

**OREGON CHILD DEVELOPMENT COALITION**  
**Board of Directors Meeting Minutes**  
**June 17, 2017**

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- I. Board Executive Session 9 am to 10:45 am
- II. Call Meeting to Order - Board meeting began approximately at 10:50 am

Present, Christyn Dundorf, Board Chair; Juan Preciado, Vice-Chair; Shari Lane; Steve Petruzelli; Daniel Quiñones; Patricia Cuevas; Elia Cordero, and Esty Made

OCDC Staff, Donalda Dodson, Executive Director; Don Horseman, Director of Financial Services; R.E Szego, Training Development Manager; Ambrosi Bowman, HR Generalist; Brian Schmedinghoff, Director of Resource Development; Juan Escobar, Director of Quality Assurance

- III. New Business

**Learning Management Systems-LMS Awards**

Emily Wood, e-Learning Developer, gave out LMS awards to staff this past week on the OCDC video trainings. Donalda wanted to present the award for best actress to Martha Molitor, Senior Interpreter, at the board meeting. The Board congratulated her.

**Facilities Update**

Don gave a brief update of the Facilities report as of June 15. Rod could not attend. Report is included.

Malheur County, Ontario - Site construction has started on modular classroom. The schedule for the building is to be ready late September or October.

Marion County, Brooks – Plans have been approved by the Marion County Bldg. Dept. The plan is to issue a contract for demolition, and waiting for US bank to finalize the financing. Schedule is 120 days from start of construction.

Drinking Water Lead Testing – All sites have been tested for lead in the drinking water. And overall the test results were good. Only 3 sites show any lead levels above the EPA action level. Rod included a short summary of Nyssa, Parkdale and Brooks.

**Action:** For next meeting Rod will follow up about the lead testing, and inform the Board on the faucet at the Parkdale location.

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**COLA (Cost of Living Adjustment) OCDC 2017**

Don Horseman, Director of Financial Services, presented the OCDC 2017 COLA budgets. The ACF- Office of Head Start is providing a 1.0 percent Cost of Living Adjustment to assist grantees in increasing staff salaries and fringe benefits. OCDC MSEHS budget as follows:

**Migrant and Seasonal Early Head Start COLA Funding 2017**

- **Migrant and Seasonal Head Start COLA Funding \$316,409**
- **Migrant Early Head Start COLA Funding \$55,046**
- **Non-Federal Share Waiver 10% Request \$51,591**

OCDC will apply a higher COLA than 1 percent; that is 1.27 percent to apply to compensation increase, this will be consistent for all OCDC employees, and is retroactive to January 2017.

**Motion:** Christyn Dundorf, Board Chair entertained a motion to approve the MSEHS Cost of Living Adjustment budget as presented. Shari Lane moved to approve the MSEHS COLA budget as presented. Steve Petruzelli seconded to approve the MSEHS COLA as presented and to apply consistent increase to all employees. All those in favor said ‘aye’. The motion passed.

**Motion:** Christyn Dundorf called for a motion to approve the Non-Federal Share 10% Waiver Request. Shari Lane moved to approve the Non-Federal Share Waiver 10% request as presented, Dan Quinones seconded. All in favor said ‘aye’. The motion passed.

**Region XII EHS Child Care Partnership COLA Funding 2017**

- **Region XII EHS CC-Partnership COLA Funding \$49,628**
- **Non-Federal Share 100% Waiver Request \$12,407**

Permanent wage increase of 1.27 percent to employees, and will go into effect on September 1. There is one partner Adelante Mujeres, 1.0 percent increase of \$1,364.

**Motion:** Christyn Dundorf called for a motion to approve the Region X EHS CC-Partnership COLA as presented. Dan Quiñones made the motion; Patricia Cuevas seconded the motion to approve the Region XII EHS CC-Partnership COLA as presented. All in favor said ‘aye.’ The motion passed.

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**Motion:** Christyn Dundorf called for a motion to approve the Non-Federal Share 100% Waiver. Dan Quiñones made the motion to approve the Non-Federal Share Waiver. Shari Lane seconded; all those in favor said ‘aye. The motion passed.

**Region X EHS CC-Partnership COLA Funding**

Don Horseman, Director of Financial Services, presented the OCDC 2017 COLA budget for Early Head Start Child Care Partnership. The ACF- Office of Head Start is providing a Cost of Living Adjustment of 1.0 percent to assist grantees in increasing staff salaries and fringe benefits. OCDC EHS CC-Partnership budget as follows:

- COLA EHS CC-Partnership funding \$37,529
- Non Federal Share 16% Waiver Request \$7,818

Don explained that after applying the wage increase there was a remaining amount of 1.06526 percent of that budget, and would apply to partner contracts.

Board discussion was about having consistency, and agreed of 1.27 percent personnel wage increase, but that 1% COLA be applied to partners.

**Budget Revision** - Revision will be made to the budget to apply the 1.0 percent increase to partners’, and the remainder to partners’ in the form of additional classroom supplies.

