REGIONAL GOVERNANCE COUNCIL

Special Session - Meeting Notes

March 18, 2026 | 11:00 AM – 2:00 PM

Attendance

Steve Schenewerk	Analicia Nicholson	Janet Carlson
Michael Carter	Julie Hurley	
Dena Haudenshild	Athena Wikstrom	

For ease of member access, Regional Governance Council (RGC) meetings will continue to be held virtually unless otherwise notified.

Welcome and Introductions

The special session was called to order by Steve after confirming attendance. The primary purposes of the meeting were to formally adopt a revised Hub name and to review, amend, and approve updated Bylaws for the South-Central Early Learning Hub.

Official Adoption of Organization Name Change

The meeting opened with discussion regarding the Hub's official name. It was noted that the organization had previously transitioned from "South-Central Oregon Early Learning Hub" to "South-Central Early Learning Hub" in practice, but that this change had not yet been formally adopted. Michael made a motion to officially adopt the name South-Central Early Learning Hub, reflecting the removal of the word "Oregon." The motion was seconded by Dena. Approved by majority vote. Motion carried.

Adoption of Revised Bylaws

With the name change approved, the group moved into discussion of the revised Bylaws. Members confirmed they had reviewed the draft materials in advance and expressed appreciation for the clarity and organization of the revisions. Michael made a motion to adopt the revised Bylaws as presented, and Dena seconded the motion.

Before finalizing the vote, the group engaged in discussion to clarify several governance provisions. Attention was given to the role of the Steering Committee, including its responsibility for preparing agendas and assisting with time-sensitive administrative matters. It was clarified that the Steering Committee is intended to guide and support the RGC, not replace its decision-making authority. Discussion also focused on the importance of ensuring that the Chair of the RGC is closely connected to the county-based professional advisory structures to prevent disconnects and ensure transparency in agenda setting.

As a result of this discussion, consensus emerged to amend the Bylaws to specify that the Chair of the RGC must be one of the three Professional Advisory Committee (PAC) Chairs. This clarification was viewed as strengthening alignment between county-level work and regional governance. Additional clarification was agreed upon regarding the budget process, specifically that the RGC approves staffing levels and charges for services prior to the budget moving forward through the backbone agency's established budgetary process.

The original motion to adopt the Bylaws was amended to incorporate these clarifications, as well as to reflect the newly approved Hub name. It was further clarified that adoption of the revised Bylaws would supersede all previous Bylaws and any conflicting policies.

Michael Motioned to adopt the Bylaws as amended by incorporating agreed clarifications and name change. Dena seconded the motion. Unanimous vote for approval. Motion carried.

Following the vote, Janet provided additional explanation of key Bylaw provisions for transparency and shared understanding. These remarks were informational and did not require further action. Topics included definitions of direct versus indirect costs, confirmation that administrative costs remain within statutory limits, the RGC's authority

to review and question budget assumptions, public meetings law requirements, quorum and voting thresholds, conflict of interest expectations, and the relationship between conflict resolution and dissolution provisions. It was also clarified that while Douglas ESD Board approval of the Bylaws is not required, boards may be informed of the changes.

The group then discussed the need for a future operating agreement to complement the Bylaws and address practical implementation details. Areas identified for inclusion in an Operating Agreement included financial reporting practices, budget development workflows, contracting authority, adoption of backbone agency administrative policies, evaluation processes for the Early Learning Hub director, and clear protocols for resolving questions or concerns. Athena and the Janet will prepare a draft for future review and approval.

Additional discussion covered financial reporting formats, upcoming audit information, onboarding materials for new governance members and the future Hub Director, and communication planning related to the governance transition and Bylaw adoption. It was acknowledged that further public meetings would be required to take certain actions during the transition period.

Action Items

- Updating the Bylaws to reflect approved amendments and the official name change
- Drafting an operating agreement for future consideration
- Sharing sample operating agreements from other Early Learning Hubs
- Providing Early Learning Hub-specific audit excerpts
- Scheduling a properly noticed public meeting for interim governance actions
- Preparing draft communications announcing the governance changes and upcoming transition steps

Closing

With no further business to address, Steve adjourned the meeting and thanked participants for their time and commitment.