

Oregon Child Development Coalition
Board of Directors Meeting
Saturday, January 30, 2016

Present, Christyn Dundorf, Board Chair; Shari Lane; Steve Petruzelli; Juan Preciado; Patricia Cuevas; Margarita Castaño; Sarah Morse; and Wendy Ingwerson

OCDC Staff, Donalda Dodson, Executive Director; Don Horseman, Director of Financial Services; Brian Schmedinghoff, Resource Development Director; Juan Escobar, Director of Quality Assurance; Martha Molitor, S. Interpreter; Linda Torres, S. Executive Assistant

Guest, Helen Visarraga, Consultant

Call Meeting to Order

Quorum was established

Board and Policy Councils Introduction

Board members went to Training Room 3 where the PC was meeting, to have introductions made with Board and new Policy Councils. Afterward, returned to the regular business Board meeting.

Yonny Castillo, NMSHSA Intern, was to be introduced to the Board and PC, but was not able to attend the meeting.

1. OCDC Foundation, Donalda Dodson and Brian Schmedinghoff

Donalda gave the Board a brief background on the work of OCDC foundation. The Board was in support of the Foundation created in 2013. The goal was to raise funds for OCDC's facilities and needs, with unrestricted funds, as Office of Head Start does not allow fundraising. *Issue brief given out to Board.*

Brian mentioned that the Foundation was successful to raise funds as for Cribs for Kids program, and to support Yonny's Internship in NMSHSA. Brian as a liaison spends some of his time on logistics and meeting with the Foundation, and would be more effective working with OCDC.

The Board discussed the Foundation's concerns, as having a corporate style board. OCDC is mission driven, and not resource focused. They request more participation, but the Board needs more information. The board members are recommending guidelines and more consistency; the Board does not want to see OCDC turn into corporate, we lose that human connection with our families. Maybe would like to see a 5 year plan for project implementation.

2. Oregon Protected Sick Leave (OPSL)

The OPSL item will not be presented today. The OPSL is 40 hours a year, but this has to be implemented correctly. HR has been working on that policy, and just received legal opinion and there are another couple of issues that we need to work on. It has to be treated as protected

Oregon Child Development Coalition
Board of Directors Meeting
Saturday, January 30, 2016

leave, and need to check with other OCDC policy. As soon as we get those in alignment and align all of those costs, we are postponing this for next meeting.

3. **New Board Candidate, Amy Marko** - Discussion about Amy Marko, being on the Board of Directors, Steve said that he knows her. The Board agreed that Amy attends the NMSHSA conference in February, and accept and show interest to meet her. Or she can also visit at the Spring Gathering in March.

Motion: **The Board agreed in having Amy Marko as board member, and show interest that she attends the conference; Sarah Morse made the motion to accept Amy Marko as board member and show interest that she attends the conference; Patricia Cuevas seconded the motion. No discussion; all those in favor said ‘aye’. The motion passed.**

4. **Agency Document Requirements**

Don Horseman, Director of Financial Services

Don informed the Board members of the requirements for the following financial plans:

Reinstatement of Qualified Retirement Plan 401k – This is a requirement of IRS, every 6 years they require submission of the 401k plan. Mass Mutual is going to resubmit the plan and amendments, and in order to do that we need a motion by the Board.

OCDC 401k Trustees - The corporation has appointed trustees, as of now they are Donalda, Don, and Walter as trustees of the plan.

Resolution - To sign and complete all plan documents, a resolution from the Board is requested. This remains the same plan just need to update the trustees every six years. The Board of Directors authorizes, restating and approving to resubmit the 401k document and authorizing the trustees who are: Donalda Dodson, Executive Director; Donald Horseman, Director of Financial Services; Walter Kalinowski, Director of Human Resources.

Motion: **Board Chair, Christyn Dunderf, entertained a motion to approve submission of the 401k Plan and to include and authorize Donalda Dodson, Donald Horseman, and Walter Kalinowski as trustees. Shari Lane made the motion and Steve seconded, to approve the submission of the 401k Plan and to include and authorize Donalda Dodson, Don Horseman and Walter Kalinowski as trustees. All in favor said ‘aye’, no oppositions. Motion passed unanimously.**

Board Officers OCDC QALICB Plan (Qualified Active Low Income Community) - OCDC controls the QALICB plan that holds the OCDC Enterprise site. The Board of Directors on annual basis shall appoint the Directors to the QALICB. Following are included as Directors of the Corporation:

Oregon Child Development Coalition
Board of Directors Meeting
Saturday, January 30, 2016

- **Donalda Dodson as President**
- **Don Horseman as Secretary**
- **Christyn Dundorf, Board Chair**

The Board agrees and authorizes Christyn Dundorf as Board Chair and replaces Grant Baxter, previous Chair, of QALICB.

