

Oregon Child Development Coalition
Board of Directors and Policy Council

Zoom Meeting
Saturday, August 22, 2020 - 9:00 AM

Call to Order

Shari Lane, Board Chair called the meeting to order at 9:05 am.

Roll call

Board Members,

Shari Lane, Board Chair; Juan Preciado, Vice-Chair; Anna Lee, Board Secretary; Grant Baxter, Dan Quiñones, Marta Hanna, Matt Colley, Aurora Levinson, and Ingrid Anderson.

MSEHS Policy Council,

Marta Hanna,	President, EHS Malheur County
Juanita Lopez,	MS-Washington County
Cinthia Rivera,	MS-Polk County
Elisa Tzintsun,	MS-Marion County
Victorina Zurita,	MS-Clackamas/Mulino
Kayla Kneeland,	MS-Jefferson County
Maricela Jiménez,	MS-Yamhill County
Cynthia Rojas,	MSEHS Región XII-Wasco County
Anna Weller,	CR-Washington County
Rebecca Chavolla,	CR-Klamath County
Juan Preciado,	Board Rep.

OCDC staff, Donalda Dodson, Executive Director; Juan Escobar, Director of Quality Assurance; Ambrosi Bowman, Human Resources Generalist; Walter Kalinowski, Human Resources Director; Herberd Duran, Employee Relations Manager; Karen Ayers, Program and Partnership Manager, Mirae Grant, Grants Manager; John Avalos, ERSEA Content Specialist; Karelia Harding, Parent Engagement and Equity Manager; Mayra Polanco, Parent Engagement Assistant; Martha Molitor, Senior Interpreter; and Linda Torres, Senior Executive Assistant

Announcements

- Board and Policy Council will have a work session in a separate Zoom breakout room to debrief and discuss openly the information that is presented before voting for approval.
- Shari Lane announced she would have to leave the meeting around or after noon due to a family matter.

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1. COVID-19 Policy Update, Ambrosi Bowman, HR Generalist

Ambrosi presented the Updated COVID-19 Policy. The policy is to establish guidelines for OCDC's Coronavirus exposure prevention and response plan.

There was a lot of research done looking at OHA Guidance and the Early Learning Division Guidance and safety guidelines. Drafted the policy and procedure and worked with Walter and Donald; then went through legal review, so everything is compliant with all the law, and then was presented to the Board HR Committee for their input.

Ambrosi gave major highlights,

- Health Checks
- Face Coverings
- Physical distancing
- Meetings - Meetings have been restructured some in person meetings, it would be 6 ft. between each person, and or virtual meetings.
- OHA/ ELD Health & Safety Guidelines - Just received the guidelines from Early Learning Division. These guidelines were also sent to the Board and PC.
- Closures and Reopening Sites

Decisions about a closure of an OCDC site will be made by the Program Director, in conjunction with Regional Operations Manager and the Executive Director, after discussing the situation with the ELD and the local public health authority, and will include the best interests of employees, families and children.

The reopening of a site will occur after careful planning and includes consideration of the health and safety of employees, families and children, guidance from government health authorities, and strategies to minimize COVID-19 risk and exposure.

Ingrid mentioned that on page 19 of the ELD Health and Safety Guidelines there is an exclusion summary, the matrix tree, and is helpful and easier to read. Ambrosi agrees the chart is good and easier to clarify. The summary chart with the information was developed and integrated into our OCDC policy. The flow charts, we usually include those types of documents on resource pages as additional documents.

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Discussion and various questions.

Matt had a question on definition of the common cold, is that guidance from ELD? For employee and child attending the class, and for their return, did not see in policy if they need clearance from a health care provider. Ambrosi said no, it is not required, the ELD outline those options, and as long as staff follow the timeframes, and are symptom free, they can come to work. Ambrosi said that each county is different and once we work with them, they can give us guidance as situations come up; would be center by center discussion with Program Director and ELT.

