

Oregon Child Development Coalition
BOARD OF DIRECTORS MEETING
JULY 11 2014

Friday, July 11, 2014

Board Directors Meeting ~ 6:00 – 9:00 pm

Dinner ~ 5:30 pm

TR 3

Dinner		5:30 pm	
Roll Call		6:00	
1. Introductions			
Brian Schmedinghoff, Director of Resource Development		6:05 pm	Information
Walter Kalinowski, Director of Human Resources			
2. Inclusion and School Readiness			
Jennifer Cooper, Inclusion & Special Education Specialist		6:25 pm	Presentation
3. Training SharePoint		6:55 pm	Board Training
<i>Presentation, Discussion</i>			
Greg Funk, IT Manager and Nancy Orem, Training & Development Specialist			
Break		7:35	
4. Foundation Update- Donalda Dodson		7:45	Update
Board Development–Harold Goldstein			
5. Executive Director Report, Donalda Dodson		8:00	
a. MSHS checklist Grant expectations			Information
6. Approval of Minutes March 2014, April, May 2014 conference calls		8:30	Approvals
Next Board meeting September 5-6		8:55	Reminder
ADJOURN		9:00 pm	

Oregon Child Development Coalition
Board of Directors and Policy Councils Meeting
JULY 12 2014

Saturday, July 12, 2014

Board of Directors & PC Meeting ~ 9:00 am–2:30 pm

Breakfast ~ 8:30 pm

TR 3

Roll Call	9:00 am	
1. OCDC Community Assessment – R.E. Szego, Training & Development Team Lead	9:10	Approval
2. Procurement Policy - Charles White, Purchasing Manager	10:10	Approval
3. QIP-SA , Juan Escobar, Monitoring Manager	10:30	Approvals
a. Self-Assessment		
b. Quality Improvement Plan	11:10	
Break		
4. MSEHS Goals and Objectives , Donalda Dodson	11:20	Approval
5. PFCE Plan – Karelia Harding, PC Coordinator	11:40	Information
6. Budget 2015 – Don Horseman, Director Financial Services	12:00	Approvals
a. Pages for signatures EHS- MSEHS		
7. EHS/Child Care Partnership grant	12:25	Approval
a. EHS chart - Donalda Dodson		
b. Budget EHS – Don Horseman		
Lunch	12:45-1:15	
8. Human Resources Report - Angela Sword, HR Manager	1:20	Approval
9. OPK Expansion grant Budget 2014-15 – Don Horseman	1:40	Approval
10. Fiscal Policy, Credit Cards - Don H.	2:00	Approval
Adjourn	2:30 pm	

Oregon Child Development Coalition (OCDC)

Board of Directors Meeting March 15, 2014

9:00 am to 2:00 pm

Saturday, March 15, 2014 Board of Directors Meeting

Present, Grant Baxter, Board Chair; Patricia Cuevas, Margarita Castaño, Eric Cerecedes, Shari Lane, Marisol Carino, Gabriela Diaz, Juan Preciado, and Jose Campas and Christyn Dundorf.

OCDC Staff, Donalda Dodson, Executive Director; Karen Ayers, Program Development Coordinator; Linda Torres, Senior Executive Assistant

Other, Sonja Trigo, Interpreter.

Call to Order

Grant Baxter called the Board meeting to order at approximately 9:05 a.m.

Board Minutes of January 13, 2014

MOTION: Grant Baxter, Chair, called for a motion to approve the Board Conference call Minutes of January 13, 2014. Eric Cerecedes made the motion to approve the Board Conference Call minutes of January 13, 2014. Gabriela Diaz seconded the motion. No oppositions. The motion passed.

Votes by Board members: Eric Cerecedes, Gabriela Diaz, Patricia Cuevas, Shari Lane, Margarita Castaño, Jose Campas, Juan Preciado, and Marisol Carino.

Conflict of Interest Policy 2014

The conflict of interest policy forms were given out to the Board members for their signatures. Board members went over the conflict of interest policy, had some discussion and signed the form afterward and gave back to Linda.

Executive Director Report, Donalda Dodson

Donalda Dodson, Executive Director gave a few updates to the Board members on Federal and agency information. *(Report included)*.

