

**Oregon Child Development Coalition**  
**Board of Directors Meeting February 23, 2018**  
**Washington County, Enterprise Center**

---

Present, Shari Lane, Juan C. Preciado, Vice-Chair; Patricia Cuevas, Steve Petruzelli, Marta Hanna, Daniel Quiñones, and Diana López. Not present, Christyn Dundorf; Estomina Made; Claudia Limon.

Staff, Donalda Dodson, Executive Director; Rod Walker, S. Facilities Manager; Brian Schmedinghoff, Resource Development Director; Don Horseman, Financial Services Director; Ambrosi Bowman, HR Generalist; Herberd Duran, Employee Relations Manager; Gerardo Trejo, Monitoring & Compliance Manager; Karelia Harding, Parent Engagement & Equity Manager; Linda Torres, S. Executive Assistant

- The Board members were given a tour of the Enterprise center with Rod Walker and Donalda Dodson.
- Board Business meeting began at 12:45 pm approximately

1. **Prospecting and 'Fundraising'** - Brian Schmedinghoff, Resource Development Director

Brian made the Fund Development 101 PowerPoint presentation to the Board members and gave explanation on the following:

- Defining success and Head Start laws
- Head Start Act puts restrictions on what we can and cannot do related to fundraising
- We can use Head Start facilities and equipment outside of normal operating hours
- Perform fundraising activities if they are paid for entirely by another funding source
- Understanding philanthropy
- OCDC Foundation and fundraising. Donalda, Steve and David Altman are on the Foundation committee.
- The Plan: how the Board gets it done.

The PowerPoint will be emailed to the Board. Brian informed the Board that he is available to contact him for any questions or recommendation for any agency tours.

The Board members thanked Brian for the presentation.

2. **Equity Training** - Karelia Harding, Parent Engagement and Equity Manager, and Brian Schmedinghoff, RD Director

Karelia made the PP presentation; she talked about culture and diversity

- Valuing Diversity and Culture - This is not a topic that people talk about: diversity and racism. This topic touches our values and beliefs. Oregon took an initiative to implement strategies and support, and we receive OPK funds to implement equity training.
- The Board did exercise on cultural diversity and equity matter as a Board member. Shared their thoughts with each other. The Board has the legal and fiscal responsibility of the agency.

**Oregon Child Development Coalition**  
**Board of Directors Meeting February 23, 2018**  
**Washington County, Enterprise Center**

---

**ELD/OPK Equity report** - Equity analysis shows what we have been working on. Trainings are being done with the Directors. We tied in the Trauma Informed Care, as it does relate to Equity work. There is training online and all staff can have access to that. OCDC Equity Committee is Karelia, Brian, Juan Escobar and Donaldda. There will be training in the Fall on Equity, comprehensive and good topics in Chicago; she will let the Board know when we get that agenda.

The Board thanked Karelia and Brian for the training.

**3. Financial Report Summary of all Funds – Don Horseman, Director Financial Services**

Don Horseman presented the Comparative financial statement December 2017/2016.

- Still working with the USDA program. We have not finalized all budgets until the end of March.
- Oregon Health Authority – MIECHV (Maternal, Infant, Early Childhood Home Visiting) program, reported that Malheur decreased due to program utilization. These are home visitors to help families.
- Ontario we added the capacity, and opened the Nyssa building.
- Total Net Assets is \$1,570,658 increase, we are solvent.

**BOARD FINANCE AUTHORIZATION-AGENCY DOCUMENTS REQUIREMENT**

Don informed the Board members of the requirements where approval is needed for the following financial plans:

**OCDC 401k Plan Trustees** - The Corporation appointed trustees, they are Donaldda, Don, and Walter as trustees of the 401k plan.

**Resolution:** To sign and complete all plan documents. The Board of Directors authorizes, restating and approving the 401k document and authorizing the trustees who are: Donaldda Dodson, Executive Director; Donald Horseman, Director of Financial Services; Walter Kalinowski, Director of Human Resources.

