

Oregon Child Development Coalition

BOARD OF DIRECTORS MEETING FEBRUARY 22, 2013

6 pm – 9:30 pm

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**Roll Call/Quorum established**

**Board Members**, Grant Baxter, Board Chair; Patricia Cuevas; Gabriella Diaz; Juan Carlos Lopez; Charmiene Carnes; Shari Lane; Juan Preciado; and Jose Campas

Not present, with excuse, Dr. Kyle House; and Margarita Castaño

**OCDC Staff**, Donalda Dodson, Executive Director; Leslie Moguil, Operations Director; Duke West, HR Director; Joy J. Turtola, Program & Staff Development Director; Martha Molitor, Senior Interpreter, and Linda Torres, Senior Executive Assistant.

Donalda Dodson introduced Leslie Moguil, Operations Director, she joined OCDC past November, and she comes from Florida, with Migrant and Seasonal Head Start experience. Leslie said staff and parents have been very welcoming.

**Program and Staff Development Report, Joy J. Turtola**

Fiscal Work Session – PSD staff and fiscal staff will have a Fiscal Work session next week February 27-28. The training is designed for central office staff and will cover aspects for fiscal functions (A/P, budgeting, purchasing, etc.).

Infant Toddler University – Program Directors have expressed interest in have education staff attend training for infants and toddlers. PSD team will be working with Washington and Marion County education staff on “Infant Toddler University”. The two day event will focus on training on the content from Program for Infant Toddler curriculum. Sessions will be in both English and Spanish. This is so the infant Toddler University can be expanded to a broader agency audience in the future.

**Child Outcomes**

The agency is required to report on child outcomes, and Joy gave an update on how the seasonal programs are doing. Does not have all the data, but reported on children making progress in all six general domains: social-emotional, physical, language, cognitive, literacy and math, as well as School readiness goals.

Joy informed the group that the Early Childhood Education Specialist presentation was accepted at the Head Start Conference in April. She will be presenting on the outcomes system, we will have a center person come with her to co-present. *(Program and Staff Development report included).*

The Board thanked Joy for his PSD report.

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**Human Resources Report, Duke West**

**Employee Survey**

Duke introduced Lynn Morris from Cascade Employers Association. We have completed employee surveys every three years, and this year we will do the employee engagement survey. Lynn is here to give everyone the opportunity to know how we do our survey. OCDC Employee Relations Manager takes care of the survey and is in contact with Cascade Employers.

Lynn explained the purpose of survey is to obtain information on employee satisfaction and how connected is employee to their work; a broader scope this year and major trends, communication, benefits, working conditions. Survey is electronic. Information is all confidential, only employees at Cascade will see individual responses. Survey will take some time, because of the amount of employees and temporary workers OCDC has. We will present results back, however you want that presented.

Grant said we just need to make sure, and express that it is completely anonymous so we can improve upon the organization. Lynn said responses can be electronic, and have the option of giving hand written responses. The Board thanked Lynn Morris for her presentation.

**Union Activity**

Duke reported that employees in Washington and Marion counties contract ended in December 2011. There have been mediation meetings and the last meeting was February 21. The Union started to request wage increases and benefits to be paid by OCDC, increases based on seniority. The agency has been flat funded and no increases are given. Some employees cannot pay their union dues.

**OCDC Policies** - Duke informed that the Policies manual will be reviewed by legal consultants, and the Board will start seeing multiple policies for review and updating.

**HEALTH BENEFITS**

- Duke explained that this year there was an increase of 30 percent in health insurance
- ELT decided to choose Blue Cross Blue Shield as carrier, which will give the employees better access to services around the State, and accept coverage for most Migrant clinics.
- Open enrollment is now being done with the benefits show road show in every county.
- Still maintain Kaiser Permanente Insurance for employees

The Board thanked Duke for his report.

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**Nick Hilbers, Risk and Safety Manager**

**Corporate Entity Information**

Currently OCDC is the Migrant and Seasonal Head Start and Early Head Start program. There is very challenging rules for fundraising within the federal regulations, and as we are getting more mature, we need to see how we can bring in more funds for the agency to serve more children and families.

We have possibility to set up another corporation. By setting another entity it frees up in other areas. Nick Hilbers, Risk Manager in the interim period, has taken some of the Resource Development tasks. The federal government says we can raise funds but we can do it by creating a separate arm, and that would limit our liabilities in fundraising. Setting up a separate corporation is only a few thousand dollars. Nick said that we do have QALICB which was formed as a supporting organization within OCDC for the purpose of developing a new center in Hillsboro, Washington County.

Separate and different entity would be a conduit and a broader perspective, to set up for another operation as for subsidized private child care. Would be part of OCDC with much more capabilities to raise funds.

**MOTION:** Grant Baxter, Board Chair entertained a motion to allow OCDC to create separate entity as Section 501(c)(3) not for profit; Gabriela Diaz made the motion and Juan Preciado seconded the motion. All those in favor said 'aye'. The motion passed.

Discussion was that this would be working for the greater community and children and we might get other partnerships. Donors can make contributions to OCDC and we can develop a giving network.

*New OCDC website under development:*

- Newsletter sign up on the new website
- If the parents have a success story we can put it on the website. We want stories about parents and people who come to OCDC.
- People can donate clicking on **Donate button** on new website. Can also donate by mail, and receipts sent by mail.

The Board thanked Nick for the updates.

**STRATEGIC PLAN SUMMARY, Donalda Dodson**

Donalda presented the Strategic Plan summary and informed how ELT was completed the strategic planning work. The Strategic Plan represents various initiatives and goals in one concise document.

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- One pager includes our mission, vision and values, and shows how goals relate to the Strategic plan and how the School Readiness relates
  - Shows the supporting infrastructure and all is color coded
  - The Strategic plan full document is now only seven pages
  - A living document that relates to OCDC overall plan and will be utilized throughout the agency
  - At Spring gathering will work with County staff to see and identify how we will carry these out. Board members appreciated how it all ties in.

**MOTION:** Grant Baxter, Board Chair called for a motion to accept the OCDC Strategic Plan summary as presented; Patricia Cuevas made the motion, and Juan Carlos seconded the motion to accept the OCDC Strategic Plan summary. All those in favor said 'aye', the motion passed.

Donalda gave updates on the following:

- **OCDC Spring Gathering** - Special event taking place the week of March 18-21 and we will be working and sharing with management teams and Directors in different activities. Donalda mentioned that on Wednesday, March 20 we will have time of recognition and storytelling at dinner event to celebrate accomplishments of groups and areas. We also want to recognize one of our founding women that started Head Start in Parkdale. Lennie Mueller just passed away, and we will create a small scholarship in Hood River County, where she helped start OCDC. Dr. House mentioned that would help the community, and would be nice to have Lennie's family at the recognition dinner event. Board is welcome to attend the dinner event.
- **Federal Review** will be sometime in July or August; Office of Head Start will send out notice. Donalda mentioned that for the next meeting she will have Program Governance questions and responses to go over with the Board.
- **40<sup>th</sup> Head Start Conference and the Leadership Institute** – We have the opportunity to attend training in April 30- May 3 with the Office of Head Start. Donalda said they will be focusing on School Readiness and data, it will be an interesting conference, there will be four parents attending the NMSHSA Affiliate meeting also. Grant Baxter serves on CEO and will attend. That will begin on April 26-30. She asked if anyone from the Board was interested in attending to let us know. *(Information included)*

**The Board members filled in the Conflict of interest forms,** OCDC has to file every year within the fiscal area to be in compliance.

Adjourned for the evening at 9:30 pm

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**Call to Order** - Grant Baxter called the Board meeting to order at 6:05 p.m.

**Roll Call** - Directors present, Grant Baxter, Board Chair; Patricia Cuevas; Margarita Castaño; Shari Lane; Jose Campas; Gabriela Diaz; and Juan Carlos Lopez.

Not present, Dr. Kyle House; Charmaine Carnes; Juan Preciado; all excused.

OCDC staff, Donalda Dodson, Executive Director; Duke West, HR Director; Joy J. Turtola, Program and Staff Development Director; Don Horseman, Financial Services Director; Martha Molitor, Senior Interpreter; Linda Torres, Senior Executive Assistant

**Corporate Entity**

Bob Schmieg, Consultant, invited Ken Hick, who would like to volunteer his time to OCDC by bringing in Board members and help us with fundraising. Ken is a real estate developer and investor. *CV included.*

Ken Hick talked about non-profits that have many challenges, because of Federal and State pulling back on funding. Non-profits get revenue from different resources. Talked about different forms of fundraising and creating more revenue, and informed that he manages performances at the ballet, and collect funds. Going out to small contributors and raises monies in many ways.