- Sequestration Replacement – There was reinstatement of sequestration cuts for Head Start and Early Head Start. We will recover the dollars and will be returning number of child slots that were cut. The emphasis is on restoring the services to the children.
- COLA – Donalda informed that we received the notice of Cost of Living increase for Head Start and Early Head Start of 1.3 percent increase. We will be putting together the information to send to the Federal Office for the approval.

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Board of Directors Meeting March 15, 2014

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- Board Conference Call - Donalda mentioned that we will need to have a conference call with the Board when we submit the Sequestration, and budget information, and the COLA application. The submission has to be sent by May 1st.
- Debbie Youhouse, Office of Head Start (OHS) Program specialist, is planning to visit OCDC in the Spring or Summer and try to go out to the counties. She will let us know the dates.
- We have a Risk Management Call on June 4, with Office of Head Start and discussion will probably be on School Readiness goals and child outcomes, and any other issues OHS might want to know.
- OCDC Spring Gathering will be March 18-20 at the Embassy Suites. On Wednesday 19th, there will be discussion about Dual language and training with consultant. Linda Espinosa, a researcher and trainer in Dual Language. She visited some of the centers, she thought OCDC program was in a good place. The Board members are invited to attend on March 19th.
- QRIS (Quality Rating and Improvement System) - Continue to discuss the quality rating for early childhood care and education facilities. This is a quality rating system. We are waiting to see what the approach is for Head Start programs and then we can file paper work to get the QRIS status for the centers.

The Board thanked Donalda for her report. Executive Director Report is included.

OCDC Agency Work Plan 2014

This document is the OCDC Agency Work Plan, all goals and outcomes were finalized for 2014. The document is now only 17 pages, Donalda mentioned that is such a difference from our old work-plan that was 81 pages.

In the Agency plan through 2014 and 2015, we identified the outcomes, and who sponsors and who manages the project, who provides input and reviews, and who implements. Each of the Project Managers has several steps and actions to work on to get to that outcome.

We bring this to the Board for review and approval. At a glance you can see what we are working on by the strategic direction. The Board proceeded to approve the Strategic Plan.

Motion: Grant Baxter, Chair, called for a motion to approve the OCDC Agency Work Plan 2014; Christyn Dundorf made the motion to approve the OCDC Agency Work Plan 2014; seconded by Marisol Carino. No oppositions. All those in favor voted, and said 'aye'. The motion passed.

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Votes by Board members: Christyn Dundorf, Eric Cerecedes, Marisol Carino, Gabriela Diaz, Patricia Cuevas, Shari Lane, Margarita Castaño, Jose Campas, Juan Preciado.

Early Head Start Child Care partnerships

Donalda informed on the grant opportunity of the EHS Child Care Partnership project, a collaborative effort to partner in cooperation with other early childhood and education practitioners and organizations. These funds will be to realize successful partnerships between Early Head Start and child care providers that expand access to high quality comprehensive services for infants and toddlers and their families. We have not received the Funding Opportunity Announcement from OHS yet, but will be looking for that in the next few weeks to work and submit application.

Community Assessment Process

There was discussion about the Community Assessment process and information; some concern with Program Directors from parents in the counties and want to be included in the assessment. Karen Ayers mentioned this is what we are working on, just to add another step we have an integrated work group that consists of Central office staff and County staff working in multiple areas, family health supervisors, teachers, bus drivers, and parents are involved, to improve the information for community assessment. This is another opportunity for parents and staff that we are looking at every direction for this process. There is also information in the Parent handbook and there can be discussions at parent meetings.

RRCAN - Karen Ayers, Program Development Coordinator

Recognizing and Reporting Child Abuse and Neglect

Karen gave out copies of report from the Oregon Child Welfare Data book and went over the information of suspected child abuse or neglect 2012.

- DHS (Department of Human Services) received 69,096 reports and of those 30,850 reports were referred for investigation.
- Of total reports referred 6,332 were founded for neglect or abuse. Tables on total child abuse neglect reports were discussed between 2011 and 2012.
- Karen informed that as mandating reporting we don't determine if it's abuse or not. Facts are reported as seen or heard. DHS determines of what that is going to be. They come from all entities, doctors and nurses and Early Childhood programs.
- Karen went through first pages of report and explained rates per county, and source of Child abuse and neglect, poverty data and State Indicators.