**Motion:** Juan Preciado, Vice Chair, entertained a motion to approve the 401k Plan and to authorize Donaldda Dodson, Don Horseman, and Walter Kalinowski, as trustees. Shari Lane made the motion and Patricia Cuevas seconded the motion to approve the 401k Plan and authorize Donaldda Dodson, Don Horseman, and Walter Kalinowski, as trustees. All those in favor said 'aye'. No oppositions. The motion passed.

**Board Officers OCDC QALICB Plan (Qualified Active Low Income Community)** - OCDC controls the QALICB plan that holds the OCDC Enterprise center in Washington County. The Board of Directors on annual basis shall appoint the Directors to the QALICB. Those currently included as Directors of the Corporation is Donaldda, Don, and Christyn.

**Oregon Child Development Coalition**  
**Board of Directors Meeting February 23, 2018**  
**Washington County, Enterprise Center**

---

**Motion:** **Juan Preciado called for a motion to approve the Directors of QALICB, Donalda Dodson, as President; Don Horseman, as Secretary; and the Board Chair. Patricia Cuevas made the motion to approve the Directors of QALICB as mentioned above; Steve Petruzelli seconded. No oppositions; the motion passed.**

**Contracts and Borrowing**

The Board of Director reauthorizes: Donalda Dodson, Executive Director and Donald Horseman, Director of Financial Services of OCDC for borrowing, signing contracts and all other agreements.

**Motion:** **Juan Preciado entertained a motion to authorize Donalda Dodson, Executive Director, and Donald Horseman, Director of Financial Services, for borrowing and signing contracts and all other agreements.**

**Dan Quiñones made the motion, and Steve Petruzelli seconded the motion to reauthorize Donalda Dodson and Donald Horseman for borrowing and signing contracts and all other agreements. All in favor said ‘aye’ no oppositions, the motion passed unanimously.**

**4. Facilities Report - Rod Walker, S. Facilities Manager**

Notice of Federal Interest – Rod reported on the notice of federal interest of property located in Ontario, Malheur County. This notice states that would be used to purchase the new modular building; that we cannot sell the property, used as collateral, or otherwise transferred to another party; all in accordance with the Head Start regulations.

- Specifies that a copy of this Notice of Federal Interest was provided to the Governing body, which is the Board, and approves the filing as of this date.

**Motion:** **Juan Preciado entertained a motion to approve the Notice of Federal Interest; for the filing as of this date February 23, 2018. Shari Lane made the motion, and Dan Quiñones seconded the motion. All those in favor said aye, the motion passed.**

**Jackson County, Ashland Center Update** – Rod updated the Board on the Ashland School District; they are going to be selling the facility where the Bristol School, that is where the OCDC Ashland Center is. OCDC pays rent. The City of Ashland is purchasing the building by April or May, and our lease goes until 2019. The City does want us to continue there as a renter. We maybe can find something in the Medford area. Rod will be looking at other possibilities. The market rent study comparison is value is \$18,000 for that building, and we are paying \$12,000. We are secure through our current lease.

**Oregon Child Development Coalition**  
**Board of Directors Meeting February 23, 2018**  
**Washington County, Enterprise Center**

---

**5. USDA Nutrition Services Report - Gerardo Trejo, Monitoring and Compliance Manager**

- Gerardo gave a summary of what the team has been working on in regard to USDA.
- We will be having a USDA reviewer visit on Monday. They will be looking at our corrective action plan. Also the site monitoring, policies and procedures.
- We have engaged our Executive Leadership team and all counties, and management teams; we have taken the oversight monitoring more serious and holding people more accountable.
- We are having monthly meeting to look at the oversight, in collaboration with USDA Coordinator and Data clerks; they review the forms and we hold weekly meetings.
- Also have improved in looking at the forms that come in from the County when we receive the forms at CO. Emphasis on training the staff through our policies and procedures.
- Checking monthly schedules, we work with the IT department and make sure we have those available on SharePoint.
- Team huddle calls every week to check in, and we will continue having meetings with Donald and Juan Escobar to address any issues.

