

Oregon Child Development Coalition

Board of Directors Meeting

March 14, 2020

Central Office, Wilsonville - 9 am

Present: Shari Lane; Juan C. Preciado, Patricia Cuevas, Daniel Quiñones, Grant Baxter, Mark McDaniel, Anna Lee, Marta M. Hanna, Guadalupe Sanchez, and Steve Petruzelli

Staff: Donaldda Dodson, Executive Director; Steven Broncheau, RD Manager; Don Horseman, Director of Financial Services; Angela Gomez, Grants and Fiscal Manager; Herberd Duran, Employee Relations Manager. Sonja Trigo, Contracted Interpreter.

Meeting called to order by Juan Preciado, Acting Chair

Roll call: Quorum established. Grant Baxter, Steve Petruzelli, and Shari Lane were via phone conference.

Update on Coronavirus

Juan Preciado asked for an update on the Coronavirus outbreak, before beginning with established agenda. Donaldda discussed protocol and happenings. The State is not asking Head Starts to close; they are seeking child care resources especially for first responders. OCDC is remaining open but struggling with staffing due to staff illness (other than the coronavirus) and staff availability due to childcare issues.

Shari wants to be sure the Board is informed of any decisions and closures. Steven will act as the communications point person and will update the OCDC website. We want to be sure parents and the public knows what is going on.

Dan informed that he has been working with Mexico on what to do with the H2A workers; on how they do not have a way back or get stuck in Oregon. Mark noted that law enforcement is limiting home visits and office visits.

2020 Student Success Act Oregon Pre-Kindergarten Funding Request

Angela Gomez presented materials about the Student Success Act and the opportunities; we are applying for enhancement for the short day and the infants and toddlers.

The 2019 Oregon Legislature passed the Student Success Act, which creates a new Early Learning Account to fund investments focused on reducing educational disparities and increasing access for children under the age of five and their families. The legislature also passed House Bill 2025, which extends the age range of Oregon Pre-Kindergarten services to include prenatal through age three services, allows for extended day services for preschool aged children, and includes requirements for lead teacher and teacher assistant salaries.

Don noted the importance of the 6-hour full day for meeting family's needs in OPK. The State is setting the compensation level for the teachers thus increase the service to families. The State added \$2600 to increase quality and teacher salaries.

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OCDC is submitting the following proposals:

OCDC is going for the maximum amount in OPK. We have not completed the narrative but hope to get approval for what we have developed.

- The OPK chart (3-5) was presented with a list of the requested slots.
- Duration 6 hour day. We are keeping the home based EHS with a little increase in slot rate and no other changes.
- Total of 683 slots. Total amount \$11,944,609

The Oregon Pre-Kindergarten PT (Prenatal-3) program follows Federal Head Start Performance Standards; Federal Early Head Start goal is year round service equivalent to 1380 direct service hours (48 weeks, 5 days per week, 6 hours per day). Direct service hours do not include holidays or in-services days. Transportation is optional and not required.

- OPK chart PT was presented.
- OCDC is proposing approximately 1,260 direct services hours (42 weeks, 5 days per week, 6 hours per day) and no transportation.
- Total 204 center based slots. Total amount is \$5,669,000.
- **Grand total for Oregon PreKindergarten Funding request \$17,613,608**

Motion: Juan Preciado called for a motion for the approval of the OPK Funding request. Mark McDaniel made the motion, and Patricia Cuevas seconded the motion for the approval of the OPK Funding request. All members voted in favor. No discussion. The motion was unanimous.

Preschool Promise Grant Proposal

The Student Success Act also included expansion of the Preschool Promise Program. This grant opportunity will expand the Preschool Promise Program to serve approximately 3,865 children.

- Preschool Promise chart was presented.
- OCDC is proposing Preschool Promise grant for the following locations:
- Marion, Polk, HR/Wasco, Washington, Multnomah, Malheur, Umatilla, and Jackson. These are 8 Hub regions.
- In the past with transportation, was around \$13,000 per slot. The State is giving \$12,000 per slot. They are allocating \$375/ year for transportation.
- Don noted the complicated scheduling in utilization of buildings. He suggested this be presented to the Board later so they see how buildings are being utilized.

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Motion: Juan Preciado called for a motion to approve the Preschool Promise grant proposal. Steve Petruzelli made the motion, and Anna Lee seconded the motion. All those in favor voted yes. The motion was unanimous.