**ACTION:** **The revised budget to be included with the Board minutes of June 17 and presented to the Board members.**

**MOTION:** Christyn Dundorf, Board Chair called for a motion to approve the Region X EHS CC-Partnership COLA with revision as noted. Steve Petruzelli made the motion to approve the EHS CC-Partnership COLA with revision as noted. Daniel Quiñones seconded the motion. All those in favor said ‘aye.’ The motion passed unanimously.

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**Comparative Financial Statements March 2017/16** – report included.

Don went over the Narrative and Statement of Financial position

- First quarter significant items, we sold StanCorp Stock December 2016, in investments there is a decrease.
- EHS Region X has decrease; we lost the Southern Oregon University- SOU partner.
- In Kind there is a decrease, decline OPK contributions.
- OPK program there was small increase, the start-up funding.

**Financial Report as of April 30, 2017** – reports were given out the Board and emailed previously.

Don reported on Migrant and Seasonal and Early Head Start activity. Crops are 3 months late this year.

- Region XII MHS and Region X Head Start Expansion
- Enrollment is low, for Region X – total of 186 slots, 81 percent served and Region XII total 184 slots, 76% percent served. We will have unspent dollars.
- Question, is there something that can be done so we do not have to return funds?
- We can see if there is any type of activities in the centers and partners facilities, playgrounds, classroom supplies, etc. Don said that by early July we can send a modification request.
- **Oregon PreK** from July to June 30, 2017 - Year to date \$ 2,948,306, annual budget \$7,728, 380. Variance \$1,764,573, and percentage used 77%. Again we are under enrollment.
- **OPK One Time Funding** – Start Up for buses and equipment Klamath County, year to date is \$219,530, annual budget \$284,765, and have used 78%.
- **Oregon Early Head Start** is ending in June. There is not enough activity to use all those funds. Percentage used is 55%.

The Board accepted the Financial Statements.

**MOTION:** Christyn Dunderf called for a motion to accept the Financial Statements as of April 30, 2017 and the Comparative Narrative of March 2017/16. Steve Petruzelli made the motion to accept the Financial Statements and the Narrative of March 2017/16 as presented; seconded by Patricia Cuevas. The motion passed unanimously.

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**Consent Agenda**

**Approval of Minutes from April 1 Board Meeting and May 26, 2017 Conference Call**

**MOTION:** Christyn Dundorf called for a motion to approve the Board minutes of April and May 26 on Consent agenda, Patricia Cuevas moved and seconded by Juan Preciado. All in favor said ‘aye’, the motion passed.

**Trauma Informed Practice R.E. and Julio Galindo**

R.E. and Julio presented the video of Trauma Informed Practice- TIP. Julio was introduced and has been employee of OCDC for 10 years. He was Custodian in Mulino, and now became the Marion Clackamas Safety and Facilities Manager. Trauma Informed Practice was presented at the April 14 Clusters. The video includes people of different service areas and counties, Board Chair and Executive Director, and some managers from Central Office. OCDC TIP handouts were given out to the Board.

The purpose of the Committee is to look at ideas and make recommendations about what we might do. Everyone brings in different experiences, and viewpoints. List of committee members is included in the handout information. Gave a brief overview of the video, how we can use information about trauma and resilience to better support the families and children we serve, and the staff we work with. Talked about what is Trauma and the impacts, timelines, and what we can do as an agency. Trainings are being provided in English and Spanish.

This is available to watch in our Training videos for staff. If the Board is interested, any version can be done and presented to the Board. If you have any questions, email Donalda or Linda to let us know.

The Board thanked R.E. and Julio for the video presentation.

**OCDC Whistleblower Policy 10.051**

Ambrosi Bowman presented the Whistleblower policy, this is a new policy in Oregon and came out with an expanded version. This policy will be presented to the Policy Council for approval.

The policy is intended to encourage and enable employees and others to raise serious concerns so that OCDC can address and correct inappropriate conduct and actions. It is the responsibility of all board members, policy council members, employees, and volunteers to report concerns acting in good faith, and have reasonable grounds for the information disclosed.

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The HR Director advises the Executive Director of all complaints and their resolution. If the Executive Director is the subject of the complaint, the HR Director will advise the Audit Committee of the Board of Directors.

Shari suggested adding other section that is missing in the proposed policy, required by law and is important for clarity. Would be helpful to have within reporting - mismanagement, misconduct, undermining, waste of funds, expenditures, abusive authority, substantial and specific danger to health and safety.

**ACTION:** Ambrosi agreed in modifications and can bring back to the next board meeting. Shari will send some updates to incorporate in the policy. Then an email can be sent out and ask Board for a vote by email.

The Board thanked Ambrosi Bowman for presentation.

