

Oregon Child Development Coalition
BOARD OF DIRECTORS MEETING MINUTES
FRIDAY, FEBRUARY 10, 2012

- I. Call to Order and Roll Call – 6:05 p.m.
- II. Present, Grant Baxter, Board Chair; Dr. Kyle House; Shari Lane; Natividad Barbosa; Patricia Cuevas; Ana Carranza; and Rosa Maria Mendoza

Staff, Donalda Dodson, Executive Director; Don Horseman, Director of Financial Services; Juan Escobar, Monitoring Coordinator; Duke West, Human Resources Director; Martha Molitor, Senior Interpreter; Linda Torres, Senior Executive Assistant
- III. New Business

1. Strategic Planning Session Report, Marc Smiley, Consultant

Discussion for February 11, 2012

Marc Smiley, Consultant, provided an overview of the strategic process materials. He explained to the Board overview and summaries, and the key issues from stakeholders. This information was gathered the last two months by Marc Smiley and Carri Munn. Community partners shared their perspectives and interviews were made with parents, key staff and members of the Board and Policy Councils, and a focus group with Program Directors. The information was reviewed by the Board members and also gave input and identified the key issues that will be discussed at the Strategic planning retreat on Saturday. The Strategic Planning Retreat agenda was presented. The three main issues identified are Migrant and Seasonal families; Funding; and Head Start Re-competition; these issues are the starting point for the Board to elaborate and have deeper discussions at the session. List of critical issues were presented to the Board members. *Copies of Pre-planning materials and Pre-planning appendices were given out. (Included)*

Following the Strategic retreat of February 11, the Executive Leadership Team and the Planning Committee will meet to develop the strategic direction documents, and these will be presented to the Board of Directors for approval.

The Board thanked Marc Smiley for the Strategic Planning Report.

1. Monitoring 360 Update - Ongoing Monitoring and Assessment Cycle

J. Juan Escobar, Monitoring and Compliance Manager

Juan gave a brief overview, and explained the existing Monitoring model and how monitoring is done. Juan gave an idea to the Board on the model of Head Start Monitoring and data developing in the next year. The Office of Head Start (OHS) will change to a new model with multiple sources and methods to collect data and evaluate the grantee. Juan gave out copies of the graph

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OCDC Ongoing Monitoring and Assessment (OMA) that compares to graph of the Office of Head Start 360 model (included).

The four sources of information: Head Start Monitoring 360 concept.

1. Grantee: Reviewing documents as PIR, OMA, and Self Assessment
2. Central Office: On site reviews every three years, CLASS, checking program performance.
3. Regional office: Asking the fiscal officer how well our budgets look, grants officer, performance and risk call assessment.
4. State, Local and Tribal: Licensing reports accessing. It seems now they are asking for the actual reviewer material licensing report. Asking the State, CCD, how well is our performance.

Monitoring is a key component that federal reviewers look at. Juan will further update the Board members on the Head Start Monitoring in the following Board meetings.

The Board members thanked Juan for his report.

2. FINANCIAL REPORT

Don Horseman, Director of Financial Services.

- Don gave out the Comparative Financials December 2011/2010.
- Financial Reports as of December 31, 2011 Preliminary
- Narrative – Dec 31, 2011 Comparative

Don went over the Summary of all funds in the Financial report and explained that in Migrant Head Start we have spent all funds 09/30/2011 – 12/31/2011

Early Head Start, the ARRA funds ended on 9/30/2011 but we received EHS funds to continue services to carry us through September 30, 2012. We do not know yet if we might receive additional funds, depending on what is decided and Congress passes for Head Start.

CCD (Child Care Division) contract for 2012 will be reduced losing \$150, 000 because we are not using that funding, partially because of the CCD rules. Umatilla and Malheur have seen a big impact with CCD services. With the home based program there is documentation that has to be presented and proved. We need to look at what the risk is to the agency with home providers if there are any issues that can reflect on OCDC. We have funding through the end of this month.

Don went over the Statement of Activities and ratios 2011/2010.

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Action: Dr. House suggested having I-Pads. Remind Donalda and Don about looking into I-pads. Suggestion was to have them here for Board members and Policy Council for easier access to documents.

NMTC (National Market Tax Credit)

Visits were made by Raza Development Funds with interest in the Washington County, Enterprise Circle building for the NMTC funds. We were waiting for allocation announcement. The information on the first model came back worth 1.8 million, and when we had looked at the property was 3.7 million. They are also asking for a 9.5 percent fee.

David Altman, Financial Consultant, is working with Wells Fargo Bank and is working as our development officer and pursuing others. He talked to John Gray, Philanthropist, who is going to give OCDC \$250,000, and David will also approach The Collins Foundation.

There will be changes to the NMTC reports, more information will be provided to the Board.

3. EXECUTIVE DIRECTOR REPORT

Donalda Dodson, Executive Director

Donalda talked about the issue of re-competition for 2012. There are seven areas that can place a program on re-competition: deficiency on a federal review; an Audit finding; loss of license to operate; lack of goal attainment in School Readiness, low CLASS scores; ineligibility by Federal, State or local government; suspension by Office of Head Start (OHS).

This year OCDC submits its three year grant, and some of the rules for those with renewal grants and how to proceed is still not clear. More information will be provided.

Donalda informed that the Employee Benefit package remains the same. We have not given raises for six years, because we are flat funded, so we have made the effort to not pass any health insurance cost to the employees in past years. But every year there are health care cost increases for the agency. This year the cost to the employee will be \$16.56 per month on health insurance.

4. OCDC WORK PLAN

The Work Plan was presented to the Board members. Donalda informed that every year there are updates made to the Work Plan. She explained that there were changes to reflect staffing changes; the only changes made were literally in wording per service area. Donalda went over the OCDC Work plan changes and copies were included.

MOTION: Grant Baxter, Board Chair entertained a motion to approve the OCDC Work Plan updates for 2012. Dr. Kyle House made the motion to approve the

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OCDC Work Plan updates for 2012. Patricia Cuevas seconded the motion.
All those in favor said 'aye'. The motion passed.

5. APPROVAL OF BOARD MEETING MINUTES
NOVEMBER 4-5, 2011

One edit to the minutes to clarify that Grant Baxter, Board Chair was on conference call for the Board meeting on Friday, November 4.

MOTION: Grant Baxter called for a motion to approve the Board minutes of November 4-5, 2011. Anna Carranza made the motion, and Juan C. Lopez seconded the motion to approve the Board minutes of November 4-5, 2011. All those in favor said 'aye'. The motion passed.

6. DEBRIEF VISIT TO LEADERSHIP INSTITUTE

The Leadership Institute in January 24-25 in DC was attended by several Policy Council members and Board members. Visits to the Hill were made, and vision and concerns of immigration were expressed to Senators and representatives. Some of the concerns that were expressed brought tears to some of the people who were present. The group visited Senator Ron Wyden who is very supportive, just as Congressman Greg Walden, and staff from Senator Jeff Merkley and the office of Greg Walden who were supportive as well.

