

OCDC Board of Directors Meeting

Wednesday, July 11, 2018 - 5:30 pm Central Office, Wilsonville, Oregon

Roll Call - Shari Lane, Board Chair; Juan Preciado, Vice Chair; Dan Quinones, Steve Petruzelli, at Wilsonville office

Christyn Dundorf, on phone call. Grant Baxter, Marta Hanna, and Claudia Limon, on video conference. Quorum established

OCDC staff, Donalda Dodson, Don Horseman, Angela Gomez, Brian Schmedinghoff, Juan Escobar, Xin Gao, and Linda Torres.

2018-2019 School Readiness Goals, Xin Gao

Xin Gao, Education Specialist, presented the School Readiness Goals MSHS 2018-2019. The SR goals are meeting all the requirements, and our data has been consistent throughout the year. On page 4 we breakdown the goals for different age groups, it reflects our parent goals and school district expectations. The SR Plan lists each goal with a plan for achieving all these goals and objectives.

Christyn mentioned that for achieving those objectives, on Goal 4, rather than problem solving, to change to 'Children will develop mathematical thinking skills', instead of problem solving skills. Our child outcomes scores show we are low on math. Christyn suggested changing that goal title using the Head Start framework as your justification.

Action: Goal 4 to change and the objectives will need to be changed. Xin will bring back the updated goals in August.

Resource Development Report, Brian Schmedinghoff

- PR - Brian presented some of the materials and summary of services used as marketing information. These were given out to Congresswoman Suzanne Bonamici, who visited the Washington County Enterprise center on July 9. She was interested in knowing more about the migrant families and children.
- Brian gave out copies of the School Supply Campaign info, supplies for children, costs, and different options. There are so many requirements about fundraising within the Federal Office of Head Start.
- Fundraising - Discussion on looking for unrestricted monies. The OCDC Foundation was successful at one point, but Ken and Bob who were members of the Foundation, did not understand why we didn't show them what we were doing. We know that for the Board investing time and energy is difficult, but Board participation and different relationships are important. The Board has to expand and bring people in

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who have the desire to be involved in networking, and be out talking to the people in the community.

- If anyone is interested to be on the Foundation Board, please let Brian know. We especially need a treasurer, or accountant. Claudia mentioned Smith Foods in Umatilla County; maybe we can explore who might know someone. Brian suggested to having priority groups: growers, bankers, marketers, etc. We should have a person from US Bank on our Board. He suggested reinvigorating the process and maybe coming up with 2 or 3 specific events.

Action: Brian will follow up in a couple of weeks and meet with Steve and Dan, and any other members of the Board. The Board Chair does not have to attend all these events.

Unsupervised Child Policy Update – Juan Escobar

Juan informed the Board that a data base was created on the system. Based on the webinar by the attorneys of Feldesman -Tucker on Health and Safety of Office of Head Start, They mentioned that the only thing we do have to give is a formal notification of the incident to the Child Care Division. OCDC will have our own standards. The lawyers advise that the Office of Head Start, want to know of unattended incident bordering on abuse and neglect as defined by the State.

Juan presented the practice guideline again to the Board, and talked about the procedures in the policy. He made the update the Board had specified in the minutes of June meeting. When to notify the Board and PC: the Executive Director shall notify the Board Chair, within ____ time/hours of being initially notified by the Program Directors. Juan asked if the Board wanted to add the times to consider, would they want preliminary info immediately, within 24 hours, or 48 hours? The Board mentioned that depending on how serious the incident time can vary. The details of the situation would then be presented at the following Board meeting. Juan will email info on the OHS webinar to Linda to send to the Board.

Duration Services/Eligible Selection Criteria

- Duration Services - Juan talked about the 100 slots extended duration in Washington County, and met with OPK parents and proposed a few of new criteria for Duration, talked about the families need for childcare, and other activities.
- Need for childcare the primary; the second have special need or IFSP, or longer hours.

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- Will be updating selection criteria for OPK for Washington County and for the Jackson County to address our new agreement. This will be presented in August. When we submit the OPK Duration we will be adding the new selection criteria for final approval.

Update on Child Incident in June

Donalda reported to the Board members of the incident in Klamath County in June. Where the teacher told the child to go to the restroom, and did not accompany the child. Staff did not follow the policy. The child had closed the door, and played with the water; then ran down the hall and hid under the desk. This incident was reported to certifier, this was a child from OPK on the last day of the program. Length of time was 5 minutes. Donalda informed that staff are reviewing protocols and working with teachers.