Ken was fortunate to go on a tour in Hillsboro, is over the top, the job is unbelievable so many happy people, kids enjoy being there. We shared some ideas and so much we can be doing if we had more money. We can build the Board and be larger group, and get members who are willing to support us in what we do.

We also want to get the OCDC name out, unfortunately not many have heard about this agency. We want to develop a development committee, staff and non staff, parents, or anyone who wants to help with ideas and raise money. A volunteer group to put an event together. Keep all of our costs in house. Bob mentioned that Ken is very knowledgeable and has great ideas to look at other revenues. We need a good volunteer committee; there are more people who need to know of the mission that will tug at their heart.

Ken talked about having a separate foundation with its own Board; would be OCDC Foundation, a non-profit corporation. The primary task would be to create events and raise monies. There are opportunities out there and we need to start thinking out of the box.

Again we will need help, from the development committee. Ken mentioned to feel free to give us ideas; Bob will be the main person to contact, Ken has limited amount of time but is willing to support OCDC any way he can. We need 20 or 30 people on the committee, and are able to take people on tours. You have good videos and packaging more of that and get a sponsor.

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The Board appreciates Ken and Bob for being here and supporting the Board.

**PROGRAM & STAFF DEVELOPMENT REPORT - Joy J. Turtola**

**Pre-Service Hood River** - Joy reported that last year they started to modify the Pre-service for Hood River summer peak season. Hood River hires hundreds of people for a very short time. The HR management team and Central office staff collaborate in trainings required by CCD to meet specific needs. Central office staff supports the team for service delivery and smoother implementation of the peak season.

**Infant Toddler University** – Joy talked about this last time, a two day conference held at Central office. Infant toddler teachers from Marion and Washington counties participated in a very intense focus training, we had a team center staff, and central office staff. We had small groups, as simulated small classrooms and staff rotated. This was delivered in Spanish and English. To model the agency everyone did exercises all together. We are sharing with the other County Directors; we want to support cross training of teaching staff.

**Region 12 Award** – Joy informed that we received a national award during the Second National Birth to Five Leadership Institute in “Effective Family Engagement”. The proposal was submitted and there are 26 Migrant Seasonal programs in the nation, and OCDC won the award.

**School Readiness Report**

Joy informed that we are required to have School Readiness goals (six goals) as agency wide level. He presented all data from Seasonal Head Start 1<sup>st</sup> quarter growth report, for infants and toddlers and quarter growth report for preschoolers and explained percentages and how data is gathered.

- Data from Multnomah, Hood River, Wasco, Marion, Jackson and Malheur counties
- Total of 385 children between September 2012 to April 2013.
- 64 infants and toddlers and 321 preschoolers.
- 38.4% children meet the national average for children at the same age
- First checkpoint occurs within 3-4 weeks of program start dates and second checkpoint occurs at the middle of the program.
- *PSD May report included.*

**ACTION:**      **School Readiness report to indicate by ages. Board would like to have chart or different page with real ages of children.**

**OCDC CLASS Scores** - Joy presented the OCDC CLASS Baseline and follow up scores:

- OCDC CLASS Scores and charts include emotional support, classroom organization and instructional support

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- Class observations were conducted in 30% of preschool classrooms. Total of 26 classrooms were observed.

The Board members thanked Joy for his report.

**HUMAN RESOURCES REPORT, Duke West**

Duke updated the board members on the HR Report:

- Still have one BOLI claim in our last meeting, and we have responded. Once BOLI has the information, maybe a lawsuit for this. Keep going thru the process. We did have one last month and denied quickly.
- Hires - no new hires, resignation of payroll assistant, and still recruiting for the Resource Development Director and Transportation Specialist positions.
- Transportation Specialist will be retiring in July.

**Union Activity**

OCDC reached a tentative agreement with the Union, to pay employees for their holiday while on break period of less than four weeks. Marion County has requested to decertify the union, so working with NRLB to set date and locate for the votes. If voted out then only Washington County will still have union representation.

**Worker Compensation** - Duke recognizes Nick Hilbers and the Program Directors for working together on a safe working environment, and have culture of thinking safety, and in turn helps save funds for other areas.

**SHARP** – OCDC received the OSHA Safety and Health Achievement Recognition Program award (SHARP). Washington County was reviewed in 2012 and was center safety status. It is agency goal to have all locations achieve the SHARP status.

**OCDC Personnel Policies**

HR Policies were presented to the Board for approval. The Board HR Committee reviewed some of these: Standards of conduct – Policy 70.010, Travel – Policy 20.140, and Holidays – Policy 40.020

- **Standards of Conduct Policy 70.010** - page 4 - is misuse or inappropriate use of Agency funds.
- **Travel Policy 20.140** – page 12, miles driven from home to official agency business may be reimbursable. Only miles that exceed what is driven to the regular place will be reimbursed.
- **Holiday Pay Policy 40.020** - for all eligible employees to receive holiday pay during program breaks without having to utilize their vacation.
- Shari suggested a change on second sentence. E.g. Holiday will be based on employee regular schedule and holiday that falls on that week.

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**MOTION:** Grant Baxter called for a motion to approve the HR policies as presented and with changes on Holiday pay policy. Gabriela Diaz made the motion, and Patricia Cuevas seconded the motion. All those in favor said ‘aye’. The motion passed.

**PROGRAM GOVERNANCE Questionnaire**

Donalda gave out copies of the questionnaire of Program Governance and the responses for key indicators of program performance for the board to review. The board can go over these and discuss furthermore in next meeting. In the required structure we have in place the fiscal management, the Attorney and we will have an early childhood education, new candidate.

**New Board Candidate**

Christyn N. Dundorf, Ph.D. a new candidate who would like to be on the Board and holds degree in early childhood; Donalda mentioned that she is someone we have been looking for, a professional in education. Her resume was included for the Board to review. She would like to be here for the next meeting. The members can vote and decide if she stays at the following meeting.

**The Governing Body - Foundation for Great Governance**

Donalda gave copies of the governance readiness tool indicators and governing body performance, from the training attended in DC. It includes structural, fiduciary, leadership indicators, and asks what aspects of the governing body are working well and what areas may need to be strengthened. We need to evaluate this form and see if this is a good tool for the Board. The board members will review this tool.

**Debrief from the OHS Conference in DC April 2013**

Grant attended training with Wipfli and was an excellent training. Almost all trainings were for the Board and staff, Patti also attended and was good information on all regulations.

Juan Carlos and Gabi were very impressed with the presentations on Parent involvement and fathers Involvement in early childhood, even though sessions were for staff. Definitely will help them in supporting the Parent committees.



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**ACTION:** Grant suggested we ask and make sure there are some trainings included for Parents at the next Office of Head Start conference.

**Internship NMSHSA-National Migrant Seasonal Head Start Association**

Donalda informed that an application was submitted of one of our students for the NMSHSA internship, and we are very pleased that Raul Larios was selected to be an Intern in DC. Donalda talked with Cleo Rodriguez, Executive Director, and they were making the placements for the Interns, and said that he will be staying in the home of the Director of the Office of Head Start, so Yvette Sanchez Fuentes and Frank Fuentes are the host family for Raul Larios. He is interested in studies of farmworker justice and initiative on health, and has pre-med experience. Gabi brought the applications to the counties and she shared with the Parent committee. Donalda was insistent that staff and parents know about this internship. Raul is son of ERSEA Supervisor in Washington County, who is past parent and Raul alumni of OCDC.

**NEXT BOARD OF DIRECTORS MEETINGS**

Donalda mentioned wanting to have the opportunity for the board members to look at the budget in July. The board members mentioned that best weekends are **July 12-13 or July 19-20.**

**ACTIONS:** Linda to send out email to see what dates are preferable for the Board members.

- **September 13-14, 2013 was agreed to schedule for September Board meeting**
- **Invite the new candidate to the Board meeting in July, Christyn Dundorf**

**Board Member resignation**

Notice given to Board members stating that Natividad Barbosa called to resign from the Board, notice dated March 28, 2013 was recorded by Linda. Grant Baxter stated that we need to find a grower to be on the Board.