**OPK Community Assessment, Brian Schmedinghoff, Director of Resource Development**

Brian gave a brief report on the major findings and the socio-economic impacts in the Oregon Prekindergarten-OPK Community Assessment Summary:

- Housing – this is a challenge in Oregon, the housing costs have increased significantly, just from last year. This is impacting the most rural areas as well as the metropolitan and suburban areas.
- Health Care - Although OCDC service population has experienced benefit from access health care, efforts to enroll children and families and support access, there is fear that these will be legislatively erased.
- Economic impacts, social impacts, and parent interviews are included in this OPK summary.
- Demographic analysis showing the summary points for each county. If the Board would like to see a more in depth analysis, there are 80 pages within the Community Assessment that are county specific data that Brian can share with the Board.
- There are also recommendations provided in the report.

**MOTION:** Christyn Dundorf entertained a motion to approve the OPK Community Assessment summary. Shari Lane made the motion to approve the OPK Community Assessment. Juan Preciado seconded the motion. All those in favor said ‘aye’. No discussion, the motion passed.

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**Program Data Management Plan, Juan Escobar, Director of Quality Assurance**

The Board and PC approve a Data management plan by August 1, summarized into a document.

Juan reminded the board that OCDC has many data systems on child, family, program and staff demographics and related information. Having a data analysis and decision making process can help Governing Body, Administrators, Program Managers, and partners to determine the information they need, analyze the data to answer questions, and make good decision based on the data. *Data Management document included.*

OCDC will use the Nebraska department of education, as Board agreed, as a template for the planning and analyzing. OCDC needs to upgrade our current systems, so by eliminating paper to make it easier to upload for the staff. An example as the Home visits are approximately 1 hour 25 minutes, documentation is part of the notetaking, and staff can scan it and do the data entry. Key success factor is to automate as much as we can.

This document is to present some guiding policies and principles. Juan presented the details that would be in the Performance Data Manual: Status, TS Gold, Annual reports, PIR Abra.

**MOTION:** Christyn Dunderf called for a motion to approve the Data Management Plan as presented and having frequent reports; Juan Preciado made the motion to approve the data management plan as presented and having frequent reports, Patricia Cuevas seconded the motion. No other discussion. All those in favor said ‘aye’. The motion passed.

**Child Incident Reporting**

Juan Escobar presented the Practice guideline for reporting unsupervised child; subject to Board input and change. The Office of Head Start sent out a memorandum about three years ago that states that the program should report incident of unsupervised children to the Regional Office of Head Start within 3 days of incident and include information about reports made to DHS or the OCC.

Juan included information on when to report to the OHS, and when to report to the BOD and Policy Councils, as timelines.

Some changes to incorporate in guideline: Willful and accidental to follow procedures; identify what that was; need to add identify incident procedures. **Expectation will never leave longer than 5 minutes, it is** expected never leave child no more than 5 minutes, or 3 minutes?

**Action:** Juan will rewrite the guideline and present to the Board.

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**Self-Assessment Summary**

Review of the Self-Assessment Summary and Quality Improvement Plan- QIP 2017. Juan noted that more detail has been requested and that is reflected in this report. It describes the findings of the self-assessment:

- Summarizes the high level strategies to improve the quality of each program, and
- Strengths and best practices of the programs
- MSHS, MSEHS, Region XII
- EHS Child Care Partnerships, Region X
- Oregon Prekindergarten - OPK
- Preschool Promise
- Oregon Early Head Start Home Visiting - OEHS programs
- MIECHV, Maternal Infant Early Childhood Home Visiting

This SA report and QIP is not final, Juan will bring back to Board at the August meeting. We also need the Policy Council approval.

**Executive Director Report**

Focus has been on OPK, and under enrollment issues. This year the State has been stressing to have MOUs with other providers to define the service areas of OPK. This is new emphasis, and in the past we did not have specific areas. We are working on completion of MOU's with some of Head Start providers.

We received written review of 2017 OPK Program Monitoring, completed in April of the two site visits made by OPK Specialist. OCDC Management submitted a rebuttal, we do understand the under enrollment, however, we are asking for clarification on the findings, also the comments that the Board was not informed that we were under enrolled. The ELD Program Specialist will be scheduling a follow up with OCDC.

OCDC continues to work with partnerships with Region X EHS trying to get centers open. NAYA has recently experienced agency issues and is withdrawing from the EHS program. Efforts are being made to move those slots to Peninsula which will grow that partnership.



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Region XII, our only partner is Adelante Mujeres; they have done good fundraising and maybe including another classroom. We are doing fine with this partner. *Executive Director Report included.*

**Equitable Access Request**

OCDC wants to serve families and communities of color and rural populations, but we have not been able to serve them due to established service area boundaries. Another concern is that families need transportation. We are asking to be a family choice program. Jackson County parents were concerned and sent a letter to the community reps in that area. We will be submitting this Equitable Access request and will follow up with Department of Education. Donalda will update the Board. *Request included.*

**Next Board meetings**

- August 12 Board shorter meeting 8:30 to 11:30 am for approvals of MSHS grants and OPK grant applications. Linda will send reminders.
  
- September 16 next Board meeting.

**Adjourn**

Board meeting adjourns at 3:15 p.m.