

**Oregon Child Development Coalition – OCDC**  
**Board of Directors and Policy Councils Meeting**

February 8, 2020 - TR-3 9:00 am

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Board Roll Call - Juan Preciado, Board Acting Chair; Grant Baxter, Anna Lee, Daniel Quiñones, Mark McDaniel, Marta Hanna, and Steve Petruzelli.

MS/EHS/HV State Policy Council Roll Call – Marta Hanna, President; Laura Reyes, Ramon Moreno, Leobardo Lopez, Cinthia Rivera, Elisa Tzintsun, Victorina Zurita, Matthew Middleton, Reyna Lopez, Cynthia Reyes, Celeste Mora, Anna Weller, Rebecca Chavolla

OPK/EHS/HV State Policy Council Roll Call – Florentino Madrigal, President; Martha Perez, Koa Gabric, Rikki Miller, Esmeralda Javier de Jesus, Jenny MacDonald, Mary Strock, Lilia Guerrero

Introductions: Board, Policy Councils, and OCDC staff.

Staff, Donalda Dodson, Executive Director; Juan Escobar, Director of Quality Assurance; Janae Ford, Quality Assurance Specialist; Rachel Elliot, Early Childhood Education Specialist; Donald Horseman, Director of Financial Services; Angela Gomez, Fiscal and Grants Manager; Karelia Harding, Parent Engagement and Equity Manager; Beatriz Marron, Family Services and Health Specialist; Linda Torres, Senior Executive Assistant

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**Child Outcomes 2019, Rachel Elliot, Early Childhood Education Specialist**

**2019 Migrant and Seasonal Program Year**

Rachel presented the MSHS Child outcomes, and gave out copies to the group.

MSHS children served: Infant and Toddler - 440, that were observed in the child outcome and Preschool – 540.

- Showed the SHS growth 2019 and explained the three checkpoints.
- MHS Preschool growth, showing beginning and end of program.
- Measure of the objectives, thru observations in the classrooms. With finalization of an observation period is called a checkpoint, and 3 to 4 weeks we have observations in our system.
- Learning domains are, social emotional, physical, language, Spanish language, cognitive, literacy, and math.
- Math and Literacy have been a strong piece, and social emotional. Building trust is important for infants.
- Children learn both languages, English and Spanish.

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Trainings were provided to support growth in teaching practice in Math, Language, and Literacy.

- CLASS Instructional Supports
- STEAM (Science, Technology, Engineering, Arts, Math).
- Big 5 Series - Planned language approach; curriculum from Head Start: Alphabet Knowledge and Early Writing; Background Knowledge; Oral Language and Vocabulary; and Phonological Awareness.
- Project Based Learning

**EHS-CCP- Early Head Start Child Care Partnership Waiver Request**

Donalda Dodson, reminded the group that OCDC has a Region X EHS grant to provide services to child care providers. She informed that OCDC is requesting on behalf of ‘Adelante Mujeres’ our EHS community partner, to increase the ratio for group size from 1-4 children to 1-5 toddlers, 24-36 months of age enrolled in EHS/CCP. The waiver will help meet the needs of the provider, of a low income community in rural Forest Grove, Oregon, Washington County, and aligns with Office of Childcare regulations; the waiver request allows this community partner to serve more children.

Donalda gave out copies of the EHS-CCP waiver request to the Board and PC members for approval.

**MOTION:**

**Juan Preciado, Board Acting Chair, called for a motion to approve the Region X EHS Child Care Partnership Waiver request. Anna Lee made a motion to approve the EHS CCP waiver request; Dan Quiñones seconded the motion. All those in favor said aye. No discussion. The motion passed.**

**OPK Motion:**

**Florentino Madrigal OPK/EHS/HV State Policy Council President, called for a motion to approve the Region X EHS Child Care Partnership Waiver request. Martha Perez made a motion to approve the EHS CCP waiver request; Jenny MacDonald seconded the motion. All those in favor said aye. No discussion. The motion passed.**

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**Financial Report, Don Horseman and Angela Gomez**

Financial Report as of November 30, 2019. Don reported that these reports are provided to the Board Finance committee, on a monthly basis, and reports are also given to Karelia to present to the Policy Councils. This information is required by OHS for the Board governance. Steve Petruzelli oversees the financial reports as Chair of the Board Finance committee.