Region X EHS Child Care Partnership Budget Modification Request

Angela Gomez informed on the original awarded funds of the EHS CCP grant in 2015. Due to various reason the projects were not able to be finalized, and were carried over to 2016/17 budget. Due to other challenges the projects were not completed by deadline on November 30, 2017. Now OCDC is requesting a budget modification to move the \$184,136 from Contracted Services-Provider Payments to Equipment, to complete these projects. OCDC has the equipment. Description chart included. **Total \$184,136.**

Motion: **Shari Lane, Board Chair entertained a motion to approve the Region X EHS CCP Budget Modification as presented. Steve Petruzelli made the motion and Juan Preciado seconded. All those in favor said aye. No oppositions. Motion passed.**

2018 COLA-Cost of Living Funding Revised for MSHS and EHS Programs

The COLA of 3.2 percent budget was not approved by the Office of Head Start. A new application will be submitted with changes. The 2.6 percent COLA will be applied to wages, and we will use the balance of funds and apply for the health premiums. COLA Budget is chart included.

The COLA wage increase total MSHS is \$553,605 and total EHS is \$96,475. OCDC will apply 2.6% COLA across all pay grades.

Motion: **Shari Lane entertained a motion for the approval of the MSHS revised COLA budget as presented with the 2.6 percent wage increase. Christyn Dundorf made the motion and Dan Quiñones seconded the motion for**

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the approval of the MSHS revised COLA budget as presented. All those in favor said aye. No oppositions. The motion passed.

Motion: Shari Lane called for a motion to approve the EHS revised COLA budget as presented with the 2.6 percent wage increase. Dan Quiñones made the motion, and Juan Preciado seconded the motion to approve the EHS revised COLA budget as presented. All in favor said aye. No oppositions. The motion passed.

The COLA will be made retroactive to January 2018 for MSHS grant program, and for OPK the COLA will go forward when we start the application of the COLA.

OPK EARLY LEARNING DIVISION 2018-19

OPK Revised Request for Funding 2018-19 was presented. There was revision on page 7 for the advance payment certification. The Board reviewed and agreed with the explanation for advance funding.

Duration Services - ELD agreed to our request to exchange 65 OPK slots in Washington County to full day services for 100 children. This is for Linden center, two full days, and Enterprise center, three full days.

Motion: Shari Lane called for a motion to approve OPK Revised Request for funding 2018-19 as presented with revisions; and the revised explanation for advance funding; and OPK slots for Duration. Steve Petruzelli made the motion, Juan Preciado seconded. All those in favor said aye, the motion passed.

Letter to EARLY LEARNING DIVISION

Shari updated the Board members on the letter drafted for ELD/OPK. She is revising the letter to send to ELD, once everyone approves then we will do the Board email vote and send the letter out.

OCDC Newsletter information was sent to the Board by email.

Action: Shari asked the Board to give suggestions and email back any input.

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EXECUTIVE DIRECTOR REPORT Executive Report is included.

1. Southern Oregon University - SOU

Donalda informed the Board about SOU in Ashland has been offering childcare for the last 26 years, and now they are withdrawing from this program as of August 2018. Childcare is really needed in that area and we want to find a childcare provider. The University agrees to make that facility available at a set rate for 5 years - \$5,000 a month; it includes two large classrooms, and 2 Infant toddler rooms. This is almost the same cost as the building in Ashland. Concern is if we cannot find someone right away, Don mentioned we could jeopardize our funding. Donalda will follow up on this matter. We would need to raise unrestricted funds, unless we find a provider.

Donalda asked if the Board would support us in asking for funds from Region X.

Action: Shari would say that the Board would like for Donalda to explore options.

2. The BOLI complaint that HR presented in previous meeting, has been dismissed. Just for the Board to know it is no longer a BOLI issue, and we are working on doing things internally to dissipate those issues.

Board of Directors Minutes June 28, 2018 Conference Call

Motion: **Shari Lane called for a motion to accept the Board minutes for the June 28, 2018 Conference call. All those in favor voted yes. The motion passed.**

Board of Directors Meeting Minutes June 22, 2018

Action: The Board minutes of June 22 will be approved at the following Board meeting.

- August 25th - Shari can only attend half day meeting on August 25th. Juan can Chair the remainder of the meeting.
- The regular monthly Business meetings are the second Wednesday in the evening. Wednesday nights are difficult for other people. Tuesdays are hard for Donalda.
- Shari mentioned that we need to trim the agenda down and present issues that we don't fit into Saturday meeting.

Board meeting adjourns at 8:30 pm