

Oregon Child Development Coalition (OCDC)
Board of Directors and MSEHS Policy Council Meeting
September 22, 2018 9:00 am to 4:10 pm PT
Wilsonville, Oregon

I. Roll Call

Board of Directors: Shari Lane, Board Chair; Juan Preciado, Board Vice-Chair; Grant Baxter, Patricia Cuevas, Claudia Limon, Marta Hanna, Steve Petruzelli, Dan Quiñones, Esty Made.

MSEHS Policy Council Members: Huber Sandoval, PC Chair– Washington County MS; Brígida Lopez –Marion Co. MSEHS XII; Claudia Limon– Umatilla Co. MS; Marta Hanna– Malheur Co. MS; Maria Morales– Multnomah Co. MS; Rosalba - Clackamas Co. EHS; Georgina Martinez– Polk Co. MS; Mark McDaniel– Klamath Co.; Community Rep/Board Rep. Juan Preciado –Jefferson Co.

OCDC Staff: Donalda Dodson, Executive Director; Don Horseman, Director of Financial Services; Angela Gomez, Fiscal Budget and Grants Manager; Juan Escobar, Director of Quality Assurance; Karelia Harding, Parent Engagement and Equity Manager; Karen Ayers, Program and Partnership Manager; Rachel Elliott, Lead Education Specialist; and Linda Torres, Senior Executive Assistant

II. Best Moments

The meeting was called to order. Shari Lane, Board Chair greeted the Board and Policy Council members. A few of the members shared their best moment of the last week or month.

III. PSU Invitation to Board for October 25, 2018

Steve Petruzelli made an invitation to the Board members and OCDC staff to the Award Dinner at Portland State University on Thursday, October 25, at 5:30 pm. Steve said he thought this is a good occasion to get the OCDC foundation seen, and OCDC will be up on the screen; he has a table of 10, includes meal and the cocktail hour at 5:30 pm and then programs starts at 7 pm, no cost; Steve is happy to host. The award dinner is at the Convention Center in Portland. Steve mentioned it would be valuable for the senior staff or Board members to share with organizations who do charitable work around the table. Would also like to have a Hispanic family attend, who can talk with people and that understand the program.

Dan said he would check his calendar and will be getting back to Steve.

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1) 2017 OCDC Finance and Audit Report, Steve Petruzelli

The Board Audit Committee met on September 19 to go over the draft of the Audit report with staff and the Auditor. The auditors' report issued – unmodified. This means that there are no major issues, this is a good audit, and there will be no management letter. Copy of Summary of Auditors' results was provided.

Motion: Shari Lane, Board Chair called for a motion to approve the Audit report 2017, Juan Preciado made the motion, Steve Petruzelli seconded the motion to approve the Audit report 2017. All in favor said aye. Motion carried.

Motion: Huber Sandoval, MS/EHS/ HV State PC Chair requested the motion to approve the Audit report 2017, Claudia Limon made the motion, and Maria Morales seconded the motion to approve the Audit report 2017. All in favor said aye. Motion carried.

Memo from Finance Committee

Steve prepared a brief memo in regard to the Finance committee meeting on September 7 and copy was included for all members The Board Finance committee met with the Finance staff to review the Summary 2019 budget and it appears to be an accurate account for variances between the year 2018 and budget for 2019.

The Finance committee emphasized the need for the Board members to have the financial information approximately 10 days prior to regular scheduled board meetings; this would give the OCDC board opportunity to review the information presented. Juan mentioned that if a brief summary “dashboard” similar to ones presented previously could be prepared is great as a quick overview, as a snapshot of financial information. Dan expressed that the Board does appreciate the effort of all finance staff for doing a great job.

Juan Preciado commented that when the Finance Committee took place they wanted to have attendance from the PC; they were invited, but because of the timing were not able to attend. Karelia said that maybe having the meeting late night or Fridays, and letting them know with anticipation.

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Approval of Board Minutes August 25, 2018. Corrections were made to the board minutes.

Motion: Shari Lane called for a motion to approve the August 25 2018 minutes, as corrected, Patricia Cuevas made the motion and Grant Baxter seconded. All in favor said aye. Motion passed.

Approval of Policy Council Minutes August 3, 2018

Motion: Huber Sandoval, MS/EHS/ HV State PC Chair requested the motion to approve the August Minutes, Marta Hanna made the motion, and Mark McDaniel seconded the motion to approve the August Minutes, 2018. All in favor said aye. Motion carried.