1. Results by Funding Source Report
2. All counties MHS and EHS report presented.
3. All counties OPK report, and Marion County OEHS
4. Enrollment report
5. Summary of all funds as of November 30, 2019 – MHS, EHS Region XII MHS budget, and Region X EHS budget.
6. USDA budget
7. Oregon PreK and Oregon Early Head Start.

OCDC Grants: These will be presented for approval before April 1st. We only have five weeks to accomplish these, very tight timeline, so we are asking for patience, we will have to complete as quickly and bring back to Board and PC.

1. Preschool Promise - Clackamas, Marion/Polk, and Washington counties.
2. OPK Duration (extension of current program)
3. Oregon Early HS center based

**CACFP** (Child and Adult Care Food Program)

Donalda reported on the Child and Adult Care Food Program (CACFP), which is a federal program, USDA Food and Nutrition program, that provides reimbursements for meals and snacks to eligible children and low income families, through the Oregon Department of Education (ODE). Head Start programs, which are licensed or approved to provide day care services may participate in CACFP, independently or as sponsored centers.

OCDC sponsors child care providers for the meals served to children, in the southern part of the State: Jackson, Coos, and Josephine Counties. OCDC has a Manager, and three staff. The staff look at menus on a monthly basis, and make home visits three times a year, following the USDA regulations. Most families do like the program. Recently a review was completed by ODE and there were several follow up activities. This program is labor

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intensive, and staff work diligently for this program to be successful. This program is overseen by the Board and approves the budget on an annual basis.

### **OCDC Training on Unconscious Bias**

Karelia Harding, Parent Engagement and Equity Manager, and Beatriz Marron, Family Services and Health Specialist, introduced the training on Unconscious Bias. Packets were given out.

- Karelia welcomed the group and introduced the community agreements; as to treat one another with respect, listen to each other and consider others point of view, put cell phones on silent.
- Bety and Karelia talked about the implicit biases and showed examples, and on how participants can recognize these. The group were capable in recognizing when they are involved or interacting with staff, children and families (value judgements, ascribing motives, etc.)
- Video on Understanding Culture – “Culture is the story we tell ourselves about ourselves.”
- The group participated in activities as the Tag game, and Diversity Round table, and Pictures activity.

**Corrective Action Plan (CAP)**, Juan Escobar, Director of Quality Assurance and Janae Ford, Quality Assurance Specialist

- Corrective Action Plan, contains supporting evidence that OCDC took appropriate actions to address the child supervision incident that occurred in 2019. Juan explained the evidence and history, and we are in a non-compliance status now.
- The documents demonstrate how OCDC has addressed the issue on a local and an agency wide level and efforts to ensure the Active Supervision continues to be monitored to create a culture of change for the organization.
- Juan informed that the CAP has been organized and outlined, as seen in the table of contents, and as requested by the Office of Head Start and recommended by our Program Specialist.
- There is a full print-out in English and Spanish version if anyone was interested in reviewing. Any questions, please address them to Juan Escobar or at the next Active Supervision meeting.

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**Wheel of Change**

- Juan presented the Wheel of Change - to create real change within the organization, we must work in an integrated way with three major domains: Hearts and Mind, Organizational Systems, and Behavior. Copies were given out.
- All these documents will be available on the OCDC website. Deadline for submission of the CAP is March 9<sup>th</sup>.
- We will have the last interview with the OHS on March 4. We will ask questions then, make any necessary changes, and after we will submit the plan. If there are any changes, the final review will be presented to the Board and PC Active Supervision committee before the CAP submission. The Board can make a conditional motion on this draft as presented.

