

Oregon Child Development Coalition
BOARD OF DIRECTORS MEETING AUGUST 12, 2017
8:00 AM Central Office
MSEHS and OPK Grants Document Approvals

Board Members present, Christyn Dundorf, Board Chair; Juan Preciado, Vice-Chair; Patricia Cuevas; Estomina Made; Daniel Quiñones, Marta Hanna, and Kate Wilkinson.

Not present, Steve Petruzelli, Shari Lane

Staff, Donalda Dodson, Executive Director; Don Horseman, Director of Financial Services; Juan Escobar, Director of Quality Assurance; Ambrosi Bowman, HR Generalist; Rod Walker, Senior Facilities Manager; Brian Schmedinghoff, Director of Resource Development; Linda Torres, S. Executive Assistant.

Introduction of New Board Member

Kate Wilkinson was introduced. She is interested in the work and mission of OCDC and knows Shari Lane, she came a few weeks ago and met with the Board committee. She is a lawyer for 20 years, litigator for 10 years, and last 7 years in house lawyer working at Oregon Schools Board Association, and currently at Standard Insurance Co.

Motion: **Christyn Dundorf, Board Chair, called for a motion, to approve Kate as a new board member, Patricia Cuevas made the motion, and Juan Preciado seconded the motion. All those in favor voted yes. The motion passed.**

Executive Session for September - Christyn gave options to do video session on one Saturday before the Sept 16 Board meeting. Or other option, if we stayed and had dinner on the 16th. Try to finish the investigation and complete a report. After that meeting we will have dinner catered and have an Executive Session.

1. **Consent Agenda**– Approval of Board meeting minutes June 17, 2017. All were in favor, Board minutes approved.

2. Facilities Report, Rod Walker

Lead Testing

- Rod informed on the lead testing done in Hood River and Malheur County, which he reported about in the last facilities report in June.
- All testing was supervised by industrious hygienists, this is done very meticulous, and they keep records and reports. Testing is 8 to 12 hours, and they draw sample of that water.
- None of our samples came out with any lead at the following sites: Nyssa, Parkdale and Brooks. We are replacing all the faucets at Brooks.
- Checked and replaced all the faucets in Nyssa and Parkdale.
- Re-sampled all the faucets in centers to make sure water quality was good. The level was not really high, EPA protocol, 20 parts per billion in the water, 50.9 and that is good condition.

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- Question was asked how we make the information available. Rod will have the reports later and can make them available on our website or on SharePoint.
- We have to do these tests every two years. As of now, we have not found lead coming through the systems.

Building in Klamath County

Rod gave information on a large vacant building available in Klamath County. This was the School District office. It is 8 acres and has many rooms of office space and space for rooms and classrooms. Parking for 20 vehicles, and is located in residential area on dead end street. The cost is \$300,000, 29,000 SF.

This is a good opportunity to move the Klamath Falls center. Rod gave out pictures of the building, and informed that submitted the offer. This is conditional on board approval. The Board is supportive of looking into this building.

The Board thanked Rod for his report.

3. Migrant and Seasonal Head Start and Oregon Prekindergarten Grants 2017-18

Financial Report, Don Horseman

Financial Reports as of June 30 2017. There is concern, of under enrollment, not only in migrant program, but also OPK program. The EHS Region X and XII were renewed and received awards starting on Sept 1. We are working on the Preschool Promise 2017 ended June and determining the final results of that. We might overrun by 10,000 or 12,000 dollars. We agreed to order playground equipment, was very chaotic, at the end we were given the money.

MSHS Summary Budget 2018 Budget total is \$36,885,558. The detail budget was presented, and this is what we send to the Office of Head Start. This grant is the continuation of services. *Projected Budget Summary was given out*

EHS Summary Budget 2018 Budget total is \$5,999,049.

Don went over the total administrative, total central office, the county and program activity, and T&TA budgets.

