

Oregon Child Development Coalition

Board of Directors Meeting

April 21, 2018 - Wilsonville, Oregon

Call to Order at 9:00 am PT

Present, Shari Lane, Board Chair; Juan Preciado, Vice-Chair; Dan Quiñones, Patricia Cuevas, Stephen Petruzelli, Esty Made, and Claudia Limon

Quorum established

OCDC Staff, Don Horseman, Donalda Dodson, Rod Walker, Betty Marron, Juan Escobar, and Brian Schmedinghoff

1. Unsupervised Child Report, Juan Escobar

Practice Guideline - Juan presented the updated edited version of Practice guideline for Reporting Unsupervised Child. Juan mentioned that at the Policy Council meeting we had very good input and was a very good discussion. Highlights from the PC:

- One of the first things – notify PC council rep at local level; usually Program Director reaches out to local PC leader, they requested to formalize it and include it in that section of the form.
- The top gray box is the local PD duties, notify supervisor, notify OCC (whether the local specialist at that county, if they have said they want to be informed) also notifying Donalda.
- In some counties, PC rep may want phone call, text or email or personal conversation – so only tracks the date. If the Office of Head Start has been asking for details, we should add that to our process – in the description of the incident, add info about the weather conditions if the child was left outside in adverse conditions like extreme heat or in the rain.
- Last page: we follow up not only with OCC, but with parents, and make sure the child is fine.
- When Donalda notifies PC and Board, do we notify Chair or all the Board? Donalda notifies the Board Chair. This led to a conversation about privacy.
- Juan Escobar said a centralized electronic repository is necessary, so we can see if there is a pattern.
- The Board requested to have a review once a quarter or once a year to look at this and see if there are any incidents (reportable to OHS or not) and how do we make sure the administration periodically reviews.

Juan Escobar informed that five child supervision errors lead to recompetition: child on the bus, outside on playground, dropping child off to wrong parent. If there were to be a recompetition, it would not be the end of the road; it may be just demonstrating that we have to show that we are the best. Donalda spoke to Sandra Carton, Regional Director at OHS, and the reality is that this happens to everyone, to all grantees eventually, especially with heightened awareness and more reporting. Donalda shared information related to two situations for unsupervised children – one in Klamath County and one in Multnomah County.

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The Board requested to add details to the Practice Guideline:

- On the form MCS 435: the PD's responsibility to report
- Add on the form MCS 435 notifying the Office of Child Care, as necessary
- On the practice guideline to strike the fourth paragraph. We want to know as much as we can and that way we can have more clarity.
- And adding a sentence that CO will maintain an electronic database.
- Is the Board getting reports as a group? Donalda reports to the Board Chair, and the Chair gives direction.
- Juan Preciado would prefer a report to the whole Board.
- *Add - Donalda would report to the Board Chair, and if any serious incident inform the whole Board.*

Motion:

Shari Lane entertained a motion to approve the Practice Guideline, Reporting Unsupervised Child, and form MCS 435 with proposed changes:

- Add to the child exception report form MCS 435, notifying Office of Child Care" as required,
- In the Practice guideline, fourth paragraph "starting a common scenario" stricken;
- Add to the guideline a sentence of maintaining a database,
- Add in the guideline a paragraph describing how Chair gets the incident report and group gets essential details at the Board meeting, unless there's a severe situation.

Juan Preciado made the motion, and Claudia Limon seconded the motion to approve the Practice Guideline, Reporting Unsupervised Child, and the Form MCS 435, with the above proposed changes.

No other discussion. All in favor said 'aye'. The motion was unanimous.

2. Financial Report, Don Horseman

Don Horseman presented the new Narrative at the Board's request.

- There have been some challenges in financials the first quarter of the year so we will present that at the next board meeting in May.
- We had USDA audit, this created delays in billings, and we are just getting back on track.

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- Since USDA is vital and integrated into everything, USDA itself doesn't cover all the costs (about 85%) – we have to wait for billings to come in, and then we have to factor that into the other grants.
- New payroll and Time & Attendance system, (SAGE) this one has some significant problems related to labor distribution– about 75-80 of our expenses, a very crucial part of the systems; we spent almost 300 hours of additional work to bring it to correct levels, some other issues with the systems, etc. Some people were misclassified in the system and we had to address those.
- Transportation - the cost is getting higher, biggest impact is the minimum wage and bus assistants.
- We are continuing to have challenges with under enrollment.