**The Board meeting adjourns for the evening at 9:05 p.m.**

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**Roll Call**

**Board Directors present**, Grant Baxter, Board Chair; Patricia Cuevas; Margarita Castaño; Shari Lane; Jose Campas; and Gabriela Diaz

Guest: Cleo Rodriguez, Director NMSHSA

OCDL staff, Donalda Dodson, Executive Director; J. Juan Escobar, Monitoring Manager; Leslie Moguil, Operations Director; Don Horseman, Financial Services Director; Rod Walker, S. Facilities Manager; Martha Molitor, Senior Interpreter; Linda Torres, S. Executive Assistant

**MSHS** - Melissa Reyes, Gabriela Diaz, Jose Campas, Anahi Cervantes, Mercedes Ramos, Dulce Yesenia Cassity, Ruth López, Maria de la Luz Mata, Arturo López, Grant Baxter.

**OPK** – Rebecca Chavolla, Patricia Mendoza, Maria Gonzalez, Amy Cecil

**No quorum for OPK**

**Parent Leadership Committee** - Kay Ortega. Vicente Valentin and Victor Chonteco, excused.

**J. Juan Escobar, Monitoring Manager**

**Self Evaluation (SA)**

**Results Summary 2012-2013**

Juan presented a graph for the Monitoring System, representing people or departments.

- Results summary by service area.
- Representation of the latest results from our visits. This is a graph but later in July will come the written report. The purpose is for you to see and understand the system.
- What we are seeing or improving or what is different from last year; and what you recommend as PC and Board.
- The service areas are Health, Nutrition, Safety, Transportation, Disabilities, Fiscal, etc.
- Graph in English and Spanish.

The rest of the document has examples with details, the specific plans; the higher the percentage the more focus that topic or services will get. These documents represent the results for the whole agency. You can ask about the visit we make to your counties.

**PFCE – Parent Family, Community Engagement**

**Juan presented the Summary of PFCE Self Assessment Data**

Juan looked at the strategies currently being utilized in the PFCE program, and is the strategy effective or do we need to look if does need improvement.

- Families as Advocates and Leaders – those who participate in leadership development or community and State organizing activities to improve children’s development.

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- Areas of Continuous Improvement
- Family Partnerships
- Community Partnerships

The goal is to improve the strategies through the assessment data so families can improve in these areas and improve the families involvement with the community outside of OCDC.

**ERSEA – Eligibility, Recruitment, Selection, Enrollment, Attendance**

**Request for Eligibility Process change**

The ERSEA process validates services to the neediest families as identified in the OCDC Community Assessment. Juan presented the ERSEA systems chart, and Selection Criteria and Family factor worksheet.

- Explained the selection criteria flow chart.
- The Low income, moderate income and over income. If a child has a verified disability and is otherwise eligible for a specific program, will be enrolled before all other priority levels for that program. If child does not have a disability, the flow chart will be used.
- The proposed recommendation is for Board and PC is to ensure enrollment of 10% of children with disabilities as reference in Head Start standards.
- OCDC proposes to adjust the eligibility criteria to allow for the process to ensure enrollment of children with diagnosed disabilities and become part of the 35% enrollment in the 101%-130% of federal poverty.
- Selection Criteria form presented, V. Disability – A. Yes, child has a diagnosed disability.  
*Included.*

**MOTION:** Gabriela Diaz, PC Chair called for a motion to approve the Selection criteria form V. letter A, Disability prioritization for children with disabilities with income up to 250%. Jose Campas made the motion; Anahi Cervantes seconded the motion. All in favor said aye. The motion passed.

**MOTION:** OPK- Patricia Mendoza, PC Chair, called for a motion to approve the Selection criteria form V. letter A, Disability prioritization for children with disabilities with income up to 250%. Maria González made the motion and Rebecca Chavolla seconded the motion. Quorum was established with conference call the week of 5/20-24/2013.

**MOTION:** Grant Baxter, Board Chair, called for a motion to approve the Selection criteria form V. letter A, Disability prioritization for children with disabilities with income up to 250%. Patricia Cuevas made the motion, Gabriela Diaz seconded. All those in favor said 'aye'. The motion passed.

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**DIRECTOR OF NMSHA, Cleo Rodriguez**

Cleo mentioned that he was in Oregon working with staff for migrant education for February 2014. He also came to give information updates and was a great opportunity to say hello from D.C. He started by thanking and recognizing the staff at OCDC because the Association can rely on us being instrumental resource with the Parent Affiliate. Karelia and Donalda on the Board is very helpful. Joy Turtola is also helping plan out the next NMSHA conference. Gabriela Diaz also on the Board, and Kay Ortega amazing work as well, and Grant Baxter are all active advocates. Thanks to Don Horseman who keeps the financials.

In August, an Annual conference will be held in San Antonio, this is very exciting; this is one of the biggest conferences. We are honored to have our closing speaker, Dolores Huerta, she is 80 years old, and she has so much energy. NMSHA will host the Annual Conference.

Cleo talked about the Internship program, and how identified students are former Migrant Head Start children, this is an amazing program and great opportunity. This year an OCDC student is Intern, Raul Larios and he will be going to DC. The Internship is for 8 weeks in the summer, and there are four students. Last year there were visits to the White House and the students met the Secretary of Labor, and Secretary of Travel. Raul will be living with Yvette Sanchez Fuentes, Director of Office of Head Start. Hopefully we will be invited to the White House this year again.

Cleo mentioned the campaign where we ask programs to raise a dollar for every child. Gabriela is working on it here at OCDC. She said that it means a lot for us parents, the resources for our work, educating everyone, on immigration, on early childhood, and making sure that our interests are being heard. The Policy Council and Board thanked Cleo for all his support.

Cleo informed that NMSHA has a company that works with the congressional offices to make sure our voices continue to be heard, and so we can support this organization on our behalf.

**MHS/EHS SEQUESTRATION PRINCIPLES AND PLAN**

Donalda informed the Board and PC members what was identified for the sequestration plan and presented what was essentially done. In assessing the needs of migrant and seasonal families, enrollment data, community assessment data and what we see as future speculations, there are four principles that were identified and apply to the budget reduction of 5.27 percent.

1. Maintain quality services for children, families and staff
2. Maintain resources for execution of strategic actions
3. Decisions today make with eye to the future. (Early childhood early learning emphasis at both federal and state level where there is projected advocacy for increased resources).
4. Priority given to protecting Early Head Start and Seasonal Head Start.

**MHS/EHS 2013 Budget Sequestration**

- Chart of the 2013 budget sequestration information was given out to the Board and PC.
- To meet the 5.27 percent reduction OCDC will decrease funds in facilities, cut some leases, calculated loan retirement savings, and we looked at all areas where we could possibly see some savings in the budget.

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- OCDC will need to reduce the number of children served and subsequently the staff needed to provide those services. Other cost cutting mechanisms were considered such as furlough days, or reduction in holidays, but those were put aside to maintain a quality work force, we took into consideration the dedication and efforts of OCDC employees.
- Counties that are affected by budget cuts are: Clackamas, Malheur-Nyssa, Polk, and Washington Counties- total 242 children.
- This MHS/EHS budget proposal will be submitted to the Federal Office by June 14, 2013.
- There are no reductions in OPK programs.

**MS/EHS PC approval**

**MOTION:** Gabriella Diaz called for a motion to approve the OCDC Budget Sequestration Plan. Mercedes Ramos made the motion; Jose Campas seconded the motion. No discussion. The motion passed.

**Board of Directors approval**

**MOTION:** Grant Baxter called for a motion to approve the OCDC Budget Sequestration Plan, Margarita Castaño made the motion; Shari Lane seconded. No discussion. The motion passed.

**FACILITIES REPORT, Rod Walker**

**Enterprise Project in Washington County**

Rod presented slides of the building construction of Enterprise circle in Washington County. The first modules were set on the site on April 22. Showed photos of the fire and they are now rebuilding the damaged modules. The center is located on the corner of River Road and Enterprise Circle, off of TV Highway. They are placing the roofs and it has many windows. Grant mentioned that it is such a nice and big and great facility. Rod said that the plan is to close down Main Street and Golf Course Rd. centers. The rest of the project is progressing well. We will have plans for completion to be on time.

**Nyssa to Ontario, Malheur County -** The plan is to move the modular building from Nyssa to Ontario in Malheur County. Rod is figuring between \$40 and \$45,000 to do that part of the project, we are now moving the playground equipment.

**Multnomah County -** The owner does not want to sell the property next to center. Rod has talked to that owner in Multnomah and they are required to meet with the neighbors, but there is a lot of opposition and seems that they want to put in a gas station and lottery café.

**Jefferson County –** Gabriela mentioned if there was the opportunity to do a mural, and maybe working with the parents to paint and create something like that. Need to see the insurance and liability. Rod will look into that.