- Question on grievance policy [grieving the loss of a family member due to COVID-19] and on additional time off for grievance?
- And is there a standing recording protocol [for incidents of COVID-19 in a center or OCDC office], and or an electronic report? Walter wrote on the comments, that we have a form in the system and generates a weekly report, and then that is compiled and reviewed. There is no electronic report – Ned has a binder will all the reports from all the incidents.
- Will the PC receive these weekly reports? Needs to be clarified in the procedure steps to notify the PC.
- Shari mentioned that we need to make sure that the policy includes what was discussed at the Thursday CRC-Covid Response Committee meeting, and that the PC reps are part of the initial conversation; clear processes, and communication are important. We want to be part of the solution and work together because we are a team. Management expressed concern that OCDC is “at the mercy of” the local health authority, have to meet when they are available, sometimes don’t have notice, PC reps might not be available. Others pointed out an email or text message is easy to send and would make sure PC reps know information before families, so they are not caught off guard without information.
 - Board requested to add notice to PC reps in Step 3, and to note that notice to PC reps happens before notice to the other families
- Shari suggested changing notice from Executive Director to Board and Policy Council to “Board Chair and Policy Council President”
- Karen said we’re working with IT to create an electronic process to track daily health screening reports, as well as weekly report on exclusions.
- Anna asked who oversees the protocol for notifying families and staff? Donalda said that’s the Program Director. Anna asked if there was oversight from the Central Office.

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- Ingrid asked about any guidance on masks for children. Because a child over 5 is required to wear a mask, and she didn't see this was addressed. Ambrosi said that for this policy and procedure we are not addressing all the guidance for children. We have a lot of guidance for children in other areas, but this policy pertains to employees. Donalda clarified that children under 5 are not required to wear masks, under ELD guidance.

Shari read a couple of the comments. Ingrid said thank you. Matt said excellent work, and Shari just want to make sure that Ambrosi, Walter, HR staff who worked on the policy, know this is an incredible piece of work, and is much appreciated.

ACTION: Add notice to PC reps in Step 3. State notice to Board Chair and PC President.

2. OCDC Reopening and Ongoing Metrics for Operations, Karen Ayers

Karen presented PowerPoint on the Metrics for Operations. She has been working with Content Specialists and is on the Governor's board, and with ELD Guidance. Talked about the impact of COVID on the children and families. Board and PC voted to adopt metrics like those established by the Governor for schools.

- Metric Guidance Foundation
- OCDC's Emergency Child Care Reopening and Closing plan includes the assessing of COVID-19 cases in each county on a weekly basis, reporting to the ELT and COVID-19 Committee.
- Decisions about reopening and remaining open for in-person services are based on County level COVID-19 cases, center staff and children exclusions, complying with all safety practices, and local workplace outbreaks data, and family needs.
 - OCDC County Level Case rates chart. For the previous 3 weeks, look at total cases per county, cases per 100,000 population in each county, and test positivity percentages, in color coded green, yellow and red.

Governor's Metrics for K-3 Metrics – in-person school only allowed in counties if, in the previous three weeks:

< 30 cases/100,000

< 5 % of test positive

OCDC Metrics: Green = Safe to Operate

- *County level in the last 3 weeks:*
 - < 90 cases/100,000 per week
 - < 15 % of test positive

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- There are no cases in the center
- Local Workplace Outbreaks
- Weekly Family survey results

AND

- Safety practices are implemented; stable staff and child cohorts with maximum class size of 10, face mask for all adults, good handwashing cleaning, sanitizing and disinfecting practices and physical distancing

OCDC Metrics: Yellow = Proceed with Caution

- *County level in the last 3 weeks:*
 - < 120 cases/100,000
 - < 20 % of test positive
- There are no cases in the center
- Local Workplace outbreaks
- Weekly Family survey results

AND

- Safety practices are implemented; stable staff and child cohorts with maximum class size of 10, face masks for all adults, good handwashing cleaning, sanitizing and disinfecting practices and physical distancing

OCDC Metrics: Red = Return to Remote Services

- *County level in the last 3 weeks:*
 - ≥ 150 cases/100,000
 - ≥ 25 % of test positive
 - Cases in the center
- Local Workplace Outbreaks
- Weekly Family survey results

Shari asked that the Power Point be translated and distributed to the Board and PC as soon as possible. Shari also asked that the cohort size information be corrected – currently the Power Point shows “class size 1 – 5” – the class size should say maximum of 10 with the child to teacher ratio of 1 – 5.