Mark said the CAP is a very impressive document, and seeing the total children we serve of 4,000. Steve mentioned that we have structures in place, now we need to work on this last piece, having changes of behavior that reflect in the agency.

The Board and Policy Councils proceeded to make a conditional motion to approve the Corrective Action Plan as presented.

**Conditional Motion:**

**Juan Preciado, Board Acting Chair, called for a conditional motion to approve the CAP (Corrective Action Plan) as presented. Mark McDaniel made the motion for a conditional motion to approve the CAP as presented; Grant Baxter seconded the motion. No questions. All those in favor said aye. The motion carries unanimously.**

**MSHS PC Motion:**

**Marta Hanna, President of the MS/EHS/HV state Policy Council requested for a conditional motion to approve the CAP (Corrective Action Plan) as presented. Celeste Mora made the motion for a conditional motion to approve the CAP (Corrective Action Plan) as presented. Cinthia Rojas seconded the motion. No question or comments. Motion carries unanimously.**

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**OPK PC Motion:**

**Florentino Madrigal, President of the OPK/EHS/HV State Policy Council requested for a conditional motion to approve the CAP (Corrective Action Plan) as presented. Marta Perez made the motion for a conditional motion to approve the CAP (Corrective Action Plan) as presented. Mary Strock seconded the motion. No question or comments. Motion carries unanimously.**

### **Health and Safety 2019 Self-Assessment**

- Health and Safety 2019 SA Executive Summary was presented. Juan explained that within the counties this is to determine program operations and progress towards the Active Supervision goals. The document provides an overview of the CQI (Continuous Quality Improvement) process. OCDC used the CQI model to work with each county to identify strengths and opportunities for improvement.
- OCDC Active Supervision Health and Safety Self-Assessment schedule. Demonstrates all the county sites, and the monitoring and follow up. Chart colored coded, shows what they are working on. This full schedule is to develop a comprehensive approach for monitoring, coaching, and training of staff. Copies were given out.

### **Executive Report**

- Donalda reported on the Student Success Act - The timeline for the submission of grant proposals was released for Preschool Promise, Equity, Early Head Start and OPK. These opportunities are helpful to OCDC in areas where we are seeing dramatic shift in the Migrant Seasonal population.
- The RFPs (Request for Proposal) came out last Friday, and we sent in our request. These grant proposals would be due in April. We are putting together a grant writing team so we can work on these and meet the deadline. More information to come.
- Klamath Community College has reached out to OCDC as they would like to have Early Learning program on their site and work with us. The college has 80 acres and OCDC needs more space and a facility for summer services. We have been trying through RD to find potential funding sources in for these services. Discussions continue with Klamath College and we are hopeful this will move forward quickly. Copies of Executive Director report were sent out.
- Jennie MacDonald, Community rep for OPK in Klamath Falls wants to be a part and know more about Resource Development; she gave her information to Donalda.

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**The Board of Directors Continued Their Business Meeting in TR-2.**

**FirstNet/First Responder Network**

Donalda reported that FirstNet is a nationwide public safety broadband network, services, and solutions that are dedicated to First Responders and those that support them. It is more than a network, built with AT&T, including advanced services, applications and purpose-build devices.

OCDC Central Office, with the assistance of the IT Department, is ordering and purchasing all phones. Deployment will be completed by IT Department in coordination with Central Office department leads for county level devices through Ned Noretto and Program Directors. The goal is to develop, build, and operate the nationwide, broadband network that equips first responders to save lives and protect U.S. communities.

OCDC qualifies to be a part of this system behind police and fire first responders. The FirstNet system allows OCDC staff and buses to have access to this broadband network that will facilitate communication with Centers and buses when the regular lines tend to become clogged with numerous calls.