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- Updated the Board on OCDC reporting, OCDC strives to work in collaboration with the DHS to educate staff and parents in recognizing Child Abuse and Neglect.
- The curriculum of Protecting Children is Our Duty is to increase access of family support services that allows early prevention/intervention to support families. OCDC staff participates in the trainings of child abuse and neglect.
- In 2013 OCDC staff and parents participated in a train the trainer model.

MSHS Policy Council Report

Marisol Carino

- Policy Council did not have meeting this month, because of travel to DC to the National Migrant & Seasonal Head Start conference.
- Jose Campas, Dulce Cassity and Gabriela Diaz attended the conference.
- Juan Preciado, Board rep is now participating on the Parent Leadership Committee.
- Recognition was given to Karelia Harding and Joseph Castro at the NMSHSA conference. Eric mentioned that he finds Karelia as an example of Latina women, very inspiring human being who provides much dedication to this program.
- Jose Campas mentioned that the PC will be attending the gathering on March 19, and training with Directors and staff on Dual Language.
- Gabriela Diaz was invited with Guadalupe Cuesta, on the committee working on the transition of preschool to kindergarten, and talked about the transition and all of what Head Start offers, about the needs and challenges in the public school and solutions for kids.

OPK Policy Council Report

Eric Cerecedes

Eric reported on the OPK meeting

- Eric informed that Juan Escobar had described what the Community Assessment, and the demographics on where we serve. The cost in eligibility criteria and the needs and education. This report was from January PC meeting for OPK.
- Focal discussion was the emotional needs of the children, whether or not we provide training in working with special needs and what training is provided for teachers and assistants. There was an incident of the child instructor that did not know how to treat the child in the class and the whole stigma on this issue was discussed with parents. Karen mentioned that we know how important it is for staff to be trained for behavioral challenges and when kids need to have that one on one attention.

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- When review of the PC reps job descriptions, there was realization that our responsibility as Policy Council is to create trainings. In Jackson County, there will be a parent meeting at the Medford Library.
- Working on the OCDC planning guide, and on monthly planning trainings.

The Board thanked Marisol and Eric for their reports.

**A Place at the Table
Documentary Film**

Karen Ayers presented the film to the Board members. The film is 1.5 hr. This is about Food Insecurity. As of 2012, about 50 million Americans were food insecure, was approximately 1 in 6 of the overall population, with the proportion of children facing food insecurity even higher at about 1 in 4. One in every two children receives federal food assistance.

Discussion after the film – Karen gave information on how can we support our community and local growers and make sure fruits and vegetables are part of food program. Now we have Oregon Hunger working with policies. Also helps with having our partners to go to legislature to show numbers. Within farmer markets in the State they are contributing with vouchers, getting a match at a certain vendor. We are trying to get the message out that we do have hunger in America.

Eric mentioned he is glad that a lot of good work is being done, but there are several challenges too, as the food assistance programs expand we may see control on that. But thankful that still continuing to do what we can.

Karen mentioned that this movie is on Netflix. At the next meetings, maybe we can bring a documentary on the community gardens around the country.

Adjournment

Grant Baxter thanked everyone for attending the meeting.

The Board meeting adjourned at 2:20 p.m.

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Board of Directors Meeting March 14, 2014

6:00 PM – 9:00 PM

Present, Grant Baxter, Board Chair; Patricia Cuevas, Margarita Castaño, Eric Cerecedes, Shari Lane, Marisol Carino, Gabriela Diaz, Juan Preciado, and Jose Campas.

OCDC Staff, Duke West, HR Director; Donalda Dodson, Executive Director; Don Horseman, Director of Financial Services; Joy J. Turtola, Program & Staff Development Director; Leslie Moguil, Operations Director; Linda Torres, Senior Executive Assistant.

Other, Sonja Trigo, Interpreter.

