

Oregon Child Development Coalition

BOARD OF DIRECTORS MEETING

November 14, 2015 9 am to 3:30 pm

ROLL CALL: Grant Baxter, Board Chair; Shari Lane, Christyn Dundorf, Juan Preciado, Jeffrey Fleming, Margarita Castaño, Patricia Cuevas, and Steve Petruzelli

Staff Donalda Dodson, Karen Ayers, Don Horseman, Walter Kalinowski. Martha Molitor and Linda Torres

Quorum was established

Introductions Regional Operations Managers (ROMS)

Donalda mentioned that Regional Operation Managers have been on the road weekly providing guidance and service to local Program Directors. They are working extremely well.

Ned Noretto was involved in training programs and education. Ned has been with OCDC for over three months, and he likes the dedication, compassion and commitment of the people in the agency.

Jerry Lashley has worked in Education, in Charter school in Texas. Jerry is assisting also as Interim Director of Klamath; he is glad to be here and believes the mission is outstanding. Jerry was hired in July and arrived the second week of August.

The following is how the County responsibilities have been divided out to the Regional Operations Managers:

Ned Noretto, ROM	Jerry Lashley, ROM
1) Jefferson	1) Jackson
2) Hood River/Wasco	2) Klamath
3) Polk/Yamhill/Linn/Benton/Lane	3) Malheur
4) Marion/Clackamas	4) Multnomah
5) Umatilla/Morrow	5) Washington

Updates on Region X and EHS Partnerships

Karen Ayers, Program and Partnership Manager, and her team and most OCDC specialists are working on EHS Partnerships for Region X and Region XII. Karen made a presentation and gave update on those programs.

PowerPoint on the EHS/CCP and Creating a Shared Vision with Early Childcare Partners

- Region X EHS Child Care Partnerships - We have 10 partners across the State, six serving 84 children and 64 anticipated to start in November, and the remaining by first of the year. Most need major start up renovations and it's been challenging getting policies and practices in place, some of them we had to implement health and safety practices, and making playgrounds safe. We have been working to get all this in place.

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- Working on the curriculum for TS Gold to ensure we have good curriculum and the ability to train and coach them for professional development. We have until August 2016, and this another way to bring up to high quality those practices of Head Start to the partners in 10 different places.
- Region XII EHS -Migrant and Seasonal has 72 children in Center based care with another 56 to start in November and 32 in January. We are still looking for locations in Linn, Benton, and Lane Counties. In Yamhill County, in McMinnville, we will be renting from Chemeketa College. Services will probably be up by January 2016.
- Karen mentioned it has been a learning experience and a great opportunity working with new partners.

Boardman CDBG - Rod Walker, Facilities Manager

Rod gave an update and information on the CDBG (Community Development Block Grant) and the project in Boardman.

They are willing to give us a land on 1.6 acres and all utilities, favorable zoning and the city of Boardman is supportive; for \$50,000, are willing to hold it for us until the CDBG is completed.

The application was accepted by the State, it was for \$2 million dollars. The project cost is \$2,485,000 and CDBG would be 2 million and rest financed through US Bank. They are still reviewing and will have a decision in December or mid-January of the results of application reviews.

Board would have to give approval for the concept and approval of the CDBG process and the letter for Boardman.

Rod mentioned that the county has the biggest growth in infant and toddlers, as agricultural growth, blueberries, dairy and more cheese made than in Tillamook, and the soil condition is sandy and drains very well for blueberries. We are still busing almost 50 children from Boardman. Grant proposed the motion for acceptance of the CDBG.

MOTION: Grant Baxter called for a motion to approve the CDBG process and letter for Boardman, pending final notice from the State on receiving funding. Steve Petruzelli made the motion to approve the CDBG process and letter for Boardman, pending final notice from the State on receiving funding; Juan Preciado seconded the motion. All those in favor said 'aye', the motion passed.

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US Bank Loans for Brooks and Ontario

Don explained that we are just in preliminary stages of the financing: for the purchase of Brooks and, project as modular in Ontario, and projects in Hermiston. Renovations are also needed for Brooks. We need to borrow the amount of \$4.2 million dollars to complete all these projects. Therefore we need additional collateral US Bank, \$1.5 million, so we need to pledge our facilities that we own. We will bring back more final information for the Board to review.

US bank indicated would take from 5 to 90 days through bank process. In addition for the loan of those facilities, Don informed that we would like to ask US Bank for a new line of credit.

MOTION: Grant Baxter called for a motion to approve up to \$1 million dollars to establish a line of credit with US Bank. Margarita Castaño made the motion, and seconded by Christyn Dundorf to approve up to \$1 million dollars to establish a line of credit with US Bank. All those members in favor said 'aye'. The motion passed.

MOTION: Grant Baxter called for a motion to approve request of loan up to \$4.5 million dollars for projects to be completed in Ontario, Brooks, and Hermiston; to pay off the loan at Brooks, and to use those facilities as collateral. Shari Lane moved to approve the motion as stated; Juan Preciado seconded the motion. All those in favor said 'aye'. The motion passed.

ACTION: Present a list of OCDC properties with information on loans or the process.

Human Resources Director, Walter Kalinowski

Updates on OCDC Policies

Changes to the policies have been presented to the HR committee.

20.140 Travel Policy -

This has been a confusing policy for OCDC. It follows the travel policy of the State of Oregon.

