



SOELS Executive Committee Meeting
 May 23, 2019
 Southern Oregon Education Service District
 101 N Grape Street, Medford
 2:30-4:00 p.m.

Members Present (X):

	Scott Beveridge SOESD		Eileen Micke-Johnson RCC	x	Susan Zottola GP SD #7
x	Geoffrey Lowry Oregon Child Dev. Coalition	x	Lisa O'Connor FNC		

Staff:

x	René Brandon Director	x	Chelsea Reinhart Early Learning Facilitator	x	Karen Johnson Administrative Assistant
x	Teresa Slater Early Learning Facilitator		Molly McLaughlin Early Learning Facilitator		

CALL TO ORDER/WELCOME AND GREETINGS

René called meeting to order at 2:34.

REVIEW OF SOELS EC MINUTES FROM 4-25-19

René advised that Hub staff will routinely attend Executive Committee meetings going forward and minutes will be recorded. We will post them to our website and send to the Governance Council following approval by Executive Committee. Approval of April 25, 2019 minutes: M/L. O'Connor S/G. Lowry. Motion passed unanimously.

NEXT STEPS FOR GRIEVANCE POLICY

At the May Governance Council meeting, it was suggested that the Hub create a schedule to send out a brief complaint survey to all subcontractors, as part of the grievance process being developed and entries could be tracked on a spreadsheet and analyzed regularly for trends and opportunities for improvement. René suggested it be called a quality assurance check-in. It could be distributed on a quarterly, semi-annual or annual basis. S. Zottola advised that as a partner who would receive this survey, she would prefer to receive it one time each year, with the knowledge that she can reach out any time with questions or concerns. René shared draft of complaint form. We are still waiting for feedback from Superintendent Beveridge and ELD to finalize.

IDENTIFYING QUESTIONS OR SUGGESTIONS FOR SUE FOR JUNE EXECUTIVE COMMITTEE MEETING RE: GOVERNANCE COUNCIL STRUCTURE CHANGES

We expect Sue Parrish will attend future Executive Committee and Governance Council meetings for the rest of the year, remotely if not in person. She will assist in building a more functional structure for the Governance

Council, identify conflicts of interest, and help put together an Investment Committee. No questions for ELD were identified.

MAP OUT MEETING TOPICS FOR NEXT YEAR

ELD has suggested the Governance Council meet every month, except in August and December. René shared a copy of SOELS 2019-2020 meeting schedule highlighting what will be happening each month and suggested topics to be discussed. (Copy sent with minutes.) Additions to the list include:

- October – Professional Learning Teams
- November – Resilience Awareness Month
- January correction – Student Success Act Funds ~~become available~~ begin
- April – Child Abuse Prevention Month & Week of the Young Child
- May – Foster Parent Appreciation Month & Preschool to K Transition

Other ideas for future Governance Council meetings discussed:

- Ask GC members for input on agenda items for next meeting.
- Brainstorming sessions in which specific topics are discussed, data shared, and strategies considered.
- Send out quarterly scorecard to update members on work the Hub is doing and investment priorities. (Lisa will send sample of dashboard for ideas on how to structure.)
- Provide Protective Factors training to GC members, or have short Protective Factors training sessions as a standing agenda item at each meeting.
- Provide a community-wide activity calendar to Council members, or bring a copy of The Family Connection's calendar to each meeting.
- Update name tents to include personal statements describing what each member contributes to the Governance Council, starting with a review of the Hub's current interpretation of each member's contribution.
- Bring poster to meetings that clearly illustrates activities the Hub is engaged in that support Protective Factors and priority populations – and how they relate to Governance Council members.

AGENDA FOR JULY MEETING

René will share ideas discussed above with Sue Parrish to plan for July's agenda topics.

ADJOURNMENT

The meeting was adjourned at 3:24 pm

NEXT MEETING

June 27, 2019

Southern Oregon ESD

101 N. Grape Street, Medford

2:00-4:00 p.m.

Submitted by K. Johnson