * RFP Update * Equity Cohort update * Bylaws update/ discussion * Recruiting new members (part of bylaws discussion) * Update on plan developed by Health Share/ Children’s Institute to target SD in each county with highest Medicaid enrollment and work to prioritize SSA funds for early childhood and mental health * Evolving Hub roles/ responsibilities/contract updates |
| Next Meeting | February 11, 2020 |  |