The Travel policy has been revised to change or clarify allowable costs and reimbursements. The areas revised deal with our policies on working hours, method of travel, meal per diem, lodging and timelines on processing reimbursements when traveling on OCDC business. The specific sections changed were: Allowable Costs: Transportation, Working hours; Method of travel, Airline travel; Mileage reimbursements, 2, 5, 7, 8; Meal per diem; Lodging; Incidentals; and Travel Advances.

Travel would be the same for Policy Council and Board. We put some parameters on breakfast, lunch and dinner.

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40.030 Sick Leave Policy

Sick Leave policy has been revised to address the new requirements per Senate Bill 454; and amendments to ORS 653.256 and 659A.855 – addressing mandatory paid sick leave law in the State of Oregon.

These policies will become effective January 1, 2016.

MOTION: Grant Baxter entertained a motion for the approval of changes of the 20.140 Travel Policy and 40.030 Sick Leave Policy. Patricia Cuevas made the motion, and Steve Petruzelli seconded the motion for the approval of changes of the 20.140 Travel Policy and 40.030 Sick Leave Policy. All those in favor said ‘aye’. The motion passed.

Board Election for New Board Chair

Grant Baxter informed that after 16 years of serving on the Board, he is resigning from the Board of Directors and his position as Board Chair. The Board members thanked Grant for his support and services.

The Board proceeded to have an election and vote; the board members elected Christyn Dundorf as new Board Chair with the majority of member votes.

Financial Report, Don Horseman, Director of Financial Services

IRS Form 990 2014 - Don gave out copies of the draft Form 990 for 2014.

- This form is to be filed with the federal return for non-profit organizations.
- This information is from the various reports and prepared by our auditors Kern and Thompson.
- The Board just needs to receive this and made aware that they are filed. The form is also reviewed by Don and Donald.
- Don went through the total expenditures and what services were and administration information.
- These also need to be available to the public and are posted on the website.

- Don presented the Financial Statements as of October 2015, and gave out copies.
- The financial reports are a requirement and we send the financials to the Board, and same information is given to the Policy Council on a monthly basis.
- These include the Migrant Head Start, Early Head Start report, OPK reports, the credit card transactions, enrollment information, and USDA and meal counts.

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- Very important to present the financials, and the Federal office looks at how the OCDC grant is delivering the services as was authorized.
- The Finance committee also goes through the Financials and reviews as well as the dashboards on a quarterly basis.
- Don mentioned that as we build new facilities they have to have space for meetings and trainings and we can offer space to our partners.

Christyn asked if Brian, RD Director, was able to write and show what wonderful work this agency is about. We need to tell others and let the community know and need to acknowledge what we do. Donalda mentioned that we are working on a PR campaign to get the word out.

Report FY2016 Appropriations and Bipartisan Budget Agreement

- Don presented a report on the status of Head Start and MSHS appropriations for FY 2016.
- Donalda and Don are on the Board of the NMSHSA, and received this information.
- Under the House and Senate bill they are recommending funds for Head Start programs. And grants for Head Start to provide early childhood education.
- Report was given out.

MOTION: Grant Baxter called for a motion to accept the financial report; Christyn Dundorf made the motion and Shari Lane seconded the motion to accept the financial report. All those in favor of the motion said ‘aye’. The motion passed.

The Board thanked Don Horseman for the financial information.

OCDC Bylaws

There were amendments made to the bylaws. The bylaws will be updated; Shari will send the paragraph for Equal Opportunity Employer and Linda will insert in the bylaws.

MOTION: Grant Baxter called for a motion to approve OCDC Bylaws with amended changes as of November 14, 2015. Patricia Cuevas made the motion and Shari Lane seconded the motion to approve the OCDC bylaws with amended changes. All those in favor voted and said “aye”. No oppositions. The motion passed.

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Executive Director Report

Klamath County Changes

As described in Donalda's report there was a change in Program Director in Klamath County. Currently Jerry Lashley, Regional Operations Manager, is assisting in the Interim as we recruit a new director.

Klamath County also just voted in a Union. Teachers did not want to be in the Union and the rest of the staff with exception of Management voted to be in Union in Klamath County. We have heard that the Union recruiters are talking to staff in other areas and going to their homes. Human Resources is aware of this and is visiting and talking to staff at the counties.

Medford, Oregon Update – Kids Unlimited and Medford School District

The Executive team and a few of the Board members visited Kids Unlimited. We had a tour of the facility in Medford. Grant Baxter likes their program, but they do not have a lot of space. The School District sees us as a viable partner also, and can bring a good partnership, they are interested how we can work together, and they may have potential land available. We are putting a proposal together and will bring to the Board.

Other items:

- The OCDC Foundation had a mini gala, a reception cocktail party, with silent auction. We raised \$20,000 in contributions. At this point the Foundation has given us 6000 cribs for kids.
- Fatherhood Grant Initiative - We did not receive this grant initiative.
- Board Recruitment - Steve knows an individual in the dental area, and Donalda said she has a contact in the community, and will meet with her next Monday.

Approval of Board Minutes for July, September and October 2015

MOTION: Grant Baxter called for a motion to approve the Board meeting minutes of July, September and the October 2015 conference call. Christyn Dundorf made the motion to approve the Board minutes of 2015 as stated. Juan Preciado seconded the motion. All those in favor said 'aye'. The motion passed unanimously.

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Next Board Meetings:

1. January 30, 2016

- February National Migrant and Seasonal Head Start Conference in DC
- March 14, 15, 16 is the Spring Gathering, inviting the Board members (Embassy Suites, Tigard, OR)

2. April 16 Board Business Meeting

3. July 23 Board Business Meeting

4. September 17 Board Business Meeting

Adjourn

Board meeting adjourns at 3:30 p.m.
