

Oregon Child Development Coalition

BOARD OF DIRECTORS MEETING

Saturday, May 2, 2015 9 AM

Members present, Grant Baxter, Board Chair, Juan Preciado, Vice-Chair; Shari Lane, Jeffrey Fleming, Marisol Carino, Margarita Castaño, Patricia Cuevas; Dulce Cassity and Jesus Arizmendi (on Malheur videoconference)

Not present, Christyn Dundorf, Steve Petrucelli

Neville Wellman, Consultant

Training Financial Statements 101 Summary - Session 4

Neville presented Power Point of the Financial Statements 101 and gave a recap of the previous presentations given to the Board in a consolidated summary. Explained comparison with dashboards and how it all fits together. *Copy of presentation will be sent to the Board in Spanish.*

- Statement of Activities – Income Statement
- Statement of Financial Condition – Balance Sheet
- Statement of Cash Flow – Cash Flows

The board members commented that the presentation was clear and easier to understand. The group thanked Neville for the training.

Financial Report as of March 31, 2015 and Comparative Statements March 2015/2014

Don Horseman, Director of Financial Services

- Don presented the dashboards of March 2015/2014 Comparative Statements.
- Discussion on revenues and expenses, cash flows and assets.
- Reports of all assets listed are required.

Financial Report as of March 31, 2015 – The financial report was presented by Don to the Finance committee on April 28 and all the document was reviewed to inform of monthly ongoing activity. This report is required by Federal regulations to present to the Board. Don thanked the Finance committee for reviewing the financials; it took more than an hour to go through the report with the Finance committee.

On Agenda next meeting is QALICB. Don will present to the Finance Committee on June 30, 2015.

The Board thanked Don Horseman and accepted the Financial Report as of March 31, 2015.

Motion: Grant Baxter called for a motion to accept the Financial Report of March 2015 and fiscal training. Juan Preciado made the motion and Patricia Cuevas seconded the motion to accept the Financial Report of March 2015 and the fiscal training. All those in favor said 'aye'. The motion passed.

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Human Resources Report – Employee Opinion Survey (EOS) 2015

Walter Kalinowski, Director of Human Resources

Herberd Duran, Employee Relations Manager and Ambrosi Bowman, HR Generalist

Walter informed that we were presenting some of the results of the employee survey to the Board members. Visits were made to counties and talked with all employees, and now reporting some of the findings. *EOS 2015 Action Plan included.*

Herberd was the presenter and informed that meetings were held with staff during 7 weeks at the counties, with Managers, and also in Central office. Herberd gave a presentation and quick update of results of last November. Key areas of Improvement (based on 2013 survey data), Pay (Wages); Communication; Executive Leadership Effectiveness; Local County Management.

Update on events - Began the employee opinion meetings in January and concluded in March 2015; met with over 650 non-exempt employees, and 120 management staff.

Key areas of improvement that are current concerns:

- Communication
- Supervisor Effectiveness
- Workplace Practice

Action Plan Process was presented. Herberd mentioned that we are also looking at teachers at each county. We want the Supervisor to communicate with the teacher. Employees were very grateful to be able to express their voices and concerns.

- Herberd, Ambrosi, and the Management team, and the Director will be working on the action plan. We will post the action plan in all staff rooms or lunch rooms. Six months from now we will be checking, but HR will be monitoring.
- Training and development to be delivered in July.
- Staff is willing to talk with us as long as they trust us.

The Board thanked the Human Resources group for the EOS survey report.

Parent Volunteer Policy, Donalda Dodson

Donalda informed that even though OCDC has a broad agency policy on volunteers, we considered to draw this out for the parents. This is to exempt parent volunteers from participating in the Central Background Registry with Office of Child Care. It states that Parent volunteer shall not have unsupervised access to children at any time.

Discussion was that sometimes you may not know who is registered or not in CHR. A situation can have a different consequence. If parents have a conflict we would need to communicate

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that. Engaging with their child is in the performance standards. Discussed amendment to the Parent volunteers Policy, adding:

II. Scope/ This policy refers only to parent volunteers **who are volunteering with their child.**

Motion: Grant Baxter entertained a motion to accept the Parent Volunteer Policy, moving forward with amendment, and taking back to the Policy Council. Margarita Castaño made the motion to accept the Parent Volunteer Policy moving forward with amendment, and taking back to the Policy Council. Marisol Carino seconded the motion. All those in favor said 'aye'. The motion passed.