*Facilities report as of May 6 included in financial packet.*

**FINANCIAL REPORT, Donald Horseman, Director of Financial Services**

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Don presented the financial report as of April 30, 2013

- All counties MHS report
- All counties EHS report
- Results by Funding source
- This same packet goes out to the Program Directors and Executive Management team on a monthly basis. The PC packet is more extensive. The information is a summary of our spending account according to the budgeting process. Overall there are not issues.
- Enrollment report for MSHS/ EHS, and OPK programs are included.
- Don will be providing a financial training this afternoon to the Policy Councils.

Don informed to the Board and PC that there is a lot of information. We try to do projections and financial staff works with the counties and then project the budget, making sure we serve as many children that we can. We will be scheduling budget meetings by end of May or in June in the counties and hopefully you will be part of that process and see how budgets are put together.

**MOTION:** Grant Baxter called for a motion to accept the Financial Report as of April 30, 2013. Jose Campas moved to accept the Financial Report; Gabi Diaz seconded to accept the Financial Report of April 30, 2013. All those in favor said 'aye'. The motion passed.

We completed report for the end of March and these were the financials that were emailed to the counties and distributed and reviewed with the parents before they came out.

**OCDC QALICB – Statement of Financial Position**  
**Year ended December 31, 2012**

Organization that is for NMTC (New Market Tax Credits) - Don informed that the group will receive now a combined sheet for both OCDC and QALICB organizations.

**OPERATIONS REPORT, Leslie Moguil**

Leslie highlighted a few topics from report. Juan talked about monitoring from the State and looking at OCDC systems and how we follow the rules of the program. And such was the review of the USDA Child and Adult Care Food Program (CACFP) that was completed in April and results validated very strong compliance. We are very proud of the food program, thanks to USDA Managers, Carla Beutler and Patsy White for their knowledge.

OCDC Quality Health Fair – There were health screenings and 100 people showed up in Multnomah County, and 66 of those were parents. Workshops were presented about wellness and safety, the Health department was very impressed. Jose Campas added that it was impressive to see how well organized and such a great turnout of children and families as parent participation.

Leslie stated to the group that if there was any information anyone would like to know about the counties, feel free to contact her by email or by phone. There are many good things happening.  
*Operations report included.*

In regard to previous transportation training with the Policy Council, there was discussion about changing the route on the same date of the bus route to pick up or drop off a child. Leslie mentioned

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that our policy is meant to protect and keep the safety of children. If the parent knows there is a change, they need to make sure we have time to re-diagram that route. It is a health safety concern, and need to follow the printed route. She reminded the PC that when you have a child in public schools they will not reroute those. Donalda mentioned this was a policy issue.

**ACTION:**      **This is a policy issue with transportation and we need to take into consideration, but we can see what we can do. Look into the transportation rules and also have to see our attendance rules, and has to be consistent for all OCDC. Leslie will look into this.**

**EXECUTIVE DIRECTOR REPORT, Donalda Dodson**

Few high points in Executive report:

- OCDC received an award for Parent, Family and Community Engagement (PFCE) activities. This award was announced at the opening of the OHS conference.
- Karen Ayers, PD Coordinator and Donalda met with the Infant/Toddler Program Specialist in D.C. to talk about the program related to Home Visiting grants and the requirements. We needed clarification because many of the rules EHS apply to the home visiting model.
- State level, the Governor's budget includes an increase for OPK but is dependent upon other revenue bills.
- Development of State "HUBS" - are entities that will coordinate early childhood services within a region. OCDC has a presence in the development of these hubs and Donalda is actively participating in the planning sessions. *Executive Director Report included.*

**CALIFORNIA OUTREACH**

Donalda mentioned that for the past two years the staff county teams have identified many contacts with California families who come to Oregon. We will send information to key individuals and is as effective as when we sent the teams down there. Some families came to Oregon with the flyers they received so we will do this kind of outreach this year.

**OCDC Videos**

Videos were presented to the Board and PC during lunch. We Are OCDC, and Video of PC family.

**Board Minutes February 2013**

*The Board minutes were not approved, and electronic vote will be requested.*

*Board Chair had to leave a few minutes before the closing of meeting.*

**Adjourn**

*Patricia Cuevas made the motion to adjourn and Margarita Castaño seconded.*

**Board meeting adjourned at 2:30 p.m.**

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*Policy Councils continued with their meeting.*

## Oregon Child Development Coalition

### BOARD OF DIRECTORS MEETING

JULY 12, 2013

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Call to Order: Grant Baxter, Board Chair called the meeting to order at 6:10 p.m.

Roll Call: Grant Baxter, Board Chair; Shari Lane; Patricia Cuevas; Margarita Castaño; Jose Campas; Juan Carlos López, and Gabriela Diaz.

Not Present, Dr. Kyle House, Juan Preciado, and Charmaine Carnes, all excused.

OCDC Staff, Donalda Dodson, Executive Director; Joy J. Turtola, Program and Staff Development Director; Duke West, Human Resources Director; and Leslie Moguil, Operations

Director; and Martha Molitor, Senior Interpreter and Linda Torres, Senior Executive Assistant

*Addition to Agenda:* Washington County Open House in September 2013.

- John Gray started with our fundraising for Enterprise building in Hillsboro. Decision to name the building or the gym after John Gray.
- Gave out cards of **Save the Date** for September 12.
- Donalda informed that we will be sending an official invite for the Open House from 4 to 6:30 pm and the OCDC Foundation will have its first fundraiser event in Hillsboro, Washington County; more information to come later.

#### MISSION MOMENT

- 1) Donalda mentioned recent events. There was a situation in Gresham, Multnomah County where one of the children has been diagnosed with leukemia but the family is spending the day at the hospital and with the sibling of the child, so the program staff asked for the sister to be placed in the Head Start program for the summer. This shows how we could reach out and support the families, as the staff made that request for the child.
- 2) Also at the Gresham center they have done a summer transition program, bringing in children during the day and an evening session from 5 to 7:30 p.m. Serving the children and families reveals how staff has been creative with this program for the children. They found money to pay the teachers and activities in the Interim that keeps the learning process for those children in the summer. Certainly this is living the OCDC mission.
- 3) Jose Campas mentioned that the parent committee is trying to gather donations for the family of the child that is ill. Everyone has been responding favorably.



**Oregon Child Development Coalition**

**BOARD OF DIRECTORS MEETING**

**JULY 12, 2013**

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**PROGRAM AND STAFF DEVELOPMENT REPORT**

Xin Gao, Early Child Education Specialist, was introduced to the Board members by Joy Turtola. Xin explained to the Board that she has experience in early childhood for about 13 years, and has been working with OCDC the last ten months.

**OCDC School Readiness Goals**

Xin presented the following documents:

- School Readiness goals 1 through 6.
- 2012-2013 Child Outcomes Report and OPK Child Outcome Report
- PowerPoint information based on the PIR data. Funded for 766 kids.
- Seasonal Head Start 2nd quarter School Readiness Infants and toddlers, preschoolers.
- Checkpoint comparisons occurred in fall 2012 and checkpoints occurred in Winter 2013 and also in Spring 2013.
- We were implementing the number concept training across all counties.
- Comparing English speaking children and higher levels, and literacy domain, language, math, cognitive and social emotional. English speaking language domain - still significant gaps between the two groups – but you can see made more gain.

The Board would like if Xin can obtain data from the school system to see the difference between the children from Head Start and the children in public school. The State is doing a state wide analysis, but has not been able to release it, but Joy mentioned that Head Start looks good. Studies are available on NHSA website for the national level, some researchers conducted on the value of head start programs.

Joy Turtola thanked Xin for her presentation. Xin has helped elevate our systems and generate data so quickly by county. The Board agreed and thanked Xin for the good work.

**HUMAN RESOURCES Report**

**Duke West, HR Director**

Duke reported on Human Resources.

- There is still one BOLI claim, for about 5 months in Washington County and we are waiting for a response.

## Oregon Child Development Coalition

### BOARD OF DIRECTORS MEETING

JULY 12, 2013

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- Hires: New Transportation Manager was hired, has 25 years experience and quite knowledgeable. Susan Hunt retired after 20 years with OCDC. She was a great asset to OCDC as Transportation Manager.
- New HR Clerk, previously Data Clerk, and years ago was bus assistant with Susan Hunt. We are happy to have her in HR.
- Recruiting: RD Director, Payroll Assistant, Receptionist and HR clerk.