**The Board thanked Gerardo for his report.**

**6. Human Resources Policies Update - Ambrosi Bowman, HR Generalist**

Ambrosi reported on the following policies. These were also presented to the HR Committee.

- Travel Policy. Policy 20.140 – Minimal change, per the USDA requirement, employees traveling on behalf of USDA services while using their vehicle would record their travel. This policy was approved by the HR committee.
- Child and Family Procedures. Policy 20.015 – Regarding paragraph on other legal documents as Power of Attorney, custody, or guardianship.

**Motion:** **Juan Preciado called for a motion to approve the Travel policy, mileage USDA tracking; and the Child and Family Records procedure. Shari Lane made the motion and Patricia Cuevas seconded the motion to approve the Travel policy, mileage USDA tracking, and the Child and Family Records procedure. All those in favor said, 'aye'. The motion passed.**

- Vacation. Policy 40.010 – This policy is about emergency vacation cash out requests. These are submitted to HR with appropriate documentation to support the need of request. This was presented at the HR committee conference call. Discussion if we want to change parameters, option of limited to 2 emergency vacation cash out request per year, or leave as it currently states; because sometimes emergency are not in our control. We can write up a policy defining emergency.

**Oregon Child Development Coalition**  
**Board of Directors Meeting February 23, 2018**  
**Washington County, Enterprise Center**

---

- According to the values of OCDC, maybe we can revisit this policy if it does cause any major problems. For now we will leave Vacation cash out as is; that is the majority opinion.

The Board thanked Ambrosi for the HR update.

**7. Employees Relations Update, Herberd Duran, Employee Relations Manager**

Herberd informed that the Employee Relations falls under the HR department. He is responsible of the employer and employee relationship, always working and resolving workplace issues, and conflict resolution. His job is to protect the agency assets and legal issues. Herberd has 18 years of experience, talked about his background and experience in human resources, education and learning about so many laws. The 2016 employee survey went from 30 to 80 percent and the major point was respect in the workplace. A huge improvement made, coaching and guiding supervisors, and by providing trainings, advising and counsel managers, and ensure the workplace policy. Works mostly with reports on retaliation and complaints from staff and managers, Herberd said it's very important to have mutual respect in the agency.

The current issues are a grievance; we have a lawsuit, about hostile environment from ex-employee, age discrimination and legal issues. We also received a BOLI complaint; we are working with our legal team on these issues.

The Board made the comment that the HR Director has not been to the Board meeting in a long time. Ambrosi mentioned that there are certain areas to update in specific areas, and the HR team work on those subject matters. But will inform the HR Director of their feedback.

The Board thanked Herberd for the Employee Relations information.

**8. OCDC Board Bylaws**

Patti and Shari gave out copies of the Bylaws, the committee worked on making some changes, 3 main changes. The board is to review the updates, and bring back final for review at the next April meeting. Also Shari updated the performance evaluation; for review as well. Shari would like comments from Donalda. To place on Agenda for the April 2018 meeting.

**9. Executive Director Report, Donalda Dodson**

QRIS (Quality rating and improvement system) - Donalda informed that we lost our QRIS 5-star rating, at the Silverton Center in Marion County. The loss of the star rating is for two years. This was due to a complaint filed in regard to a child that exited the building. Donalda informed about this event with more details in the Executive report.

**Southern Oregon Head Start** – Donalda informed the board members that we have attended the sessions for mediation with Southern Oregon Head Start, and no agreement has been reached. We want to serve more children since we do have kids on the waiting lists, and it seems we are not able to serve in these counties, Jackson and Josephine. The report from mediation was due on February

**Oregon Child Development Coalition**  
**Board of Directors Meeting February 23, 2018**  
**Washington County, Enterprise Center**

---

14<sup>th</sup>, so after that we will follow up about delivery of services to these children. Donalda will keep the Board informed at the next meeting.

