

**Oregon Child Development Coalition**

**Board of Directors Meeting**

**September 17, 2016 - 8:30 am PT**

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The Board meeting was called to order at 9:05 a.m.

Members present, Juan C. Preciado, Vice-Chair; Patricia Cuevas, Steve Petruzelli, Shari Lane, and Sarah Morse. Quorum established.

Not present, Christyn Dundorf (excused). Margarita Castaño, Carol Olvera

OCDC Staff, Donalda Dodson, Don Horseman, Juan Escobar, Walter Kalinowski, Herberd Duran, Ambrosi Bowman, Xin Gao, and Linda Torres.

**1. Consent Agenda Items - for Board approval without discussion**

- Community Assessment Summary 2016, Brian Schmedinghoff, RD Director
- Approval of Board Minutes July 16 and August 18, 2016

**MOTION: Juan Preciado called for a motion to approve the Consent Agenda items: Community Assessment Summary 2016, and Board Minutes of July 16 and August 18, 2016. Patricia Cuevas made the motion, and Steve Petruzelli seconded. No oppositions. The motion passed.**

**2. Goals and Objectives 2015-2017**

Donalda presented the updates 2016 of the Goals and Objectives.

- Explained the goals and review of new updates.
- Goals and Objectives copies were given out to the Board.

These are the goals updates taken from the Strategic plan, and identified in the MSEHS five year Continuation grant.

**MOTION: Juan Preciado entertained a motion for the approval of the Goals and Objectives updates; Sarah Morse made the motion, for the approval of the Goals and Objectives; and Patricia Cuevas seconded the motion. All those in favor said ‘aye.’ The motion passed.**

**3. Union Contract**

Walter Kalinowski, HR Director, and Herberd Duran, Employee Relations Manager

Herberd Duran reported on the Union of Klamath County and gave PowerPoint presentation. Walter and Herberd have been meeting for several months with the Union, bargaining committee and have reached a tentative agreement with AFSCME. The goal was to keep this contract similar to the one in Washington County (LIUNA). The Unions -

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AFSCME (American Federation of State, County and Municipal Employees) Collective Bargaining, and LIUNA (Laborers' International Union of North America). Approval is needed from the Board, and the Union will take this back to their membership.

Herberd presented the differences between the contracts, there were minor changes allowed by us to address the unique employees concerns, similar to the OCDC policy.

The history is that in October 2015 Klamath County joined the Union. Not everyone is in the union, some teachers are in the Union, management is not part of this.

We reached a tentative agreement on items in August 2016. Some of the changes were:

- Performance evaluations
- Wages, merit pay, looking at who was in lower paygrade. OCDC has to negotiate for criteria.
- Option to opt out of dental coverage in lieu of receiving an amount equal to premium portion.
- Three year agreement through July 31, 2019.
- Includes annual discussion for wage increase. We cannot give increase outside of our federal grant, very few only.
- Additional language on articles on personnel, travel time, health and safety. Those are updates of the union.
- LIUNA will end their contract the end of the year.

Summary of what employees are looking for is respect and value, and now it seems some are sensing who OCDC is and that the counties are moving toward the right direction, and employees are losing interest in the Union. The number one reason was travel time and mileage, how they were treated by management group. Policies were not being followed in a certain County. We do hold our managers accountable to follow the policies, and a great portion of the writing in the contract is already in OCDC policy.

Almost 50 employees are involved in the Union. It has triggered assessment of other locations, but out visiting all centers, and have started addressing the issues out there. The next step is to meet again. Walter believes the agreement will pass; the Union has interest for employees to agree. At some point the employees can decide among themselves for a non-union, after one year.

#### **Motion:**

**Juan Preciado called for a motion to approve the Union Contract; Steve Petruzelli made the motion, and Shari Lane seconded the motion to approve the Union Contract. No discussion, all those in favor said 'aye'. The motion passed.**

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**4. Financial Report, Don Horseman, Director of Financial Services**

**1) Supplemental Budget Modular Jackson County Elementary**

- Don presented the budget request for the modular building in Jackson Elementary to be leased from the Medford School District.
- Reported on the Region X- CCP-EHS 2016-17 grant application which was funded. Included are the approval minutes of the Medford modular of May 25.
- Now OCDC submission of supplemental request for the modular facility in Medford, Oregon in the amount of \$347,727 and \$42,000 for playground equipment for a Total of \$389,727. Summary budget included.
- The Board proceeded for a motion for the CCP-EHS, Jackson Elementary School application for the Modular Classroom facility.