Marta asked about the family surveys: what questions are being asked, who collects and aggregates the information? Marta offered that the PC could help design those surveys (questions, method of contact).

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LT/SLL

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Karen said they are looking at all the factors – public health numbers, family need, also looking at availability of alternate childcare.

Discussion about the importance of the Policy Council being able to be part of the discussions; whenever anything goes into yellow, would include the Program Director and the PC reps having that discussion with a particular county, as weekly report timeline.

The yellow light in a county means we need to start to talk, ELT, Board and PC and see this before the county is going to the red zone. Juan said it was important to look at and watch these numbers because they are changing on a daily basis.

Karen said they are closely monitoring the implementation of the safety policies and procedures, and Shari asked how is that occurring. Juan talked about having a [Central Office] monitoring plan for COVID-19 and with 6 or 7 key elements, such as whether the screening of staff is in compliance, the screening of the children is in compliance, social distancing at the center, are our playgrounds and facilities all in compliance. We will be working on the methodology - if we cannot be there [physically] how can we be completing the monitoring. At the next CRC we can brief the committee on this issue.

Shari wants to clarify that when we started talking about Metrics, and the Governor came out with the Metrics in June, the goal was not to be engaged in individual factors of each center with all the Board and Policy Council. Maybe that was not what others wanted, but she was hoping to not have a complicated conversation but have a cleaner cut process, so we don't have to convene in an emergency CRC meeting and put it to a vote, and instead have a policy that says: when the public health statistics 'reach this point' then we 'will do this process' and that would be part of a regular policy and not have a full discussion with the Board and PC. But now hearing and seeing this proposed Metrics policy is more of a discussion tool, and that when we do reach that point, we then have a conversation.

Juan said that was not his understanding, especially since what he heard, was that a lot of people were upset because they were not involved in the decisions of closing and opening.

Shari explained that there are two different issues: one was re-opening centers. Re-opening decisions were made in April, without having the PC or the Board make approvals before the decisions were made, without seeing the family surveys, without seeing the staff surveys, and without approving the policies. That is separate from the closure decisions. We were looking at case after case of COVID-19, and the Board and PC decided closure was necessary, but management disagreed. We are trying to figure out how do we make this process easier and less painful for everyone. We thought having Metrics in place, and then when transmission is high, and according to the Governor it is not safe to have in-person

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services, we delay re-opening or close our centers as well in those counties. That would eliminate the need to convene the whole Board and PC for a vote each time, for each county.

Karen shared this information and updates with the Board and PC so they can have their discussion. She looks forward to more conversations. The Board thanked Karen for all the hard work.

ACTIONS:

- Translate Power Point and distribute both versions to PC and Board
- Correct class size/cohort information
- Create policy based on metrics/other reopening criteria
- PC: Create family survey
- Invite PC members to Monday morning meetings

3. Work Session for Board and Policy Council

The Board members and PC members moved into a 40-minute work session-lunch, in a separate (Zoom) break out room. The purpose of the work session was to debrief and discuss the information presented before voting on the policies and metrics presented. Staff took a 40 min. lunch break.

4. Voting on COVID Policy and Metrics

After the work session Shari Lane, Board Chair, and Marta Hanna, President of Policy Council, proceeded to entertain a motion for the approvals of COVID-19 Policy and the OCDC Metrics.