1. Mission Moments

- Donalda Dodson shared with the Board members about a young child in Klamath County who developed Leukemia and the staff worked with the family while his therapy and treatments, the child came back to the center. Because of the support of the staff, care providers mentioned that teachers support and engagement with the family, contributed to a great success.
- Staff and parents also were visiting a child at the hospital, and came with cards that children made, was wonderful connection with the child, and returned feeling better and familiar with teachers; this was staff from Multnomah County. That is what OCDC is all about.
- Marisol mentioned she had the experience of having her child in the hospital for one month, and was very happy of how personnel was involved, felt very comforted and supported. They made welcome cards and is grateful. Jose shared how important that is for parents being engaged in the center and when that happens they can support other families, in any given area, not only sickness, but helping in any way they can as well. The PC reps usually communicate with the parents groups, to see what they can do for other parents.

2. Joy Turtola, Program & Staff Development Director

Joy mentioned that the PSD report is fairly short, included in the Board packet. But each can go over that and review, been quite busy and you can see what is happening. Gave highlights in report.

Child Outcome Updates

- Joy reported on the 2013-2014 OPK Growth and check points. The programs began later September to October when they have first checkpoints, and then second checkpoint is around January or February.
- All children are making progress in all domains.
- Joy gave out copies of 2014 Seasonal, SHS Infant Toddler and EHS program charts.
- Showed the updated PowerPoint for OPK Child outcomes.
- Explained the School Readiness goals setting process.

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(SR) School Readiness Goals 2014

All the counties goals and data get rolled up into the broader agency OCDC School Readiness Goals. *SR Goals document included.*

There are five goals, related to essential domains, and added # 6 agency goal:

1. Social Emotional
2. Language and Literacy
3. Cognition and General Knowledge
4. Physical Development and Health
5. Approaches to Learning
6. Agency goal – connection with community.

Question on where are disabilities included in these goals? These are the same and also individual goals for each child. Xin Gao, Early Childhood Education Specialist can give us data and specific examples. The Board asked to aggregate the different ages also.

Action: Grant mentioned that maybe scheduling training with Disabilities Specialist would be good.

MOTION: Grant Baxter, Chair, called for a motion to accept the School Readiness Goals as presented. Eric Cerecedes made the motion, seconded by Margarita Castaño. All those in favor said aye, no oppositions, the motion passed.

Votes made by Eric Cerecedes, Margarita Castaño, Patricia Cuevas, Marisol Carino, Gabriela Diaz, Jose Campas, Shari Lane, and Juan Preciado.

3. Human Resources, Duke West

- Duke informed on the HR and Compensation Committee Board report.
- A complaint was made by an employee who was asked to leave. Most of the times the employee is upset.
- No new hires and still recruiting for Resource Development Director and Warehouse Clerk.

2013 Federal Review Response

Duke included the Corrective Action Plan of the Federal Review response for the review findings. This will be sent to the Program Specialist, Office of Head Start. The findings were the Criminal Record Checks dates after the hire date; and two teachers did not have CDA. Donalda mentioned that hopefully we will get a letter and the findings have been approved; we may receive that in the next month or two.

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Health Insurance

Duke informed that OCDC did not have to increase this year insurance costs. All of February was the Insurance/benefits visits to the counties to update staff on the Health Insurance, with some of the Insurance brokers.

Compensation Program

Over the years we have done a great job comparing our wages to other Head Start programs and following regulations. We now started the process of working with HR Answers to do a review and update the compensation program. This will include updating our internal equity points system for all positions, updating job descriptions, looking at the competitive market, update pay structure and policies and procedures, and providing trainings.

Employee Engagement Survey

We received the engagement survey results, and now we will get our plan in place. Duke said we will present the analysis and results to the Board at next meeting. We were at 56 percent partially engaged; we do have engaged staff in OCDC. Overall we are above average compared to other organizations at a national level. That is in all areas except in pay and communication.

Duke informed the Board that he will be retiring and moving back to the East Coast with his family. He will be working on transitioning and getting a replacement for this position. Duke appreciates the Board for all the support to the agency, and getting to know them throughout all these years. The Board is sad to see Duke leave and thanked him for all his work and wished him well.

4. Operations Report, Leslie Moguil

Leslie Moguil, Operations Director, gave an update in the area of Operations, highlights reported on each county. *Report included.*

Jackson County- Partnership with the Medford Library which enable the use of community space convenient for participating parents. Ashland is having the first gardening project to support the education and healthy nutrition of children.