The Board suggested that for the following visits there needs to be a focus on the objective of the visit and preparation so there can be a clear message on what our mission is and what we do. To research and know who we are approaching, what their legislation is, and having asking points, direct questions with clear understanding.

Action: Next NMSHSA Annual Public Policy Conference is June 23-June 26 in DC. Donalda will put talking points together. Shari can help with talking points.

Board members need to let us know who is attending the conference.

Adjourn Board Business Meeting 8:50 pm

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IV. BOARD EXECUTIVE SESSION - 9 p.m.

**Oregon Child Development Coalition
Board of Directors Conference Call
April 23, 2012**

1. Purchase Approval Gym Building in Hillsboro, Oregon

Present, Grant Baxter, Board Chair; Dr. Kyle House, Board Vice-Chair; Shari Lane, Ana Carranza, Kay Ortega, and Patricia Cuevas.

OCDL Staff, Donalda Dodson, Executive Director; Don Horseman, Financial Director; Rod Walker, Senior Facilities Manager.

The Board conference call was requested due to timing need for decision issue on: Purchase of the Gym Building in Hillsboro that is adjacent to the property previously purchased for the new school. Previously authorized by the Board was the purchase at \$450,000. That offer was rejected; the asking price was \$1 million. No further action taken on OCDL part.

However, in calculating cost of the new school acquisition, it became apparent we could save about \$1 million in construction costs if we had the gym; it could also be used as an asset in our loan to value with NMTC. Discussion with owner of gym revealed that we could purchase that property at \$805,000 which is \$46.68 per sq. ft., this is considerably under actual comparables.

Board members asked questions about how space would be used; would new property require much renovation, the building size, etc. Rod noted that minor upgrades of painting in some areas, carpeting, and possible lower ceiling in large area space. Rod also noted that we would increase parking by 30 slots.

Discussion was about the building giving us additional opportunities to include more community participation, which has been a question from funders we have approached for capital development funds. This is a multipurpose building.

MOTION: Grant Baxter called for a motion to approve the purchase of the gym building in the amount of \$805,000. Dr. Kyle House moved to approve the purchase of the gym building for \$805,000. Shari Lane seconded the motion to approve the purchase of the gym building in the amount of \$805,000. All board members present were in favor of the purchase, the motion was unanimous.

2. Request to the Board to Appoint Directors as new Board members for QALICB (Qualified Active Low Income Community business).

Board members: Dr. Kyle House, Grant Baxter, Don Horseman and Donalda as new Board for QALICB.

Board members agreed. Verification and more discussion at May 2012 Board meeting.

Oregon Child Development Coalition
BOARD OF DIRECTORS MEETING MAY 18, 2012
Central Office ~ Wilsonville, Oregon

Call to Order – Grant Baxter, Board Chair, called the meeting to order at 6:05 p.m. There was roll call.

Present, Grant Baxter; Dr. Kyle House; Shari Lane; Natividad Barbosa; Patricia Cuevas; Juan C. Preciado; Margarita Castaño; and Juan Carlos Lopez

OCDC Staff, Donalda Dodson, Executive Director; Joy J. Turtola, Program and Staff Development Director; Duke West, Human Resources Director; Jennifer Olson, Resource Development Director; Martha Molitor, Senior Interpreter; Linda Torres, Senior Executive Assistant

1. OCDC Mission Statement

Donalda Dodson presented the proposed Mission Statement. The mission should say what we do and how we provide services. OCDC wants to improve the lives of the children and the services, and we want to express all that we do in the mission statement. For this reason a new statement is being proposed by Executive Management. The Board members agreed with some changes and gave input on making other minor changes to the statement. The Board proceeded to accept the new Mission Statement:

Oregon Child Development Coalition (OCDC) is dedicated to improving the lives of children and families by providing early childhood education, care and advocacy with unique and supportive services to enhance family growth and community success.

MOTION: Grant Baxter, Chair, entertained a motion to accept the new OCDC Mission Statement; Margarita Castaño made the motion; Natividad Barbosa seconded the motion to accept the new OCDC Mission Statement. All those in favor said ‘aye’. The motion passed.

2. Program and Staff Development Report

Joy J. Turtola, Director of Program and Staff Development updated the Board members on the School Readiness.

School Readiness 2012 - Joy gave presentation on what School Readiness is according to the OHS. This presentation will be translated and sent out to Board members.

Office of Head Start defines School Readiness as skills and knowledge necessary for school success and for later learning in life.

Joy addressed the steps to support school readiness and the five essential domains:

1. Language and Literacy development
2. Cognition and general knowledge
3. Approaches toward learning
4. Physical well being and motor development
5. Social and emotional development.

The next steps are working with the Program Directors on their county goals. We have created two goals, but will have five agency goals; and will work on creating the action plans.

Action: **At next Board meeting in August all five goals on School Readiness will be presented and updates on action plans for each.**

The Board thanked Joy for his presentation.

3. Resource Development Report

Jennifer Olson, Resource Development Director, gave a report on all activities.

Resource Development has been engaged in building relationships with funding agencies and potential contributors. Jennifer mentioned a list of grants received in 2011 included in report.

- 2012 Grants: Oregon Community Foundation (OCF) \$20,000 for childcare in Umatilla
- OCF \$25,000 for capital campaign in WA County
- Meyer Memorial, \$250,000 and Collins Foundation, \$200,000, both for capital campaign in WA County
- Working on Capital campaign and been working with David Altman and the NMTC.
- OCDC received a generous gift of \$ 250,000 from Mr. John Gray, Philanthropist, referenced by D. Altman. This gift will go towards the building in Hillsboro.
- Intel and Nike might want to sponsor a classroom and can place their names on buildings. Making proposals to promote the new building and there are all kind of opportunities for new projects.
- Looking at opportunity with CISCO, for a culinary program to provide training for Latinos who might be interested in restaurant industry.

Jennifer commented that one of the primary tasks of RD is to identify new resources. The sustainability of funded projects continues to be important and increase visibility with partners and key community resources. This has been a successful year, with all kind of new opportunities for new projects.

- Community Assessment –Gathering data from the counties for County community assessment and Jennifer hopes to have cooperation of parents, Directors will be contacting parents at each county. The information is due by June 15 back to us.

- State Community Assessment, working on and looking at all of Oregon service areas, and will include data in the CA.
- OCDC Annual report 2011 – RD is getting this report out in the summer.

The Board members thanked Jennifer for her report.

4. Human Resources Report

Duke West, Human Resources Director, gave HR report on recruitment, terminations and updates on Union activity.

