

# **OCDC Board of Directors and Policy Councils Meeting**

**Saturday, February 2, 2019 9:00 am PT**

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Board of Directors established a quorum.

Roll Call Board: Shari Lane, Board Chair; Juan Preciado, Vice-Chair; Grant Baxter, Patricia Cuevas, Dan Quiñones, Steve Petruzelli, Marta Hanna, and Yessica Guerrero.

Roll Call Policy Council:

MS/EHS Policy Council Members: Huber Sandoval, MS PC Chair; Maria Vazquez, Maria Contreras, Brigida Lopez, Rosalba Rosales, Gabriella Curras, Marta Hanna, Yessica Avila, Martin Cervantes, Matthew Middleton, Gloria Silva, Reyna Lopez, Anna Lee, Mark McDaniel, Lilia Guerrero.

OPK/EHS Policy Council Members: Lee Ann Thorson, OPK PC Chair; Lisa Palacios, Viridiana Veladiz, Koa Gabric, Yessica Guerrero, Mary Strock, Roselia Ezpinoza and Rebecca Chavolla.

OCDC Staff: Donald Dodson, Don Horseman, Angela Gomez, Ambrosi Bowman, Walter Kalinowski, Herberd Duran, Juan Escobar, Karelia Harding, Mayra Polanco, and Linda Torres

Introductions were made between the Board members, the Policy Councils, and staff.

## **Employees Relations Complaint Log**

Herberd Duran, Employee Relations Manager, presented the Employee Relations quarterly complaint log, October to December 2018. Herberd has been with the agency for ten years. One of the goals of this is reporting any complaint from employees made against any members of management. Quarterly reports are being provided to the Board. In November there was a complaint from a few staff members of standard of conduct violation from a Manager. The report indicated that the Manager was rude and unprofessional during a meeting. After the investigation the outcome resulted in an isolated incident of the meeting not going well, and the Manager did not handle the situation well.

**Action:** There was request that the complaint log be translated and will then be sent out to the PC members. Karelia will follow up.

## **Sick Leave and OPSL (Oregon Paid Sick Leave) Policy 40.030**

Ambrosi Bowman, HR Generalist has been with OCDC for five years. She presented the Policy 40.030 Sick Leave Policy and Procedure. Ambrosi went over the changes for the OPSL sick leave, with the Board and PC. There is both OCDC Sick Leave and OPSL. There are various changes highlighted in copies of this policy.

Policy 40.030 Sick Leave

- Sick Leave- Purpose and Policy
- Oregon Paid Sick Leave- Hours and qualifying absences

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- Sick Leave Procedure – Workers compensation, Notification of absences, Employee separation.

OCDC has two separate banks for tracking each of the Sick time and the OPSL and this presents challenges and employees get confused. With a new process it would be easier to track the first 40 hours under the OPSL law. There are benefits of changing the process, because firstly it will be easier to understand for staff, and we are complying with the Oregon State laws.

Question, was can you donate your sick leave to employees? No. you can only donate vacation leave. Copies of the Policy 40.030 Sick Leave with mark-ups were given out to the group. The Board proceeded to approve the Sick Leave policy.

**Motion:** **Shari Lane, Board Chair, entertained a motion to approve the revised Sick Leave and OPSL Policy and Procedure as presented, Steve Petruzzelli made the motion and Patricia Cuevas seconded the motion to approve the revised Sick Leave and OPSL Policy and Procedure as presented. All those in favor said aye. The motion passed.**

**Motion:** **Huber Sandoval, MS Policy Council Chair, entertained a motion to approve the revised Sick Leave and OPSL Policy and Procedure as presented, Rosalba Rosales made the motion and Marta Hanna seconded the motion to approve the revised Sick Leave and OPSL Policy and Procedure as presented. All those in favor said aye. The motion passed.**

**Motion:** **Lee Ann Thorson, OPK Policy Council Chair, entertained a motion to approve the revised Sick Leave and OPSL Policy and Procedure as presented, Lisa Palacios made the motion and Yessica Guerrero seconded the motion to approve the revised Sick Leave and OPSL Policy and Procedure as presented. All those in favor said aye. The motion passed.**

## **Quarterly Child Incident Report, Juan Escobar**

Juan informed about child left unsupervised process that was approved by the Board and Policy Council used to report if at a County a child is left unattended. He explained that there is a form to be utilized to communicate to OHS, the Board, and Program Directors, and PC, and the licensing office. Juan is doing quarterly reports and reported on the incidents of the last three months.

