

Oregon Child Development Coalition

Board of Directors Meeting

March 9, 2019

1:00 pm – 4:30 pm PT Training Rm 2

After the Strategic Plan meeting on Saturday, March 9, the Board continued with Business meeting at 1:10 pm approx. Roll call was made.

Board members, Shari Lane, Board Chair; Juan Preciado, Vice-Chair; Patricia Cuevas, Marta Hanna, Mark McDaniel; Yessica Guerrero, Dan Quiñones, and Steve Petruzelli

Staff, Donalda Dodson, Executive Director; Don Horseman, Director of Financial Services; Karen Ayers, Program and Partnership Manager; Herberd Duran, Employee Relations Manager; and Linda Torres, Senior Executive Assistant

Quorum was established.

Candidate for Board

Shari invited Anna Lee to make introduction as applicant to the Board of Directors. Anna Lee sent in the OCDC board application, and Linda emailed to all board members for review. Anna Lee was previously the HR Manager at OCDC. She feels passion in working with OCDC families, and is hoping to add some of her knowledge and skills not only as representative to the Policy Council but also to the Board. Currently, Anna is the Human Resources Director in the City of Newberg, OR. The Board thanked Anna for coming to the meeting, and informed that they would let her know later about the Board's vote and decision.

The Board proceeded to make their decision and made a motion to accept Anna Lee as new board member.

Motion: **Shari Lane entertained a motion to accept Anna Lee as a new OCDC board member. Patricia Cuevas made the motion to accept Anna Lee as a new OCDC board member, and Steve Petruzelli seconded the motion. All those in favor said aye. No discussion. The motion passed.**

1. OCDC Recognizing and Reporting Child Abuse/Neglect Report, Karen Ayers

Karen reported on the Oregon FY 2017 report. Public and private officials are required by law to report any suspected child abuse and neglect which made up 78.4 percent of reports received by DHS. Of all reports 3.8 percent came from schools and law enforcement agencies.

- FY 2017 Child Abuse/Neglect by screening decision and by County.
- Reporters of Child Abuse/Neglect, and Source of Child Abuse/Neglect report presented.

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- During FY 2017, most child victims remained in their own homes, but 28.8 percent of children were removed from their home with an in home safety plan.
- Problems that families are facing in Oregon: several stress factors in families of child abuse/neglect victims; domestic violence, alcohol abuse, financial distress, or unemployment issues.

OCDC worked with ORO (Oregon Registry Online) to develop the curriculum “Protecting Children is Our Duty”, level 1 and level 2. The curriculum is interactive and participants learn from each other as they reflect upon cultural differences and social barriers. This encourages self-awareness for mandatory reporters. In 2018 OCDC staff participated in a train the trainer model and added 38 new trainers in the level 1 curriculum in English and Spanish, and also added 8 new trainers for level 2. OCDC works collaboratively with DHS state wide to educate staff and parents in the area of Recognizing Child Abuse and Neglect.

Motion: Shari Lane called for a motion to accept the RRCAN report as presented; Steve Petruzelli made the motion and Dan Quiñones seconded the motion to accept the RRCAN report as presented. No discussion. The motion passed.

OCDC Union Activities

Herberd Duran reported that on March 1 a letter was received from NLRB (National Labor Relations Board) that a petition was made to form the Union at Marion County. The Union is the same one that is in Washington County. As official notice, we posted all the notices as instructed; employees know that the Union is coming to form. Not all the staff are aware of what is going on. Half are upset, and some have mixed feelings in that county. There is a Hearing on March 13, where the process will be established. The voting will be on March 20. So next week we will be going out to talk to staff; they are in the middle of the State reviews. But we want them to understand what the formation of the Union is.

There also have been Management changes. The Program Director has retired in Marion County. The Family Health Services Supervisor, and Program Manager resigned and they were mainly engaged in some of the issues. We are hoping things go better now in Marion with the new Interim Director from Malheur County.

Debriefing of Strategic Planning

Board members gave input on what they liked most of the strategic planning meeting.

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- a) Discussion resources, benefits and salaries, raising top dollars; the impact of networking to get right individuals, with involvement that has meaningful expectations to contribute to our cause; and some of the obstacles in forming an effective Foundation Board. The issues to come to decisions as we move forward.
- b) Liked how we worked collaboratively, will be happy to see the draft being brought to us, and also an official Strategic committee with board members to report back to the Board, and how as a Board can support the process, and see an action plan developed.
- c) Most staff talked about the same things, hopefully get those people involved, to see how we can sort out issues and looking into the future.
- d) Staff talked of tracking systems, moving to a new one has been challenging; and new software programs. Hoping to talk more about communication. OCDC newsletter was mentioned and maybe the Board can receive that newsletter. Suggestion was maybe each time a Board member can be highlighted in the newsletter. The Board is not on the list to be sent out.