- Separation Director of Operations – OCDC contracted an Interim Director of Operations, Ann Kohler, who has experience in providing support to executives for short transition periods; Ann has experience in executive management work in over nine organizations in Oregon. OCDC will be recruiting for that position during this transition time.
- Recruiting for Education Specialist, Data Base Coordinator, Data Base Administrator, and Family and Health Services Specialist.
- In Counties, there is much activity in hiring people. May, June and July we hire between 300 and 400 people.
- Union update – Meetings are taking place with the Union. Washington, Multnomah and Marion counties are still in negotiations. The Union contract expired on December 31, 2011.
- Marion County teachers filed for decertification of the union. All other staff voted in favor by a small margin. Washington County staff filed petition for decertification and Multnomah County staff voted the Union out by a margin of one vote. We will get updates in a few weeks. Duke will keep the Board updated.
- COLA – Cost of Living Adjustment. OCDC submitted the COLA application to OHS in April. Office of Head Start gave OCDC a .72 percent increase in COLA. OCDC will provide a 1.1 percent increase this year to all staff. We usually receive response to our submission in June, and the increase will be retroactive to January 2012.

The Board thanked HR Director for his report.

5. Approval of Feb 10-11, 2012 Board Meeting Minutes

There were corrections made on names who attended last meeting.

Action Item - I-Pads - Suggestion was that if everyone has one, this is the means to use for communication. We can cut back on FedEx packets. Also can look into selling computers to each person; and there should be a commitment in having these. We will continue later talking about the topic and I-Pad discussion.

MOTION: Grant Baxter entertained a motion to approve the Board Minutes of February 10-11, 2012. Kay Ortega made the motion, and Margarita Castaño seconded the motion to approve the Board Minutes of February 10-11, 2012. All those in favor said ‘aye’. The motion passed.

6. Next Board Meetings:

Board meeting **August 17-18, 2012.**

Board meeting **October 19-20, 2012** - Was scheduled for October 26-27.

Board Removal - The Board members agreed removal of Board Member, Marina Merrill; she has not attended Board meetings (3 unexcused). Donalda will notify Marina.

Adjourn

Board meeting adjourned at 9:15 p.m.

Board Executive Session

Board Members entered into Executive Session.

Oregon Child Development Coalition
BOARD OF DIRECTORS and POLICY COUNCILS MEETING
MAY 19, 2012 9:00 AM – 2:00 PM PST
Central Office ~ Wilsonville, Oregon

Grant Baxter called the meeting to order at 9:00 a.m.

Board Members Present, Grant Baxter, Board Chair; Dr. Kyle House, Board Vice-Chair; Shari Lane; Natividad Barbosa; Patricia Cuevas; Margarita Castaño; Ana Carranza; and Kay Ortega

Grant informed that we needed one more board member for the approval of Board conference call minutes of April 23.

On this date May 19, 2012 at the Board of Directors meeting, the Board members make a second vote to approve the Board Conference Call minutes of April 23, for the approval of purchase of the gym building in Hillsboro, Oregon, Washington County. Majority of Board members were present.

MOTION: Grant Baxter, Board Chair called for a motion, Dr. House moved to approve the Board Conference Call minutes of April 23rd, Kay Ortega seconded the motion to approve the Board Conference Call minutes of April 23rd, for the purchase of the building in Hillsboro, Oregon, Washington, County. All those in favor said 'aye', no oppositions. The motion passed.

MSHS Policy Council and OPK Policy Councils

Huber Sandoval made Roll Call for the Policy Council:

MSHS PC- Kay Ortega , Klamath County; Marco Antonio, Klamath County; Estela Navarrete, Malheur County; Desenia Lara, Hood River County; Melisa Reyes, Wasco; Ana Carranza, Umatilla; Francisco Peña, Maria Chavez, Marion; Gabriela Diaz, Jefferson; Concepción Pacheco, Multnomah; Anahi Cervantes, Jackson; Mercedes Ramos, Polk/S. Salem; Claudia Gutierrez, Malheur; Maria Alvarez, Jefferson; José Campas, Multnomah; Maria Guadalupe Huerta, Hood River; Victor Chonteco, CR Multnomah; Vicente Valentin, CR Malheur; Grant Baxter, Board Chair Rep; and Natividad Barbosa, Board Rep.

OPK PC – Juan Carlos López, Washington County; Mary McKinney, CR Jackson; Jamie Davidson, Washington

Facilities Report, Rod Walker, Facilities Manager

Rod gave updates on major events and additional information on Facilities. *Facilities Report included.*

Malheur County, Nyssa Center - Aerial photograph was presented. The building is owned by the Malheur Housing Authority, and the issue is the Housing Authority was going to sell the property and is now for sale. In August of last year Board agreed to not move forward with this purchase and

to continue the lease. Rod explained that the lease has no expiration; comparison information for review presented. They were asking for 300 thousand dollars, but based on rent study estimated value is 60 thousand dollars. New construction would be over a million dollars now. OCDC has seasonal migrant services, but the concern is we may not use this building later. The migrant population is decreasing in Nyssa, and going to Ontario.

The Board members agreed that we look at other options and requirements at this time, because of strain on our finance areas. We need to look at opportunities in Hood River, or as Klamath, there are other areas that need some attention.

Jackson County, Ashland Center – Policy Council members had some concerns about Jackson County building. The building is the Briscoe Elementary School in Ashland.

- The parents would like to have a closer center, for the majority of parents the center seems very far from their residences. Most of the families are in Medford.
- The alarm system is always setting off, it's been three times or more they heard the emergency alarm go off in the classrooms.
- The playground is a concern and they asked if it's possible to look for a new center, or explore other options.
- Rod has not heard of any alarm issues, or safety issues or any hazards. The playground situation was discussed a few weeks ago, with Ashland School District about the fencing for the play area and creating our own playground. The PC agreed that would be a good idea.

Rod explained that we had limited options in that area for a center, the reason to move to Ashland was because we could not find anything at reasonable distance, and spent a lot of time and money to find suitable location. Rod is always looking for something better, and has not found any facility more appropriate.

Washington County, Hillsboro – Working on NMTC funding and maintaining the property at Enterprise Circle until funds are available to start construction. We have meeting with Planning Commission on July 18 and that will give us two week appeal after the decision and will be the first part of August for final approval.

ACTION: **Rod to follow up with safety concerns that Policy Council members have about Ashland facility.**

The Board thanked Rod for his report.

Financial Reports, Don Horseman, Director Financial Services

Financial reports were given out to the Board and Policy Councils.

