

Oregon Child Development Coalition

BOARD OF DIRECTORS and POLICY COUNCILS MEETING

Saturday, January 17, 2015

9:00 am – 4:00 pm

Board of Directors Roll Call: Grant Baxter, Board Chair; Shari Lane, Margarita Castaño, Juan Preciado, Patricia Cuevas, Christyn Dundorf, Jeffrey Fleming, Dulce Cassity, Marisol Carino, and Jesus Arizmendi

MSEHS Policy Council Roll Call – Jesus Arizmendi, Mayra Gomez, Amethyst Hernandez, Deborah Delay, Dulce Cassity, Elizabeth Hernandez, Melissa Reyes, Anna Weller, Modesta Espinoza.

OPK Policy Council Roll Call – Estomina Made, Lilia Guerrero, Wendy Vazquez, Nicole Olivas, Jeffrey Fleming, Charmaine Carnes, Marisol Carino, Marivel Santos, Noah Soulie, Rebecca Chavolla

Parent Leadership Committee Call - Gabriela Diaz, Victor Chonteco, Kay Ortega

Fiscal Training, Neville Wellman, Consultant

Neville presented the second session of basic understanding on how to read the financial statements. In the Board packet was copy of PowerPoint last presentation in January of Financial Statements 101.

- PP Income Statement presentation-2.
- Neville went over the income statement and explained the cash flow statement.
- Non-profit Financial statements, statement of activities, statement of financial condition, and the balance sheet.
- Net assets, Grant and Contract services.
- Expenses, Liquidity and Working capital
- Pointed out that financial statements are to be read by foundations, the Board, and at the federal level; important to be tracking and monitoring your grants, and rolling it up into this statement. To see how this is supporting those expenses, and where is your money coming from.
- There were questions on the OCDC Foundation and needed clarification.

Brian suggested making a presentation to the Board members at next meeting to clarify what the foundation is doing. Donalda mentioned that the Foundation has their own bylaws; and before the Foundation was created, President Ken Hick and Bob Schmiege came to talk to the Board members and the Board gave their support.

Action: The topic of OCDC Foundation will be added to the next Board agenda.

Oregon Child Development Coalition

BOARD OF DIRECTORS and POLICY COUNCILS MEETING

Saturday, January 17, 2015

9:00 am – 4:00 pm

Brian Schmedinghoff, Resource Development Director

Brian informed the group how the executive team worked to having a better understanding of the strategic plan. Brian presented the chart of Priority A, B and C. They looked at the objectives and goals of the Strategic plan and completed the priority. *Chart of SP Priority is included.*

Brian informed that a board was created taking the objectives and indicating with different color as small, medium or large priority, and what is being done, mapping it out, and looking at where we are making progress. This board is in the hallway in front of the Executive Director's office.

The group has seen the strategic plan, often times the work plan integrated; in this way we are actually following up and working on the plan. When we met with Debbie Youhouse, OHS Program Specialist, she agreed how the strategic plan was clear and really focusing on what was most important.

The group thanked Brian for his report and the SP chart.

Board proceeded to vote to approve the update to Annual Agency Strategic Plan

MOTION: Grant Baxter, Board Chair called a motion to approve the update to the Agency Strategic plan. Margarita Castaño made the motion; seconded by Juan Preciado to approve the update to the Agency Strategic Plan. All those in favor said 'aye'. No oppositions. The motion passed.

MSEHS Policy Council voted to approve the update to the Annual Agency Strategic Plan

MOTION: Jesus Arizmendi, MSEHS PC Chair, requested a motion to approve the update to the Agency Strategic Plan. Melissa Reyes made the motion; Dulce Cassity seconded the motion to approve the update to the Agency Strategic Plan. All those in favor said 'yes'. No oppositions. The motion passed.