In Multnomah County, a child was left on the bus for 7 minutes and driver noticed and went back and found the child on the bus. There was investigation from the Child Care office, and they were very impressed on how the situation was handled in Multnomah County and letter states that now the investigation has been done. In Ontario in November during a fire drill there was a child who followed a staff member to the front desk and was hiding for about 5 seconds; the child was in no

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danger. These are called near misses. We do make changes, as in this case the front desk has been lowered by a foot.

There was a question on what is the process for the bus driver when they drop all the children off the bus? Juan said that the driver and the assistant have to walk to the back of the bus, and count and make sure there are no children on that bus. That is protocol.

Marta mentioned that in some centers the children are also looking out for one another, and noticing when another child is not present. This is the buddy system and supports engaging the children. Juan confirmed that now we have stations on the playground and have good vision, and teachers are being more diligent and focused on the children. Comment from PC Chair was on maybe encouraging the teachers, by increasing salaries. If they are only on minimum wage, sometimes they may not be motivated in the job. More recognition and staff being reinforced would be favorable.

The PC rep mentioned that with all the amount of children at OCDC, we've had few incidents, would be good to not have any, but at the same time we have good track record. PC member asked what happens if a child has an accident. Juan said that if a child gets in an accident we report it and child receives medical attention. Our licensing specialist is always making sure we have safety for the kids, and the playgrounds are safe. Juan said that it is important to talk to teachers if parents do have concerns to address.

Juan stated that at every County we are giving trainings. The Unattended child reports are provided by the Program Directors to the PC. Some of the parents said they are not receiving the reports.

**Action:** **Juan will ask the PD's to pass the information of the reporting to the Policy Councils.**

### **OCDC Corrective Action Plan**

Juan Escobar informed on the Corrective Action Plan and the document that contains the supporting evidence showing that the appropriate actions have been taken to address the child supervision incident that occurred on March 29, 2018 and originated the May 11, 2018 monitoring review by the Administration for Children and Families (ACF). The document also shows how OCDC has addressed the issue on a local and an agency-wide level. A copy of the Narrative was included in the Board and PC packet, and addresses the agency's response. We took consultation from our Program Specialist, Dr. Waleska Lopez Davila. We had trainings on Active Supervision and practices and Safety Procedures.

Juan presented the OCDC Corrective Action binder to all the members. There are seven main areas to respond to and are in the Narrative and include the attachments; all this was submitted to the Office of Head Start on January 25, 2019 for review.

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## **Selection Criteria Summary 2019**

Juan Escobar, Director of Quality Assurance gave out handouts of the Selection Criteria for each program and went over the Selection Criteria Summary.

Common elements of all the selection criteria- Income and family size determine federal poverty level and priority:

- Age of the child affects points
- Homelessness, foster care, or public assistance may place child in front of line
- Disabilities may give child top priority
- Combined family factors can help child get more points
- Each program has its own selection criteria

Presented Selection Criteria Impacts on programs:

OPK programs, Jackson, Klamath, Marion, Multnomah and Washington Counties

- Migrant and Seasonal program
- Migrant and Seasonal Early Head Start R-12 program
- EHS Child Care Partnerships R-10 program
- Home Visiting programs OEHS and MIECHV

**Motion:** **Shari Lane called for a motion to approve the Selection Criteria as presented. Juan Preciado made the motion. Marta Hanna seconded the motion to approve the Selection Criteria as presented; all in favor said aye. The motion passed.**

**Motion:** **Huber Sandoval, MS Policy Council Chair, called for a motion to approve the Selection Criteria as presented. Brigida Lopez made the motion. Rosalba Rosales seconded the motion to approve the Selection Criteria as presented; all in favor said aye. The motion passed.**

**Motion:** **Lee Ann Thorson, OPK Policy Council Chair, called for a motion to approve the Selection Criteria as presented. Yessica Guerrero made the motion. Lis Palacios seconded the motion to approve the Selection Criteria as presented; all in favor said aye. The motion passed.**

## **Update on Migrant and Seasonal Head Start (MSHS) Appeal**

Don Horseman gave an update on the background of the appeal. In November 2018 we submitted appeal requesting to keep funds, to be redirected to maintain our direct services and compensation. On January 11, 2019 after reviewing the appeal, the Office of Head Start responded and notified us with the final decision to retain the funds.