- Comparative Financial Statements as of December 2011/2010
- Comparative Financial Statements as of March 2012/2011
- Financial Report as of March 31, 2012

Narrative as of March 31, 2012 and March 31, 2011 unaudited

- Statement of Financial Position Assets - We had reductions in cash and equivalent of \$459,000
- Decrease of \$1,971 in investments of Putnam funds and of Standard Insurance stock.
- CCD area we are dealing with issue where the State denied retroactive and OCDC needs to repay the state for \$5000, one family.
- CCD program, dealing with eligibilities, they changed the regulations required to show citizenship before we can provide services. There has been a decrease in number of children for services. Revenue dropped by 50 percent.
- Number of families has dropped to 3 in Clackamas County. Seems as barriers between us and serving the families. We do not get direction, and they look at every application to make a determination if that family does or does not qualify. These are not big programs for OCDC but for families it is. We will lose money on these but as an agency we need to cover these services.
- Juan Escobar is usually talking to the staff at CCD; Donald and Don have talked about the serious risk for this program. The contract \$293,000 a year.
- Home based program in Medford, is not generating enough homes to cover the administrative cost either. If we cannot cover the cost, we may put ourselves out of compliance. We will keep the Board updated.

New Market Tax Credits (NMTC)

Don reported on the program working for Hillsboro project, and informed that we started this program back in March of 2011. We bought the property, and were able to buy the gym for \$805,000. This will be the largest facility – we are serving 400 children capacity for Migrant and OPK, and can serve another 300 children. US Bank is the main investor in this program; we are engaged in weekly conference calls with mostly banking and legal firms. Working to determine how this program will come together. NMTC is free money, at the end of seven years OCDC will end up with about 2.5 million dollars. We will look at working it in the OCDC grant at end of the seven years.

There are various administrative changes that OCDC is going through and different eligibility and we are collecting more information. Don thinks we will be completing this business by the end of June to close the deal, and will report more as to the final outcome in August.

Executive Director Report, Donald Dodson

- Donald informed that the OHS (Office of Head Start) continues to stress the importance of School Readiness and the role Head Start has in this concept for early childhood. OCDC will make sure and will work to place emphasis on goals and data to support progress on this topic.

- June is the Public Policy Forum in D.C. and there are two Board members and four parents attending.
- There will be Listening sessions with ACF (Administration for Children and Families), for staff on what monitoring systems should be for Head Start. OCDC changed to an emphasis on monitoring as ongoing activity in alignment with the OHS vision for monitoring.
- Donalda is participating on one of the State work groups with the Early Learning Council; this is identified to establish screening criteria for the prenatal through preschool model.

Child Abuse Summary 2011 – Reports were presented to the Board and PC of Child Abuse summary for each County. These reports are collected by the staff that observe and may have suspicions of child abuse and this is required by law to report. Every year will be bringing in these reports to the Board and PC.

Invitation to HSAC - Donalda gave out letters for the 2012 OCDC HSAC (Health Services Advisory Committee) meeting taking place on June 15th at Central office, inviting Board and Policy Council members. This is a group effort in collaboration with families, staff and community to address the needs of children and families. Dr. House is on the committee. Confirmations can be made by May 30 to Central office.

OCDC ERSEA SELECTION CRITERIA Update

Donalda presented the Selection Criteria to the group. Under the federal income, in addition is requested copy of proof of income, to make sure we are serving the needy of the neediest.

This point system is the one from last year, no changes were made, and we are proposing again for this year 2012. In the past we brought to the Board and PC in January for approvals, but now we will be presenting the Criteria for Migrant and Seasonal by the month of June.

This Criteria is based on work during the last two years from the Selection Criteria committee. Committee includes Directors, Central office staff, Board and Policy Council. We need to include OPK PC.

We want to make sure that parents and Board get involved in the planning committee. The Board establish that Patricia Cuevas is on the ERSEA committee. Board and Policy Council proceeded to make a motion for approval.

MOTION: Grant Baxter, Board Chair called for a motion to approve the Selection Criteria 2012 as presented; Patricia Cuevas made the motion, and Ana Carranza seconded the motion to approve the Selection Criteria 2012 as presented. All those in favor, said 'aye', the motion passed.

MOTION: Huber Sandoval, MSHS Policy Council Chair, called for a motion to approve the Selection Criteria 2012. Claudia Gutierrez made the motion; and José Campas seconded the motion to approve the Selection Criteria 2012. All those in favor voted 'yes'. The motion passed.

PBIS - Positive Behavior Interventions Support

Karelia Harding, Policy Council Coordinator; and Beatriz Marrón, Family and Health Services Specialist made a PowerPoint presentation on PBIS in Spanish. *Handout included.*

- OCDC has been implementing PBIS in some of the counties. Currently, Jefferson, Washington, Jackson, Multnomah and Klamath.
- Presentation of the six Modules of PBIS
- Building positive relations with the children. Bety gave information on these and the PC members participated in questions and answers.
- PBIS is about teaching skills to children for success in school and further in life.
- Prevention in situations instead of reaction.
- Helps children develop social and emotional skills.
- Video Clip is presented to the parents.
- Karelia recommended that PC talk to the Directors, if PBIS has not been presented in their County.

The Board and Policy Councils thanked Karelia and Bety for their presentation.

Adjournment

Board of Directors and Policy Councils meeting adjourn at 2:00 p.m. PT

Oregon Child Development Coalition

BOARD OF DIRECTORS MEETING

AUGUST 17 - 18, 2012

Friday, August 17, 2012

BOARD ROLL CALL – Board Chair, Grant Baxter called the meeting to order at 6:00 pm. Quorum was established.

Present, Grant Baxter, Board Chair; Dr. Kyle House; Board Vice-Chair; Shari Lane; Patricia Cuevas; José Campas; Natividad Barbosa; Juan C. Preciado; Juan Carlos López; Ana Carranza; and Rosa Maria Mendoza.

OCDC Staff, Donalda Dodson, Executive Director; Joy J. Turtola, Program and Staff Development Director; Duke West, HR Director; Sonja Trigo, Interpreter; Linda Torres, Senior Executive Assistant.

1. Parent, Family, and Community Engagement Framework (PFCE) Presentation

Joy Jerome Turtola, Program and Staff Development Director

- The focus of PFCE Framework and Assessment is a focus of Head Start to ensure quality and give new emphasis to parent, family and community engagement. PFCE launched in Dec 2011. Joy presented Framework on PowerPoint presentation.
- The framework covers Program Leadership, Continuous Program Improvement, Professional Development, Program Environment, Family Partnerships, Teaching and Learning and Community Partnerships.
- Major keypoints: Program Foundations - Program Impact Areas - Family Engagement Outcomes - Child Outcomes.

The OHS and the National Center for family engagement have developed tools, the markers of progress. This tool will be used at every county, starting with the foundation. There is definition for every element, and a committee of staff, volunteers, and parents, and partners will assist to grade and evaluate. Board members asked if there was representation from each county. Joy said that some have a teacher, a parent, or staff, and we have an agency committee. The members mentioned that it would be nice to have a rep or parent from each county.

In April, OCDC had a large session and presented and introduced the resources to Program Directors and staff. Discussion on what the children needs are and see how we can better those.

2. Program and Staff Development

Joy J. Turtola reported that Xin Gao, preschool content specialist was hired. She speaks Spanish and will bring new insights and energy to the agency; she has a doctorate and certificate in advanced statistics from the University of Kentucky. This is a new position the ECE Specialist, and with this person OCDC has the ability to conduct the right analysis for all the variables in our program, her start date is October 1. Xin came from China, so it's adding to the multiculturalism of the agency.