Hood River County - Having a challenge and been challenged recruiting and retaining bus drivers, very competitive job even in the School District. We are working on a few strategies to start and recruit people. Leslie asked if there is someone that you know may be interested, let us know or refer them to Hood River, to fill in an application.

Grant mentioned about the great training that Multnomah County staff and Director put together in Washington D.C. in February. Many people from other programs attended; and were very

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interested to know about Bus assistants doing trainings, socialization, numbers, and songs on the buses with the children.

In Transportation - Every year in preparation we work together to see how many car seats are needed, we have a very large seat order.

As far as buses, we are using propane, a clean fuel is a requirement and maintenance is less. We have 8 new ones in two counties. We want to test them, and testing them in Malheur County. Diesel buses are giving more difficulties. We will place them and see how the performance is overtime. When we have funds available we will evaluate what we do. We know that in repairs and maintenance is a great difference and environmentally much better.

5. Financial Report, Don Horseman

Head Start Five Year Grant Eligibility

Don informed that we were notified that we are eligible for a non-competitive five year grant in 2015, our next grant application year. We were found to be compliant and now we can apply for this grant and during that period of time they will review our processes and at the end of five years they can authorize to be renewed.

Don talked about the Fiscal Act and the Head Start OMB (Office of Management and Budget) Circular and that later we need to review for the Board responsibilities and go over critical pieces and what is relevant to the Board. Over 300 pages, but he can send out a link.

Comparative Financial Statements December 2013/2012 Preliminary

Don went over the Narrative as of December 31 2013 and December 31, 2012 compared.

- Statement of Financial Position assets- Investments, receivables, payables, cash flows, ratios.
- Other assets – QALICB investment in related entity.
- Notes Receivable, NMTC – Increase in Hillsboro property
- NMTC- New Market Tax Credit is for low targeted population, low income families. The half of the loan will be forgiven in seven years. US Bank loans money for the construction of the building and they get tax credits, and OCDC get a break on the interest rate.
- On page 6 of your report, a statement of functional expenses, this is a detail listing of all our grants and expenditures. Head Start, Oregon Dept. of Education, Migrant Education, etc.

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Financial Report as of December 31, 2013

- Don updated on all Counties MHS, EHS and OPK reports.
- Facilities Report as 1/1/2014
- Enrollment Report as of 1/1/2014

Don noted that Fiscal is trying to post the Financials on SharePoint; and the Board needs to have some training to have access to all the system. We can do the training for the board maybe in July meeting. Saturday July 12 would be easier, Greg Funk, IT Manager, will be available in July.

Action: **Schedule SharePoint training for the Board members for next meeting in July 2014.**

Accomplishments 2013

OCDC Accomplishments 2013 and the Annual Report 2012 copies were given out to the Board members.

Adjourn

Board meeting adjourns at 9:15 p.m.

Oregon Child Development Coalition

Board of Directors Conference Call - Monday, January 13, 2014 at 6 pm PT

Roll Call

Members present, Grant Baxter, Board Chair; Patricia Cuevas, Gabriela Diaz, José Campas, Eric Cerecedes, Margarita Castaño, Christyn Dundorf, Shari Lane, and Marisol Carino

OCDC Staff, Donalda Dodson, Executive Director; Juan Escobar, Monitoring Manager; Martha Molitor, Senior Interpreter; Linda Torres, S. Executive Assistant

Quroum established

- Agenda and documents were sent previously to all Board members through email and via FedEx mail.
- Martha asked if she would translate all that was said on the call or provide only clarification if anyone has questions. Board members agreed that she only translate when they need clarification.

1. Follow Up Self Assessment, Juan Escobar, Monitoring Manager

Juan gave a brief update on the improvement plan of last year 2013. There were 14 items on that Quality Improvement Plan, and said that we are at 80 percent, and are on target to be completed. Reports operate on a cycle of 12 months, and now is 6 months, it is the mid-point update. As the federal review proved, we have a strong system, only a couple of things to update. There are no surprises from the monitoring data, not anything major Juan explained, but there is always opportunity for improvement. E.g., local issues as at the warehouse of expired sanitation wipes, and we have sent to centers. Some of them were past due, and this is localized issue at the warehouse. Jackson County - the playground is also public and some teenagers play there and we need to remove things sometimes that are found from that playground. More information will be provided in the presentation at the next meeting. This is just an update at the midpoint of our self assessment; started in July and the plan for the next year.

