

**Oregon Child Development Coalition
Board of Directors Meeting
November 15th, 2014**

Roll Call

Present, Grant Baxter, Board Chair; Shari Lane, Juan Preciado, Gabriela Diaz, Margarita Castaño, Jeffrey Fleming, Marisol Carino, Eric Cerecedes, and Marivel Santos.

Staff, Donalda Dodson, Don Horseman, Rod Walker, Xin Gao, Herberd Duran, Charles White, and KaSandra Owens.

Fiscal Training

Neville Wellman, Consultant

- Presentation: Fiscal Training 101
- Neville will email the PPT presentation for minutes

- **ACTION:** PPT will be translated by Martha by next mtg.
- **ACTION:** Set up 1-1 with BOD members for clarity regarding presentation
- **ACTION:** Glossary of acronyms on Fiscal presentation for BOD members

Board/Governance Checklist Assessment

Donalda Dodson, Executive Director

- Current Status
 - Handout: Head Start Governance, Leadership and Oversight Capacity Screener
- **ACTION: Each BOD member to complete the check-list by January 1st, 2015**
- Plan for adherence
- Recruit efforts: BOD member that has finance background- in need for a strong audit committee (possibly a farmer or grower)
 - Bob Schmeig (found someone) more information needed
 - Neville Wellman (our consultant) has been hinting to him but not confirmed
 - David Atlman (--)

TS Gold Outcomes

Xin Gao, ECH Education Lead

- Xin presented a PPT presentation: Child Outcomes for Board of Directors
- PPT included

Facilities Update, Boardman

Rod Walker, Facilities Manager

- \$112,000 for Boardman land purchase our \$148,000 for counter @ \$240,000
- Realtor said this is partnership ownership; Realtor is unsure if price will come down
- Board had set a range up to \$148,000 (already authorized)

- Handouts on for bldg. development were given out
- We offered .80/sq. ft. They are asking \$1.75/sq. ft.
MOTION: Grant Baxter called for a motion to authorize to raise the ceiling of the offer to \$240,000 with contingency of negotiation with realtor. Shari Lane moved and Margarita Castaño seconded. The motion passed unanimously.

Purchasing Operations Procedures- PUR400

Charles White, Purchasing Manager

- Federal law change: The new Purchasing requirements will become effective on December 26th, 2014.
- Handout “snap shot” was given out for review of new changes
- **ACTION:** Charles to have this Purchasing Operations Procedure- PUR400 sent to Martha for translation so, Karelia can send to the Policy Council- by Friday (Nov. 21)
- **ACTION/Suggestion:** Eric suggested that we follow best practices/protocol to have PC Board review & then have the BOD members vote once PC has approved the Purchasing Procedures.
- The Board Chair & members were presented the Purchasing Operations Procedures-PUR400 by Charles White on Nov. 15th, 2014- they reviewed and were in agreement for approval pending the Policy Councils approval.

Employee Survey Update

Herberd Duran, Employee Relations Manager

- Herberd presented a PPT presentation: Analysis & Plan
- Plan included
- Time-line for action plan: 90 days
- Herberd & Walter will meet with County & Program Directors
- **FOLLOW-UP/NEXT STEPS:** Preliminary report by March 2015

Financial Reports

Don Horseman, Director of Financial Services

- Reviewed the dashboards (see attached) which included the 990 & 990T.
- Budget Justification presented: included
- **ACTION: Glossary of Terms included in the Fiscal Dashboards**
- We were informed that our old buses need to be off the road by 2017 due to new regulations for cleaner air quality. We like to buy 4 new buses @ 105k. Total amount: \$420,000.00

MOTION: Grant Baxter called a motion to purchase 4 new buses pending P.C approval
Agreed: Shari Lane made the motion, and 2nd by Margarita Castaño. The motion passed unanimously.

Executive Director Performance Evaluation

Board Members

- Donalda gave a summary of accomplishments for 2014-2015.
- **Evaluations need to be returned to Grant Baxter.**

Schedule Next Meetings- 2015

- January 16th, 2015 – BOD Orientation (4:30 pm – 8:00 pm)
- January 17th, 2015 – BOD Meeting (9:00 am – 3:00 pm)

Board Elections

- Elections moved to January 2015 meeting- need 2/3 present to do them.

Board meeting minutes

- September. 5-6th, 2014 (Approved)
- October 3rd, 2014 (Approved)

Adjourn

- The Board meeting adjourned at 4:10 pm