Don gave an overview of the upcoming grants due dates:

- Preschool Promise (3) by April 30; and Region XII one time funding, and Region XII budget modification.
- Region X and Region XII Carry over by April 30
- Region XII and Region X EHS CCP for 2018/19 by May 31
- Oregon PreK and Oregon Early Head Start 2018/19 by August 31
- Complete list is on the copy of fiscal report.
- Region X and Region XII EHS CCP, hopefully we will bring these to the Board by the next Board meeting so you can review and approve as well as Oregon Pre-K (OPK).

Shari mentioned - any drafts the Board can get ahead of meetings are super helpful, although we understand that it's challenging. Don said that we can provide ongoing projections of these grants, where we do summarization of grants; basically these are a continuation of what we're doing. We can share those with you as those numbers aren't going to change.

- Steve and Don will be spending a day to talk about the financials and grants and how to address this issue. Will review with Steve the new Accounting Manual, and the US Bank mortgages.
- COLA grants will be due, and we need to apply for these; we need to increase compensation for the position and add that cost to basic compensation, part of that submission is also to show we did a job survey.

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Juan Preciado mentioned that one of the staff at Spring Gathering asked why there is no Board presence at meetings to be aware of what is going on. Donalda mentioned that gets into the crossover between management and Board. During Spring Gathering there was topic about changes in communication and Sage topic came up – the Board is not there to judge or cause a problem, we are just there to be aware of what’s going on.

Budget Modification Region XII EHS-CCP
Rod Walker, Facilities Manager

Rod informed that back in 2014, OCDC applied for the CDBG grant to build the facility in Boardman, and talked about the delays. Now when putting some of this out for bid, the cost of construction has gone up. This report includes numbers that were put together in 2014, the current values of construction, the building costs, and funding sources. *Report included.*

OCDC is requesting to move the unspent budget funds of \$544,217 to construction and the in kind full waiver on the construction funds for \$13,954.

MOTION: **Shari Lane entertained a motion for the approval of the Budget Modification to Region XII EHS-CCP of \$544,217 including the in kind of \$13,954. Steve Petruzelli made the motion for the approval of \$544,217 Budget modification Region XII including the in kind of \$13,954; Juan Preciado seconded the motion. All those in favor said ‘aye’, the motion passed.**

OCDC is requesting one time funding of \$975,318 from Region XII MSHS to cover the remaining building costs.

MOTION: **Shari Lane called for a motion to approve the One Time funding request Region XII EHS CCP for \$975,318 and full in kind waiver for \$243,830. Patricia Cuevas made the motion; and seconded by Claudia Limon to approve the One Time funding request Region XII EHS-CCP for \$975,318 and full in kind waiver for \$243,830. All those in favor said ‘aye’. The motion passed.**

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3. Resource Development, Brian Schmedinghoff

Brian talked about fund development and goal setting:

1. Music curriculum
2. Farm to table meal plan situation
3. Future retirement
4. School packages – book bags, shoes, school supplies, coats, haircut
5. Bicycles/safety – Car seats that grow with you
6. Tech-based training
7. Pesticides and prevention training

Action: **Brian will bring back to the Board meeting in June, the cost projections and fund development options.**

4. Reporting Child Abuse and Neglect
Betty Marron, Lead Family Services and Health Specialist

Betty shared information about Recognizing and Reporting Child Abuse and Neglect, statistics from the State that relate to OCDC reporting. She presented the Child Welfare Data FY 2016. Copies were given to the Board.

- Abuse/Neglect Reports and Investigations – 76,668 reports as of 2016. Of the total, 7,677 founded for abuse or neglect. 5,483 younger than 6 years old. These are the younger children we serve in our program.
- 2016 is from Sept-April (2016) they haven't released the 2017 information yet. So if we take into consideration, there was an increase in reports for 9.6%.
- This reflects the importance of being mandated reporters. Public and private officials required by law to report suspected child abuse.
- Victims by age and gender – There was a slight decrease from the Hispanic/American Indian population which is OCDC's main population.
- Threat of harm was highest, neglect is second – threat of harm, 44.9% is neglect; stress factors that increased were housing, mental illness, housing and child developmental disabilities or delays.