OPK Policy Council voted to approve the update to the Annual Agency Strategic Plan

MOTION: Jeffrey Fleming requested a motion to approve the update to the Agency Strategic Plan. Charmaine Carnes made the motion; Noah Soulie seconded the motion to approve the update to the Agency Strategic Plan. All those in favor said 'yes'. No oppositions. The motion passed.

Oregon Child Development Coalition

BOARD OF DIRECTORS and POLICY COUNCILS MEETING

Saturday, January 17, 2015

9:00 am – 4:00 pm

TS Gold Child Outcomes Updates, Xin Gao, ECH Education Lead

Xin reported on the PowerPoint presentation - Child Outcomes for Long Term Program 2014

- Reported on MSHS children and OPK children. Early learning domains are: Social Emotional, Gross Motor, Fine Motor, Language, Spanish, Cognitive, Literacy and Math.
- All long term children growth: A total of 1582 children have data for checkpoints. Among these children, 320 are infant toddlers and 1262 are preschoolers.

Xin informed that each county will look for their school readiness goals, within outcome information. Xin says that this report is agency level and each county should have their own data.

The Board thanked Xin for the Child Outcomes report.

Facilities Update, Rod Walker, Senior Facilities Manager

- Umatilla-Morrow, Boardman - Rod reported on still negotiating the property in Boardman. He reminded the Board about receiving a call from the Superintendent who is interested in a joint project with school district and Umatilla Morrow to develop an early childhood development center. The property is on hold, and there is still some discussion waiting for any funds. We are waiting to submit an application for 2015 in a few months. The School District is committed to this project, and would be part of a campus arrangement. Hopefully Rod will have more information for next Board meeting.
- **Brooks Elementary School** – Rod informed that this school is for sale. Located between Salem and Woodburn. He presented a PowerPoint on Brooks school, owned by the Gervais School District.
- 28,353 sq. ft. and only 4 miles from Concordia center, 6.23 acres. Was built in 1990, needs very few upgrades, and paint; has large gymnasium and fully fenced playground.
- This property has been vacant for one year; proposal to pay full price at \$2,075,000. Permanent financing in place before end of 12 months. Move program from Concordia site to this building. Based on the need, we are serving children from the Brooks Gervais area. Don talked about the financing.
- The Board agreed for the proposal to go forward, \$2,075,000 and 10 percent down, with a cap of 15% down payment. We would have a year we can submit proposals to other foundations and try to raise additional monies.

Oregon Child Development Coalition

BOARD OF DIRECTORS and POLICY COUNCILS MEETING

Saturday, January 17, 2015

9:00 am – 4:00 pm

MOTION: Grant Baxter entertained a motion to go forward with proposal for Brooks School property of \$2,075,000 as outlined with a cap of 15% down payment. Juan Preciado made the motion; Shari Lane seconded the motion to go forward with proposal for Brooks School property of \$2,075,000 as outlined with a cap of 15% down payment. All those in favor said 'aye'. The motion passed.

MHS Policy Council motion to agree with Brooks School property proposal

MOTION: Jesus Arizmendi entertained a motion to go forward with proposal for Brooks School property of \$2,075,000 as outlined with a cap of 15% down payment. Elizabeth Hernandez made the motion; Amethyst Hernandez seconded the motion to go forward with proposal for Brooks School property of \$2,075,000 as outlined with a cap of 15% down payment. All those in favor said 'yes'. The motion passed.

OPK Policy Council motion to agree with Brooks School property proposal

MOTION: Marisol Carino requested a motion to go forward with proposal for Brooks School property of \$2,075,000 as outlined with a cap of 15% down payment. Charmaine Carnes made the motion, Nicole Olivas seconded to go forward with proposal for Brooks School property of \$2,075,000 as outlined with a cap of 15% down payment. All those in favor said 'yes'. The motion passed.

Financial Report, Don Horseman, Director of Financial Services

- Financial Statements as of December 31, 2014, Preliminary
- Reported on all counties MHS, EHS and OPK report
- Parent Activities and Policy Council Reports
- American Express Detail report and Debit card report
- Daily Attendance is 85%. Enrollment Report as of December 1, 2014
- Summary Budget Comparison 2014- Migrant & Seasonal total \$36,900

The Board thanked Don and accepted the Financial Report and Summary of Budget 2014.