Oregon Child Development Coalition

BOARD OF DIRECTORS MEETING

AUGUST 17 - 18, 2012

3. HUMAN RESOURCES REPORT

Duke West, HR Director

Duke West reported on Hires and Separations.

- Resource Development Director and Program Director from Polk County resigned in the last week to go work with TTA Regional, as well as the Disabilities Coordinator.
- Transportation Maintenance Coordinator retired, he was a great asset and did a great job during his many years at OCDC.
- Family Data Clerk, removed for performance.
- Hired Data Base Administrator, and Education Specialist
- Interview for the position of Operations Director and second interview is August 29.

Union Activity

Union was voted out of Multnomah County, only Washington County and Marion are currently represented. Contract negotiations ended and mediation will started August 14 with a second meeting on September 6. The Board asked how does the mediator work. Duke explained that they look at things and try understanding our side, and understanding their side. This is a free service from the State.

OCDC partnered with Oregon OSHA to pursue Sharp status. Sharp is a safety and health recognition program. Nick Hilbers got this endorsement from Sharp and having that will help with costs, and benefits include a culture of excellence and improvement in the area of occupational safety and health, and will show how we are a quality program. Staff is getting ready to implement this in Washington County.

Severance Pay Policy

Duke presented the policy and procedure 80.030 to the Board. Policy Change was to be made by legal council: Severance pay when staff leave the organization; this policy was put in place a few years ago. The severance will be paid per the chart indicated in the policy. Per length of service and number of months, and maximum severance is 6 months. OCDC retains discretion over whether to grant severance pay, and we say while this is in place.

Suggestion was to change second sentence add - we do provide severance pay but with some revisions. Duke will send to Shari to review. Grant and Shari would like to see the policy revision when changed.

Donalda mentioned that there will be another policy in October. Finally after 5 years, we can pay Policy Council for lost wages.

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BOARD OF DIRECTORS MEETING
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4. EXECUTIVE DIRECTOR REPORT

Donalda Dodson

Capital Development - Donalda mentioned the capital development for the building in Hillsboro, OCDC had a visit by Meyer Memorial funders, and visit went very well. We are scheduling a site visit by the Ford Foundation as well the end of August. *Copies of Executive Director Report were sent out to the Board.*

CA - Donalda reported working on the Community Assessment for the grant, needs major work and will be completing that within the next four weeks. As soon as we have some conclusion and trends we will present that.

California Project – Donalda gave a brief update on the California recruitment project 2012. This is the second year that OCDC expands recruitment efforts by sending teams of staff and parents to recruit families in central valley of California. It has been a positive interchange, they spent 6 days and visited head start programs, schools, flea markets, migrant education offices, etc. they visited the fields and met with people who were working.

The families are not moving as much, the growers want them to stay and children stay in the same school. We are seeing the same trend here, Oregon is seeing less migrant more seasonal. They gave out 2000 brochures and 1000 flyers. Maria is getting the cost and investment and organizing this so we can see the numbers. This is an incredible effort and dedication from our staff who worked on this project. Donalda mentioned that we talked about this with the Federal office and they were happy about that.

COLA (Cost of Living Adjustment) 2012 – the COLA was given to the staff, 1.1 percent increase. This COLA is given because Head Start Act notes that after funding to maintain current level of services the second priority is Cost of Living Adjustment.

5. APPROVAL OF MINUTES – May 18-19, August 6, 2012

MOTION: Grant Baxter called for a motion To approve the May 18-19, 2012 Board minutes, Juan C. Preciado made the motion and José Campos seconded the motion to approve the Board meeting minutes, Juan moved all those in favor said aye. The motion passed.

MOTION: Grant Baxter called for a motion to approve the August 6, 2012 Conference Call minutes. José Campos made the motion to approve the August 6 Conference call minutes and Ana Carranza seconded the motion. All those in favor said ‘aye.’ The motion passed.

Board Meeting adjourned at 8:15 pm for the evening.

Oregon Child Development Coalition
BOARD OF DIRECTORS MEETING
AUGUST 17-18, 2012

Saturday, August 18, 2012

Roll Call – The Board Chair called the meeting to order at 9:05 a.m.

Present, Grant Baxter, Board Chair; Dr. Kyle House; Board Vice-Chair; Shari Lane; Patricia Cuevas; José Campas; Nativdad Barbosa; Juan C. Preciado; Ana Carranza; and Rosa Maria Mendoza

Juan Preciado took a moment to thank the Board and everyone for their support for him and his family, as he was able to be with his wife, and is now in recovery.

1. OCDC AUDIT REPORT 2011

Shari Lane reported on the Audit Report. The Audit committee had a conference call on August 9, 2012. The Auditor's informed that the Audit went really well and all was in order. We received no management letter. Recommendation of the Audit committee is that the Board accepts the Audit report and Financial Statements as of December 31, 2011. Audit reports were given out to each of the Board members.

MOTION: Grant Baxter made a motion to approve the Auditor's Report 2011, Juan Preciado made the motion and Dr. House seconded the motion to approve the Auditor's Report 2011. All those in favor said 'aye.' No oppositions. The motion passed.

2. FINANCIAL REPORTS

Don Horseman, Director of Financial Services

MSEHS Budget Summary, for the Migrant Seasonal Early Head Start Continuation Grant 2013

Don gave out copies of the MSEHS Budget Summary for 2013 and gave explanation of each program area. *Attached is the Summary Budget.*

- Total County and Program Activity \$24,367,895
- Total MSHS Funding \$31,400,930
- Total EHS Funding \$ 5,107,793
- Grand Total \$36,508,723

Don mentioned that the Policy Council approved the budget last night. We need a motion from the Board for the Continuation Budget:

MOTION: Grant Baxter entertained a motion to approve the 2013 Continuation Budget; José Campas made the motion and Dr. Kyle House seconded the motion to approve the 2013 Continuation Budget, no oppositions. The motion passed.

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Oregon Head Start PreKindergarten Program (OPK) Budget 2011-2013

Don presented the second year budget for OPK Biennium 2011-2013 grant application. This is a two year budget for July 1, 2011 through June 30, 2013

- Oregon Prekindergarten – Funded slots 766 children
- Grand Total \$12,782,685

MOTION: Grant Baxter called for a motion to approve the 2011-2013 OPK budget. Shari Lane made the motion and Juan C. Preciado seconded the motion. All those in favor said 'aye'. The motion passed.