For OCDC the prevention of child abuse and neglect is a priority, and we strive to work collaboratively with DHS state wide to educate staff and parents in this area. OCDC worked with ORO (Oregon Registry Online) to develop curriculum "Protecting Children is our Duty". This encourages self-awareness for the mandatory reporters.

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5. Audit Report

Shari informed that on April 4th we had an Audit committee call and we engaged with Kern-Thompson. Our auditor Kris Oliveira was just named to a National Committee to update audit rules, and she'll be deeply involved in the design of the new rules. The prices have gone up a little bit, the cost increase is around 3%, up to 45K, it seemed a little higher than was expecting, but she does like to give raises to their staff. Prior to Kern-Thompson, it used to be 95k, so there is still a good value in the audit firm's services.

6. OHS and Federal Review Visits

Donalda Dodson informed that we delayed the Financial Audit to June because of all the Federal Visits we are having in May.

- May 2nd OHS Program Specialist, Dr. Waleska Lopez Davila from the Office of Head Start is coming to visit OCDC; she wants a conference call on May 2nd 5- or 5:30 with the Board, and with the Policy Council will be at 6:00 pm.

Action: Set up a Board conference call May 2nd with Dr. Waleska Lopez Davila, she will want to talk about under-enrollment, we'll be focused on that plan to improve enrollment.

- Federal reviewers for Migrant and Seasonal Head Start will be coming week of May 21st, they will likely want to meet or talk to the Board but we do not yet have a schedule, so we should have more information about their schedule later. One team will be going out to centers to perform CLASS reviews (teacher-child interaction) as well as reviewers coming to look at our program.

7. Executive Director Report

Donalda gave a few highlights of the Executive report to the Board:

- In the State, the legislature tried to get OPK increases for teachers, they are thinking of a new approach with the legislative session that starts next month.
- There is a hope for increased funding for Preschool Promise, so there may be more funding for that program at the next legislative session.
- There will also be the development of an Equity budget –there is likely a strong foundation for that, it has tremendous potential. We're trying to get the State to understand that our families should have a choice particularly for dual-language or culturally responsive issues, but so far they have been limited by geography/action.

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- Executive Team has been meeting with Consultant on staffing and teacher qualifications, criteria for certification for Family Advocates in our Structure meetings – we’ve identified the plan, been through the approval process, so we’re making progress towards improving the delivery of the program.

Shari asked for a bullet point list of what we have accomplished at the Structure meetings, and what we are working on, and what progress has been made.

Action: Provide the Board with the list of items based on the Structure meetings.

- We received an approval of the USDA program. We have to continue to be diligent, and we’re moving forward, the counties have been double-checked to make sure there are no mistakes.
- We are also working with SOU with the EHS-CCP on how to maintain childcare in that area. This has been a successful program for the community but they want to remove themselves from Child Care services. There are 72 children on the wait list, and families are paying \$1400 a month for infant and toddler care. The University would like us to guarantee that we can continue to use the facility and we’re looking to see how we can provide the services.

CONCEPT PAPER – Donalda presented concept paper about the potential funding opportunities, and pointed out the funds in the appropriation bill for the Head Start and Early Head Start budget. We’re very grateful because there were many program cuts. (Copy of Concept paper given out)

- There are funds for Cost of Living Adjustment (COLA) for Head Start. We will be applying for COLA, when we receive the official notice.
- There will also be funds for extending the Duration of services.
- Early Head Start Expansion and Child Care Partnerships - We want to explore about the Early Head Start funds in Region 12 and Region 10, even though we’re under enrolled in MSHS. But we still have areas with need.
- Last year we did submit for longer weeks and hours of service. We know that the families want longer weeks and longer hours, and some of our current areas could provide more EHS services.

Board Meeting adjourns.

Board continued with Executive Session.