2) PC Visit to Umatilla Report

Huber Sandoval, PC Chair, reported that the MSEHS and OPK Policy Councils visit to Umatilla County went very well, we were all welcomed, and the Program Director provided the time to give us a tour of Hermiston, Milton-Freewater centers, and Boardman. Hopefully there will be enough funds for the project to complete the center in Boardman. Claudia Limon helped us set things up for the family retreat; it was 120 people between the families and children. The parents were grateful; it was a great opportunity as for many this was their only vacation with kids. Karelia said we do this once a year for the families, and staff in Umatilla County were wonderful.

Boardman Building Update

Donalda informed that we still need 1.6 million dollars for the project. We started in 2014 with funds approved for CDBG dollars, this was through the State and the county. The process took a lot of time, and the budget went from 2 million to 3 million, and we now started looking for other funds. We put in a request for one time funding, and now all is with the Federal office. We have not heard anything back yet. We did get an extension from the State until next June; we do not want to lose that building. Dan asked if anybody has reached out to the Casino for any help. Donalda said we would check that out.

3) Protocols for Items for Board and PC Approval

Shari wanted to make sure that we are all in agreement, that whenever the Board and PC need to have documents that have to be approved in advance, we have enough time to

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review. This is not criticism, Shari said we know that staff wear many hats; we just are trying to fill our obligations and responsibilities, having the opportunity to look at the documents and ask questions when necessary. It would be convenient at least two weeks or 10 days in advance. Don informed that we can get the advance documents to everyone, but may not be complete because the timelines are very tight occasionally. Huber also mentioned that they have to make decisions and seems that it's always in a hurried way and we need more time to understand what we are approving. He would like to know how can we solidify this issue and have documents sent on a timely manner.

The Board and PC usually had a few joint meetings a year. Question was if the Board is open to those meetings. The PC already has their calendar for the next year. Karelia will send that out for Board to review.

Donalda agrees with the Policy Council and having the meetings together, but we don't want to lose the value of the PC meeting on their own, and wanting to turn into a board meeting. The Policy Council clarified that they want to work collaboratively with the Board; we are all on the same page, and would have no more than two or three meetings a year.

4) Migrant and Seasonal Head Start Summary Grant Budget

Approval of Migrant and Seasonal Head Start and Early Head Start Grant 2019

Angela Gomez, Budget and Grants Manager and Don Horseman, Financial Director, went over the MSHS and EHS 2019 Budget summary with the Board members. This is the 5th year of our Five year grant.

Migrant Seasonal Head Start	\$37,921,312
Early Head Start	\$ 6,165,648
TOTAL Grant Funding	\$44,086,960
Non Federal Share 10% (In kind)	\$ 4,898,551

The OHS only funds for 80 percent, so the agency has to obtain the 20 percent. Angela explained that we are requesting for a waiver of the 10 percent, and OCDC finds then other 10 percent of non-federal share in the amount of \$4,898,551.

After some discussion the Board Chair proceeded to entertain a motion for the approval of the MSHS and EHS grant budget and Non Federal Share.

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Motion: Shari Lane, Board Chair entertained a motion to approve the MSHS and EHS Grant funding for 2019 with In kind waiver as presented. Patricia Cuevas made the motion to approve the MSHS and EHS Grant funding for 2019 with In kind waiver as presented; Juan Preciado seconded the motion. No oppositions. All in favor said 'aye'. The motion passed.

Motion: Huber Sandoval, MS/EHS/ HV State PC Chair requested the motion to approve the MSHS and EHS Grant funding for 2019 with In kind waiver as presented, Maria Morales made the motion, and Mark McDaniel seconded the motion to approve the MSHS and EHS Grant funding for 2019 with In kind waiver as presented. All in favor said aye. Motion carried.

5) Region XII EHS – CCP Child Care Partnership Grant

Budget modification – Revision

This budget was previously approved in April. There was a modification made to the budget for Yamhill County- McMinnville site, and Jefferson County - Culver site, and presented to the Board members.

Proposed changes were presented. Budget included.

The Board proceeded to make a motion for the approval of the Region XII EHS CCP Budget Modification

Motion: Shari Lane entertained a motion to approve the Region XII EHS CCP budget modification as presented. Grant Baxter made the motion and Dan Quiñones seconded. All those in favor said aye. The motion passed unanimously.

Motion: Huber Sandoval, MS/EHS/ HV State PC Chair requested the motion to approve the Region XII EHS CCP budget modification as presented. Rosalba Rosales made the motion, and Georgina Martinez seconded the motion to approve the Region XII EHS CCP budget modification as presented. All in favor said aye. Motion carried.

