

Oregon Child Development Coalition

Board of Directors Meeting - March 14, 2018

Wilsonville, Oregon 5:30 pm to 8:00 pm PT

Present, Shari Lane, Board Chair; Dan Quiñones, Steve Petruzelli at Central Office.

Not present, Christyn Dundorf; Estomina Made

Video conference, Donalda Dodson, Executive Director in Jackson Co.; Patricia Cuevas, in Malheur Co., Marta Hanna, Malheur Co., Claudia Limon, Umatilla Co.; Juan Preciado, on phone.

Central Office Staff, Juan Escobar, Don Horseman, Angela Gomez, and Linda Torres

I. Roll Call: After roll call the Board meeting began at approximately 5:35 pm

Question: Shari asked the board members if the Google translation in Spanish was working. The Board response was prefers that documents for translations be sent to Linda, so she can send to translator.

II. Business Meeting

1. **Reporting Unsupervised Child Procedure**, Juan Escobar, Director Quality Assurance

Donalda explained that she thinks we need more input and direction, and need to work more on this practice guideline. We need to present and ask for the Policy Councils thoughts.

Juan Escobar reported that the Office of Head Start sent out a letter on January 3, 2018 about the zero tolerance for any situation that places a child in harm's way. The letter explains that in attempting to comply with the reporting requirements, some grantees may be over reporting to the Office of Head Star incidents that do not endanger children. *Letter from ACF Office of Head Start Acting Director, Ann Linehan 1/3/18 was included.*

- Juan talked about the draft of Unsupervised Child guideline in accordance with the last Board meeting. The document is being emailed to the Board during this meeting – Reporting Unsupervised Child.
- Juan proposed having a deeper discussion about this. The Policy Council needs to have input, maybe community, especially from the parents.
- Shari mentioned that Board now has a written copy, and can review this and by the next meeting maybe have some concrete decisions. The Board members agreed.
- Shari asked if there is an informal policy or record when these incidents do come in. Juan informed that it's been informal, we do report to the Office of Head Start, but we don't have a process from them.

Action: Present the guideline to the Policy Council. *Board to review and update next meeting.*

Incident in Klamath County

Donalda reported on this incident which just happened yesterday in Malin. The local police were called and they said they would come to investigate the next day. Staff and children were advised to not come to the Center on Tuesday March 13 while this threat was reviewed and processed by local law enforcement. The individual was found to be a teenage sibling of one of the Head Start students and was banned from the building and the site. We did notify the Board Chair at that time. A letter went out to all parents with information. Local police will make more frequent patrols by the Center.

2. Region X and Region XII Early Head Start Child Care Partnership Budget Carry Over Request

Don Horseman, Director of Financial Services introduced Angela Gomez, Fiscal Budget and Grants Manager. She presented the budgets on the two Carry over requests for Region X EHS CC Partnership Grant and Region XII EHS CC Partnership Grant; this grant ended in August of 2017; and the Region XII EHS CCP Budget Modification 2017/2018. *Budgets included.*

Region X EHS CCP Grant 10HP0006/02

Angela reported on the Region X EHS CCP equipment, renovations costs and outside improvements for partners: Hidden Valley, Imagine That, Coalition for Kids, Neighborhood House-Applegate School, and Southern Oregon University.

Total of \$189,954 In-Kind Waiver 20% Total \$47,488

Motion: Shari Lane entertained a motion to approve the carry over request for Region X EHS CCP in the amount of \$189,954. Steve Petruzelli made the motion to approve the carry over request for Region X EHS CCP in the amount of \$189,954. Dan Quinones seconded the motion. All those in favor said 'aye'. No oppositions. Motion passes.

Motion: Shari Lane called for a motion to approve the Region X EHS CCP waiver request of 20% in the amount of \$47,488. Claudia Limon made the motion; Dan seconded the motion to approve the waiver request of

20% in the amount of \$47,488. No discussion. All those in favor say 'aye'. Motion passed.

The motion was related to the information that was presented for Region X EHS CCP in the amount of \$189,854, and the In-Kind waiver of the 20%.

3. Region XII EHS CC Partnership Grant 90HM0006/02

Angela presented the Region XII EHS CCP carry over request, corrected amounts. She reported on the Yamhill County and Jefferson County equipment, renovations costs and outside improvements.

Total of \$48,461 and In-Kind Waiver 20% Total \$12,115

Motion: Shari Lane entertained a motion to approve the Region XII EHS Carry Over request in the amount of \$48,461 as presented. Patricia Cuevas made the motion; Steve Petruzelli seconded the motion to approve the Region XII EHS carry over request in the amount of \$48,461 as presented. All those in favor said 'aye'. No oppositions, the motion was passed.

Motion: Shari Lane called for a motion to approve the Region XII EHS In Kind Waiver request of 20% in the amount of \$12,115. Dan Quiñones made the motion, and Claudia Limon seconded. All in favor said 'aye', no oppositions. Motion carried.

The motion was related to the information that was presented for Region XIII EHS CCP in the amount of \$48,461 and the In-Kind waiver of the 20%.

4. Budget Modification Region XII EHS CCP 2017/2018 - 90HM0006/03.

Summary of Proposal – Angela informed on the proposal for budget modification. Due to delays in opening McMinnville site there will be unspent funds for wages. OCDC is requesting a budget modification to utilize portion the funds to complete site work.