COVID-19 Exposure, Prevention, and Response Policy, Approvals

Motion: Shari Lane, Board Chair, entertained a motion to approve COVID-19 Exposure, Prevention, and Response Policy as presented, with a request to provide an appendix addressing the communication pieces as discussed. Grant Baxter made the motion; Ingrid Anderson seconded the motion. Roll call was made to vote. All those in favor said Yes. The motion passed.

PC Motion: Marta Hanna, Policy Council President, called for a motion to approve COVID-19 Exposure, Prevention, Response Policy as presented, with a request to provide an appendix addressing the communication pieces

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we discussed. Anna Weller made the motion; Kayla Kneeland seconded the motion. Majority of votes by chat. The motion passed.

- Shari shared that the Board and PC discussed having a point person at the Central Office, name and email, as part of the communication piece, for family and for staff as well, and inform that if anyone has any questions, this is the person they can talk to. They also discussed setting up a hotline.
- Shari asked when can we get a proposed deadline for the Appendix or Addendum, with the additional communication piece? Donaldda responded, maybe in a couple of weeks, or let's see what we have for the next COVID-19 committee meeting.
- There was also a discussion on best practices to have face masks and providing separate ones. Seems that the policy does not specify to follow that practice.

OCDC Metrics for Operations, Approvals

Motion: Shari Lane, Board Chair, proceeded to entertain a motion to approve the Metrics as presented, with a request to work with the Policy Council to put the Family Survey piece in place as soon as possible. Marta Hanna made the motion, Grant Baxter seconded the motion to approve the Metrics as presented, with a request to work with the Policy Council to put the Family Survey piece in place as soon as possible. All those in favor voted Yes. No discussion. The motion passed.

PC Motion: Marta Hanna, proceeded to entertain a motion to approve the Metrics as presented, with a request to work with the Policy Council to put the Family Survey piece in place as soon as possible. Anna Weller made the motion, Kayla Kneeland seconded the motion to approve the Metrics as presented, with a request to work with the Policy Council to put the Family Survey piece in place as soon as possible. Majority of votes by chat. The motion passed.

- Shari, as she mentioned initially, had to leave the meeting. She thanked everyone who attended and gave thanks to all the members and staff.

Anna Lee will be acting as Chair for the remainder of meeting.

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5. MSHS 7th Year Continuation Grant Goals and Objectives

Mirae Grant, presented the Goals and Objectives. There are no changes on these. She mentioned, that for Region 12 you may remember we did a lot of work on goals; but now we are reporting on the 7th year.

This report shows the goals, objectives, and challenges. Also, the objectives reported on here are 11 objectives we worked on, and under each objective is the explanation. Goals 1 and 2, the objectives were the Coaching model for teachers; the Family Outcome tool, Active Supervision; TS Gold; and CLASS Scores.

Goal 3 which is building a committed Board and Policy Council, and objectives were enhancing the collaboration between the ELT, PC, and Board with a 10% increase of participation of PC and Board members on core committees.

For next month, Mirae said that you will see the goals for 2021 MSHS Baseline competitive grant application, and the goals and objectives will look different.

MSHS 7th Year Continuation Grant Goals and Objectives, approvals

Motion: **Anna Lee entertained a motion to approve the MSHS 7th Year Continuation Grant Goals and Objectives as presented. Grant Baxter made the motion to approve the MSHS 7th Year Continuation Grant Goals and Objectives as presented; Matt Colley seconded. No further discussion. All those members in favor voted Yes, the motion passed.**

PC Motion: **Marta Hanna entertained a motion to approve the MSHS 7th Year Continuation Grant Goals and Objectives as presented. Juanita Lopez made the motion to approve the MSHS 7th Year Continuation Grant Goals and Objectives as presented, and Kayla Kneeland seconded. Majority of votes by chat. The motion passed.**

6. Community Needs and Resource Assessment Executive Summary (CNRA)

John Avalos, ERSEA Content Specialist, presented the Community Needs Assessment Executive Summary; the CNRA will be submitted as part of the MSHS 7th Year Continuation grant. The Board received a copy of the summary.