Financial Reports as of June 30, 2012

- Don went over the financial report for MHS and EHS. Page summarization of all the programs, no concerns at this time.
- Comparative Financial Statements/ Dashboards Narrative June 2012/2011

Don talked about the one home provider in Jackson County and has been somewhat a concern, their budget is \$7000 negative and in July increased to \$13,000. Contract ends in September. There are 80 homes, and were 117 in July. In home child nutrition program, reimbursed for the meals, and OCDC is the provider of that service. That is \$800 per child. We do not oversee the childcare program. This just come to our attention, and will be visiting Jackson County, and look more into this program. But we cannot continue to sustain this loss. In Clackamas County we do have the childcare program, but not the nutrition.

We are concerned about the children and families, we will need more information, and talk with Department of Education. By October meeting we can bring more information back to the Board and make a recommendation.

Action: Follow up with in home provider issue in Jackson County, and bring information back and do an assessment in October.

MOTION: Grant called for a motion for the approval of the Financial Report as of June 30, 2012. Ana Carranza made the motion and Juan C. Preciado seconded the motion. All those in favor said 'aye,' no oppositions. The motion passed.

3. New Market Capital Tax Credit System NMTC

Rod Walker, Senior Facilities Manager

Rod is the Project Manager on the NMTC system. Juan Carlos López is the OPK Chair, and has attended every site visit representing the Board and parents.

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Rod informed that the process is now finalizing, the QALICB is done. Seems that we are in the final draft of loans documents.

Rod showed a map of the building in Hillsboro, the conditional use for this project was approved in August 1. Site plans and permits will be approved as soon as the transaction closes. The modules manufacture will start in September, once the foundation is done. The factory of the modules is in Aumsville, this is a series of prefabricated modulars, and we have been working with them for some time. The end date of the entire building is in one year. Also working with Energy Trust of Oregon, for energy efficient heating and cooling. This will be a very efficient building.

Rod updated the Board on some questions about Jackson County from the Policy Council and the Board's last meeting. Rod assured that there was a follow up on all of that, fire alarm all is operational and is in the process of completing in Jackson the annual inspections of all the building and all of the maintenance and playground safety. It's an old school building but it's definitely safe and well maintained. *Facilities Report is included in the Financial Report.*

4. Self Assessment Summary and Quality Improvement Plan 2011-2012

J. Juan Escobar, Monitoring and Compliance Manager

Self Assessment Summary and Quality Improvement Plan 2011-2012 Juan informed on the main topics of findings on each visit to the Counties. All observations and details are in copies with the Program Directors and a copy for Donald, and in the SAMOA data system. Juan mentioned that the Policy Council received the information and approved the Self Assessment Summary in their conference call on August 17.

Juan gave hand outs on overview on visits and findings by program, by county and by service area 2011-2012. There was some discussion, and Juan responded to questions from the Board. Juan presented to the Board members and went over the summary of findings and improvement strategies resulting from the ongoing monitoring; the report has 15 topics. This report will be sent in the 2013 Migrant and Seasonal Head Start grant application. *(Report included)*

The Board proceeded to make a motion to approve the Self Assessment 2011-2012.

MOTION:

Grant Baxter called for a motion to approve the Self Assessment Summary and Quality Improvement Plan 2011-2012. Patricia Cuevas made the motion and Ana Carranza seconded the motion to approve the Self Assessment Summary and Quality Improvement Plan 2011-2012. All those in favor said 'aye'. No oppositions. The motion passed.

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5. SCHOOL READINESS GOALS 2012-2013

Donalda Dodson, Executive Director

The School Readiness goals were developed based upon data of child outcomes, data from classroom, from TS Gold, CLASS and PBIS assessment.

Donalda gave highlights on the School Readiness goals, there are six goals and these will be submitted in the MSEHS continuation grant. *Copy of School Readiness goals included.*

MOTION:

Grant called for a motion for the approval of the School Readiness Goals 2012-2013. José Campas made the motion, Juan C. Preciado seconded. All members in favor said ‘aye.’ The motion passed.

6. GOALS AND OBJECTIVES 2013-2015

Donalda presented the summary of the 4 goals and objectives that will be submitted in the MSEHS continuation grant application:

- Goal 1: Maintain high quality interactions with children and families resulting in positive learning outcomes and achievement of agency identified School Readiness goals.
- Goal 2: Enhance program practice to promote safe environments for children and families and community.
- Goal 3: Maintain high quality of services that promote lifelong learning, health and wellness through family engagement that align with PFCE framework.
- Goal 4: Enhance agency’s responsiveness and capacity within agency systems to meet the changing needs of the communities we serve.

Motion:

Grant Baxter called for a motion to approve the OCDC Goals and Objectives 2013-2015. Patricia Cuevas made the motion and José Campas seconded the motion to approve the OCDC Goals and Objectives 2013-2015. There was no discussion; all those in favor said ‘aye,’ the motion passed.

7. OCDC VISION

Donalda informed that we are proposing the new vision to the Board. Board agreed to table it and make sure the Policy Council has seen this first.

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8. STRATEGIC DIRECTION 2013-2015

The Board was given copies of the Strategic Direction. The Strategic plan set forth this document. There are five key areas and Donalda asked the Board members to review and further discuss and accept later.

I-Pads vs. Materials (pending item)

The Board had a short discussion on the I-Pads.

<u>Action:</u>	Look into how much we are spending in materials vs. having I-Pads. Even if we just hand them out at the meeting, to only use here. Everything we do should be electronically. There are too many documents.
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Next Board meeting is October 19-20, 2012

The Board of Directors meeting adjourned at 1:30 p.m.

Oregon Child Development Coalition
BOARD OF DIRECTORS MEETING
October 19 - 20, 2012

Friday, October 19, 2012

BOARD ROLL CALL –Dr. Kyle House, Board Vice-Chair, called the meeting to order at 6:10 pm. Quorum was established.

Present, Dr. Kyle House; Board Vice-Chair; Shari Lane; Patricia Cuevas; José Campas; Natividad Barbosa; Juan Carlos López; Margarita Castaño; and Rosa Maria Mendoza.

Not present, Grant Baxter, Board Chair, excused. *Quorum was established.*

OCDC Staff, Donalda Dodson, Executive Director; Joy J. Turtola, Program & Staff Development Director; Martha Molitor, Senior Interpreter, and Linda Torres, Senior Executive Assistant.

NMTC Conference call, David Altman, Financial Consultant, IPR Consulting

David Altman, Consultant, gave a final report on completed New Market Tax Credit (NMTC). OCDC contracted with IPR Consulting to complete a NMTC financing starting in February 2011. David informed that they closed and funded an \$11.0 million investment fund on October 4, 2012. This project was not easy to reach this successful conclusion, however the end result was very beneficial to OCDC. There has never been a transaction in the city limits of Oregon, an organization that has taken of state credits of Governor Kitzhaber. OCDC was able to fund the entire purchase in Hillsboro, Washington County, and all expenses related to the acquisition of the gym property and office building adjacent to the location with the 3 buildings of the former school. We risked 20,000 and we made 700,000. One of the points he stated, was that this will pay down the debt into the mortgage of the facility in five years. And decrease our interest payments.