Action: Donalda will update the Parent Policy. The policy will be presented to the Policy Council with amendment.

Update on Facilities

OCDC Brooks Building, Marion County

Don Horseman gave a quick update on the Brooks Elementary School building, and said that in previous meetings the Board received information from Rod Walker, Senior Facilities Manager, and have been part of this process. He informed that we did close on the Brooks building and is now owned by OCDC. US Bank is willing to provide the loan.

There are about 10 classrooms and have identified 5 new classrooms in the building. This purchase is a great opportunity for OCDC, one of the biggest struggles with the migrant and seasonal and the OPK expansions, is the ability to find more space. All our properties are getting full. Currently we are looking for space in the Albany area.

ERSEA 2015 New Rules Training

Juan Escobar, Director of Quality Assurance

Juan talked about the new topics and presented an outline of ERSEA New Rules Training 2015 in eligibility, the main points and what this means to OCDC. *Outline included.*

- 1305.2 – HS Performance Standard. Enrollment, Definition of family, and provide ERSEA trainings required through the course of the year.
- Family, Grandparents and other primary caregivers living in the household can enroll children. This new rule is intended to give programs more flexibility.
- 1305.7 - HS Performance Standard. Office of Head Start has provided a new interpretation of this new rule, offering the possibility to allow a child to stay in the program even after the parents stop working primarily in agriculture.
- OCDC has to develop procedures and guidelines and trainings, following the new rule but we still develop the procedures.

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- Formal training on how we collect data and how to treat families with respect.
- All training for staff needs to take place by June 3, 2015
- Summarized version of training for Policy Councils and Board by September 8, 2015
- The Director of Quality reviews the waiting list and approves the applications.

Motion: Grant Baxter, Board Chair called for a motion to approve the New ERSEA Rules Training 2015 as outlined. Marisol Carino made the motion to approve the New ERSEA Rules Training 2015 as outlined. Margarita Castaño seconded the motion. All those in favor said ‘aye’. The motion passed.

Community Assessment Update

Brian Schmedinghoff, Resource Development Director

Brian explained the update was in English. Donaldda is going to review and will be sent to translation and then take to the Policy Council for review.

Brian highlighted the key points and shared what the assessment covers and what is changing. Updates will be done for the next 3 years, and then we will do a complete full assessment.

- 2014 Recommendations: New programs will include a total of 192 slots for expansion of Migrant and Seasonal Early Head Start services, in Morrow, Yamhill, Linn, and Benton counties, and started to address that change. We are focusing on the childcare model and still working with numbers, so as soon as these are correct we will update the Board.
- Agency Wide Services and Structure Updates
- Agricultural and Economic Trends

Question for Brian - was to describe what his position entitles and duties in his area.

Brian explained that as RD Director he works on the agency grant writing, research, and because of his understanding and knowledge of communication is how it all fits together with writing the community assessment, as well as creating the OCDC website. Brian is liaison on the OCDC Foundation.

Brian also discussed with the Board that several staff members have chosen to make matching donations – around \$2,000 – to support the dollar per child NMSHA fees. Brian will also share this news with the Policy Council.

The Board thanked Brian for his report.

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OCDC Board Bylaws

There was a necessary correction on the OCDC Bylaws. A motion was made to amend the title of the Bylaws by removing the previous title of "Coordinated Child Care, Inc." So title appears only as Oregon Child Development Coalition.

Motion: Grant Baxter called for a motion to approve the amendment on title of OCDC Bylaws and remove the name "for Coordinated Child Care, Inc." on the title page and on page 4 where that name appears. Patricia Cuevas made the motion to approve the amendment on title of OCDC Bylaws and remove the name "for Coordinated Child Care, Inc." where that name appears. Jeffrey Fleming seconded the motion. All those in favor said 'aye'. The motion passed.

Board Committees

Program and Services Committee

Donalda mentioned that under the Policy Council we have a Programs and Services Committee, and where all the details of the programs come to the committee and they then make recommendations. Maybe it would be a good idea to have committee as well for the Board. The committee would review and discuss the issues, and help get just the content and more condensed version to the Board.

Action: Donalda will put together a charter on the formation of Program and Services Committee, explaining what items are to review and specifications.