#### Emergency Succession Plan

Duke presented the succession plan. Recommendation was to develop an emergency succession plan, to ensure there is coverage of the Executive Director duties in the event of an unplanned absence. The plan is to know what would be done in the interim period and there needs to be a process in place, a short term plan as well as well as a longer term plan. Definitions and procedures were reviewed by the Board. *Succession plan is included.*

*The plan will be approved by the Board of Directors.*

**MOTION:** Grant Baxter called for a motion to approve the Emergency Succession Plan as presented. Patricia Cuevas made the motion to accept the Emergency Succession Plan as presented; seconded by Gabriela Diaz. There was no discussion, no abstentions. All those in favor of the Succession Plan said 'aye'. Motion passed.

#### OPERATIONS REPORT

##### Leslie Moguil, Operations Director

Leslie Moguil talked about several things that are happening in the counties. She reported on the program highlights. *Operations report included.*

- Leslie traveled with Fiscal Analysts to meet with the county management teams to present the 2014 budget plans for each county. Budgets were developed for MSHA and Early HS; OPK and Oregon Early HS.
- New Transportation Coordinator has more than two decades of experience in transportation, and special attention to coordination of transportations for specials needs children.
- Next Program Directors meeting will be held next week in Jefferson County. All directors will gather for three day planning and development at Madras center.

Oregon Child Development Coalition

BOARD OF DIRECTORS MEETING

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**Enrollment and Transportation changes**

At the last Board and PC meeting there was discussion on the bus routes. Leslie presented the transportation information on drop off and pick up changes. The Board had a problem 'within a day' and requested that in paragraph states instead....

- If a parent has a regular babysitter that is on the child's existing route, and the bus already stops at this address, this change could be made ~~within a day~~ **"within time"** as long as the parent follows the county written communication system, etc. –
- **Action:**        **Leslie will follow up with the changes for the bus routes.**

The change requested from the Board for different wording.

**MOTION:**        **Grant Baxter called for a motion to change the wording in the transportation drop off and pick up paragraph, to reflect "within time" to notify the bus driver so they will accommodate. Patricia made the motion to change the wording "within time", and Margarita seconded. The 'ayes' have it. The motion passed.**

**Policy Council Bylaws Review**

Gabi Diaz presented the PC Bylaws.

- Pg 7 - She said one of the changes was in wording for home visiting State Policy Council.
- Pg 7 – Subcommittee responsibilities. Discussion on this issue was for the PC having past members and having a limit of members. The Policy Council should be making the elections and past members only recommendations on the committee.
- Decision making for parents. The PC has to make decisions based on what is better for them.
- **Action:**        *To add to bylaws, leadership membership will be voted annually by the Policy Council and limited to three years. Should be in writing; and also have the Board representative there.*
- The Board members suggested edits as previously mentioned and called for a motion.

**Oregon Child Development Coalition**

**BOARD OF DIRECTORS MEETING**

**JULY 12, 2013**

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**MOTION:** Grant Baxter called for a motion for the PC Bylaws as amended. Shari made the motion, Jose Campas seconded for the PC Bylaws as amended. No discussion, all those in favor said 'aye'. No opposition, the motion passed.

- Other items- Gabriela reported on the trip to D.C. Donalda mentioned that Gabi did a great job and speaking in English very well; they visited Congress and really made an impact.
- The next PC meeting will be held at Enterprise Circle July 26-27 in Washington County.

**Federal Reviewers Visit**

- Donalda informed that the Federal Reviewers will be here at OCDC August 19 to 23 and they usually like to visit with the Policy Council and Board.
- Tuesday or Wednesday there will be conference call or video conferencing
- For the Board is best in the afternoon/evening.
- Interview meeting can be **Tuesday for Board 6:00 pm and check with the Policy Council at 4:30 pm.**
- We will need voting for our Audit Report and OPK budget. The Audit will be presented to the Board Audit committee next week.

**Notes:**

- Juan Carlos Lopez is leaving his position as Board member rep of OPK Policy Council Juan is moving to Florida with his family next month.
- *Christyn Dundorf did not make it to the meeting. We will email her later.*

**Adjourn**

The Board meeting adjourns at 9:10 p.m.

## **Oregon Child Development Coalition**

### **BOARD OF DIRECTORS MEETING**

**Saturday, JULY 13, 2013**

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Call to Order: Grant Baxter, Board Chair called the meeting to order at 9:10 am.

Roll Call: Grant Baxter, Board Chair; Shari Lane; Patricia Cuevas; Margarita Castaño; Jose Campas; and Gabriela Diaz.

Not Present, Dr. Kyle House, Juan Preciado, and Charmaine Carnes, all excused.

OCDC Staff, Donalda Dodson, Executive Director; Juan Escobar, Monitoring & Compliance Manager; Don Horseman, Financial Director; Martha Molitor, Senior Interpreter; and Linda Torres, Senior Executive Assistant.

#### **Executive Director Report**

Donalda gave highlights of the Executive Director Report. The report was sent to the Board members previously for their review. *Executive Director Report included*

#### **Board Evaluation Tool 2013**

Donalda Dodson presented the board evaluation tool and gave out copies to the group to fill in and suggested to complete during the break. These are governance tools, an assessment where we can focus on what is working well as strengths and challenges.

#### **Program Governance Indicators**

Copies of the Program Governance key indicators were give out to the Board at previous meeting. Donalda wanted to remind the members of reviewing the program performance key indicators. This is for the oversight of program operations to ensure that Board and PC receive reports and information to fulfill their responsibility. *Program Governance Key Indicators and responses included.*

#### **PFCE – Parent, Family and Community Engagement Framework**

Donalda gave out copies of the PFCE framework and informed that parent and family engagement is about supporting family well being, and relationships between parents and

**Oregon Child Development Coalition**

**BOARD OF DIRECTORS MEETING**

**Saturday, JULY 13, 2013**

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their children. Each OCDC county has different needs, and we continue focusing on school outcomes, as we need to have systems looking at infants and toddlers. We are talking how can we be helping parents and the child to get ready for school. OCDC is being proactive in looking at what we can do to facilitate that process.

**Self Assessment Summary and QIP 2013**

In May 2013 Juan Escobar, Monitoring and Compliance Manager, reported on all of the monitoring and reviewing in classrooms and buses; information such as where staff went and visited and what they look at in the centers. He gave copies of tables for review in English and Spanish. In accordance with the HS Standards OCDC conducts the self assessment and we develop a quality improvement plan (included).

The table shows the summary of findings and improvement strategies that resulted from this ongoing assessment. Juan described details and explained areas for strengths and challenges. He responded to some questions on enrollment and collaboration with mental health providers with bilingual availability, and improving our dual language procedures.

This plan is included in the agency MSHS continuation grant and submitted to the Federal offices.

The Board members thanked Juan for a great job and explicit report. Juan informed that this report will be presented next week to the Policy Councils.

Grant Baxter proceeded to make a motion, conditional if the Policy Council has no problems in approving the SA report.

**MOTION:**

**Grant Baxter, Board Chair called for a motion to approve the Self Assessment Summary and Quality Improvement Plan 2013. Gabriela Diaz made the motion and Jose Campas seconded the motion to approve the Self Assessment Summary and Quality Improvement Plan 2013. All those in favor said 'aye'. The motion passed.**

## **Oregon Child Development Coalition**

### **BOARD OF DIRECTORS MEETING**

**Saturday, JULY 13, 2013**

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#### **Washington County OCDC Hillsboro Center**

The Board had discussion on what they would like to name the new building in Washington County or naming a wing. It is important to recognize Mr. John Gray, philanthropist who generously gave us \$250,000 one of our largest donations. John Gray passed away few weeks later after making this donation to OCDC. His family started the Gray Foundation. The open house for Hillsboro Center is September 12. The Board will need to decide on this issue. We can invite the family if we decide to dedicate the gym building to John Gray.

#### **Community Assessment 2013 Overview**

The information was compiled by R.E. Szego, Training and Development Specialist. Donalda presented the process updates. We will give out more information at the August meeting.