**2020 Board Authorization for OCDC Finance Authorized Signatures**

**1. 401K Plan – Resolution to sign and complete all documents 401K Plan**

Don Horseman requested the Board approval for signing and completing all documents for the 401K plan and the appointed trustees: Don Horseman, Director of Financial Services; Donalda Dodson, Executive Director; and Walter Kalinowski, Director of Human Resources.

**MOTION:** **Juan Preciado, Board Acting Chair, entertained a motion to approve and authorize restating the 401K document and the appointed trustees: Don Horseman, Donalda Dodson, and Walter Kalinowski.**

**Mark McDaniel made the motion to approve and authorize restating the 401K document and the appointed trustees as mentioned above; Dan Quiñones seconded the motion. All those in favor said aye, the motion passed.**

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**2. Board Officers OCDC QALICB Plan (Qualified Active Low Income Community)**

- OCDC controls the QALICB plan. The Board of Directors on annual basis shall appoint the Directors to the QALICB.
  
- The Officers are: Don Horseman, Donalda Dodson, and Steve Petruzelli.

**MOTION:** Juan Preciado entertained a motion to approve the officers of OCDC QALICB, Don Horseman, Donalda Dodson, and Steve Petruzelli.

Marta Hanna made the motion, and Grant Baxter seconded the motion to approve the officers of OCDC QALICB. All those in favor said aye. The motion passed.

**3. Borrowing and Signing contracts and agreements, as authorized by the applicable Bylaws.**

**MOTION:** Juan Preciado, Board Acting Chair, called for a motion to reauthorize Donalda Dodson, Executive Director, and Donald Horseman, Director of Financial Services, for borrowing, signing contracts, and all other signature agreements on behalf of OCDC.

Mark McDaniel made the motion and Steve Petruzelli seconded. All those board members in favor said aye. The motion passes unanimously.

Don said that those documents will be presented when we finalize the resolutions with US Bank.

## **Migrant and Seasonal Duration Modification Proposal**

### **2019 Start Up Costs Duration of Services, Don Horseman**

We are still finalizing the Duration costs for playgrounds renovation, equipment, and transportation-buses. Don reported that we need to submit to OHS the 2019 Migrant and Seasonal Duration budget modification proposal request as the format presented. The equipment will be the same, there are no changes in the details within the request. We will just need Juan Preciado, Board Acting Chair to affirm the submission of the budget modification and sign off. Copies were given out to the Board of the 2019 Duration Startup costs.



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Question about, are the propane buses saving cost on maintenance? Don said that cost was down 50 percent, because of lower cost of fuel. The buses are quieter, and the bus drivers like these buses. The funds come from the Office of Head Start.

### **New Board Candidates**

Juan Preciado informed about the new Board candidates.

- Juan was not able to meet with the applicants, and copies of their applications were given out to the Board. The information of the applicants was sent to Juan from Shari Lane, and one other applicant sent from Anna Lee.
- The Board had talked in the past about extending the members of the Board and suggesting to have more members on the committees. In the Bylaws it states for up to 15 members.
- Recommendation to bring these candidates to OCDC, and meet them and have discussion. The applicants have law background and would be important to have Family Law and Corporate Law on Board.

**Action:** The Board agreed to have Juan invite the applicants to the next Board meeting. Linda will schedule the times on the next Agenda March 14.

### **Board of Directors Minutes November 16, 2019**

**MOTION:** **Juan Preciado called for a motion to approve the Board meeting minutes of November 16, 2019. Steve Petruzelli made the motion, and Marta Hanna seconded the motion to approve the November 16, 2019 Board meeting minutes. All those in favor said aye. The motion passed.**

**NMSHSA Conference is March 6- 10, 2020.** Copies of schedule were sent out to the Board members. We need to know very soon who is attending. The Board members will let Linda know so arrangements can be made.

### **Adjournment**

The meeting adjourns at 3:45 p.m.