Oregon Child Development Coalition

BOARD OF DIRECTORS and POLICY COUNCILS MEETING

Saturday, January 17, 2015

9:00 am – 4:00 pm

Eligibility Criteria, MSHS, EHS, OPK, Juan Escobar, Director of Quality Assurance

Training and Presentation/ Approval

Activity Selection Criteria

- Juan shared an activity with the group. Juan asked questions to the PC and depending on birth dates between January and end of June and the other dates from July to December they would see who would be at the end of the line, also the activity was to make a line from the tallest to the shortest in height.
- Reason was to see who were the first people to get the handout; and to see the order and a general understanding of how each qualify. That is how we determine who gets in first, looking at the groups and order within these groups.
 1. Presented the Selection Criteria Migrant and Seasonal,
 2. Selection Criteria Migrant and Early Head Start,
 3. Selection Criteria Maternal Infant Early Childhood Home Visiting (MIECHV),
 4. Selection Criteria Oregon Prekindergarten (OPK)
 5. Selection Criteria Oregon Early Head Start
- Juan mentioned that there are two major changes in Criteria from last year. We are separating the Selection Criteria by Program: Migrant and Seasonal, MS Early Head Start, Oregon Prekindergarten, Oregon Early Head Start, and MIECHV-Maternal Infant Early Childhood Home Visiting Program for less confusion.
- Ages will remain the same MSHS and OPK. Only changes for MS Early HS, OEHS, and MIECHV, starting with youngest child first. Last Board meeting for the Expansion grant we decided to go with younger first. Early Head Start will see a backflip or reverse of age.
- Asking for the approval of those two changes: separation of Programs and the backflip or change of age.

Juan informed that we take all information of eligible, the neediest first; disability child is top priority; and then lastly place on waiting list.

MIECHV-Maternal Infant Early Childhood Home Visiting, the incomes are the same, take out the migratory portion. The contract is to focus on teen moms and EHS pregnant women. This is a home program.

Oregon Child Development Coalition

BOARD OF DIRECTORS and POLICY COUNCILS MEETING

Saturday, January 17, 2015

9:00 am – 4:00 pm

OPK and OEHS - take out the migratory move and EHS pregnant women.

MOTION: Grant Baxter, Board Chair entertained a motion to approve the Selection Criteria 2015 of MSHS, MS Early Head Start, OPK, OEHS, and MIECHV as presented; Patricia Cuevas made the motion and Jeffrey seconded the motion to approve the Selection Criteria 2015 as presented. All those in favor voted 'aye'. No oppositions. The motion passed unanimously.

MOTION: Jesus Arizmendi, MSHS Chair, entertained a motion to approve the Selection Criteria 2015 of MSHS, MS Early Head Start, OPK, OEHS, and MIECHV as presented. Dulce Cassity made the motion, and seconded by Amethyst Hernandez to approve the Selection Criteria 2015 as presented. All those in favor said 'yes'. No oppositions. The motion passed.

MOTION: Marisol Carino, OPK Chair, entertained a motion to approve the Selection Criteria 2015 of MSHS, MS Early Head Start, OPK, OEHS, and MIECHV as presented. Wendy Vazquez made the motion; Noah Soulie seconded the motion. All those in favor said 'yes'. No oppositions. The motion passed.

Head Start Health and Safety Screener

Juan explained that the federal grant of Five-year period comes with Head Start requirements; one of these is OCDC has to do the Health and Safety Screener and the Governance screener done by the Board. After conducting the screening of health and safety at the counties, the certification of compliance is signed by the Board Chair and the PC Chair. We will come back and report what we find. Juan prepares a detailed site visit plan and itinerary for each.

Second round will be done through the regular monitoring schedule, the monitor visits are based on the start date of each County.

