

Oregon Child Development Coalition

Board of Directors Meeting

Friday, September 5, 2014

Roll Call: Grant Baxter called the meeting to order at approximately at 6:05 pm. Introductions were made.

Present, Grant Baxter, Board Chair; Shari Lane, Juan Preciado, Gabriela Diaz, Jose Campas, Patricia Cuevas, and Eric Cerecedes

Guests, Debbie Youhouse, Office of Head Start Program Specialist; Harold Goldstein and Neville Wellman, Consultants

Staff, Donalda Dodson, Executive Director; Brian Schmedinghoff, Director of Resource Development; Leslie Moguil, Director of Operations; Walter Kalinowski, Director of Human Resources; J. Juan Escobar, Director of Quality Assurance; Martha Molitor, S. Interpreter, and Linda Torres, S. Executive Assistant

1. Debbie Youhouse, Office of Head Start Program Specialist

Debbie Youhouse is visiting from the Regional Office in Washington, D.C. September 4 and 5. She met with the Executive Team and other staff, and visited Washington and Polk Counties. She mentioned it is always a privilege to meet with parents and the Board. Debbie has visited OCDC like four times, and she has represented our area for the last seven years. In the Regional Office, Debbie is assigned to 27 migrant and seasonal programs. Part of her roles is to meet with Boards and acknowledge the relationship of the Board and the regional office and to reinforce and support the roles of the Board and of the Parents, oversees operations and the T&TA plan. Grant mentioned that Debbie is a great advocate of our program. The Board thanked Debbie for her visit and attending the meeting.

2. Board Consultants

Harold Goldstein met with the Board members in July and reminded what they had discussed, the needs for the Board, structure and a key focus was training on fiscal. Harold identified the terms and comments. Neville Wellman was introduced, and will be looking at the general plan for OCDC. Neville will meet with Don Horseman, Financial Director and get specific information on fiscal area. The Board explained the need to simplify the information; financials are huge reports, and getting a shorter statement and plan may be better, just the key information. The Board has responsibility for fiscal and policies.

Financial dashboards were created for easier understanding. The Board has a Finance committee, but need to activate that again. Neville will make a plan and work with Donalda and the Board at the next meeting.

Action: Neville will present Fiscal training for next Board meeting in November.

Oregon Child Development Coalition

Board of Directors Meeting

Friday, September 5, 2014

The Board members thanked Harold and Neville for coming to the meeting and supporting the Board.

3. Resource Development Report

Brian Schmedinghoff, Director of Resource Development

Brian gave out the RD Summary report, included.

- EHS and MSHS Grants - Wrote and submitted the EHS Expansion and Child Care Partnership grant on August 20. Still writing the Migrant and Seasonal EHS Expansion which is due Oct 6. Finalizing the 5-year Migrant and Seasonal HS grant due on Oct 1.
- New OCDC Website - Brian informed that the new website was launched, and about 50% is translated. Still working on the OCDC Foundation page. Brian suggested to the board members to look at the website and asked for feedback, if there needs to be any changes, can easily make edits. Our goal is to have personal stories every month. If anyone has stories or pictures, they can email to Brian.
- Events - Assisting with wine-makers dinner that will be at the Columbia Gorge on October 24th.
- Site visits to 4 counties, and gave RD 101 training for staff and Program Directors.
- Working with ELT to establish financial goals that will support the development plan and related activities for 2015.

The Board thanked Brian for his report.

4. Eligibility, Recruitment, Attendance, Selection Criteria

J. Juan Escobar, Director of Quality Assurance

Juan presented two Selection Criteria:

- OCDC Selection Criteria that is approved every year for our program.
- Selection Criteria for Early Head Start Expansion and Child Care Partnership Selection Criteria.
- The points function of the selection criteria organizes children within each priority group. The Criteria is specific to each child and family of our program, we have to serve the neediest families first, low income and disability.
- Explained the points and priority level, the Family Factors sheet and EHS pregnant women factors.

These criteria forms are presented for consideration and approval.

Oregon Child Development Coalition

Board of Directors Meeting

Friday, September 5, 2014

MOTION: Grant entertains a motion to approve the OCDC MSEHS, OPK Selection Criteria form. Eric Cerecedes made the motion and Shari Lane seconded the motion to approve the OCDC MSEHS, OPK Selection Criteria form. All those in favor said 'aye'. The motion passed.

Action: The Board would like to see the statistics and data that Juan is gathering. Juan will bring that information to the Board for next meeting.

The criteria for EHS Expansion and Child Care Partnerships is for the grant which was recently submitted.

- Priority A is for children with disabilities, Priority B is for categorically eligible children, Priority C is for children from low-income families, Priority D is for children from moderate-income families, and Priority E is for children from over-income families.
- Each child is awarded the highest priority group that describes the child. The expectation of this selection process is that children with disabilities, categorical eligibility, or from low-income families will have an excellent chance of being selected for enrollment.