#### **Community Assessment 2012**

Donalda presented some of the trends and recommendations of last year in 2012. Some of them are still ongoing for this year, as in agriculture and healthcare. *CA 2012 trends included.*

#### **Continuation Grant MSHS Budget Summary 2014 Draft**

##### **Don Horseman, Director Financial Services**

Continuation Budget Summary - Don gave an overview of the Budget summary for 2014 and explained MSHS items. Total for administrative services is 18.75 percent. Central office runs and manages all the programs and allocating costs. We send this budget information to the Federal office in the agency grant. Due date is October 1st. *Summary Budget Chart is included.*

## Oregon Child Development Coalition

### BOARD OF DIRECTORS MEETING

Saturday, JULY 13, 2013

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- OPK Grant 2013-2015 First Year of the Biennium – Don Horseman informed that once we finish the budgets and all the information, we may have to put the OPK on the agenda for August meeting. *Chart draft for OPK budget included.*
- Other Fiscal information - Don explained that we are developing a new system, in the process of information to create a better flow of information –SharePoint. Where the Board will go to the financial page and find all the documentation needed for finance and other service areas as well.
- The Audit 2012 has been completed, Auditors are finishing their notes and we will be having a call with the Board for approval.

#### **Financial Reports as of May 31, 2013.**

- This is all the activity and you will see this financial activity through May 31 and June 30.
- The June report will be completed at end of this month, and will be a more critical report and the Board will see a good picture of where we are.
- Dashboards are completed on a quarterly basis; this is as of March 31. Month to month there are too many changes, things that may not get completed and QALICB dashboard will also be included.
- Facilities – a question on Ontario facility, Malheur County. Plans are being developed to remove the modular building from Nyssa and store it in Ontario until funds are available. Rod will be meeting with the Housing Authority to discuss disposition of the lease.

#### **MOTION:**

**Grant Baxter, Board Chair entertained a motion to accept the Financial Report; Margarita Castaño made the motion and seconded by Gabriela Diaz. All those in favor said aye. Motion passed.**

#### **Next Board Meetings and Conference Call**

- August 20 next meeting Conference Call
- Discuss and decide on building Recognition of John Gray
- OPK Budget approval
- Federal Review interviews **Tuesday Aug 20 for Board 6:00 pm.**
- Hillsboro new center opening **September 12.** Grant mentioned that it would be beneficial for the Board support in the fundraiser event for the Hillsboro center.



**Oregon Child Development Coalition**

**BOARD OF DIRECTORS MEETING**

**Saturday, JULY 13, 2013**

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- **Next Board meeting September 13-14, 2013**

**Approval of May 2013 Board Meeting Minutes**

**MOTION:** Grant Baxter called for a motion to approve the May 2013 Board minutes. Jose Campas moved and Margarita seconded the motion for the approval of the May 2013 Board minutes. All those in favor said 'aye. The motion passed.

**ADJOURN**

**MOTION:** Motion was made to adjourn, Shari made the motion and Gabriela Diaz seconded the motion to adjourn the Board of Directors meeting at 1:15 p.m.

**Oregon Child Development Coalition**  
**BOARD OF DIRECTORS MEETING**  
**Friday, SEPTEMBER 13, 2013**

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Call to Order: Grant Baxter, Board Chair called the meeting to order at 6:05 p.m.

Roll Call: Grant Baxter, Board Chair; Patricia Cuevas; Margarita Castaño; Jose Campas; Gabriela Diaz, Juan C. Preciado; Charmaine Carnes; and Christyn Dundorf.  
Quorum was established.

Not Present, Dr. Kyle House and Shari Lane, excused.

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

**Introductions:** Grant Baxter introduced Christyn Dundorf, and informed that two months ago we nominated Christyn as a new Board member, and now need to vote and have a motion to accept her to serve on the Board. Christyn has a Master of Arts in Education and the Board has identified the skills that are needed for the Early Childhood board position. Joy Turtola has worked with Christyn through Portland Community College. *Bio included.*

**MOTION:** Grant Baxter entertained motion to accept Christyn Dundorf as new Board member, Patricia Cuevas made the motion and Juan Preciado seconded the motion to accept Christyn Dundorf as new Board member. No discussion, all those in favor voted and said 'aye'. The motion passed.

**Mission Moment**

Donalda Dodson shared story of a Polk County employee member of the community who accepted a teaching position with OCDC this summer. She wrote an interesting essay "My Town", for the newspaper "Itemizer- Observer in Polk County". *Copy included.*

**Program and Staff Development Report**

**Joy J. Turtola, PSD Director**

Joy talked about accomplishments in the context of goals and objectives. The MSHS Continuation grant is prepared in June, July and August, and the grant goals and objectives are to support the work of the agency. Presented one pager of the Strategic Plan; this is just snapshot of the plan.

## **Migrant and Seasonal Head Start Grant Goals and Objectives 2013**

There are four Grant goals, the document was presented and each goal explained to the Board members. *Goals and objectives with updates included.*

## **OCDC School Readiness Goals 2013**

School readiness report was presented to the Board. Joy informed on the six goals that were identified for School readiness.

Joy updated the group with general information and guidance on School Readiness, and process for developing the objectives. *SR Goals included.*

**Report on Trainings** – “You Make the Difference” training that interacts with children and centers are distributing parent kits and resources and support. Parents are being trained and training other parents.

**SharePoint** - Starting implementation of Microsoft SharePoint, which is a product that allows ease of information and distribution and will be as internal intranet and access for information. There is a home page and it will be split by service area, there will be a Board page also with all the board minutes and information for the Board. SharePoint allows teams to work together, post documents and check them. This will help with collaboration and keeping everyone on the same page. There will be more trainings in the Fall, this is happening in phases.

The Board members thanked Joy for the PSD Report and the Goals and Objectives.

**MOTION:** Grant Baxter called for a motion to approve the 2013 Goals for the MSHS grant submission. Margarita Castaño made the motion, and Charmaine Carnes seconded to approve the MSHS Goals. There was no discussion, all those in favor said ‘aye’. The motion passed.

## **Human Resources Report**

### **Duke West, HR Director**

- BOLI found no claims for several months, no complaints at the present time.
- Hired an HR Generalist and there was one separation of the Accounting Manager.

- Still recruiting for Resource Development Director, we have interviews on September 20<sup>th</sup>.
- Recruiting for Receptionist and HR clerk.

### **Benefits Updates and OCDC Policy Change Request 50.010**

Duke reported that in 2014 changes required by Patient Protection and Affordable Care Act comes into effect. The policy states the waiting period for benefits is after 3 months of employment. And now it can be no longer than 90 days. Therefore we request the change in our policy to the first of the month after 2 months of employment. This OCDC policy is effective as of January 1, 2014,

**MOTION: Grant Baxter called for a motion; Charmaine Carnes made the motion to accept the change to Medical and Dental Policy 50.010 to be effective January 1, 2014. Seconded by Gabriela Diaz; all those in favor said ‘aye’. The motion passed.**

### **Employee Engagement Survey**

Duke reported that the employment engagement survey was started in July and will remain open through September. We have 353 responses as of now.

### **Operations Report**

#### **Leslie Moguil, Operations Director**

Leslie presented the highlights from the counties.

- Reported on Klamath County, the float in Tulelake opening of the Fair, was recognized and won the prize for the Best Use of Theme in the parade with our children on the John Deer tractor.
- Klamath County team is looking at the Baptist Church for use in giving services to MSHS families identified in the community, due to these families living in motels and are in agricultural work. We may utilize the church and the Malin center to meet the need of these homeless families.
- OCDC has been working with the Maternal Infant and Child Home Visiting Initiative- MICHV, funded through Oregon grant and is a two year grant. Malheur County will

receive 20 slots and Marion County hopes to receive 10 slots from the State, and Multnomah County will be receiving 5 additional slots to their existing MICHV Initiative.

- Washington County had the special event of the Open House at Enterprise Circle in Hillsboro. They are now recruiting and enrolling children for OPK program. The new building is an incredible facility and the classrooms are large and convertible for more space. *Operations Report included.*

The Board members thanked Leslie for her report.

### **Debrief of Federal Review Visit, CLASS Scores**

The Federal Review took place this past August 12-16, and this past week we received our CLASS scores from the Office of Head Start, and observed how our teachers interactions were occurring and OCDC was randomly chosen and Donald informed that we did well. The CLASS scores letter was given out to the board members, Joy's team put together and worked on the scores baseline of June 2012 and showed what the scores were in major areas. There is improvement and shows the 10 percent across the nation. The scores of the visit of August 2013 shows how we compare with the nation and to our own assessment. Gave explanation of low, middle and high ranges and meaning of the scores. We are waiting for the Federal Review report which takes like 60 to 90 days.

Discussion on the language modeling and the dual language learners and that is one of OCDC's emphasis, we also have our specialists go on a continuing basis, and can bring this information after the assessments to see what trends we have. This is priority to have both languages in the classroom.