- Proposed Reductions: Yamhill County Infant/Toddler Teachers/ Fringe (\$47,689)
- Proposed Increases: Yamhill County, McMinnville site, additional site and prep work
- Jefferson County, Culver site **Total proposal \$ 47,689**

Motion: Shari Lane, Board Chair entertained a motion to approve the Budget Modification for Region XII EHS CCP as presented in the amount of

\$47,689. Steve Petruzelli made the motion, and Dan Quiñones seconded the motion to approve the Budget Modification for Region XII EHS CCP as presented. All in favor said 'aye'. No oppositions. The motion is carried.

Statements from the OCDC governing body for participation and approval of OCDC Carry over requests, In-Kind waiver requests, and Budget Modification request were signed by Board Chair on March 14, 2018.

5. Executive Report, Donalda Dodson

Donalda gave a brief update to the Board members. We had meeting in Boardman, with Columbia Health to see how we can extend child care services in the community. Other community partners including school district and HS have met to see what could be done. OCDC has completed the purchase of the land after two years, and moving forward with a building in Boardman. OCDC has suggested to possibly expanding in our new building to accommodate children for a mixed deliver service model. *Executive Summary was included.*

6. OCDC Enrollment Update

OPK - Donalda presented the OPK enrollment update of the counties on the Oregon map. We have been asking to utilize the unfilled slots in Jackson and Washington counties, but we have to wait until the mediation is complete. We have a meeting about OPK slots on March 23. Shari offered support if she or board members attend the meeting. *Donalda would keep the Board updated.*

Region X EHS CCP we have been working with partners to retain full enrollment; there are two sites that have facility challenges. Region X wants us to settle on enrollment numbers. Of the 186, currently we are at 170. There is a call with Region X on Monday, and will let us know of the under enrollment of 16, if we cut slots or we fill them.

MSHS – For the last three years OCDC has been under enrolled significantly, and the Regional office is requesting for us to identify the number of children we plan to reduce. OCDC plans to submit a request to reduce 173 children. Donalda will keep the Board updated.

Action: **The Board would like to see a map with the numbers for enrollment of all programs as well.**

7. Mediation Update Southern Oregon HS

Southern Oregon Head Start and OCDC Jackson County has not come to an agreement of joint services. They say that OCDC did not comply with the agreement (MOU); there have been several meetings with SOHS and OCDC. As population has changed, OCDC tended to serve Latinos but not related to agriculture. Included is the summary and background of mediation process. Donalda informed that OCDC went into mediation, but there was no agreement on the service area and how we can work together. The ELD is going to see what they will do. This is a new process; the Impasse requirement was sent out last Friday, March 9, and was due on Monday, March 12.

Action: **The Board members would like copy of the Impasse Final Determination Request for their review. Linda will email the copy to the Board.**

8. Teacher Education Review Criteria

Donalda informed that we wanted to know the definition of ECE (Early Childhood Education degrees). Our question is what credentials should be accepted to determine education of staff to meet ECE requirements. We are evaluating our teacher credentials – OCDC utilizes the Oregon Center for Career Development in Childhood Care and Education at PSU, and the Oregon Registry.

The CDA (Child Development Associate) criteria within the Oregon Registry for Infant and Toddler teachers will be considered as meeting the educational requirements for early childhood education and development. Included is the Professional Education Credential Criteria for the board’s review. This might be something we can ask Christyn, as she is very knowledgeable of this area.

9. OCDC Coaching Program

Walter was on his way to Umatilla County today. OCDC Coaching program report was given out to the Board. Donalda informed that last year we aligned the CLASS dimensions with competencies. Interview questions were developed that focused on these competencies and we had interviews with teachers. Results of scores are shown on the graph.

CLASS has been accepted for use in Preschool classrooms, but the Infant Toddler version not yet. The Class scores and interview scores are included in the report. The final coaching training model will be rolled out to all education staff across OCDC in 2018.

10. Board Minutes February 23, 2018 Approval

There was a correction made to the February 23 minutes; pg. 2, 3. Financial report- remove sentence about comment on MIECHV (Maternal, Infant, Early Childhood Home Visiting) program.

Motion: Shari Lane called for a motion to approve the Board minutes of February 23. Dan Quiñones made the motion, and seconded by Steve Petruzelli, with the correction of the comment on MIECHV program. All those in favor said 'aye'. The motion passed.

11. Board Contact Information

Shari made proposal to the board members to have emails on the OCDC website. She asked if there were any objections to post contact info. All agreed; and Claudia and Marta will send another email to post. Shari will ask Christyn.

12. Next Board Meetings 2018

April 21– on the Agenda for April: Unsupervised Child procedure; Bylaws; Performance Evaluation

May 9 – Central Office meeting 5:30 to 8:30 pm

June 22 - For next meetings at the counties, the Board made suggestion to visit with the teachers and see the kids. The next one is June 22 in Klamath County; would also be nice if the local staff would be there.

OCDC HR Spring Gathering is on April 18, 19, and 20, 2018 at the Holiday Inn. Shari, Patty, and Juan are attending.

13. Other Conferences

Public Policy Forum, NMSHSA June 11-12 in DC, there will be key speakers and OCDC takes parents to visit and they usually talk with the Senators and Congress. *Let us know if attending so we can make arrangements.*

February 2019 is the 50th Anniversary of NMSHSA Gala and Conference.

Adjourn

Board meeting adjourns at 8:05 pm