Board of Directors stated to authorize Donalda Dodson, as President, and Don Horseman, as Secretary.

Motion: Christyn Dundorf, Board Chair entertained a motion to authorize and appoint Donalda Dodson as President and appoint Don Horseman as Secretary of QALICB. Margarita made the motion, Patricia seconded the motion.

Discussion of the holding organization that function those activities related with the new market tax credit (NMTC) requirement. It allows the QALICB to qualify for the new market credit for the building of OCDC. All in favor said 'aye', no oppositions; the motion passed unanimously.

Authorization Contracts and Borrowing – This to authorize borrowing money, granting security, contracts and obtain any other credits and mortgages. Specifically for that, as we look into new mortgages for Ontario modular and the Brooks property and if it is over 5 years we need a new one. Resolution of the board is needed. According to OCDC Bylaws any transaction is brought to the Board.

Don informed this is just a document the bank has in their files for authorization to have capacity of signing.

The Board of Director authorizes: Donalda Dodson, Executive Director and Donald Horseman, Director of Financial Services of OCDC for borrowing, signing contracts and all other agreements.

Motion: Christyn Dundorf, Board Chair entertained a motion to authorize Donalda Dodson, Executive Director, and Donald Horseman, Director of Financial Services, for borrowing and signing contracts and all other agreements. Juan Preciado made the motion, and Steve Petruzelli seconded the motion to authorize Donalda Dodson and Donald Horseman for borrowing and signing contracts and all other agreements. All in favor said 'aye' no oppositions, the motion passed unanimously.

Oregon Child Development Coalition
Board of Directors Meeting
Saturday, January 30, 2016

5. OCDC Property Information

Rod Walker developed a chart of all the properties and buildings that OCDC holds title; copies given out to the board members. Don reported on this item, Rod had to take personal leave today.

Properties are categorized by County, building use, year built, and estimated value as well as type of construction, and if they are federal interest or not. Even though, title to the property is vested in OCDC, the Federal Government has interest in the property that restricts its use. Modular buildings, the value of these is only in the use we make of the facility. They have no value for resale in the market, due to the fact that we do not own the property in most cases and cost of relocation exceeds the value of the building.

6. Financial Statements as of December 31, 2015.

- Don presented the financial packet preliminary as of December 31, 2015; reported on the Summary of all Funds.
- We were under enrolled this year and we need to return the funds as of 3 million dollars to the federal government. This is the first time we do this.
- Reasons were the weather, drought was a disaster, and families come and there is no work, work limited.
- Families do not qualify for firefighting and forestry and fishing, diary is the same way. That would expand our population, and so it is challenging to recruit. Harvesting is fine.
- Reported on budget EHS CC Region X and Region XII EHS all counties.

Motion: **Board Chair, called for a motion to accept the Financial Report as of December 31, 2015; Steve Petruzelli made the motion to accept the Financial Report as of December 31, 2015; Juan Preciado seconded the motion. All in favor said ‘aye’. The financials are accepted.**

The Board thanked Don for Financial report and information.

7. Equity Presentation, Helen Visarraga, Consultant

Helen presented the Equity, Diversity and Inclusion Enhancement to the Board. OCDC reflects values of equity, diversity and is trying to increase awareness of inclusion in mission, programs, and policies.

Helen has worked with Head Start for 35 years and focused on advocating for children and families, mental health background and consultant. She worked with national TTA program, and now with the child care world, and has been on various boards with Donalda, and continues her work as a consultant.

Oregon Child Development Coalition
Board of Directors Meeting
Saturday, January 30, 2016

- Presented the Program Preparedness checklist, tool to assist HS and EHS program with their systems and services.
- Trainings will be provided on Equity, for staff to participate in discussion and provide input into best practice strategies for ensuring equity and diversity, communication and services within OCDC.
- In addition each group will look into their areas of roles and responsibility and this was integrated in OCDC strategic plan.
- Copies were given out to the Board.

