

**Oregon Child Development Coalition  
Board of Directors Meeting  
June 22<sup>nd</sup>, 2018 – Klamath Falls, Oregon**

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After the visit to Malin center the Board members returned to Klamath Falls for the Board meeting.

**Call to order** at 1:03pm

Present: Shari Lane, Juan Preciado, Daniel Quiñones, Esty Made, Marta Hanna, Grant Baxter.

Quorum was established.

**OCDC Staff:** Donalda Dodson, Rod Walker, Don Horseman, Walter Kalinowski, David Pearson, and Kay Ortega

**1. Approval of Board Minutes April 21<sup>st</sup>, May 9<sup>th</sup> and May 30<sup>th</sup> 2018**

Agenda was not consent, changes as follow:

Shari Lane asked for editing the minutes for April 21<sup>st</sup>, 2018 in second page under the Practice Guideline of Reporting of Unsupervised Child:

*Board requested to add - Donalda would report to the Board Chair, and if serious incident then report to the whole Board.*

**Motion:** Shari Lane, Board Chair, entertained the motion to approve minutes with correction of April 21, 2018 minutes. Juan Preciado made the first motion, and Martha Hanna seconded. No other discussion. All in favor said aye. The motion passed.

**Motion:** Shari Lane entertained the motion to approve corrected May 30, 2018 minutes. Need to correct the name in the motion made by Claudia Palacios to Claudia Limon (*Page 3*). Grant Baxter made the first motion and Juan Preciado seconded. Motion was unanimous.

**Motion:** Shari Lane asked all those in favor to approve the May 9, 2018 minutes with no corrections needed. All those in favor said aye. Motion passed.

**2. Certification of Assurances – Signature for Boardman Property**

Shari just had couple of questions to make sure the Board was fine with having her sign the assurances form. See attachment.

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**Motion:** Shari Lane entertained the motion to approve the Certification of Assurances with Board Chair signature. Grant Baxter made the motion and Juan Preciado seconded to approve the Certification of Assurances with Board Chair signature. All members voted in favor. Motioned passed.

Discussion: Donaldda recommended that at another Board meeting, it would be a good idea that the Board receives a financial training since it's been a while. The Board members agreed.

**3. SF429-B- Boardman Facility**

**Action:** Shari Lane requested to see the whole report prior to signing the form. Rod will send her the document so Shari can read through it. Shari will then send an email to the Board asking for approval and will sign it. Conference call will be set up. This needs to happen as soon as possible. (See attachment)

**4. Financial Report: Don Horseman**

Financials, Summary of all Funds and Fiscal Report

Financial reports were given out to the Board members and also emailed.

- There was some discussion about the slots, and about asking for quality money to hold onto staff. Re-allocating the slots to full days from half days.
- In the Fiscal report, Don informed that we have not received notification on how many slots they are going to permanently cut from the Migrant grant.
- OPK remains under enrolled in Jackson, Washington and Marion Counties. OCDC received notice that the State will reduce the funding for 2017/18 by 100 slots resulting in a final reduction of \$772,735.
- Don mentioned that he feels the Federal Review was successful. Waiting for the letter, we have not heard back yet.
- The fiscal reviewer that Don talked to was not fully aware how a migrant program worked. There was no mention of any issues. Donaldda will go further into detail in her report to the Board.

**Action:** Shari mentioned that she would like for the Board to get copies of the grant applications. Via email or physical copies. Linda will send the grant copies for EHS CC Partnerships.

**Motion:** Shari Lane entertained the motion to approve the Financial Report; Juan Preciado made the motion, and Daniel Quinones seconded. All members said aye; the motion passed.

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**Executive Session**

Board entered Executive Session at 3:30 pm

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*Board Business Meeting continues...*

5. **Executive Director Report:** Donalda Dodson

a) **OPK Oregon Prekindergarten**

Donalda informed the Board members that in Jackson County there was mediation and an MOU was written. No problem in Washington County to serve OPK. See letter and MOU attached.

Donalda mentioned that a new MOU was written based on the letter of recommendations from the State. OCDC is limited to serve families in the Ashland zip code, Talent and Phoenix, Oregon. Shari asked how many children we can serve with these parameters. Donalda mentioned speaking with staff that we could serve the 60 slots. If 60 slots are not served there may be budget implications.

- b) **ELD letter** - Shari Lane informed the Board that she started to draft a letter to the Early Learning Division after an email she received. Shari thinks that the Board should write a letter to the Division, to let them know that the Board is very active and involved.
- c) Shari Lane's commitment to the Board is that she will revamp the letter and send it to the rest of the members for review and input. Then it will be sent to the Early Learning Division.
- d) **Federal Review Visit Debrief**- See Donalda's Report. Donalda mentioned that we had OCDC guides and it was very helpful to clarify anything that the reviewers needed. Donalda also mentioned that they did ask about the unsupervised child incidents and she showed them that they were reported. 100% class observation. We are waiting for the letter.
- e) **EHS CCP Goals** – Donalda presented the revisions to the Goals and Objectives 2018. See attachment. No questions from Board members.
- f) **North West Health Foundation**- See attachment (*Donalda's Report*)  
Donalda mentioned that she informed the Policy Council of this application for Family Engagement with NWHF, and they were very supportive of this grant. Donalda informed that she's on the NWHF Board.

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**6. MSHS Board Report**

Marta Hanna mentioned that four of the PC reps just attended the Policy Forum in D.C. and spoke to representatives, as Congresswoman Suzanne Bonamici and a few others, and thanked them for their support.

- Marta informed about PFCE Academy that took place in Central office and how successful it was. OCDC is ahead in many areas that the PFCE National Center is working on.
- Donalda mentioned that this can also be training for the Board to have an understanding on what is PFCE.

**Action Items:**

**Shari asked to follow up on the items listed, for the next Board meeting on July 11:**

1. Unsupervised Child Policy update and also any incidents.
2. Update on the status of getting the By-laws translated.
3. Copy of the HR benefit package.
4. Update from Brian the cost projection fund development option.
5. Rod will send the Report (1303) to Shari - *completed*.
6. Office will send Grant Applications to Board members.
7. Update on IT getting an electronic confidentiality agreement
8. Update on Tracking Employee complaints.

Next Board Meeting is July 11 at Central office 5:30 to 8:30 pm

**ADJOURN**

**Motion:**

Shari Lane entertained the motion to adjourn the meeting at 5:15pm.

Grant Baxter made the motion, and Juan Preciado seconded the motion to adjourn the Board meeting at 5:15 pm.