There is a summary report included. David mentioned that we were very fortunate to have Mr. John Gray contribute an additional amount of 25,000 and let us use his name for other organizations. Through his generosity to get a grant from all the organizations he would lobby on our behalf. John was known as a philanthropist and helped many organizations,

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and had a background in agricultures. John Gray passed away this morning, and David wanted to acknowledge him for all his contributions, he was an admirable person.

Juan Carlos Lopez, OPK/PC Chair, recognized David and thanked him for the good work and all his support on this project.

OCDC \$5 to \$50 Challenge

Donalda informed the Board about the 5 to 50 challenge. To ask for donations, a one page was developed 5 to 50 donation form, this can be for parents and staff to give out to the community. This is away to develop a funding base so foundations and trusts will see we have community support. Donalda informed that AP will record this and place under capital development. We want to see how people will participate; maybe asking friends and relatives to donate as well so we can reach our goal and show we have community support. Meyer Memorial will support in matching funds in contribution campaign. These funds will help maintain and improve our facilities and services to the children. Donalda will give out 5 to 50 flyers to the group.

Donalda informed that we contracted with Bob Schmieg from IPR Group, to help us with fundraising and the capital campaign.

Program and Staff Development Report, Joy J. Turtola

Joy gave a few updates regarding Program and Staff Development.

- Joy informed the Board on a fiscal work session. These sessions will be for center staff that has some role in implementation, as Fiscal AA's. The Fiscal team is a variety of people from Central Office, Accounts Payable, Contracts and grants, Accounts Receivable. All will have a different level, certain sessions will be same content but graded.

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- CLASS, is an assessment tool that measures teacher child interactions in the classroom. Joy explained that there has been training in English and Spanish over the last several months, in the centers. Since we started teachers have said they love it and want more trainings like this. The level of interactivity between teacher and child is very dependable. There is a one day long cross training to become reliable, pass the test and do the observations. Education staff became reliable, when delivering this training the teachers and children are benefiting.

The Board thanked Joy for the PSD Report.

Human Resources Report, Angela Sword

Angie Sword, HR Manager, informed that there was a Board Human Resources Committee meeting prior to the Board meeting and she is presenting the report given to the HR committee.

1. Reported on outstanding claims. No merit to one claim, but we are working on that now.
2. Hired a new Network Administrator, due to performance issue employee left last month. OCDC had internal candidate and was successful for that position.
3. Hired Transportation Maintenance Coordinator, and hired the Director of Operations, Leslie Moguil and she will be here on November 7.
4. Program Director in Polk County, Interim, left for another position. One of the Managers is filling in as Interim Director now.
5. Dismissal of one preschool teacher in Washington County.
6. Union Activity – we no longer have Union in Multnomah County. We are in mediation for the contract at the end of November. Main issue is they want increases in pay and do not want to pay for their benefits.

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Presentation of HR Policies

Severance Policy 80.030

- i. The policy is having the option to receive severance pay when employee leaves. In third paragraph states that they have to sign a release of claims against the agency and its employees. This policy only has few changes.
- ii. The other line said up to six months, so we wanted to emphasize so employees are here, we worked closely with attorney for the language, and with Shari Lane, Board member, who made recommendations to revise the policy to have flexibility and no limit for risk or liabilities. One of the reasons we have a severance, is people might leave agency abruptly, and we then have the open position, this way they can wait to leave. The HR committee approved the policy. This policy only applies for pay grade 23 and above. Severance policy included.

Policy Council Reimbursement Policy

- i. This is a new policy. To establish guidelines for the support of lost wages for State Policy Council members.
- ii. They can earn a maximum of \$50. Weekend they do get reimbursements. Questions about miles, and when both people travel and how they are going to meeting from the same county. Response was that they can travel in one car and be paid the miles. This is different only for salary. This is separate from the childcare and miles reimbursement.
- iii. Employer Certification of Employee Work Schedule. This certification form has to be taken by PC member to the employer/supervisor and get signed and bring back that form to OCDC. There will be a form that Karelia Harding will be giving the PC.

The Board HR Committee brings the recommendation for approval of the Policies to the Board.

Motion: Dr. House called for a motion, Patricia Cuevas made the motion to approve the Severance Policy and PC Reimbursement Policy; Jose Campas seconded the motion. No oppositions. The motion passed.

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Health Insurance Benefits

Angie reported that we are working with Beecher Carlson insurance. We don't have exact numbers of the health increase. Providence is no longer providing services thru Health Net insurance. We are looking at how many employees are impacted. The Executive Leadership team will meet with the group and see what the outcome is, and discuss the Health Net provider. More information to come; the Executive team will also look at other insurance companies for OCDC employees.

The Board thanked Angie Sword for the HR Report.

OCDC Vision

Donalda presented the OCDC vision to the Board. She explained that we wanted to update the new vision. Supports our mission well and we just need the Board to accept this. We gave a copy out at the last Board meeting.

Children are prepared for success in school and life; parents are engaged with their children, family and community.

Los niños están preparados para el éxito en la escuela y en la vida; los padres están involucrados con sus hijos, su familia y la comunidad.

MOTION: Dr. Kyle House called for a motion. Patricia Cuevas made motion to accept the OCDC Mission as presented; Margarita Castano seconded the motion. All those in favor said 'aye'. The motion passed.

Executive Director Evaluation

The Board members need to complete the Executive Director evaluation and send the forms to Grant Baxter by November.

Donalda explained the work she has been doing with NMTC and having visits to centers with those who are funders, in cooperation with Resource Development, David Altman and Bob Schmieg, Consultants.

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Last year worked with Middle Management to see what their roles and work is. We now work together in meetings, and that is helping us plan better.

Working with Juan Escobar on Monitoring so that as an agency we have a perfected useful monitoring tool.

Meeting continually with Karelia on issues of the Policy council and working with all the ELT. Continue to work on School Readiness and PFCE. Next year we are going to see how we explore some bilingual preschool and look at childcare and see how we make a profit.

Donalda represents Migrant Head Start on several committees:

- CCECC - The Clackamas County Early Childhood Committee for quality childcare.
- FQHC Federally Qualified Health Centers, partnership with Regional HS
- Chairs the Quality Environmental Committee (QEC) for the health center in Washington and Clackamas County.
- Oregon Oral Health Coalition - OrOHC, OROHC has a space in our building, and OCDC has a good relationship with them.
- Oregon Hunger Task Force
- National Migrant and Seasonal Head Start Association.
- Early Learning Council, Screening committee

Board Meeting adjourns at 8:40 p.m. for the evening.

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Saturday, October 20, 2012

Roll Call- Dr. House called the meeting to order at 9:10 a.m.

Quorum was established.

1. Facilities Report, Rod Walker

Rod Walker, Senior Facilities Manager, Rod highlighted points from the Facilities report,

- Hermiston, Umatilla County – Dr. Peterson who is the owner of property, does not want to lease to us for a parking lot and he wants to sell. The parcel for parking is listed at \$300,000. We do need a site in Boardman. We may just move modulars there. We know that the community is interested in childcare and early childhood education. This would allow us to do shifting and developing in that community.