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OHS is allowing us to retain the costs we already requested, and will continue to evaluate enrollment to ensure OCDC maintains at least 97% of enrollment. So now we are working to address compensation and benefits for employees; County program management services, and centralized administrative services. Shari thanked the fiscal team and staff for doing an amazing job and this was a reasonable proposal. Appeal proposal letter and budget attachments are in the packet.

## **COLA - Cost of Living Adjustment 2019**

**Migrant and Seasonal Head Start (MSHS) and Early Head Start (EHS)** Don Horseman, Financial Director, and Angel Gomez, Fiscal Budgets and Grants Manager

Angela Gomez reported that on January 18, 2019 we received notification from the Office of Head Start of the COLA (Cost of Living Adjustment) for MSHS and EHS of 1.77 percent, to assist grantees in increasing staff salaries and fringe benefits. We will be also requesting the In Kind waiver. The COLA for Region X and XII will be automatically added in the new funding year. The COLA application is due March 1, 2019. Copies of budget were given out to the group.

	Wages	Increase 1.77%	Fringe	Total
<b>TOTAL MSHS COLA FUNDING</b>	<u>\$20,109,944</u>	<u>\$355,946</u>	<u>\$96,817</u>	<u><b>\$640,697</b></u>
<b>TOTAL EHS COLA FUNDING</b>	<u>\$ 3,688,624</u>	<u>\$ 65,289</u>	<u>\$17,759</u>	<u><b>\$106,682</b></u>
<b>TOTAL FUNDING</b>	<b><u>\$747,379</u></b>			

**Motion:** Shari Lane, Board Chair entertained a motion for the approval of the 2019 MSHS and EHS Cost of Living Adjustment (COLA) funding as presented. Patricia Cuevas made the motion for the approval of the 2019 MSHS and EHS Cost of Living Adjustment (COLA) Funding as presented. Dan Quiñones seconded the motion. No discussion. All those in favor said aye. The motion passed.

**Motion:** Huber Sandoval, MS Policy Council Chair entertained a motion for the approval of the 2019 MSHS and EHS Cost of Living Adjustment (COLA) funding as presented. Marta Hanna made the motion for the approval of the 2019 MSHS and EHS Cost of Living Adjustment (COLA) Funding as presented. Anna Lee seconded the motion. No discussion. All those in favor said aye. The motion passed.

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<b>Total MSHS COLA</b>	<b>\$640,697</b>
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Non Federal Share required 20%	\$160,174
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Non Federal Share Waiver requested	<u>\$ 82,747</u>
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In Kind requirement 10.78%	\$ 77,427
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<b>Total EHS COLA</b>	<b>\$106,682</b>
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Non Federal Share required 20%	\$ 26,671
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Non Federal Share Waiver requested	<u>\$ 21,056</u>
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In Kind requirement 5%	\$ 5,615
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**Motion:** Shari Lane, Board Chair, called for a motion to approve the In Kind waiver for MSHS COLA for 2019 as presented; Grant Baxter made the motion, and Steve Petruzelli seconded the motion to approve the In Kind waiver for MSHS COLA 2019 as presented. No discussion. All those in favor said aye. The motion passed.

**Motion:** Huber Sandoval, MS Policy Council Chair, called for a motion to approve the In Kind waiver for MSHS COLA for 2019 as presented; Rosalba Rosales made the motion, and Gloria Silva seconded the motion to approve the In Kind waiver for MSHS COLA 2019 as presented. No discussion. All those in favor said aye. The motion passed.

**Motion:** Shari Lane entertained a motion to approve the In Kind waiver for EHS COLA for 2019 as presented. Juan Preciado made the motion; and Dan Quiñones seconded the motion to approve the In Kind waiver for EHS COLA 2019 as presented. All those in favor said aye. The motion passed.