Board Development Committee

- Board development needs a clear plan and expectations from the committee. The members asked Donalda if she would write the requirements.

Action: Donalda will write a charter for Board Development Committee and explain the requirements and expectations of the committee.

Proposed Board Candidates

The Board Development Committee also helps review applications of Board candidates. Donalda has been helping to bring members and introduce to the Board and they make the decision on seating a new board member.

One of the proposed candidates is David Altman from the OCDC Foundation. He was a previous OCDC board member. The second applicant is Barbara Quiggle, who reached out to

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us and has much experience; she was employee of OCDC (Migrant Head Start) many years ago. *Application included in packet.*

Action: The Board Development Committee will review the applications received.

Action: Dulce and Jeffrey are interested in helping with the Board Development and will serve on the Committee with Juan and Marisol.

Action: Donaldda also recommends Steve to serve on the Audit Committee; we need to ask him.

Board Development Committee - Will meet (conference call) June 19 at 5 p.m. PT, and every 3 weeks prior to the Board meeting on Friday.

Bylaws Committee – Will meet Thursday, (conference call) June 25 at 5 pm PT. Linda will send the Bylaws to Shari and the committee.

Finance Committee – Will meet Tuesday, (conference call) June 30 at 5 pm PT

Region 10 EHS Child Care Partnerships Grant Additions

Donaldda Dodson, Executive Director, informed the Board that ACF Region 10 (Office of Administration for Children and Families), asked if we would take additional 80 slots to serve children for Early Head Start CC Services, grant funding \$1.4 million dollars. Fiscal has been working on the budget, and was due by the end of the month. We have the Policy Councils approval.

We identified partners and OCDC in six counties (chart included) for added expansion as follows:

- Southern Oregon Head Start, Jackson County
- Imagine That, Creative Children Center, Josephine County
- Peninsula Children’s Learning Center, Multnomah County
- Brooks, Marion County
- Nyssa, Malheur County
- Polk County

OCDC invited the partners and had a meeting, EHS/CC Partnership Orientation on April 24th here at Central Office. We talked about responsibilities, classroom activities, and health and family activities. This is a new endeavor for OCDC; however with our Specialists, Fiscal and HR Managers, and additional staff, Donaldda said that we are well equipped to deliver the resources and services that are needed.

Motion: Grant Baxter, Board Chair, entertained a motion for the approval of EHS CC Partnerships 80 additional slots. Juan Preciado made the motion for the

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approval of EHS CC Partnerships grant 80 additional slots; and Dulce Cassity seconded the motion. No discussion; all those in favor, said 'aye'. The motion passed.

Executive Director Report, Donalda Dodson

Donalda highlighted main points of report. The Oregon legislation will possibly fund expansion for OPK, around 800 more children. Along with this is also \$20 million for "Mixed Delivery Early Childhood Care". These funds would come through the local regional Hubs. We will probably receive more information in June.

Management/Leadership - Donalda informed that in our Management Leadership, we have worked on a plan with HR for redirection and strengthening of upper level management. Decision was made to take the Operations Director position and divide in two Regional Manager Positions. Donalda talked to Leslie Moguil, Director of Operations, about these new positions and she is not interested in the position. Leslie will not be staying at OCDL.

The Regional Manager positions will be working with management teams and with the Program Directors; they will be traveling and providing supervision, assisting and coaching at the management level. This is Phase III, part of the changes we have been doing in structure. *Executive Director Report included.*

Approval Board Minutes March 14, 2015

Motion: Grant Baxter called for a motion to approve the Board minutes of March 14, 2015. Marisol Carino made the motion, and seconded by Patricia Cuevas to approve the Board minutes of March 14, 2015. All those in favor said 'aye'. No oppositions. The motion passed.

Marisol asked if there is a possibility to have a certificate that states being on Board of Directors and notifies that attended as a member. Usually the Policy Council gets one, and maybe we can initiate that on the Board. Some Boards do that, also specifying the time of service. Maybe a letter would be good idea to incorporate with the certificate.

Action: Donalda will look into a certificate for Board members.

Next Board meeting

Action: The Board would visit a facility, maybe Brooks or Woodburn. Meet at CO on Friday, July 10 in the afternoon.

- Board meeting all day on July 11, 2015

Adjourn - The Board meeting adjourned at 2:35 p.m.