Action: **Analysis of what we would do in Boardman, services for children. Rod will bring information back for a five year plan on Hermiston parking lot.**

- Jackson County – Rod shared some information on property for sale. Did some additional checking one pre development worksheet on that program, assigned for the size of building - 14000 sq ft for classroom and office needs and that is half the footage of what we lease.
- We cannot afford to build gym space. Based on the value of property, total development with new modular is over 4 million dollars, cost, permits, playgrounds site work. We can hardly do a project for minimum 4 million dollars, doing something new or continuing to lease vs. construction or owning.
- Mortgage payment would be 40,000 a month or 36,000. Three times what we are paying now.
- We always look for something already built. Size and location and zoning for an existing building.
- Hillsboro project, Washington County – We started demolition contract and doing the interior demo of the old building. Moving as quickly to get started with construction. Building plans are complete. We will start the site work probably the first week of November, and bringing module early in March next year. Pursing some incentives for energy trust as it relates back to NMTC, these are some of the agreements.

The Board thanked Rod for his report.

Board approved Feb 23, 2013

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2. Financial Reports

Form 990 and 990T 2011

Valenta Moorman, Accounting Manager, presented the Form 990 to the Board and went over key points.

- The requirement is that the 990 is reviewed by the Board. The only change is that on page 7 where the change is Beth Oliver to Consultant volunteer.
- No changes to the form, to current year and prior year; the only new thing is 16A the professional fundraising activities of the OCDC Gala.
- Number of children off of the PIR, expenses. Page 3 IRS looks as exempt organization.
- Went over Schedule O supplemental information to form 990 Narrative and program description.

Our Audit firm, Kern and Thompson, Kris Oliveira, Auditor, has done audits for thirty years, and stays up to date on all the changes. This 990 has to be electronically filed and they have an accurate way of reporting.

Valenta went over the fundraising and the proposal writing, and the annual budget for the grant. Clarification on transactions - *was paid to IPR Consulting for services rendered to firm and not to David Altman, as a board member getting compensation.*

Action: *The Board clarified payment was to the IPR firm, and David was no longer a board member. Kris Oliveira, auditor will check that. .*

Don thanked Valenta and all her work and details on this form which is tedious and detailed work. The information on the gathering and be able to report it correctly. They do this electronically the can run it and out can pop the concerns. Extremely important we keep our 501c3 for our grants.

Valenta indicated that we need to make a few corrections and show to Kris Oliveira. There will be minor tweaks of the Form 990.

MOTION: **Dr. House entertained a motion due to satisfactory approval of the Form 990, Jose Campas made the motion for the approval of the Form 990, and Juan Carlos Lopez seconded the motion. All those in favor said 'aye' the motion passed.**

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Form 990T Exempt Business Income Tax Return form shows loss unrelated activity of meals on wheels. Don informed we do not do that anymore. This is credited to estimated tax, amount \$22,597. The grant gets this back; the check comes at the end of December.

MOTION: **Dr. House entertained a motion, Patricia Cuevas made the motion to accept the Form 990T, and Shari seconded the motion. The motion passed unanimously.**

401-K TRUSTEES

Don informed that Donalda Dodson, Duke West, and Don Horseman, are the 401 K trustees or the 3 officers of the agency. We need to bring this officially to the attention of the Board, and to reaffirm the 401-K trustees. As the trustees as the 401-K plan we are the ones who approve the audit. We wanted to know if you wanted copies of the 401-K and Management letter. Two items in the management letter of the 401K plan. Hartford sends out this information, is additional audit procedures and we review that. The other item with audit that there were some individuals that did not receive full contribution as in first payroll, we corrected that. Our program did increase by 1.8 million dollars last year.

MOTION: **Dr. House entertained a motion to approve the 401-K Trustees, Donalda Dodson, Donald Horseman, and Duke West. Natividad Barbosa made the motion and Jose Campas seconded the motion to approve the 401-K Trustees. All those in favor said 'aye'. The motion passed.**

Financial Report as of September 30 2012, and August 31, 2012

Don Horseman explained that as far as the activity goes the migrant program is into September running at the same levels of 2 percent variation from last year. We have good handle and constantly doing projections. In kind we already we usually find all recorded after all the migrant season. We will get those targets by the year end.

Don went over the MHS, EHS, and OPK reports. Financial Reports were given out to the Board members.

The Board accepted and thanked Don for the Financial Reports and information.

Board Members Recruitment

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Donalda informed that she had talked to Marina Merrill, and she is no longer on the Board. She agreed to be a Consultant for Early Childhood and support OCDC as needed.

We are still looking for someone with experience in Early childhood, and a grower. We have open positions. If you have any ideas on people, please let us know.

We are going to look at our new Board committees. Shari was officially placed on the audit committee.

Executive Director Report

Donalda Dodson informed the Board that OCDC hired a new Operations Director from Florida, her name is Leslie Moguil. She will begin in her position on November 7th. The Interim Director of Operations, Ann Kohler, has done an admirable job. She has made visits to all the counties and gives insight and recommendations to ELT on how we can move forward with many of the projects and activities we have at this time.

Donalda's report was sent to the Board and copy given in the packets. There is still a big discussion at the Federal level on sequestration the 10% across the board cuts as a result of the inability to reach a way out of the large national debt. No discussion on how the cuts would be made which means HHS has discretion as to where cuts would be, both within ACF and in the Office of Head Start so there is no number as to cuts within Head Start at this time.

We are supposed to be going to DC in April and will visit our congressional delegation. The lobbyist that congress that left to go home did less bills than the do nothing of 1960's. These people are lower than that.

OCDC did receive a waiver again this year to substitute Seasonal families for Migrant families in areas where families have not moved, 280 migrant into seasonal. Many of our

Strategic Direction 2013-2015

Donalda presented the strategic goals and approaches that were developed after the strategic meeting and sessions. These were reviewed by the Executive Leadership team and want to present to the Board. Copies were given out to the Board members.

There are five strategic goals and the purpose is to roll out together in what also relates to school readiness.

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MOTION: Dr. House entertained a motion to accept the Strategic direction. Juan C. Lopez made the motion to accept the Strategic direction; and Jose Campas seconded the motion. All in favor said aye, the motion passed.

Approval of Board Minutes

August 17-18, 2012 Board minutes approval

MOTION: Dr. House called for a motion to approve the August 17-18, 2012 Board meeting minutes. Patricia Cuevas made the motion to approve the August 17-18 Board meeting minutes; Shari Lane seconded the motion. All those in favor said 'aye'. The motion passed.

Next Board of Directors Meetings

- Feb 22- 23, 2013
- May 17-18, 2013

Adjournment

The Board of Directors meeting adjourned at 1:30 p.m.