The Board thanked Helen for the Equity and Inclusion presentation.

8. QRIS - Quality Rating and Improvement Systems

Juan Escobar, Director of Quality Assurance

Juan informed that the QRIS is a star rating system. The systems ratings are for improvement strategies to elevate the quality of early child care and education.

The OCDC centers have portfolios submitted and several have their ratings. It is important to have a star rating because it affects the subsidy copay for families also. *Handouts were given out.*

- The progress made towards QRIS was presented as of January 29 in the chart.
- We still getting licensing on our new locations.
- Chart shows in which stage of the process the center is, and shows what rating.
- The person in charge for this is our teaching core and Program Directors.
- Staff need to have CDA's and at least 18 hours of quality training. The current status is on the graph.

Selection Criteria 2015

- The function of the selection criteria points is to organize children within each priority group.
- There is only one change from last year, all others are the same.
- To summarize all criteria were approved last year, and the only change is Region X to approve the existing with the addition of Child Care Region X.
- The expectation of this selection process is that children with disabilities, categorical eligibility, or from low-income families will have an excellent chance of being selected for enrollment.

Motion: **Christyn Dunderf, Board Chair, entertained a motion to approve the Selection Criteria for Region X EHS Child Care as presented; Sarah Morse made the motion to approve the Selection Criteria Region X EHS Child Care**

Oregon Child Development Coalition
Board of Directors Meeting
Saturday, January 30, 2016

as presented, and Wendi Ingwerson seconded the motion. All members voted and said ‘aye’, no oppositions. The motion passed.

We now have an enrollment process that is shorter. Half sheet questionnaire, and income recalculation, which much more convenient for parents.

Motion: **Christyn Dundorf called for a motion to approve the new reenrollment process and income recalculation when necessary; Shari Lane made the motion and Wendy Ingwerson seconded the motion. There was a vote and all in favor said ‘aye’ no oppositions. The motion passed.**

9. Executive Director Report

Preschool Promise Initiative Program

Donalda informed about the Preschool Promise program. This is opportunity to engage in collaborative preschool and expand OCDC’s involvement in other areas. OCDC is applying and funding is through Early Learning Hubs. Clackamas, Multnomah and Washington hubs are interested in partnering with us, and Malheur, Marion and Polk and Hood River; we will know in February if our participation is selected. The program for service will be starting in September 2016.

Medford School District – The school district is interested in engaging with OCDC, they have land. The superintendent is interested in having a new building, we would have to see what cost this would be and see what is it we can build there. Also looking at expansion of Early Learning Preschool with the.

The management staff and board visited OCDC Enterprise site; we are meeting with them again next month. Most of the families we serve are not from Ashland but from Medford, and it’s a long way to the center in Ashland. Working with the Medford School District seems like a better opportunity.

10. Board Development Plan Update

The Board reviewed the Development Plan, and Donalda mentioned that the Board development plan shows the kind of reports that the Board needs to receive during the year. In late May is review of EHS grant.

Motion: **Wendy made the motion, and Steve seconded. No oppositions. Motion passed.**

- **Review Early Head Start and have conference call in May:**
- In May we can have a video conference, maybe at 6 p.m. and we can pick the date as soon as Fiscal lets us know of EHS information.

Oregon Child Development Coalition
Board of Directors Meeting
Saturday, January 30, 2016

- November 5, Saturday, Board Directors meeting. The Executive Director evaluation is in November.

11. Policy Councils Report

- Sarah Morse informed that 90 percent of members of the PC are new, in November they had 3 day transition meeting. There is not very much guidance from previous PC members. She said there is still very much wondering where we fit in and how are we providing feedback. There are still many questions and a lot to learn.
- Policy Council elections were made and presented the chart with positions and members.
- In February a few parents from Migrant and Seasonal and from OPK will be attending the NMSHSA conference in Virginia. *Report included.*

12. Approval of Board of Directors Minutes November 14, 2015.

Motion: Christyn Dundorf, Board Chair called for a motion to approve the Board meeting minutes of November 14, 2015. Sarah Morse made the motion, and Juan Preciado seconded. All in favor said aye', the motion passed.

NMMSA February 2016 Conference – Board members attending are Patricia, Sarah, Wendi and Christyn.

Adjourn

The Board meeting adjourned at 3:45 p.m.