

**Oregon Child Development Coalition**  
**Board of Directors Meeting - November 18, 2017**  
**Central Office Wilsonville**

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Present, Juan Preciado, Vice-Chair; Patricia Cuevas, Dan Quiñones, Claudia Limon, Steve Petruzelli, Shari Lane, Estomina Made

Not present, Christyn Dundorf, and Marta Hanna, excused. Diana López not present.

OCDC staff, Donalda Dodson, Executive Director; Don Horseman, Director of Financial Services; Juan Escobar, Director of Quality Assurance; Karelia Harding, Parent Engagement and Equity Manager; Linda Torres, S. Executive Assistant

### **Consent Agenda**

Board minutes September 16, 2017 approval. Steve Petruzelli made the motion and Dan Quiñones seconded the motion to approve the minutes. All those in favor said aye. Motion passed.

### **Mission Moment, Donalda Dodson**

Donalda shared a brief story about an event at the Independence center in Polk County. We had a clinic of students from Preschool Promise, and 4 or 5 children, there were some challenges. One the children was being disruptive. Staff came together and they did an analysis of why reacting of the children to the other children; they identified some of the real difficulties and did some coaching with the teachers. By the end of the year, all were participating in normal activities. This shows the significance of our programs, and this helps the children be ready for school.

### **Program Governance Training, Karelia Harding**

Karelia gave training to the Board members, about Program Governance. Karelia Harding, Parent Engagement and Equity Manager, works with the OCDC Policy Councils.

- Presented a PowerPoint on the History of Head Start, Head Start Act, Performance Standards
- Explained the Key Areas of Head Start Leadership.
- Presented video of how Head Start began.
- The Head Start Governance Reference Book, and explained the role of the Board and role of the Policy Council
- Responsibilities of the Governing Body and Head Start required reports.
- Gave out Program Governance questions, for Board members responses.
- Presented and informed on the Governance Readiness Tool

The group talked about the Program Governance, and the formal structure for program governance and the oversight of quality services for HS children and families and for making decisions related to program design and implementation.

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Karelia also presented and informed on the Head Start Governance and Management Responsibilities (a copy of this diagram will be sent out to the Board members). The Board thanked Karelia for all the information presented.

**Financial Statements - Results by Funding Source – Summary of all funds**

Don Horseman gave out copies of the Financial report as of October 31, 2018

- Reported on all counties MSHS - Jan. to December, 2783 total enrollment that is 86.04% served as of October 2017.
- This report is similar to last year, we returned about 3 million dollars, continuation of the under enrollment. Question was: do we have any flexibility, can those funds be applied to somewhere else? Yes, we look at every possible option that we have, we can buy additional supplies, as computers new for the classrooms, with the movement from Status system and Copa system now. There is not a lot we can do with these particular dollars at this point and time.
- Maybe do some retro compensation and alleviate issues, which are growing with the minimum wage issues. We are looking 2017 and 2018; we may be able to use those funds to do something with the compression.
- In Medford we have the need to be in a different place, also looking at option of another location. We ask the Feds permission for using dollars for some of the issues.
- Don reported on all counties OPK report, 699 enrollment, 87% served as of 10/31.
- Region X and Region XII partnerships.
- Presented the Comparative Financial Statements Sept 2017-2016. Went over the Narrative of financial assets and funding based revenues.

**OCDC Selection Criteria**

Juan Escobar presented the Selection Criteria for all programs:

- OPK Oregon Prekindergarten (5 counties)- still pending in Washington County, to clarify Category III, Service area - if child lives in OCDC service area.
- MSHS – Migrant Seasonal Head Start
- MSEHS – Migrant Seasonal Early Head Start, EHS and Region 12
- Region 10
- MIECHV – Maternal Infant Early Childhood Home Visiting
- OEHS – Oregon Early Head Start

How this works, there is an orderly way to get children into the program, and firstly, children with disabilities, then the low income- neediest of children. We ask points and depending on the answers, the group is determined at the end. Top priority is disabilities.