Migrant and Seasonal Head Start	\$36,885,558
Early Head Start	\$ 5,999,049
Total MSEHS Budget	\$42,884,607

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Question on how many vehicles does the agency own? Don said that we have 62 buses. Travel 670,000 miles. I think we have 18 other vehicles, and next month we are getting 12 new buses.

Don will bring back final budget in September to the Board for approvals.

Oregon Prekindergarten-OPK Budget Summary 2017-2018

OPK Grant 2017-2018 is \$7,214,690. This does reflect the COLA given to all staff. The increase in the minimum wage was included.

Total Slots 823 in five counties: Marion, Washington, Klamath, Multnomah and Jackson

Total County and Program \$7,034,330

T&TA –Training 180,360

Total OPK Grant \$7,214,690

We lost 50 slots this year, in Washington County. They are holding us to a defined service area, and other HS was having filling in those slots; we had to make referrals, we had no waiting list to draw from. We also moved slots from Woodburn to Brooks, and we might lose slots if we don't have full enrollment by September. After some discussion, the Board made a motion.
Summary budgets given out

Motion: Christyn Dundorf, Board Chair called for a motion to approve the OPK Budget 2017-2018. Dan Quinones made the motion to approve the OPK Budget 2017-18. Marta Hanna seconded the motion. All in favor said aye. The motion passed.

Oregon Early Head Start - OEHS is a State Funding program, family-home visiting - only 14 children. **Total OEHS Budget is \$134,835 dollars.**

Motion: Christyn Dundorf called for a motion to approve the OEHS Budget 2017-18. The motion was made by Dan Quinones, and seconded by Juan Preciado to approve the OEHS Budget 2017-18. No oppositions. All those in favor said aye. The motion passed.

- Linda gave Christyn Dundorf, Board Chair the signature pages to sign for the OPK and OEHS grant budget approvals.

4. MSHS Community Assessment Update 2017 – Executive Summary

Brian Schmedinghoff, RD Director informed that OCDC conducts Community Assessment to ensure that the services offers are about the needs of the families that we serve.

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This 2017 update is intended to examine new trends and changes that are impacting our Communities. Pending input and approval from the Board and Policy Council, this summary, as well as the full report and individual county profiles will be made available to the public on OCDC's website and consulted for local and statewide strategic planning.

Brian gave updates of this summary on significant changes.

- Demographics and characteristics of Migrant and seasonal farmworker families
- Agricultural trends.
- Local employment
- Educational and Social Services needs
- Family strengths.

The Board thanked Brian for RD Community Assessment update.

5. Whistleblower Policy 10.051, Ambrosi Bowman

Ambrosi Bowman gave updates on the new changes; this policy was reviewed by the Board at the last meeting and changes were suggested. She explained that worked on this policy with legal counsel and Shari Lane. OCDC attorney talked with Shari directly and had discussion of these new changes. No comments or discussion on the Policy.

Motion: Christyn Dundorf entertained a motion for the approval of the Whistleblower Policy 10.051. Patricia Cuevas made the motion, and Dan Quiñones seconded. All in favor said aye. No oppositions. The motion passed.

6. School Readiness Goals MSHS and OPK

Xin Gao, presented the SR goals and informed that they are in alignment with the Head Start Framework and Oregon Early Learning Standards. She informed the Board that developing the School Readiness Goals are same for MSHS and OPK programs.

- Presented the School Readiness from Goal 1 through 7.
- Goal 3 is aligned with the literacy standards. Christyn suggested adding something of sound awareness on this goal; understanding creation of letters, phonological in rhymes, rhyming songs.
- Xin made the change to the document as suggested.

No other questions, motion is made with the changes as noted.

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Motion: Christyn Dundorf called for a motion to approve the School Readiness Goals for MSHS and OPK 2017; Juan Preciado made the motion, and Dan Quiñones seconded the motion to approve the School Readiness Goals for MSHS and OPK 2017. All board members said aye. The motion passed.