Motion: Grant Baxter called for a motion to approve the EHS Expansion and CC Partnership Selection Criteria; Juan Preciado made the motion to approve the EHS Expansion and CC Partnership Selection Criteria, and Gabriela Diaz seconded the motion. No discussion. All those in favor said 'aye'. No oppositions. The motion passed.

The Board members thanked Juan for his presentation.

5. Operations Report

Leslie Moguil, Director of Operations

Leslie gave highlights of Operations report:

- We had a large conference on QRIS here at Central Office with ELT, Managers and Specialists. Leslie informed that OCDC will be participating in the quality rating and this gives us advantage to elevate the quality of Head Start programs and Child Care programs; we will be submitting information. This is the Quality Rating and Improvement System (QRIS).

Oregon Child Development Coalition

Board of Directors Meeting

Friday, September 5, 2014

- Leslie told the Board that that OCDC will have a standardize name for each of the sites with their certification renewal. This will support consistency of the OCDC agency name. The name will start with OCDC and follow by site name (Ashland) + Early Childhood Care & Education Center.
- Most exciting news was of Governor Kitzhaber who visited OCDC Concordia site in South Marion County on September 3rd with members of the Marion County Hub.
- Odi Campos, Program Director and staff did a great job in welcoming the Governor and shared information of services, reinforcing the HS and School Readiness for S. Marion County families. The Governor had breakfast with the children. Articles were in the Salem newspaper. Brian placed the photos on the OCDC website.

The Board thanked Leslie for her report.

Executive Session

The Board went into Executive Session. Walter Kalinowski, HR Director, informed the board members on the restructuring in HR department and the elimination of the Program and Staff Development section. There will be other changes coming as needs are reviewed. The new organization charts were presented to the Board. The Training and Development team will now be under Human Resources.

Adjourn

Board meeting adjourns at 9:15 p.m.

Board meeting continues tomorrow Saturday at 8:30 a.m.

Oregon Child Development Coalition

Board of Directors Meeting – Saturday, September 6, 2014

- **HR OCDC Policies**
- **Approval of MSHS and EHS Budget 2015**
- **Audit Report**
- **Decision on Time for Board Meetings**

Roll Call

Present, Grant Baxter, Board Chair; Juan Preciado, Patricia Cuevas, Jose Campas, Gabriela Diaz, Marisol Carino, Eric Cerecedes and Shari Lane.

Quorum established

I. Human Resources Report: Angela Sword, HR Manager, presented policy revisions as follows:

- 1. Vacation Policy 40.010:** Purpose to clarify use of donation of vacation time. To add “compelling medical and/or personal reasons” also adding the statement “that both the donor and recipient of these vacation hours are subject to tax withholding as required by the Internal revenue Service.”

Questions from Board to clarify intent and background and liability to agency.

MOTION: **Grant Baxter called for a motion to accept the Vacation policy as presented; Patricia Cuevas made the motion, Jose Campas seconded; based on approval of Policy Council. The motion passed unanimously.**

- 2. Child and Family Records Policy 20.015:** New purpose to establish standards by which information contained in child family records will be managed to achieve accurate, private and legal compliance

Angela presented background and need for policy. Reviewed the content of policy and summary of procedure. Questions and answers discussed with board members and staff. There were several questions on custody and legal family issues. Angela stressed the importance the agency gives to the child in all situations.

Special release of information process reviewed on pages 5 and 6 to clarify the routing of the legal documents.

MOTION: **Grant Baxter called for a motion to approve the Child and Family Records policy, based on approval of Policy Council; Jose Campas moved and seconded by Gabriela Diaz; the motion passed unanimously.**

II. MSHS Budget 2015 - Don Horseman, Director of Financial Services

- 1. Migrant and Seasonal Head Start and Early Head Start Budget for 2015 Five Year Cycle Grant** – Don presented the Summary of 2015 Budget. He pointed out the listing of slots and budget for 2015 compared with 2014. The budgets for each county were developed by each county staff. The second section lists the support services; it reflects

Oregon Child Development Coalition

Board of Directors Meeting – Saturday, September 6, 2014

some of the impact of the sequestration. Some of the funds were used for buses for late start of staff; informed that basically spent same amount as prior year. The purchase of the buses is reflected in various line items and repositioning of the line items.

The T&TA funds are the same as last year. Questions received on various categories, etc. and responses given. Don noted that there will be separate budgets for MSHS and MSEHS. The budget is basically the same as previous year except for the purchase of buses, decrease in Central Office due to the bus purchase. *Budget chart included.*

Total MSHS/EHS funding request: \$36,976,990.

EHS \$5,172, 575 - MSHS \$31,804,415.