Letter to ELD - Donalda informed of the response from ELD Director of Early Learning Programs, and we had a time set up to meet. I met with the Early Learning Systems Director, she came to OCDC and we discussed the issues around how we can serve the families, requested her help.

She said she would be looking more into how we could have more collaboration and support the needs of the children and families.

We are still under enrolled in OPK, due to restrictions on service areas. OCDC made 113 referrals to Washington Head Start. We have met with their management and they desire to continue meeting on an ongoing basis, and would also like to rent some of our space.

### **10. Enrollment Report**

In Region X we have 156 kids that we are serving out of 186 required. If we do not get to the 186 by the end of February or early March, we may need to return the slots. Donalda had a meeting in Astoria, OR, and the Head Start there said we can use their facility and are supportive of reaching out to the families; this is one area to take on more services; and in the Redmond School District, for our Early Head Start we will look at Lane County. Many of the migrant families want longer weeks, they do not want 12 weeks, they want full year.

### **Reporting of Child Health and Safety Incidents**

OCDC received a letter from Ann Linehan in January, regarding the reporting requirement of incidents affecting the health and safety program. There has been increased reporting over the past year. She mentions she suspect it is due to the increased reporting, and the grantees wanting to be in compliance with the requirements. *Copy of the Letter from Ann Linehan will be sent to the Board.*

**Action:** The Board requested to bring back the OCDC Unsupervised Children procedure, and look at what meets the definition for the next step.

### **Approval of the Minutes of November 18, 2017**

**Motion:** **Shari Lane made the motion to approve the Board meeting minutes of November 18, 2017; Dan made the motion, and Steve Petruzelli seconded the motion. All those in favor said 'aye'. The motion passed.**

### **11. Migrant and Seasonal Head Start PC Rep Report**

- Marta Hanna reported that there are 6 parents going to the NMSHSA conference in Costa Mesa in March.
- We will have the Parent of the Year award in Costa Mesa.
- Policy Council was invited to the Migrant ED conference in May.

**Oregon Child Development Coalition**  
**Board of Directors Meeting February 23, 2018**  
**Washington County, Enterprise Center**

---

- The Policy Council is participating monitoring at the counties for the federal review.
- OCDC participated at the PFCE academy in December; only 5 people were invited, based on parent family community engagement. We were surprised to see that we are already implementing things as was presented.

## **12. Board of Directors Elections**

**Board Chair** - The Board made the nominations for the Board Chair. All members agreed to have Shari Lane nominated. Shari said she would be honored to accept this position and glad to be able to give support. She mentioned that we may need to be a more active partner, the Board with the Executive Team, and be more involved.

All members agreed, voted, and made a motion to elect Shari Lane as Board Chair.

**Motion:** **Juan Preciado entertained a motion to elect Shari Lane as Board Chair, Steve Petruzelli made the motion to elect Shari Lane as Board Chair, and seconded by Patricia Cuevas. All those in favor said 'aye'. No oppositions. The motion passed unanimously.**

**Board Vice-Chair** - All agreed and voted to have Juan C. Preciado continue as Board Vice-Chair.

**Motion:** **Shari Lane, entertained a motion to have Juan Preciado, remain as Vice Chair. Patricia Cuevas made the motion; Dan Quinones seconded. No discussion. The motion passed.**

The Board agreed that they can have Grant Baxter, previous Board member and Board Chair come back, but he will need to apply to the Board and votes can be made. Grant knows about the next Board meeting in April.

## **Board Committee Elections**

- The Board committees continue as were in 2017. Juan Preciado continues to be Vice Chair and representative to the Policy Councils.

Board of Directors meeting adjourns at 5:50 p.m.

---

Board Members continued with an Executive Session