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6) Self-Assessment and Quality Improvement Plan (SAQIP) 2018

Juan Escobar, Director of Quality Assurance, presented and went over the SAQIP with the group. The SAQIP includes the strengths and best practices. There are a few minor exceptions, but program strengths and best practices were similar to last year. The following programs are part of the Quality Improvement Plan:

- Migrant and Seasonal Head Start (MSHS)
- Migrant and Seasonal Early Head Start (MSEHS)
- Early Head Start Child Care Partnerships (R10)
- Oregon Pre-Kindergarten (OPK)
- Preschool Promise (PSP)
- Maternal Infant Early Childhood Home Visiting (MIECHV) program
- Oregon Early Head Start Home Visiting (OEHS) program

Page 9 has a section with transition in the classrooms. In regards to child supervision need improvement across various programs. The key points of the observations report are being addressed. Improvement plans have been implemented at the county level.

Shari mentioned that this document reflects such good work, and shows how we can do things better and implement improvements. The Board thanked Juan for the SAQIP report and proceeded to approve.

Motion: Shari Lane, called for a motion to approve the SAQIP as presented, Patricia Cuevas made the motion and Juan Preciado seconded. All in favor said aye. The motion carries.

Motion: Huber Sandoval, MS/EHS/ HV State PC Chair requested the motion to approve the SAQIP as presented. Rosalba Rosales made the motion, and Brigida Lopez seconded the motion to approve the SAQIP as presented. All in favor said aye. Motion carried.

7) 2018-2019 CLASS Work Plan - Karen Ayers and Rachel Elliot

Karen Ayers and Rachel Elliot went over the CLASS Instructional Support Domain plan for 2018-2019. Karen explained that the goal is to improve CLASS instructional support scores. The Content Specialists observe classrooms to provide support to the local centers, and do the observations at the counties. CLASS work plan included.

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Rachel Elliot recently took over the position of Lead Education Specialist and supervises the Content Specialists. She has been with the current team since 2015. The work plan includes the CLASS training, observation and assessments; each with objectives, activities, outcomes, timeline, and person responsible.

Some discussion on why the CLASS scores were low; Karen explained that class reviews did not happen until morning or in afternoon. Children are usually asleep at naptime, and wake up slowly after that time. We are doing the class observations throughout the day, and are trying to understand where the differences are, and how we can respond as an organization. Emotional support was very high which is important for nurturing of the kids.

Karen told the Board if there were any further questions later, to let Donaldda know and would be happy to respond to those questions.

8) Child Incident Report Policy

Juan Escobar presented the Child Incident Policy and is similar to a previous version that received of the practice guideline. The main updates of this process are from the federal review and from OHS memo that we must ensure no child is left unattended.

One change was the timeframe around the notifications to the Board and PC; when and how to report internally; and when to notify the Board and PC; some discussion on the reporting.

- Note: We report to the Regional HS when it is deemed a child was in harms ways - needs to be stated.
- Note: Stating that the Program Director will notify the PC rep within 24 hours.
- Discussed how to be sure and include the parent reaction, if that should be in the guidance or on the form.
- Quarterly reports will be brought to the Board and the PC

Action: **Changes on revised Policy for reporting Unsupervised Child to the Board and Policy Councils; with addition when to notify the Office of Head Start and addition of the notification of the Policy Council local rep by the Program Director.**

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9) 2018 Goals and Objectives MSEHS Grant

Donalda reported on the MSEHS Goals and Objectives, and informed that each year we need to update the objectives. These goals have not changed since the original application, but the objectives that were previously listed did not meet the criteria that are now required under the new revised HS grant application. OCDC had to revisit the objectives and redefine what is projected as progress for year four and year five. Last year we put an emphasis in enrollment and this year we are putting more emphasis in CLASS. The draft of goals and objectives are included.

Motion: Shari Lane called for a motion to approve the Goals and Objectives; Grant Baxter made the motion to approve the Goals and Objectives, and Juan Preciado seconded the motion. No discussion, all those in favor said aye, the motion passed.

Motion: Huber Sandoval, MS/EHS/ HV State PC Chair requested the motion to approve the Goals and Objectives as presented. Claudia Limon made the motion, and Maria Morales seconded the motion to approve the Goals and Objectives as presented. All in favor said aye. Motion carried.

10) School Readiness Goals and Objectives 2018

Members of the Policy Council reviewed and approved the School Readiness Goals and Objectives for 2018.

Motion: Huber Sandoval, MS/EHS/ HV State PC Chair requested the motion to approve the School Readiness Goals and Objectives 2018 as presented. Marta Hanna made the motion, and Claudia Limon seconded the motion to approve the School Readiness Goals and Objectives 2018 as presented. All in favor said aye. Motion carried.