### **Policy Council Report, Gabriela Diaz**

NMSHSA meeting took place in San Antonio, Texas and the Parent of the Year Award was given to Gabriela Diaz and was acknowledged as parent of the year. Gabriela was thankful of the recognition and the opportunities that have been given to her and is grateful to OCDC for all that she has learned. The Board members extended congratulations to Gabi for

her contribution to the parents and her time and effort. Donalda said that Gabi has done a great job; also mentioned that Patricia Cuevas and Juan Preciado have been recognized at the national level.

- Gabi mentioned the interview with the Policy Council and Federal Reviewers in August went well; Gabi and Jose Campas were present for the Board interview as well, and other members on conference call.
- The October meeting with the PC will be for transition and also opportunity for trainings.

### **Future Board Meetings**

- Grant Baxter mentioned that the evaluation for the Executive Director needs to be completed this year. There will be a change in the Policy Council members in October, but proposes to have the present members complete the evaluation for November.
- The next board meeting is the second week in November 15-16, then look at February or the end of January 2014.
- The NMSHSA conference is in February 2014, more information will be provided.

### **Adjourn**

**Motion to adjourn:** Patricia Cuevas made the motion to adjourn for the evening, Margarita seconded the motion to adjourn the Board meeting at 8:45 p.m.

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**Oregon Child Development Coalition**  
**BOARD OF DIRECTORS MEETING**  
**Friday, NOVEMBER 15, 2013 6 PM- 9 PM**

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**Call to Order** - Grant Baxter called the Board meeting to order at 6:05 p.m.

**Roll Call - Present**, Grant Baxter, Board Chair; Patricia Cuevas, Margarita Castaño, José Campas, Christyn Dundorf, Eric Cerecedes, Juan Preciado, Shari Lane, Gabriela Diaz, and Marisol Cariño

**Not present**, Dr. Kyle House

Staff, Donalda Dodson, Executive Director; Joy J. Turtola, Program and Staff Development Director; Angela Sword, HR Manager; Duke West, HR Director; Leslie Moguil, Operations Director; Don Horseman, Director of Financial Services, Martha Molitor, Senior Interpreter; Linda Torres, Senior Executive Assistant.

Introductions were made, and there are two new members representatives from Policy Councils MSHS and OPK.

**Program and Staff Development ~ Child Outcomes Presentation**

**Joy J. Turtola, PSD Director**

- Joy gave a PowerPoint presentation of School Readiness Updates and Child Outcomes for 2013 Migrant Programs.
- Showed how we used teaching strategies outcomes and profiles and data. How the number of children is measured and assessment in the class. Looked at data according to the School readiness goals. Explained how now this is part of daily work on running reports and individualizing instruction.
- Total number of children 1525, chart with data period. Preschool breaks down to different approaches to learning with SR indicators.

Discussion on how parents have noticed the difference in many areas and reflected how teachers are doing a great job in children's learning; the Spanish language and helping to use those concepts, as also literacy shows what the teachers are doing.

Joy informed that this is just a snapshot, some migrant programs are still running and they are not in this data. Joy promised the Board that he would send the total number of migrant children served so that it could be included in the board meeting minutes. Below is included the total breakdown of Migrant children served.

<b>Data period</b>	<b># of children</b>
February to mid October	~670
October to December (anticipated)	~347
Hood River Peak	~300
Sequestration Cuts	~208
<b>Total</b>	<b>~1525</b>

The Board thanked Joy for the report.

### **PARKDALE COMMUNITY CENTER/Update**

Donalda informed that the Board from Community Center in Parkdale, Oregon has come to OCDC and wants to turn over that facility to us. Attorney looked at the deed and there are some steps to look at first, there seems to be a couple of deeds. We will need to talk with the County and request that the deed be turned over to OCDC. The owners are a group of families on the Board of this community and are older families so maybe moving out or they want a change.

The last time OCDC Board talked about engaging the families in that community as it's a community resource of continuing a tradition. The OCDC Board would be supportive of moving forward because there is a great deal of history. Don mentioned that we are looking at fiscal budget. The Board did accept to form an OCDC Foundation, and maybe can go under this other entity. OCDC will start the process and bring information back to the Board for authorization to go forward for possible acquisition of Parkdale Community Center.

**MOTION:** Grant Baxter, Board Chair called for a motion to continue investigation and the process of the Parkdale property for possible acquisition of Parkdale Community Center. Gabriela Diaz made the motion and Jose Campas seconded the motion to continue investigation and process of the Parkdale property for possible acquisition of Parkdale Community Center. All those in favor said 'aye'. No oppositions. The motion passed.

### **HUMAN RESOURCES REPORT**

#### **Duke West, HR Director**

- Duke West gave brief report on Human Resources.
- Scholarship Update - Presented thank you letters from the Columbia Gorge Community College Foundation board, and of person awarded of the Lennie Mueller Early Childhood Education Scholarship. (Letters included)



## OCDC POLICIES

Angela Sword, HR Manager presented the OCDC Policies with recommended changes for Board approval. Copies were given out to the Board members. The Policy Councils have approved the policies already.

**Policy 40.030 Sick Leave** - Changes in the language for sick leave and proposed definition for immediate family. Shari Lane revised the policies and she suggested changes be revised and completed in January.

**Policy 40.050 Bereavement** - State of Oregon permits two weeks of bereavement. OCDC gives 3 day leave. Additional bereavement leave may be available for OFLA eligible employees.

**Policy 40.080 Military Leave of Absence.** Proposed changes made to be in compliance with the law.

**Policy 40.090/40.100 Federal Family and Medical Leave** - OCDC is making these additions to be in compliance with the law.

**Policy 40.110 Domestic Violence Leave** - Changing language in this policy to be consistent with Oregon law.

**Oregon Victims of Certain Crimes Leave Act** - New OCDC policy change to comply with the law. Employees can use accrued vacation and provide notice to HR when this is occurring. Changes made in last paragraph.

One question was: do we have all the policies on the webpage so the Board can see them?

Angela informed that they are available for the Board and staff and in the process of moving to a new site.

**MOTION:** Grant Baxter called for a motion to approve the changes to the OCDC Policies as presented. Margarita Castaño made the motion; Christyn Dundorf seconded the motion to approve the changes to the OCDC Policies as presented. No other discussion. All said 'aye'. The motion passed.

The board members thanked Angela for the policies report and updates.

## 2013 FEDERAL REVIEW RESULTS

Duke presented the Federal review results and gave overview of two findings. One finding was in the area of Human Resources, staff qualifications, and the other finding was Quality of Teaching and Learning. Duke explained the Criminal records checks from 61 files were reviewed and only two employee files were found to be hired before completion of the CRC.

We have 120 days to get this corrected. We will have a call with our Program Specialist and we will send the response for these findings. These were findings and not deficiencies, which does not place us in competition. The Board accepted the Federal Review report.

## **OPERATIONS REPORT**

### **Leslie Moguil, Operations Director**

**Selection Criteria** - Leslie informed about the selection criteria and eligibility. OCDC serves the neediest families and with specific regulations we establish a criteria and have to review that criteria annually. Changes were made and presented and approved in February and in the May joint Board and PC meetings. The Selection criteria is being presented again, and one fact is no longer use of SNAP as eligibility. To be eligible for a specific program the child and family must meet the criteria. The priority level for disabilities is O, the first box on the bottom of the form. This would be a plan that qualifies specialists to work with children.

We also changed the computer system and data for improved results. In prior years this was completed on paper and now it's done electronically.

SNAP is not eligible from the federal level. Certain criteria only apply to OPK program. Marisol had a question on eligibility. Marisol is from OPK in Washington County.

**Action:** Follow up to find out what the points are and why did they move Marisol. Leslie will explore that.

**MOTION:** Grant Baxter called for a motion to use the Selection Criteria form as presented. Patricia Cuevas made the motion and Juan Preciado seconded the motion to use the Selection Criteria form as presented. All those in favor said 'aye'. The motion passed.

Leslie gave few highlights on items in the Operations report. (Report included).

- Enterprise center opening was a success and is now fully enrolled and the building is being fully used.
- The Marion County team has showed their strong leadership and collaboration with the Migrant Education program to ensure school readiness for children during the transition to kindergarten.
- In Klamath County a domestic violence partnership grant was awarded to help outreach for needed services to the Latino community. Working on contract and will provide a .5 FTE to address domestic violence training and provide support.

The Board thanked Leslie for the report.