John reported that the CNRA is a strategic planning tool to help determine long-term and short-term program goals and objectives. Leveraging current level strengths and

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community resources, the CNRA becomes the basis for informing program planning and development throughout the following 5-year grant cycle and enables OCDC to design programs and services that are adequate and responsive to community needs.

John highlighted on:

- Program overview, ECE in Oregon is shifting
- Identified Demographics
- Oregon Population trends
- Oregon Economics and Housing
- Oregon Agriculture

John said that we know that in Agricultural work we use to have many families coming from California, and over the last five years this number has declined. We need to recognize that we have more seasonal families now or local families. We have less people coming into the State. These are all things we need to look at because it is going to impact the program. There is much more information to tell, but that data is what we will be adding to our MSHS baseline competitive grant application.

John said that we are asking for the approval of the CNRA Executive Summary so it can be submitted in the upcoming 7th year MSHS continuation grant.

Anna Lee proceeded to entertain a motion for the approval of the CNRA 2020. This document will go into our 7th Year Continuation grant; as well as binding our program to meet the community needs.

Motion: Anna Lee entertains a motion to approve the 2020 Community Needs and Resource Assessment Executive Summary; Ingrid Anderson made the motion to approve the 2020 Community Needs and Resource Assessment Executive Summary; and Dan Quiñones seconded the motion. No other discussion. All those in favor voted Yes. The motion passed.

PC Motion: Marta Hanna called for a motion to approve the 2020 Community Needs and Resource Assessment Executive Summary. Kayla Kneeland made the motion to approve the 2020 Community Needs and Resource Assessment Executive Summary, and Juanita Lopez seconded. Majority of votes by chat. The motion passed.

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Donalda mentioned that as all documents were sent previously to the Board and Policy Council, and seeing that the meeting has gone over time, asked if she could have a few minutes to talk about the CACFP item. The Board and PC agreed.

Motion: Anna Lee entertained a motion to extend meeting, and end the Board meeting no later than 3:00 pm. All in favor agreed.

7. CACFP (Child and Adult Care Food Program)

Donalda Dodson, informed that the CACFP (Child and Adult Care Food Program) as noted in the Financial packet under USDA program, appears as a deficit. We've had this program for over 20 years and has always been a very tight budget. We provide oversight for the USDA in 109 home childcare sites in five counties for the Food program. We are required to fund and to meet compliance to maintain operations for up to 90 days. As of June 30th, we have been overspent \$16,000 and projected to increase. In this COVID environment we are not sure we can maintain the program and wanted to make everyone aware that.

Anna asked who would take oversight of that program? Donalda said she is looking at the budget, and trajectories of homes. And she has talked with the State about this, and they do not want us to pull out, but not sure who would step in. We might negotiate with the State; they said that they do have funding to help us until they make a decision on what to do with the program.

We serve homes in Jackson, Josephine, Coos, Curry, and Klamath Counties. Dan mentioned that the State might have funds that come out of other programs that can help; he has a meeting and could check on that. Anna thanked Donalda for informing on this program.

8. Financial Report, Anna Lee

Anna Lee is member of the Finance committee and gave a brief update of the Financial Report. Anna informed that the Board Finance Committee met, and we have been approved for all the grants, and are also receiving one-time funds and utilizing these for improvements in our program. In regard to all the grants that are being approved, Don and Angela and all the Fiscal team have done an amazing job, since they have such a short turnaround in getting all that information in. We've been very successful, and what we want to make sure is when we open, hopefully soon, we are ready to go and the money is there to operate. So, in summary, and thanks to all the fiscal team, she wanted the Board and PC to know, that we are financially in good shape.

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9. Adjournment

Anna asked if there were any other comments for the good of the order, from the Policy Council or Board. Dan expressed thanks for all the hard work and extra effort by all the staff in the last few weeks. Anna thanked everyone and proceeded to adjourn the meeting.

Board Meeting adjourns at 3:00 pm.

Next Board of Directors meeting

Saturday, September 19, 2020

The Policy Council continued with their meeting.