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Based on the selections of the major categories, that is what is taken into consideration and indicates the priority level for the child. Nothing has changed for MSEHS, OEHS, MIECHV, and OEHS.

Juan requested the approvals of the Selection Criteria. These have to be presented to the Policy Councils in their January meeting. This is the same criteria, no rules have changed.

**MOTION:**      **Shari made a motion, conditional upon the approval of Policy Council, to approve the selection criteria for MIECHV, MSEHS, MSHS, OEHS, and OPK criteria. Motion was seconded by Claudia Limon. All those in favor said 'aye', the motion passed unanimously.**

### **Reporting Unsupervised Child, Practice Guideline**

This policy is not final yet. Shari mentioned this report and when would it be completed. Juan said that it was not approved by the Board yet, this has been proposed, and it was a discussion in the last meeting. We can place on the next meeting agenda, and see how it might be changed. We can take it to the HR committee, PC and back to Board.

- The other key question that was mentioned - what is our decision making process to inform the Office of HS and the State, which is requirement. Juan and Donalda will finalize this guideline.

### **Letter to Early Learning Program**

Donalda presented the letter and gave out copies to the Board members; this was sent to the Director of Early Learning at ODE, and informed about some of the concerns.

**Action:**      **The Board asked Donalda to give them an update on this issue, and to email the letter to the Board.**

### **Structure Planning**

Structure planning report sent by Ron Sarazin, consultant that has been working with the Structure committee and the ELT the last year. This is a Summary of the Structure committee meeting. The next meeting is next week, November 28 from 12:30 to 5 p.m. Linda will send out a reminder to the Board for those who would like to attend.

### **Board Development Plan 2018**

Donalda presented the Board Development Plan 2018. Every year, we start with the board development topics. The board went over the plan, and agreed to meet at least twice a year in one of the centers.

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In 2018, we will have a federal review from Office of Head Start - we have to register all of our sites now online. Classrooms will be populated until May or June so it may be July or August that they may visit as is when we are maximum capacity. We can add that to the Development plan.

Working with staff how we are doing with our class and assessments on that. Usually the reviewers want to talk to the Board. In the past we have done conference calls. As we get closer to the dates, we can look more and go over governance areas.

Next visit is Washington County, to Enterprise center on February, 23, visit in the morning and the board meeting in the afternoon. Look at that center for kids, maybe Preschool Promise children.

Public Policy Meeting in Washington, DC will be June 9 to 13, 2018, and June 12 is Hill visits, and we usually fly in on the 10<sup>th</sup>.

**Next OCDC Board Meetings for 2018**

- February 23 Visit to Washington County, Enterprise Center
- April 21 Central office
- June 22 Visit and board meeting in Klamath County and then flying to Medford.
- August 25 Central office
- September 22 Central office
- November 2 Board meeting and visit TBD

MSSH PC Report – Claudia Limon reported on the calendar of the meetings for PFCE. Recently had our transition meeting; all of our migrant meetings are on schedule and the positions at the elections. Claudia is the President for MSSH. She is from Umatilla County.

OPK Report – Esty Made is the President this year, and Diana is alternate OPK PC rep. There are new members this year on the OPK Policy Council.

**OCDC Board Elections**

The Board elections will be moved to the next board meeting, per Juan Preciado. Next board meeting is February 23, at Washington County.

**HR Committee** – interested on this committee is Patricia and Dan. Good idea to put off the election, until next meeting. Ask Christyn if she is still on HR committee. The meeting are usually the second Thursday between 5:30 or 6 pm PT.

**Bylaws Committee** - Claudia would like to be on the Bylaws committee.

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**Next Board Meeting 2018**

- Next Board meeting is Friday, February 23, 2018 in Washington County, Enterprise center

**Adjourn**

Board meeting adjourns at 2:15 pm

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**Board continued with an Executive Session**