## **FUTURE 2014 BOARD MEETINGS**

Save the date for 2014 NMSHSA Annual Conference in Washington DC area, copies were given out to the board members. There are sessions for parents and that is February 22-25, 2014. December 1 is cut-off date. Grant mentioned that if we need to have a Board meeting that would be in January because in February is the Annual conference.

- January 13 2014 teleconference call
- February 22-25, NMSHSA Conference
- March 14 and 15
- July 11-12
- September 5-6
- Nov 14-15

## **Financials - OCDC FORM 990**

Don Horseman informed that we sent the Form 990 that was due on November 14. It was emailed to the Finance committee previously for review. The document will be available for the general public and the purpose is to view how organization conducts the business and how dollars are spent. More detailed information on organization, lists every Director and compensation from the Board, the Executive Director and officers of the agency.

Form 990 provides data and has been expanding the last 4 or 5 years; the information is prepared by Audit firm Kern and Thompson, and is a requirement to be disclosed to the Board prior to the filing of the form to the State of Oregon. All these documents will be posted on our website and copy available if you have any questions.

## **BOARD RECRUITMENT**

Grant mentioned that on the Board we need to fill the grower and a finance positions. Dr. Kyle House fits that criteria because of his business background, but we do need a person specializing in finance. If anyone knows a grower or someone else in finance, let Donalda know and she can send out information. Juan said he would follow up with a grower he knows.

David Altman, previous board member is now on the OCDC Foundation Board.

## **Executive Director Performance Evaluation**

In the Bylaws the Board needs to complete yearly the Executive Director evaluation. Grant would like to present to Donalda before the 3<sup>rd</sup> of December. Donalda gave a review of work she has done to help evaluate with the review.

- Donalda reported on program services with the dual language, the incorporation of the PBIS and service components.
- Music within the program, helping see the benefits and how we can do those best practices and take this Statewide.
- Involved in Parent education and bus education. Making a video of the extension of classroom to the bus, it is really good and some of that we can use for promoting.
- Executive Leadership going out to the county visits on a yearly basis.
- Promoted work on the annual report and instituted Friday mailing that comes out every Friday with new issues and information.
- Looking at upgrades in positions and look at the market place and see our positions so we can be sure what we are doing is equitable an outside contractor helping us with that.
- Other thing is the data system, Status and trying to convert to the web for quicker response time and diversity and timely reports; we are getting that perfected.
- Funding opportunities as the match grant from Meyer Memorial was extended for doing a reporting.
- Working with Program Directors in three counties around the early learning hubs, and Marion County was the other one ready to go, and Donalda serves on the Governance board and chairs the Parent Involvement and is actively engaged in Multnomah and Clackamas counties. Program directors working in Umatilla and Jefferson.
- Donalda is Chair at Oregon Hunger Relief, Oregon Hunger Task Force.
- Northwest Health Foundation she is on the Board and Equity Committee, and just was asked to be a coach to new directors, from Sandra Carton, Regional Program Manager in Office of Head Start. Donalda will receive training and is good opportunity to meet other coaches.
- Establishing the OCDC foundation that will help us grow as an agency.

The Board members thanked Donalda for all her work.

## **ADJOURN**

Meeting adjourns at 9:15 pm for the evening.

**Oregon Child Development Coalition  
BOARD OF DIRECTORS MEETING  
Saturday, NOVEMBER 16, 2013 9:00 AM**

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**Call to Order** - Grant Baxter called the Board meeting to order at 9:05 a.m.

Present, Grant Baxter, Patricia Cuevas, Margarita Castaño, José Campas, Gabriela Diaz, Marisol Carino, Eric Cerecedes, and Christyn Dundorf

Not present, Dr. House; Juan Preciado, excused.

**FOOD INSECURITIES**

**Karen Ayers, Program Development Coordinator**

Karen gave ample information on working with Partners for Hunger Free Oregon and tools developed to identify families that are food insecure. She explained that a household experiences food insecurity when they do not have access at all time to enough healthful food for a healthy life, and about families that do not know where their next food is coming from.

Oregon was number one for several years on families in hunger insecurity. Oregon has a minimum wage that is not a living wage, and explained that as a Head Start program how we can provide support having the data.

Karen presented a short clip of film “A Place at the Table”, and later talked about the impact this issue has on health and cognitive development of children.

**Hunger & Food Insecurity Presentation**

- Karen presented PowerPoint on Hunger and Food Insecurity: A Head Start Response. Gave explanation on the low food security and root causes of hunger.
- Oregon was number one for several years on hunger insecurity. Oregon has a minimum wage that is not a living wage, and explained as a Head Start program how we can support having the data. Gave out copies of Children’s HealthWatch brief: Feeding Our Human Capital, and Food Insecurity and School Readiness.
- In our centers we are having gardens. Green houses in Polk and Marion. Umatilla County raising gardens, bringing in the family and have 70 raised beds in the gardens.
- Connecting with growers to get fresh fruits and vegetables and looking at ways to support the families and children. We started gardens five years ago, and the children are learning these healthy foods.
- The more we can share this message with all the community and come together we can make a difference and make awareness.

The Board thanked Karen for all the information provided.

## **Prosperity Efforts Proposal**

Donalda provided information on working on initiative agenda to help establish systems to help people out of poverty. One aspect is working with the First Lady of Oregon. OCDC and staff identified a proposal and how we can work on the prosperity agenda and presented this to the First Lady and one other key leader. They were in favor of the plan.

The proposal is \$60,000 dollars and Donalda has participated with the First Lady Cylvia Hayes when this effort started. Working on this as an agency put us on four major areas: Hubs, Prosperity proposal, QRIS and parenting issues, and partnering with State Initiatives.

## **House Bill 3034**

Just this year the Oregon Legislature passed House Bill 3034 that requires OPK program subject to public open meeting law. This applies to the governing body of a State agency, and must provide notice to inform the public by posting board meetings minutes and agendas.

These will be posted on OCDC website, as well as having an open meeting to the public. A meeting can be closed to the public if the governing body goes into Executive session. *(House Bill information included).*

## **Financial Report as of September 30, 2013**

### **Don Horseman, Director of Financial Services**

**Facilities update** - Don gave a brief update on Boardman. Rod Walker and the Program Director in Umatilla attended meeting with Housing Authority for discussion. Working on planning and budget estimates for potential project in Boardman, and more information will be presented to Board at future meeting. *(Copy of Facilities included in Financials).*

Don presented the Comparative Financial Statements September 2013/12

- Narrative September 30, 2013
- Statement of Activities
- Ratios: Notes Payable
- Notes Payable for Enterprise/Qalich

The Board members thanked Don for Financial report.

## **Executive Director Report - Donalda Dodson**

Donalda talked about the collaboration activities for most Program Directors and staff have with the formation of local Early Care and Education Hubs. This has required many planning sessions and discussions around what is the best structure and mechanism for the hub services in specific counties.

Participating with Marion and Multnomah Counties, and now we have presence there and we will continue the work in other counties.

**Meyer Memorial** - We received news from Meyer Memorial Foundation in relation to our matching grant with them. They noted we did not have to make the match within the first year, that we can define when we expect to make the goal. Next reporting time to them is in February 2014.

**Class Scores** - Donalda mentioned that we did well in our Federal review 2013. Our staff worked on the scores baseline, a measure of the child teacher interaction, and shows what the scores are in major areas. There is improvement and shows the 10 percent across the nation. The measures of Head Start are observed on a seven point scale. We are doing very well as you can see in emotional support. Hopefully we will maintain these scores across the State.

**NMSHSA Requests in by December 1 2013** - Grant asked to let us know if attending the conference.

Marisol was asking about attending; Donalda mentioned she can attend as a Parent rep on the Board. She would like to know about other trainings for OPK, so she can share with other parents in her county. Donalda mentioned that Karelia can give Marisol more information.

### **MSHS Policy Council Report**

MSHS report from Gabriela Diaz – Gabriela presented report on Policy Council.

- 2013-2014 PC Election results
- Calendar of PC meetings 2014
- 2012 Parent survey summary and survey results
- Community rep in Klamath County is an officer and gave them a presentation on domestic violence which was very interesting.

Gabriela thanked the Board for the opportunity to be part of the agency, participating in - train the trainers, and working with the Policy Council in San Antonio was a good experience.

### **Board Minutes approval September 13-14 2013**

**Motion:** Grant Baxter called for a motion to approve the minutes of September 13-14, 2013. Patricia Cuevas made the motion and José Campas seconded the motion. All those in favor said 'aye'. Motion passed.

### **Adjourns**

The Board meeting adjourned at 12:45 pm