The Board has already approved the SR goals in the August Board meeting.

11) Results from Funding Source – Summary

Don Horseman presented a snapshot of the Results by funding source as of July 31, 2018, of all the major programs that are included in the Financials and is required to present on a monthly basis. All major elements are in this one pager.

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Don gave the highlights on where we are with each of the major grants: Migrant Head Start, Early Head Start, Region XII, Region X, Oregon Prekindergarten, OEHS, USDA and other grants.

The Board thanked Don and Angela for the Funding source summary page.

- **Letter from ODE**

There is a letter sent by ODE on Aug 30 about the reduction of funds for 100 slots, and the amendments 1 and 2 to the grant. Copies were given out to the Board members. Shari informed that we are trying to improve the relationship and communication with the ELD, and we will be inviting them to one of our Board meetings.

12) Statement Message from the Board

The Board feels that in support of so many of our families that are struggling they wanted a message or statement to go out to our community, something official. After some discussion the Board agreed to send out the Board statement after the Policy Council reviews and accepts.

Motion: **Shari Lane called for a motion to accept the Statement to the OCDC community as presented; Grant Baxter moved that we accept the Statement to the OCDC community as presented, Juan Preciado seconded the motion. Before sending out the statement it will be sent to the PC for review. All those in favor said aye, the motion passed.**

Note: Shari mentioned that the statement will not be sent out until the PC goes over the statement. After the approval it will then be sent out.

Action: Karelia Harding will present the Board statement to the Policy Council for review.

13) 2018 COMMUNITY ASSESSMENT

Donalda presented a summary of the Community Assessment, and copies were given to all members, and the 2018 Community Assessment Update was also included.

- There are factors that have been identified in the community assessment that influence the services for OCDC MSHS program.

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- The centers continue to work with local growers to identify early childhood service needs, and they report that they still have labor shortages.
- The other factor affecting the families is the scarcity of housing limiting the mobility of families.
- Childcare is very expensive in Oregon, we are the 3rd most expensive State for child care.

Motion: Shari Lane called for a motion to approve the 2018 Community Assessment as presented; Dan Quiñones made the motion to approve the 2018 Community Assessment as presented, and Claudia Limon seconded the motion. All in favor said aye. The motion passed.

Motion: Huber Sandoval, MS/EHS/ HV State PC Chair requested the motion to approve the 2018 Community Assessment as presented. Claudia Limon made the motion, and Marta Hanna seconded the motion to approve the 2018 Community Assessment as presented. All in favor said aye. Motion carried.

14) HUMAN RESOURCES COMPLAINT LOG

Donalda presented and informed on the Employees Relations Tracking Log, which the Board required a log of staff complaints. The log includes the type of complaint, the required CO HR investigation, and the outcome. The report is from January to April 2018.

Action: There was mention to include how long it takes HR to deal with the complaints and tracking.

Note: Shari mentioned that when there is a legal claim filed the Board needs to be notified.

15) EXECUTIVE DIRECTOR REPORT

- Donalda went over a few points in her report. Informed that the submission for Duration funds to expand hours or weeks of service to allow for preschool hours at 1020 for MHS or EHS at 1380, the application request is due December 1st, and we did send a letter of intent that was due on September 21st. We will bring back any information to the Board in November.
- In OPK we had full enrollment on the first day, perfect attendance in Washington County. We know there is a pocket in Beaverton where we need to look at for

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recruitment, and to figure out how we can coordinate with Community Action next week.

- We have not received information from the OHS on the second unattended child incidence. The one finding was determined to be folded into the other incident and a corrective action plan will be created to address both of these incidents. Executive report is included.

16) Migrant and Seasonal Head Start Report, Claudia Limon

- Claudia said the next Policy Councils transition meeting is November 2nd to the 4th.
- The October meeting was cancelled, as noted lack of parents to travel.
- In February is the 2019 National Migrant and Seasonal Head Start Association (NMSHSA) Annual Conference and 50th Anniversary Celebration; February 10 to 12 in Washington, D.C.
- OCDC usually makes the best presentations at the conference.
- Karelia is Vice President of the Executive Committee and part of the planning for 50th year celebration; and Donalda is member of the conference planning committee.

Review and Update of Action Item checklist - Shari will update the checklist for next meeting.

Next meetings: Executive Session on October 10. Board meeting scheduled November 2nd or 3rd.

Adjourns

The Board and MSEHS Policy Council meeting adjourned at 4:10 pm PT

- End of Board and Policy Council Meeting -