Quickly about the playground in Umatilla, regarding structure we got that done. This last summer, we had parent participation and we had 3 volunteers helping us, so we have involvement of parents in the monitoring. There will be quite more examples in the self assessment report, graphs and written update in March for next Board meeting. The Board members thanked Juan for his report.

2. School Readiness Goals 2014

The School Readiness goals are for the new-year 2014. She explained that a survey was done of all the programs and these are what they will be looking in each area. Each local program has different variations. The goals will be submitted to the federal office. There are routine emphasis on language and literacy and home language. Most of these are a continuation of where we were. Donalda wanted the Board to see the goals before these are sent to Office of Head Start. At the last board meeting we talked about the progress the children are making in the different domains. More information will be presented at the next board meeting.

3. Child Injury Report 2012-2103

Donald presented the child injury log of 2013 and 2012 to see the kind of incidents and provide information, these are from safety management system. The safety committee looks at what we could be doing different and looks at our structures to help prevent those incidents. Like children who are pushing each other and don't get so physical. These are kind of things we see in our program - struck by another child, scratched and bruised, just shows you the type of injury. Christyn mentioned that risk is allowing children to develop with some injury, and can prepare them; we want them playing and active. When children are creative and experimenting these things happen. Donalda said that we do take safety as most important.

- Questions – if this list are the more serious or do these include the ones that the teachers put in the file as in 'Ouchy' report? These are all of them said Donalda.
- A comment made on the number of reports as of broken arms, and asked if any other years, there have been same level of incidents, seems a little higher. Donalda thinks the number has gone down, just a matter of how they fall. We debrief each one of these and see what we can learn and do differently.
- *Donalda can pull the data from 2011, and see what is available there.*
- Question - if a child needs to go to a hospital does the agency pay the medical cost? Donalda responded that that the agency has insurance and covers the costs.

4. Officially Acknowledging SharePoint (SP) for OCDC

Donalda wants the Board to know about SharePoint as officially implemented in the agency. Linda explained what SP was about- an information sharing for all staff in one

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location, and how the Board can benefit from checking documents and minutes on SharePoint. The IT department has put a great deal of work and effort in setting up SharePoint at OCDC. Trainings have been provided to central office staff, and county staff. SP offers use of lists and libraries, for document and content management. Training will be scheduled on SP with the Board if possible in March or a later meeting.

5. Board Minutes for November 2013 Approval

Motion: Grant Baxter called for motion to approve the board minutes of November 15, 2013. Gabriela Diaz made the motion, and Margarita Castaño seconded the motion to approve the board minutes of November 15. No discussion. All those in favor, said 'aye'. The motion passed

Motion: Grant Baxter called for a motion to approve the board minutes of November 16, 2013. Christyn Dundorf made the motion. Jose Campas seconded the motion to approve the minutes of November 16. No discussion, all those in favor said 'aye'. The motion passed.

6. 2014 Agency Plan

Each year the Board approves the work agency plan, and it explains what is reflected in our manual. This year we looked at the Strategic plan and included in the agency plan. We have one document – under each of the six goals there are three strategies.

The document identifies what we are going to do for each strategy, we just finished working on that last week, and we will have in place for March. Donalda said that no more developing and doing a work-plan. It's one document and already approved and now we will look at how we will carry out. This is a Strategic plan, and we have it all together and can see where we are going as an agency.

Next Meetings

Next Board meeting is March 14-15, 2014.

NMSHSA Conference – February 20-23. Gabi Diaz and Jose Campas are going to DC for the conference and Grant Baxter.

Adjourn - Meeting adjourned at 7 p.m. PT

Oregon Child Development Coalition

Board of Directors Meetings 2014

- January 13 is teleconference call 7 p.m. PT
- March 14 and 15
- July 11 and 12
- September 5 and 6
- Nov 14 and 15