



# BOARD MINUTES

Oregon Child Development Coalition

**Saturday, September 19, 2020** | 9:00 am | Board of Directors 2020

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Present: Shari L. Lane, Board Chair; Juan C. Preciado, Vice-Chair; Steve Petruzelli, and Ingrid Anderson,  
Staff: Donalda Dodson, John Avalos, Janene Chitnis, Don Horseman, and Patricia Bithell

Shari called the meeting to order approximately 9:10 AM and took a moment to honor Federal Judge Ruth Bader Ginsburg and John Lewis with their known famous quotes.

## VOTES NEEDED:

1. CACFP – Family/Home Based food program budget
  2. CACFP – Center-based food program budget
  3. MSHS and MSEHS Budget – Continuation Grants (7<sup>th</sup> year)
  4. Eligibility Criteria – COPA designations, new OPK P-3 criteria
  5. Appendix to COVID-19 policy
  6. Reopening Criteria and Metrics Policy
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1. CACFP, MSHS Continuation grant and Financial Report – Don Horseman and Janene Chitnis  
Don and Janene presented the financial documents via Go to Meeting screen share.

**CACFP- An overview of the numbers for Home and Center based meal programs (USDA)** were discussed first. Overall the budget numbers have not changed much from the previous approvals.

CACFP budget (home childcare food program): Program is likely to have a deficit of about \$16,000– currently no deficit, due to staff reduction (home programs that went out of business due to COVID), but likely deficit if things don't change. It was noted that 10 new home providers asked OCDC to sponsor them, and we are looking for funding to help continue this program.

Due date was prior to this board meeting so was submitted and now needs Board review.

**MSHS Continuation: Due October 1<sup>st</sup>** (Donalda would like by September 28<sup>th</sup> or 29<sup>th</sup>)

- All the above budgets were needing BOD approvals; however, no voting could take place as no quorum (only 4 of the 7 BOD participated on call)

**Action Item:** Shari will reach out to BOD and determine what dates they would be available to vote on the budgets.

*Comment:* Don stated the Financial report was highly confidential due to DRS (Designation Renewal System), and Shari acknowledged stating that all BOD and PC sign a confidentiality agreement prior to joining group.



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**2. MSHS T&TA Plan** – Mirae Grant

A couple of paragraphs were added to the plan to reflect the feedback from Juan Carlos [OHS liaison]. Also noted was the SQUIP and DRS impact.

**Action Item:** Mirae to send out final version of T&TA plan to BOD, no approval needed as was agreed upon last BOD meeting.

**3. T&TA School Readiness** – Rachel Elliott

Plan was approved back in July 2020, but BOD still had questions so Rachel addressed their comments via e-mail prior to call.

**Action Item:** Shari would like final version to be sent out to BOD. Donalda will e-mail out.

**4. MS-EHS Eligibility Criteria, as described in the new COPA system, new OPK P-3 criteria** – John Avalos

Via Go to Meeting screen share, John showed and went through the eligibility points system that OCDC utilizes. (it the same as Federal Government Criteria) No changes noted other than the addition of the new program OPK-P3

**Action Item:** Criteria chart to be sent to Board.

**5. Appendix to COVID -19 Policy** – Ambrosi Bowman

Via Go to Meeting screen share- Ambrosi shared the six step prevention and response procedure. Shari asked about the notation that all communication with families and staff about an incident or potential exposure would need to be made “in coordination with” the local health authority. Ambrosi said that was taken directly from ELD guidance.

Shari asked whether that means OCDC is not allowed to communicate with families and staff about potential exposure. Donalda stated there is an Oregon Administrative Rule (“OAR”). Donalda said she would follow up with OHA to find out whether they interpret the OAR to mean OCDC is not permitted to communicate incidents and potential exposure to its staff and the families (Shari expressed concern that could make it difficult for us to fulfill our duties under the Head Start Act and OSHA), or whether that phrase just means we need to cooperate with them in contract tracing.

**Action Item:** Donalda to contact OHA for clarification of OAR, and OCDC’s understanding that we can follow our policies regarding notifying families and staff of an incident/potential exposure.



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**Action Item:** Change “State Policy Council” to “Policy Council Chair/President”. Also should clarify to PDs how PC rep is contacted, and if PC Rep. cannot be reached who is the next person to be contacted.

**Board of Directors will vote via e-mail once changes are made and approved by BOD.**

## 6. Employee Survey Results – Herbed Duran

Survey was done in August 2020 by third party administrator. There were 13 questions and completed via e-mail link. 744 surveys received (73%).

This is separate from the staff surveys regarding how many staff at each center are willing/able to return to work in the centers.

The results were viewed via Go to Meeting screen share.

**Action Item:** Report to be sent to Board. With numbers corrected.

## 7. Community Assessment – John Avalos

Via Go to Meeting screen share, John showed the Data Gathering Responsibility Tool. The document reflects who, what department, and/or group that could assist with gathering or having the knowledge of CA data being collected. The Board has key role to play in relaying information we hear from our region – what are the needs, the resources, etc.

## 8. Voting for Board Chair

No voting could take place as there was no quorum (only 4 of the 7 BOD participated on call).

## 9. Executive Director Report – Donalda Dodson

- Complaint to OSHA by central office employee. OSHA has now stated via letter that no further investigation will take place, as OCDC has demonstrated it has put in place all required safe workplace policies during pandemic (masks, health screenings, etc.).
- OCDC had 3 employees whose homes were destroyed by fires, the OCDC family has stepped up to help these families in their time of need.

**Comment:** Shari encouraged everyone to share any resources they know about with Donalda, to relay to Program Directors, families.

- **Reopening Criteria/Metrics policy** has been translated by Martha Molitor.

Via Go to Meeting screen share, Donalda showed and went through the Metrics, there are 3 colors to note, Red, Yellow and Green. Three Part Criteria: 1) Parent, 2) Staff Survey, and 3) Metrics.



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Donalda and Shari are working on the changes noted in red, once completed Donalda will share with PC for discussion. The biggest concern is if the classroom goes from 10 children to 20 children (OPK and PSP classrooms only) Impact?

Shari noted increased class size recommendation will need to be presented formally to PC and then to Board, if increase becomes necessary, with numbers supporting recommendation (family discussion/survey, staff surveys, financial explanation).

**Action Items:**

- PC to vote on next week- Criteria and Metrics policy – may be able to vote via email, since this information was shared and discussed in a Board meeting, with the exception of the larger class size.
- **Comment: Shari mentioned that All voting to take place by the 28<sup>th</sup> if possible, as no quorum at this BOD meeting.**

Board meeting adjourned: 1:35 PM.

Next Board meetings, October 17, and November 14.