Action: Board to connect with Kamryn so they can receive the OCDC Newsletter.

- e) The Strategic plan committee can help open to more communication, which is one of the main issues that people have. Focus needs to be on communication it's a big topic. To try and find out how we all can make it work, even with parents it is difficult.
- f) This planning meeting was good opportunity to collaborate with Program Directors, Board, PC and staff. All do want the best for the agency.
- g) OCDC 50th anniversary is coming up. Sounds like good time for planning a big event, and maybe having the PC help with some fundraiser.
- h) Donalda said that we will be hiring a RD staff, and this person would be helping on this event. Shari said this should be one of our gold dates, the community should know our successes and who we are. Hopefully get some participation and networking on this, those dates are important and can bring the community together.
- i) Communication and branding big issue. Policy changes. Employee recognition.

Donalda mentioned that we do have various objectives we need to identify, address some of them soon. Look forward to meeting with the committee, and Donalda said that we do have a tagline, "Cultivating our Children's Future."

Oregon Child Development Coalition
Board of Directors Meeting
March 9, 2019
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2019 MSEHS Duration Services and Budget Proposal, Don Horseman, Director of Financial Services

Don Horseman presented the 2019 Migrant and Seasonal EHS Duration Grant Budget Analysis, and gave out copies to each of the Board members.

1. Condition 1 Operations budget Migrant Early Head Start, and
2. Condition 1 prorated 12 months and 10 months
3. Condition 3 Operations budget Migrant and Seasonal Head Start, and
4. Condition 3 prorated 12 months and 10 months
5. Non-Federal Share waivers Condition 1 and Condition 3 for 12 months and 10 months
6. Startup funds Condition 1 and Condition 3; and
7. Non Federal Share waivers Condition 1 and Condition 3 for 12 months and 10 months

Condition 1

Operations	\$2,526,581 – 12 months	\$ 2,105,486– 10 months
Non-federal share waiver (15%)	\$ 498,667 – 12 months	\$ 415,556 – 10 months

OCDC is requesting to extend the 192 Migrant EHS slots originally funded for 12 weeks to 48 weeks. Wasco, Umatilla, and Clackamas Counties do not have the facility capacity to extend all slots to year round; 16 slots from each county will be moved to the Brooks facility which can accommodate the year round services. OCDC will be requesting an in-kind waiver of 15% for the on-going operations funding as noted.

Startup: \$2,277,828

Non-federal share waiver (20%) \$ 569,457

OCDC is requesting startup funds for buses, supplies, and facility and playground renovations. OCDC will be requesting a full in-kind waiver of the 20% as noted.

Condition 3

Operations	\$3,973,419 – 12 months	\$3,311,182 - 10 months
Non-federal share waiver (15%)	\$ 784,228 – 12 months	\$ 653,523 – 10 months

OCDC is requesting to extend all Seasonal long term infant/toddler slots (256), all Seasonal Short term infant/toddler slots (102), and 40 Migrant infant/toddler slots to 48 weeks of services (1,380 hours).

Startup: \$791,061

Non-federal share waiver (20%) \$ 197,765

OCDC is requesting startup funds for buses, supplies, facility and playground renovations. And requesting a full in-kind waiver of the 20% as noted.

Oregon Child Development Coalition
Board of Directors Meeting
March 9, 2019
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Don recommended having a motion for each of Migrant Early Head Start Duration budget and Migrant and Seasonal Head Start budget proposals: Condition 1 and Condition 3, Prorated 12 months and Prorated 10 months, Start Ups Condition 1 and 3, and Non-Federal Share waivers Condition 1 and 3.

The Board proceeded to make the motions for approval of MSEHS Duration Budget:

1. **Motion:** Shari Lane entertained a motion to approve the Migrant Early Head Start Duration budget proposal for Condition 1 Operations as presented. Mark McDaniel made the motion to approve the Migrant EHS Duration budget as presented. Yessica Guerrero seconded the motion. All those in favor said aye. The motion passed.
2. **Motion:** Shari Lane entertained a motion to approve the Migrant EHS Duration budget proposal for Condition 1 prorated for 12 months as presented. Dan Quinones made the motion. Juan Preciado seconded the motion. No oppositions. All in favor said aye. Motion passed.
3. **Motion:** Shari Lane entertained a motion to approve the Migrant EHS Duration budget proposal Condition 1 prorated 10 months as presented. Marta Hanna made the motion and Yessica Guerrero seconded. The motion passed.
4. **Motion:** Shari Lane called for a motion to approve the EHS Non-Federal Share waiver for Condition 1 for 12 months budget, as presented. Dan Quiñones made the motion and Marta Hanna seconded the motion to approve the Non Federal share waiver 12 months budget, as presented. All those in favor said aye. Motion passed.
5. **Motion:** Shari Lane called for a motion to approve the EHS Non-Federal Share waiver Condition 1 for 10 months budget, as presented. Steve Petruzelli made the motion and Patricia Cuevas seconded. All in favor said aye, no oppositions. Motion passed.
6. **Motion:** Shari Lane called for a motion to approve the Startup funds EHS Condition 1 as presented. Dan Quiñones made the motion to approve the Startup funds EHS Condition 1 as presented. Juan Preciado seconded the motion. All in favor said aye. Motion passed.

