

**Oregon Child Development Coalition
Board of Directors Meeting Minutes
Saturday, November 3, 2018
9:00 am to 2:15 pm**

Present, Shari Lane, Board Chair; Juan Preciado, Vice-Chair; Steve Petruzelli, Grant Baxter, Dan Quiñones, Marta Hanna, and Esty Made - Quorum established

OCDC Staff, Donalda Dodson, Executive Director; Don Horseman, Director of Financial Services; Walter Kalinowski, Director of Human Resources; Herberd Duran, Employee Relations Manager; Juan Escobar, Director of Quality; Angela Gomez, Fiscal Budget and Grants Manager; and Linda Torres, Senior Executive Assistant

- a) Board and Policy Council Meeting Minutes Sept 22 2018, no additions, the Board meeting minutes were accepted.
- b) Board Conference Call Minutes September 10, 2018, no changes or corrections made, board conference call minutes were accepted.

Board Executive Session – took place at 9:15 am with HR Director, Walter Kalinowski and Employee and Relations Manager, Herberd Duran.

Resolution of Litigation

Motion: Shari Lane, Board Chair entertained a motion to ratify resolution of litigation as presented. Steve Petruzelli made the motion; Juan Preciado seconded the motion. All those in favor said aye, no oppositions. The motion was unanimous.

OCDC ENROLLMENT

Shari Lane clarified to the Board members, that because we are facing enrollment issues with MSHS, EHS, and OPK, she requested that this meeting be mostly based on enrollment information and the action plan, and how we as a Board can assist and support OCDC. As well as information about the letters of appeal, where we are, and what are the next steps.

Proposal to have next Board and final meeting of the year: December 7, 2018 - 2:00 to 5:00 pm at Wilsonville office. Agenda would be:

- Short Executive Session, complete the Executive performance evaluation
- Gather the rest of the information from ELT and Policy Council, and present the information to Donalda.
- Shari will contact the ELD/OPK team to see if they can attend Board meeting.
- Any other items that need review or approvals.

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Suggestion was made to have Board meeting on Friday afternoon, at an earlier time, instead of later evening as were scheduled on Wednesday evenings.

MSHS Under-Enrollment Action Plan – Juan Escobar

Juan presented the under enrollment action plan and timetable; and presented the enrollment factors and the internal and external challenges. Juan gave updates of the number of children which is lower than last year, and informed on the quality and extent of outreach, recruitment and strategic planning, as well as needs assessment conducted by OCDC.

Historically OCDC has done significant outreach, now has been reduced significantly. Included are the action steps and timelines and status. Juan believes that we are experiencing some of the down trends. The numbers might change and go up again. The Dalles center in Wasco is still the strongest during the cherry season, and some of the other centers have been full, but there are some areas where we do not seem to have families. Donalda mentioned that we are seeing the increase in H2A workers because growers have difficulty finding workers so they are reaching out to single men, even in Hood River/Wasco County.

Donalda explained that we will be cutting slots requested by Office of Head Start as result of under enrollment. But we will appeal to keep the funds for wages, administrative and fixed costs, teacher coaching, for maintaining quality.

Juan talked about demographics, and mobility of eligible populations. Also, that we updated and included several strategies, changing definition of migrants. *Under Enrollment Action Plan included.*

Region XII MSHS Funded Enrollment / Letters and Appeal

- Donalda informed that we received from OHS the letter October 2 regarding reduction of 326 migrant and seasonal slots due under enrollment. This is effective as of January 1, 2019 start of our next budget period.
- The Federal office has been aware of under enrollment and we have been working on an improvement plan.
- Current funded enrollment: 3,075 to new enrollment 2,749. We have 30 days to appeal as of delivery of notice letter.

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- OCDC will not appeal the slot reduction but will appeal returning of the funds. We will ask for funds to increase teacher salaries and specialists to help with retention of skilled staff, and improve quality due to longevity, and will also be looking at area of transportation.
- *Letter of Office of Head Start date Oct 2, 2018 was included.*

Motion: Shari Lane, Board Chair, entertained a motion to approve decision to write appeal within 30 days as presented in letter Oct 2 2018, to allow OCDC to adjust MSHS funding. Steve Petruzelli made the motion; and Grant Baxter seconded the motion. All in favor aye, no oppositions. Motion carries.

Region X EHS-Child Care Partnership Under-Enrollment / Appeal

- Donalda informed that we received Office of Head Start letter on August 3 for reduction of EHS-CCP Program.
- Over the last few months the child care partner enrollment has been consistent above 152 with an average of 168 and currently 171.
- Some of them do have waiting lists.
- *Region X Enrollment report is included.*
- Funded enrollment is 152 slots. OCDC sent the appeal letter on August 29, in response to the letter of August 3rd
- We are appealing the allocation of 152 and seeking an enrollment cap of 182.
- *Letter of appeal included.*

Action: The Board requested to send an email and let the Board know when the results on the appeals were received.