7. Oregon Prekindergarten Goals and Objectives

Donalda informed that OCDC completed a strategic planning process driven by the Community Assessment and the Self-Assessment to develop the OPK Goals and Objectives. OCDC identified core goals and the related short, mid and long term objectives to drive the planning. There are six focal goals for 2017-18. *Goals and Objectives included.*

Motion: Christyn Dundorf, Board Chair called for a motion to approve the MSHS goals, and approve the OPK goals as presented. Patricia Cuevas made the motion, and Dan Quiñones seconded the motion. No discussion. All in favor said aye. The motion passed.

8. Oregon Prekindergarten-OPK Monitoring Report 2017

Donalda gave an update on the OPK Program.

- Donalda reminded the Board of the written ELD Monitoring report received on April 18, and the letter received by Director of Early Learning Program, Nakeshia Knight-Coyle in June.
- This was in response to OCDC rebuttal letter. She noted that Program Specialist, Michael Connor would be reaching out to set a meeting to review and discuss the issues and to work with us on a correction action plan. *Letter was included.*
- The meeting was on August 1st, with Program Specialist Michael Connor at ELD. Their main concern was the management leadership practices, and of quality improvement with our communications about OPK to and from the Board of Directors, and the need for the Board to be the oversight body for OPK.
- Further noted that Self-Assessment did not call out OPK in the final summary. They would like us to call out specifics for OPK.
- There will be a follow up written report of this meeting with ELD.
- Donalda agrees with OPK wanting us to be specific in management of services to OPK children and families but we are also a program that serves over 60 percent of Migrant and Seasonal families.

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- After extensive discussion the Board agrees that there be items specifically OPK on the board agendas.

9. Self-Assessment Summary and Quality Improvement Plan 2017 – SAQIP Final

Juan Escobar, Director of Quality Assurance, presented the final Self-Assessment and Quality Improvement Plan 2017-18.

- There were many data sources used to identify the quality improvement listed in the 'Priorities' table - PIR, CLASS, Child Outcomes, OCC inspections, STATUS.net.
- Strengths and Best Practices were also acknowledged. Examples of these are indicated into each program in this report.
- The report contains summary of the data findings and a list of priorities in last pages.
- The new Head Start Performance Standards defines that strategic plan has to be connected to the Community Assessment and Self-Assessment.
- The Policy Councils approved the SAQIP on August 11, 2017. *SAQIP included.*

The Board proceeded to approve the SAQIP.

Motion: **Christyn Dundorf called for a motion to approve the SAQIP 2017-18, for OPK and MSHS programs. Juan Preciado made the motion to approve the SAQIP 2017-18. Patricia Cuevas seconded the motion. All those in favor said aye. The motion passed.**

10. Data Management Plan

Juan presented the final Data Management Plan. He gave out copies of the Form and Practice Guidelines: Developing Focus Questions. *Data Plan included.*

Wanted to revisit today, and remind the Board that the Data plan is to present guiding policies and principles to make data come together in a timely manner. The important factor is to put the data in the system quickly and accurately, *if it's not in the computer, it did not happen.*

We are upgrading our systems with secure, web based software. Now just as in Fiscal area, ABRA is already under way to a modern version as well as STATUS.net. OCDC would take advantage of the tablets and smart phones by developing useful apps. The goal is to improve data process to improve services. If the Board has any questions on the focus questions please let Juan know.

The Board proceeded to approve the Data Management Plan:

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Motion: Christyn Dundorf, Board Chair called for a motion to approve the Data Management Plan. Dan Quiñones made the motion, and Juan Preciado seconded the motion to approve the Data Management Plan. All in favor said aye. The motion passed.

Next Board Meeting – Sat. September 16 - 8 am to approximately 2 pm.

- The Board can take a break and then agreed to have an Executive Session at 2 pm
- Plan on 3 hours and catering dinner that day.

Board Meeting adjourns at 11:50 a.m.