Oregon Child Development Coalition
Board of Directors Meeting
March 9, 2019
1:00 pm - 4:30 pm PT Training Rm 2

7. **Motion:** Shari Lane called for a motion to approve the EHS Non-Federal Share waiver of Startup funds Condition 1 as presented. Marta Hanna made the motion and Yessica Guerrero seconded. All in favor said aye. The motion passed.
8. **Motion:** Shari Lane entertained a motion to approve Migrant and Seasonal Head Start Duration budget proposal for Condition 3 Operations as presented. Patricia Cuevas made the motion to approve the Migrant and Seasonal Head Start Duration budget proposal for Condition 3 Operations as presented. Juan Preciado seconded the motion. No oppositions. All in favor said aye. The motion passed.
9. **Motion:** Shari Lane called for a motion to approve MSHS Condition 3 for Prorated 12 month budget. Yessica Guerrero made the motion to approve the MSHS Condition 3 for Prorated 12 month budget. Dan Quiñones seconded the motion. All in favor said aye, the motion passed.
10. **Motion:** Shari Lane called for a motion to approve the MSHS Condition 3 for Prorated 10 month budget as presented. Patricia Cuevas Made the motion and Juan Preciado seconded the motion. All in favor said aye, the motion passed.
11. **Motion:** Shari Lane called for a motion to approve the MSHS Condition 3 Non-Federal Share waiver for 12 month prorated budget as presented. Marta Hanna made the motion; and Yessica Guerrero seconded. The motion passed.
12. **Motion:** Shari Lane called for a motion to approve the MSHS Condition 3 Non-Federal Share waiver for the 10 month prorated budget as presented. , Patricia Cuevas made the motion and Juan Preciado seconded. All in favor said aye, the motion passed.
13. **Motion:** Shari Lane entertained a motion to approve the MSHS Start Up funds for Condition 3 as presented. Marta Hanna made the motion, and Yessica Guerrero seconded. All in favor said aye. The motion passed.

Oregon Child Development Coalition
Board of Directors Meeting
March 9, 2019
1:00 pm – 4:30 pm PT Training Rm 2

14. **Motion:** Shari Lane called for a motion to approve the MSHS Non-Federal Share waiver of Startup funds Condition 3; Steve Petruzelli made the motion and Dan Quiñones seconded. All in favor said aye. The motion passed.

Executive Director Report

Donalda gave an update. The Executive Director report was emailed to the Board members previously. Following are report highlights:

1. OCDC is implementing the reduction in slots to be served in the Migrant and Seasonal Program. Those Centers impacted have been notified and the other Centers are aware of the enrollment numbers for each of their areas. We are looking into the process of doing an updated enrollment plan.
2. Oregon legislature is in full swing and the Governor's budget has over 400 million dollars for Early Child Care and Education. There are efforts to increase funding for OPK, and Baby Promise and Preschool Promise.
3. OCDC staff continues to look at the coastal areas for service in 2019. One meeting has been conducted with the Latino Outreach entity in that area.
4. There are new and updated rules for Child Care to be released soon. Child Care has worked to be sure that all the rules are coordinated and consistent.
5. All the OPK programs within OCDC are being reviewed during February and March. We still have not heard when they desire to meet with the Board and PC. They reviewed Multnomah the first of February and said things were very good. Review at Medford and Klamath this week then to Marion and Washington Counties. No written reports have been received yet.

Incident of Unsupervised Child

OCDC had an incident of an unsupervised child. Investigations and write ups are in process. The Child Care and Federal Office have been notified, and Board Chair. Local staff have evaluated the incident and looked at what could have been done differently. Donalda informed that the child went out of the building, and was out of sight for 3-4 minutes.

Marta mentioned that the parent was upset; she was at the center at that time and was not informed of the incident. Donalda mentioned that the Program Director reported to both parents, and will follow up on the issue. *Executive Director Report included.*

Oregon Child Development Coalition
Board of Directors Meeting
March 9, 2019
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Next Board Meeting: Saturday, April 27 at Central office.

- Marta Hanna informed that she cannot attend the April 27 board meeting because she will be in San Antonio attending the NMSHSA Parent Affiliate training.
- Shari will update the Board action list. Contact Anna Lee and let her know that the Board voted her in as Board member.
- Thoughts on what we did not address on Strategic Planning for next meeting.
- Shari will send the potential dates for the Implicit Bias trainings.
- Donalda to complete fuller Board development calendar.

Adjourns

Board meeting adjourned at 4:30 pm