Active Supervision of Children Policy 70.011

Active Supervision Policy 70.011 was presented. This policy is to ensure the safety and quality of care of children. Donalda said that OCDC is committed to providing a safe environment and ensuring all children are supervised by the appropriate staff. We want to make sure that child incidents do not happen again, and that OCDC has a policy addressing active supervision.

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There are posters in all the centers, they come from the Office of Head Start, and they describe the six components to keeping children safe and these were already included in the OCDC policy.

Motion: **Shari Lane entertained a motion to approve the Active Supervision Policy 70.011 as presented; Juan Preciado made the motion and Grant Baxter seconded the motion to approve the Active Supervision Policy as presented. All in favor said aye. The motion passed.**

Question - What is policy on personal cell phones in the classrooms? No cell phones are allowed in classrooms or on the bus. No hands free when you're driving either, Donaldda said that this is OCDC policy.

Unsupervised Child Policy Brief Update, Juan Escobar

Juan presented the Practice Guideline on Reporting Unsupervised Child and the Child Supervision Exception report -which is the Child and incident information. Highlighted on page 2 of the Practice guideline, specifies when to report to the Office of Head Start, and when to notify the Board, and PC. Based on the details of the language that Board had previously provided and agreed:

- “The Executive Director shall notify the Board Chair and PC President within 48 hours of being initially notified by the Program Director.”
- “The Office of Head Start will be notified by the Executive Director when in consultation with the Board Chair, if the child was “placed in harm’s way’ based on a review of the incident detail on the MCS 435 report (Child Supervision Exception report).”
- “The Program Director shall notify the local PC rep within 24 hours of incident.”
- Quarterly reports will be presented to the Board in January, April, July and October.

Motion: **Shari Lane called for a motion to approve the Unsupervised Child Policy, contingent on the Policy Council approval of this policy. Juan Preciado made the motion, and Steve Petruzelli seconded the motion to approve the Unsupervised Child Policy, contingent on the Policy Council approval. All in favor said ‘aye. The motion passed.**

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Note: Juan Escobar will be presenting the Unsupervised Child Policy updates today to the Policy Council at their meeting.

Fiscal Report to the Board of Directors

The Finance committee got together on Oct 26 and summary is included. Steve informed that the committee went over the financial statements comparatives, as a narrative at that time. Steve sent out an email and was acceptable. The Fiscal report includes updates on:

- Funding source for Marion/Polk Preschool Promise and Program enrollment.
- Migrant and Seasonal grant and OPK programs in Washington and Marion.
- OPK remained under enrolled by 57 slots in Marion and 44 slots in Washington.
- Updates on hire of new financial analyst and second round of interviews for Purchasing Manager.
- Finalized US Bank Line of Credit, secured by the Ontario property.
- *Fiscal report summary is included.*

MSSH Duration Funding

MSSH Duration documents- Angela informed that Fiscal is still working on the final numbers of this application. Copies were presented of 2019 Duration budget with total slot requests and weeks of service. Copy of the Program Instruction of Duration funds available to increase program hours in Head Start and Early Head Start, and includes the Conditions of eligibility. There have been various changes in requirements, but the Duration documents will be sent out to the Board before last week of November.

Action: Don informed that we will need to have a Board call and PC conference call the last week of November, because Duration is due on December 1. That will give us opportunity for any questions you may have.

2017 OCDC Tax Form 990

Don explained that the Tax Form 990 and 990T are due November 15. Will distribute to the board members by email for review, it's not for approval. If there are no comments then Don Horseman will sign and mail out. If there are any questions, Don mentioned to get back to us.

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Action: OCDC Tax Form 990 and 990T as well as the Form 990 of the QALICB, will be sent out to the Board. Don will send the Forms 990 to Linda to email to board members for review.

Executive Director Report

Donalda gave a brief update on her report which is included and was sent previously.

- OPK Duration in Washington County classrooms are in operation and having good attendance. Families are asking for longer days. We are still under enrolled by 40; but we are working with the Regional program with joint recruitment.
- Working with the local Hubs. The State Hub has been talking about the new strategic plan that ELD is working on. Many OCDC staff have participated in these discussions.

Board/PC Rep Update

The Policy Council (PC) elections are tomorrow Sunday, and Marta Hanna was reelected to the PC, but not sure if will be Board rep. Esty is no longer on the Policy Council, as she does not have children in the program anymore.

Shari thanked both Marta Hanna and Esty Made for their service on the Board as representatives.

Next meeting is Friday, December 7, 2018 at 2 pm.

Adjourn

Board meeting adjourns at 2:20 p.m.