Included in the Board packet is also the Board summary report for Ongoing Monitoring and Quality Assurance. The Board thanked Juan for his report and presentation.

Executive Director Report, Donalda Dodson

Donalda updated the group on the grants. Still in negotiation with Office of Head Start, Region XII for the grant submitted for the EHS Child Care Partnerships and Migrant and Seasonal.

Region X on the EHS Child Care Partnerships grant and we hope to receive 35% of what we request with 8 to 10 partners. This grant allows to serve the community as well as migrant and

Oregon Child Development Coalition

BOARD OF DIRECTORS and POLICY COUNCILS MEETING

Saturday, January 17, 2015

9:00 am – 4:00 pm

seasonal families. As soon as we come to an agreement, we will report back to the Board and Policy Councils. We might have to have the approvals made on a conference call for votes of Board and PC in February or first week of March.

Executive Director Report is included.

The Policy Councils and Board meeting concluded at 3:00 pm. The Policy Council continued with their separate meeting and the Board continued with their session.

Head Start Governance, Leadership and Oversight Capacity Screener

The Board members and Donalda went over the checklist of Head Start Governance Practices and Related Regulations to make sure practices are currently in place and implemented within the first three months of our Head Start funding, and check what needs assistance in implementing the regulations.

- Discussion on the number and qualifications of the Board. The Board holds office for a term of three years and make elections (according to bylaws); suggestion for Board members to rotate on a three year basis.
- Recruit for fiscal person, and a grower, and/or someone in health services
- Define a development plan. A 12 month calendar.
- Current updates of Program instructions, Information Memorandums are given to Board.
- OCDC Annual Report is given out yearly and is made public. The Annual Report 2013 is completed; Linda will be sending out for publishing. Working on the 2014 report.

The Board completed the Governance checklist. Certification of Governance and Leadership capacity screening was conducted and a training plan being developed, and will be submitted to the Office of Head Start within 75 calendars days of the start of our five-year project period award signed by Board Chair and PC Chair.

Schedule for Board meetings in 2015

- March 14, Saturday 8:30 to 3:30
- May 2
- July 11
- September 12
- November 14

Oregon Child Development Coalition

BOARD OF DIRECTORS and POLICY COUNCILS MEETING

Saturday, January 17, 2015

9:00 am – 4:00 pm

Agenda items next meeting:

- OCDC Foundation to present to the Board; update and breakdown of monies.
- Strategic Plan updates
- Board calendar, define what plan. Donalda will do a 12-month calendar and present.
- Board members want to visit the counties and see new facilities, discuss.
- A refresher on website- SharePoint discussion again.

Board Elections

- Grant Baxter has been Board Chair, and he was reelected last year.
- Nominations for Vice-President position: Patricia, Juan, and Shari. Majority of votes made for Juan Preciado as Vice-President
- HR Committee, Finance, Audit, Board Development, and Bylaws Committees

HR Committee, Grant Baxter, Christyn Dundorf, Jesus Arizmendi and Margarita Castaño

Finance Committee, Juan Preciado, Vice-Chair; Jeffrey Fleming

Audit Committee: Bob Coen, Volunteer Consultant; Shari Lane, and Juan Preciado

Board Development: Marisol Carino, Juan Preciado

Board Bylaws: Patricia Cuevas, Dulce Cassity

Board PC representative, who attends PC meetings: Grant Baxter, Juan Preciado, and Christyn Dundorf

Approval Board Minutes November 15, 2014

MOTION: Grant Baxter, Board Chair requested a motion to approve the Board minutes of November 15, 2014. Shari Lane made the motion, and Marisol Carino seconded to approve the Board minutes of November 15, 2014. All those in favor said 'aye.' The motion passed.

ACTION: PC Bylaws were not reviewed at the last Board meeting. Action is to request bylaws from the PC and to review at the next meeting.

Adjourn

Board meeting adjourned 3:40 p.m.