MOTION: Grant Baxter, Board Chair, called for a motion for the acceptance of the 2015 MSEHS budget. Patricia Cuevas moved for the acceptance of the 2015 MSEHS budget; Eric Cerecedes seconded; the motion was unanimously approved.

Don gave information on the buses and the long range plan for bus replacement and the positive nature of propane buses for the agency and the community.

2. Audit Report 2013 - Draft of Auditor's report and the Management letter was distributed to the board members; the Audit Committee to meet next Monday to discuss the audit findings and make recommendations to the Board. This is a clean audit but audit committee has not reviewed the report; the committee accepts or makes recommendation. If there is a need to further discuss the Board may have a conference call. The results of the Audit committee will be presented to the Board members following the Audit Committee conference call meeting. Don reviewed the audit processes and basic standards that auditor complies with.

Action: Possibly have follow-up conference call for approval of Audit on Thursday, September 11 at 5:30 pm. Linda to send email with phone conference details.

3. Financial Statements Report as of July 31, 2014

- Don talked about the content of the report e.g. enrollment, meal counts, credit card report, ongoing expenses and the content needed by the Board to run the organization.
- Don reviewed the Results of Funding source summary page which gives status of various funds. He noted the increase in CCD fund utilization for the first time in a long time. We have discussed with the State and they noted they will give us the additional funds.

Oregon Child Development Coalition

Board of Directors Meeting – Saturday, September 6, 2014

- Don reviewed the other program line items on the summary page. He noted that every funding stream has its own eligibility requirements. Don reviewed the details listed under USDA expenditures to note the different funding streams as an example and importance of tracking these specific funds.
- Don discussed the potential impact of the work of OCDC with the Hubs in the need to be sure to watch allocation of costs.
- Don noted that the Audit includes a combination of OCDC and OCDC QALICB

Nyssa Center Update: Grant Baxter

Grant Baxter reviewed a visit with the housing authority and their interest in if OCDC is going to do services in Nyssa. The migrant families are not in this area and there is not the resource to do other community services in that community. Since there is a federal interest in the building and we plan to seek the authorization for the federal government to move the facility to the Housing Authority. There is no interest by OCDC to retain the facility. The Board will proceed with change of ownership.

III. Migrant and Seasonal Early Head Start-Child Care Partnerships Grant

Donalda reviewed the Executive report and then discussed the future submission of MS-EHS Child Care Partnerships grant. Discussed going into four new counties to spread out our reach for service to migrant families. There was discussion from Board members about the changing population of migrants. José noted it is costly to move about and that the issue with driver's license is an issue with families because some do not have a license or are about to lose their license.

MSHS PC Report

Gabriela Diaz gave report from the MSHS PC. Report included.

- Gabriela reviewed the highlights e.g. the Family retreat, the Safe Sleep training, the report on the Literacy grant to Malheur County and the transition meeting for October.
- Jose added about the meeting in Malheur County and how great the center was with lots of children. He noted the privilege to go with family and how his family looked forward to this opportunity and the visit to the center.
- Marisol was able to see the various offerings for the parents and the 'star' system for the families. They also had a performance by the children. Several shared some of their stories of their experiences to get to the meeting and going home.

Oregon Child Development Coalition

Board of Directors Meeting – Saturday, September 6, 2014

Approval Board Minutes of July 11- 12, 2014 meeting

MOTION: Grant Baxter called for a motion for the approval of the Board minutes of July 11-12, 2014. Jose Campas made the motion for the approval of the Board minutes from July 11-12, 2014. Eric Cerecedes seconded the motion. Motion passed unanimously.

Board Minutes Conference Call of August 8, 2014 for Early Head Start (EHS) Expansion-Child Care Partnerships grant approval

MOTION: Grant Baxter called for a motion for the approval of the Board minutes conference call of August 8, 2014 for approval of EHS Expansion Child Care Partnerships grant. The motion was made by Gabriela Diaz, and seconded by Juan Preciado. The motion passed unanimously.

Board Minutes of Conference Call August 27, 2014 for 2014-2015 Oregon HS Prekindergarten (OPK) Grant Application

MOTION: Grant Baxter called for a motion for the approval of the Board minutes for approval of the 2014-2015 Oregon HS OPK Grant submission of August 27, 2014. Jose Campas made the motion for the approval of Board minutes of August 27, 2014, Shari Lane seconded the motion. The motion passed unanimously.

The Board discussed needing new members and also how they might restructure so more people would be interested in the Board if the time of the meetings was changed.

4. Decision on Time for Next Board Meetings

The Board members decided to try one day meetings every two months which would also help with trying to retain information over a quarter such as fiscal reports.

The Board members will meet on *Saturday, November 15 2014 one day only*, and see how this works, and then will meet again in January 2015 and agrees that every two months thereafter.