

**Oregon Child Development Coalition
Board of Directors Meeting Minutes
November 5, 2016**

Present, Christyn Dundorf, Board Chair; Juan Preciado, Vice-Chair; Shari Lane, Patricia Cuevas, Amy Marko, Steve Petruzelli, Marta Hanna, and Elia Cordero

OCDC Staff, Donalda Dodson, Executive Director; Juan Escobar, Director of Quality Assurance; Don Horseman, Director of Financial Services, Martha Molitor, Senior Interpreter; Linda Torres, S. Executive Assistant

INTRODUCTION BOARD/PC REPRESENTATIVES

Donalda informed that the Policy Councils had elections last week, and according to the bylaws we have one Migrant and Seasonal Early Head Start and one Oregon Prekindergarten representatives on the Board and each with an alternate. MSEHS reps attended: Marta Hanna, MSEHS rep Malheur County; and Elia Cordero, MSEHS alternate rep Marion County.

CONSENT AGENDA ITEMS

Board Minutes September 17, Board Audit conference call September 27, and Board conference call October 12.

MOTION: Board Chair, Christyn Dundorf, called for a motion for the approval of the Consent Agenda items. Amy Marko moved and Steve Petruzelli seconded the motion. All in favor said aye. No oppositions. The motion passed.

ELIGIBILITY AND SELECTION

Juan Escobar, Quality Assurance Director

Proposed Definition for “Migrant Family” – copies given out.

Juan explained the new Head Start standards/rules on eligibility for migrant and seasonal programs. Removal of the phrase... “Involves the productions of tree and field crops” from the definition of migrant family. We now have the opportunity to add additional population. We may include forestation, under the forest service.

Priority is to fill migrant slots first. Juan mentioned that next steps would be:

- Recruit children and families from dairy, forest ranching industries within OCDC current recruitment areas.
- Consult with the Policy Councils for feedback and input.
- Coordinate with Director of Resource Development on Community Assessment to identify new populations and service areas.

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Racial Equity Update

Juan presented the tool for organizational self-assessment and the timeline and plan that has to be performed related to Racial Equity. Karelia, Brian, Juan and Donalda are working with PFCE. The purpose of the tool is to help the agency gather data and information to self-identify areas for organizational change. The OPK self- assessment plan is due December 31. In March will be the action plan that will address domains and make the plan successful. This is only required for OPK but is very helpful for all the organization.

The Board thanked Juan for his report.

FINANCIAL REPORT

**2016 BUDGET REVISION OF MSHS/EHS FUNDS
DON HORSEMAN, DIRECTOR OF FINANCIAL SERVICES**

Don informed that the Migrant/Seasonal/EHS program is under enrolled by 361 slots in the current program year. We are projecting approximately \$2.8 million dollars not utilized. OCDC was unable to open 28 classrooms this year due to under enrollment, leaving unused personnel budget and associated fringe benefits. OCDC is proposing a one-time budget modification to repurpose these funds to address infrastructure needs in the MSHS/EHS Program. *Copies of proposal and summary were distributed to the Board members.*

Summary of Proposal

Accounting Software	119,984.00
Human Resources Software	354,951.34
Building Repairs & Maintenance	689,923.00
<u>Vehicle Purchases</u>	<u>418,465.20</u>
Total Proposal	\$ 1,583,323.54

Board Recommendation: After brief discussion regarding the purchase of vehicles, the recommendation is to look into environmentally friendly and safe, and to investigate cost of vehicles as appropriate, the Board proceeded to approve the proposal.

MOTION: Christyn Dundorf, Board Chair called for a motion to approve the Budget Revision proposal of \$1,583,323.54, funding for special projects as presented, with contingency of investigation on cost of vehicles as appropriate. Steve Petruzelli made the motion; Patricia Cuevas seconded the motion. All those in favor said aye, no oppositions. The motion passed.

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FORM 990, 2015– This form is to be filed by November 15; it has to be presented to the Board for review as a federal requirement. Copies were given out. This document is what individuals evaluate on OCDC; Don informed it goes into more details and questions about compensation and benefits. The 990 T is not correct, need to add the amount for credit for Federal Tax Paid on fuels. We will send the final copy to the Finance committee and the Board for your information.

- Copies of the Form 990, disbursed to Board.
- Facilities Manager Report presented
- Update on enrollment as of October 2016.
- Financial Report as of September 30, 2016
- Comparative Financial Statements as of September 2016
- Financial Audit as of December 31, 2016 and Governance letter. The OCDC audit was approved by the Audit committee on September 27.