**Motion:** Huber Sandoval, MS Policy Council Chair, entertained a motion to approve the In Kind waiver for EHS COLA for 2019 as presented. Mark McDaniel made the motion; and Rosalba Rosales seconded the motion to approve the In Kind waiver for EHS COLA 2019 as presented. All those in favor said aye. The motion passed.

There were a few questions in regard to COLA - is that a statewide flat rate or based on the county? Don informed that we have to submit our agency salary scale and how we are going to increase those positions; it's not like minimum wage. For MSHS grant they give us specific indications, and this year the COLA is 1.77 percent increase to every position. Is there a distinction between English speaking and Bilingual staff as compensating for that additional skill? No, there is not a difference in compensation for bilingual staff.

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## **DURATION SERVICES**

Angela Gomez informed that we submitted the Duration Services budget in November and now we are making a justification for a number of weeks added to our program and extended weeks of services year round. All this has to be submitted by March 1<sup>st</sup> - counties, crops, charts, and weeks of service. Families need longer weeks of service, we have labor shortage, and some families want longer time. The request expanded greatly and takes more time since we have to justify all that change.

Don mentioned that the Office of Head Start requires a new budget, and sometimes requests are for at end of business day. We may have very short notification to present another budget, and we cannot do without Board and PC approvals, so we try to prepare but we have no control over this, they make the decision and control the timeline. Donald said that we may need to schedule a conference call and send out information, and we would need an email vote for approvals. We will let the Board know.

## **PFCE (Parent Family Community Engagement) OCDC Equity Update**

Karelia Harding, reported on the Equity training. She presented the Equity report and explained that the Executive Equity committee formed an Equity Committee that will serve under the PFCE to ensure that OCDC incorporates racial and education equity into its program practices. The committee goal is to eliminate the racial disparities for families, staff and program. Karelia presented the Equity committee purpose, roles and responsibilities.

The committee's guiding values to inform its work on racial equity include:

- Racial equity forms the foundation of our work
- We will address issues surrounding racial justice
- Voices and perspectives of those with lived experience will guide our recommendations and the committee's function.

The Equity committee consisted of Donald, Karelia, Juan and Brian, but Brian is no longer here. Last year Karelia and Brian provided trainings for over 600 employees, this was only for the OPK staff, and received very positive feedback (training evaluation form). She provided training for 80 employees in Multnomah County with Betty Marron, Lead Family Health Specialist, who has now become part of this committee.

Karelia is working on a new project, a packet for transition to kindergarten for families. All families will receive a calendar English and Spanish, a booklet of regulations, this book has information for when the children transition, and so just helping them get prepared; and what they need of when they transition to public school. In some counties, parents do graduation celebration, and present a Certificate, pictures, and more info about their success. Handouts of information were given out.

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## **Executive Director Report**

Donaldada reported on the Feb 2 report and copies were given out in the packets.

- Donaldada informed that we were not impacted by the partial shutdown because our budget 2019 was already approved. The budget allowed for a COLA of 1.77 percent. OCDC just received the revised letter on January 18.
- OPK had several developments recently. The budget in Marion County was going to be over budget, and changes have been made to restraint costs.
- Washington County, was under enrolled by 40 children, they began the program with 20 children in January, in Duration program, and will continue to enroll as recommended by ELD.
- Klamath County in Chiloquin has been informed by the school district that they plan to rebuild and we will not have a classroom. Discussion with Klamath Tribes about using their facility has continued. A proposal was submitted by Klamath Tribes to the Tribal Council requesting the use of the facility.
- The local centers, Specialists and administration have been working on enhancing Active supervision practices. Several of the centers have involved their parents in these activities.

## **Marion County**

- There was a brief discussion regarding employees being laid off. Policy Council members from Marion County mentioned that the employees should have advance notice on layoffs. Some staff members did not know and were distressed in learning afterward they were not coming back to work. Donaldada mentioned that employees were notified, and the decision was made after the Holidays, and one of the reasons was that county was having challenges with the OPK budget, and was under enrolled.
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**The Board of Directors reconvened board meeting after lunch in Training Room 2 at 1:10 p.m.**

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**The Policy Council continued with their meeting.**