Human Resources Report

Herberd Duran, Employee Relations Manager

One of Herberd's tasks is to report quarterly to the Board on any complaint from employees against management. At the present time there are no reports against managers. Last one was in August 2018. What has led to this outcome is that Herberd and Ambrosi Bowman have been giving consultation and guidance to Managers. Any disciplinary action is done in consultation and this has helped to reduce any triggers from employees. Raised the bar for Managers on Code of Behavior and Standards of care, and managers are reminded of this.

Management training overview done 2-3 times per year has really helped the management so they are well informed and helps to open the channel of communication. Also noted the HR hot line where they follow up on any concerns with employees.

Equity Grant

Steven Broncheau, RD Manager

Steven gave a brief overview. Currently working on Equity grant for \$10 million, it supports three areas of emphasis. Honors parents' choice, values families, communication between generations.

- Steven asked Directors if they were interested; Jennifer Heredia, HR County Director, is looking into the Parenting Education Kaleidoscope.
- Parent child interaction area writing for positions to carry out the program and materials \$250,000.
- Odi Campos, Polk County Director, wants to do a planning grant to do a boot camp for fathers. Children's Institute encouraged him to do this. With planning, there may be the opportunity to do some programming after the planning.

Steven noted that Wilsonville October fest chose OCDC as the partner to get portion of the profits. Shari congratulated on this, and asked Steven to let members know so they could participate.

Shari asked about not being able to do transportation, so could we do fund raising. The costs are clear but we know how critical this is to service. Steven will do some research around this.

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COLA and Quality Improvement Funds

Don Horseman and Angela Gomez

Don informed that we just notice about the COLA and Quality Improvement Funds that are available from Region 10. We should receive these notices from Region 12 and Migrant and Seasonal as well. The COLA (Cost of Living Adjustment) is 2%. Discussed the impact of the 2% which may be a little more since the 2% is applied to the total grant not just the salaries. Juan asked how COLA works across all the staff. We apply the COLA across all staff positions. If we want to do something differently, we need to seek their approval of any modification. Dan asked how we addressed the minimum wage issue and Don noted the team builds this into the grant proposal, and we do a lot of projection. Angela noted she emailed this information to phone participants.

Financial Report December 2019-18

The Finance committee meeting was held on March 11. Steve noted that committee reviewed the documents that Don presented, and is consistent with what reports showing today. The documents were presented for review.

- Results by Funding Source Report Summary
- Results by Funding Source Report
- Enrollment Report
- Don went over the Dashboard report
- The summary sheet of the months activities were reviewed.

Mark asked if the funders were going to give us some consideration of lower enrollments due to the issues related to Coronavirus.

Donalda noted the Regions had said grantees would be held harmless of things related to this virus such as attendance and staff coverage.

Motion: Juan Preciado, called for a motion to approve the Financial Report as presented. Dan Quinones made the motion, and Guadalupe Sanchez seconded the motion. All those in favor said yes, the motion passed.

Facilities Update

- Brooks began the construction meeting this last week. Goal is to complete by September; will ask for carryover of \$1 million of Duration funds.
- Boardman- Rod is working with the City of Boardman who controls the process, all contracts in place to be completed in August.
- Klamath. Looking for additional facilities, tried to buy an old school but lost that bid, so continuing to seek facilities. Continuing discussions with Klamath Community College and next step is getting the lease to use. We hope to hold classes by September 2020.

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Strategic Planning Session

Discussion on having two tracks, one the traditional Strategic Plan, the other trying to have more brainstorming activities with the Policy Council, ELT, Board, and staff. If practicing social distancing then this is off the table. Continue to have Board and PC rep on various committees. Juan asked input from Board. Donalda will share the summary from the previous planning session 2019 with Board and PC for discussion, to review this summary and look to making some priorities and stakeholder identification, refining the plan and action plans.

Action: Donalda to send out the strategic planning materials from the last session and the summaries.

February 8, 2020 Board Directors Meeting Minutes

Motion: Juan Preciado called for a motion for the approval of the minutes February 8, 2020. Anna Lee moved for the approval of the minutes for February 8, 2020, seconded by Dan Quiñones. The motion was unanimous.

Interview of Potential Board Candidates

- Matthew Colley, Associate Attorney, has Head Start experience.
- Aurora Levinson, Family Law, speaks Spanish.
- Kathleen Ayres, Professional Counselor, good skills in Education.

Discussion: Donalda stressed the need for someone with Early Learning experience. The Board agreed that each candidate brings good skills and background.

Shari noted she is transitioning out from practicing Law. All three candidates demonstrated strong interest, and Juan Preciado supported all three, and Steven supported these as well.

Motion: Juan Preciado called for a motion to accept the three new Board candidates. Mark McDaniel made the motion, and Patricia Cuevas seconded. All those in favor said aye. The motion was unanimous.

Adjourn meeting.