State of Oregon, Preschool Promise – Don informed that in PSP, Fiscal had a budgeting issue, but we are taking care of that. We informed the Hubs, and are working and developing the contracts, but there are some challenges. These programs are being developed as they go. All are different Early Learning Hubs, different interpretation and they do not follow Head Start standards.

The Board proceeded to make a motion to accept the Financial report and information as presented,

Motion: **Christyn Dundorf called for a motion to accept the Financial Report as presented; Amy Marko made the motion to accept the Financial report as presented. Shari Lane seconded the motion. No discussion. All those in favor said ‘aye’, the motion passed.**

HEAD START PERFORMANCE STANDARDS, DONALDA DODSON

As of November 7 these Performance Standards are all to be in effect, we know this will take time, and there are set times they are giving, as August 1 2017, is 8 months just gives you an idea how long some may take. Donalda gave copies to the Board.

Highlights:

- Removal of the service areas with other grantees, but service areas still must be defined and approved. We have been talking to the State about wanting to work together with other Head Starts.
- Preschool classrooms must run for a minimum of 1020 hours. EHS must operate minimum of 1380 hours, migrant and seasonal are exempt from minimum hours rule.
- The Board is involved and responsible of written standards of conduct. Conflict of Interest policy.

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- Requires board to use information of monitoring and data from school readiness goals to perform duties as a board.
- The community assessments must be every five years instead of three, and update every year.
- Parent committees are a requirement, and need to have process for communication with the Policy Council.
- Definition of migrant eligibility as “agricultural work”; we can define what this means for the purpose of eligibility and prioritization as Juan Escobar described previously.
- We will have updates on the HSPF in following meetings.

APPLICATION OF NEW BOARD CANDIDATE

Daniel Quiñones, is board candidate, and works for State of Oregon. The Board went over his application, and agreed to interview and maybe invite him to the next meeting. The Board will have a few members meet with Daniel and give their input and recommendation.

The Board Development Committee, Juan and Steve will meet with candidate and then send out their comments. Possible meeting - November 18, at 1 PM

BYLAWS COMMITTEE - Members on committee - Patty and Shari. Plan to meet with the PC Bylaws committee after the PFCE, or set a date. The PFCE meeting is January 6.

BOARD DEVELOPMENT COMMITTEE - Members on committee - Juan, Steve and Marta Hanna. We have a policy to be looking at Board Resource Development.

Board Number and Qualifications - Copies given out of OCDC Service region map and Board of Directors chart, qualifications and positions.

BOARD MEETINGS 2017

January 6 for Bylaws Committee - Patti to travel to meet after PFCE

January 7 Board meeting

March 3-8 NMSHSA training in Costa Mesa, CA.

April 1 Board meeting

June 10-11 Policy Forum in Washington, DC

June 17 Board meeting

August TB

September 16 Board meeting

November 18 Board meeting

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Donalda Dodson, Update EHS CCP

Concern on enrollment for Early Head Start, Donalda informed that we are under enrolled. 16 slots not filled in Jackson County. Region X is asking for numbers to increase. Enrollment is 49 percent. We need to update information to the Region, we are the largest grantee. We have 192 children, 10 partners.

EHS with migrant and seasonal is moving along, and hopeful to get that expansion. In those areas, when we put EHS 48 week program, it filled in a week. Longer weeks are better for the families, so trying to build and expand. The need is out there, but we have not seen the families coming in.

Trauma Informed Care

OCDC Trauma is for wellbeing within the workforce and with the children and families we serve. We need to be aware of effect of trauma and try to help reduce the impact on staff and families. Donalda gave out copies of the trauma informed care and explained its purpose and background.

Strategic Plan Update - The ELT is working on the strategic plan, but have not had time to develop it more. We are meeting with a consultant.

We had 13 grants submitted this year, and lots of work on those, and still have two more to go. Donalda will update the Board on Strategic plan and ask for input at the next meeting.

POLICY COUNCIL, MARTA HANNA, MSHS REP

- Reported that the Policy Councils transition meetings went well, 70 percent of members are new.
- The PC went over their Bylaws, and was given yearly calendars.
- NHSA conference is in Puerto Rico in December.
- In training we spent all the dollars.
- Marta announced that she is having her baby on December 16th.

Board meeting adjourned at 2:20 p.m.