**MOTION:**

**Juan Preciado called for a motion to approve the submission of the supplemental budget for CCP-EHS for modular facility. Shari Lane made the motion, and Steve Petruzelli seconded to approve the submission of supplemental budget for CCP-EHS for modular facility. After brief discussion and review of modular building in Jackson Elementary School in Medford, Jackson County; all those in favor said ‘aye’. The motion passed.**

**2) Migrant and Seasonal and Early Head Start Budget Summary 5 YR Continuation Grant 2017**

Don Horseman reported on the Federal grant funding and went over the MSHS and EHS Budget Summary 2017:

1. Migrant and Seasonal Head Start total of \$32,004,579 including TTA
2. Early Head Start total \$5,629,209 including TTA
3. Grant Total funding \$37,633,788 and Non-Federal Share \$4,181,532

Don informed on the changes needed in the Budget for 2017:

- There had to be a reduction to MHS slots - 100 MHS Washington County and 36 MHS in Multnomah County, reduction to EHS slots, 32 EHS slots in Clackamas County.
- Compensation increase State of Oregon, increase of minimum wage to \$11.25. There is approximately 495 positions for increase. Department of Labor changes to Overtime. Summary of the 2017 Budget is included.

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- Enrollment has been down, but we are seeing an increase in the migrant numbers. Duration Funds application was submitted and now we have to cut costs by 1/3. But with this we can cover OCDC costs.
- Some discussion on looking again into the OCDC Foundation, Steve mentioned it would not be a major source, but going through some recession, maybe the Foundation can support us.

**MOTION:** **Juan Preciado entertained a motion to approve the total MSEHS Grant Funding Budget 2017 including T&TA and the non-federal share as presented; Patricia Cuevas made the motion and Steve Petruzelli seconded to approve the total MSEHS Grant Funding Budget 2017 including T&TA and the non-federal share as presented. All those in favor said ‘aye’. No oppositions, the motion passed.**

**3) Consolidated Financial Statements as of December 31, 2015**

Don Horseman gave out reports and informed that this is what the auditors present and certify in the Audit report; basically the OCDC financial statement of activities and incorporates the QALICB.

We need to have an Audit committee conference call. The committee members, Steve and Shari agreed to schedule on September 22. Steve will not be available after that date. The audit report needs to be submitted by September 30.

**Action:** **Linda will follow up with Auditor and Committee Chair to confirm the conference call.**

**4) Financial Statements as of July 31, 2016**

Don presented and reviewed the various areas of the financial report and overall budget as distributed. These were also sent by email to the Board members.

**MOTION:** **Juan Preciado called for a motion to approve the Financial Statements and Budget report as presented, Sarah Morse made the motion and Shari Lane seconded the motion. All those in favor said ‘aye’. The motion passed.**

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**5. School Readiness Plan/Goals 2017**

Xin Gao, ECE Specialist, presented the School Readiness goals to the Board members. There was addition Goal 4: children will develop problem solving skills. Also added under Goal 5: Preschoolers, children participate in safety activities. There is a total of seven OCDC School Readiness Goals.

**MOTION:** **Juan Preciado called for a motion for the approval of the School Readiness Goals 2017; Sarah Morse made the motion, and Patricia seconded for the approval of the School Readiness Goals 2017. All those in favor said aye. The motion passed.**

There was good and insightful discussion on the SR plan at the last board meeting. Copy of the SR goals is included. The Board members thanked Xin for her report.

**6. Self-Assessment Summary and Quality Improvement Plan 2016-2017**

Juan Escobar, Director of Quality Assurance

- Juan gave a brief introduction of the SAQIP report. In accordance with the Head Start Performance Standards, OCDC conducts a comprehensive Self- assessment and develops the quality improvement plan for the Migrant and Seasonal and Early Head Start programs.
- He reported that this is the final summary that goes into the MSEHS Continuation grant for this year, and quite a lot of work goes into the self-assessment, but this is the summary report.
- Presented the areas of opportunity to improve, quality improvement strategies and timeline. Summary included.

**MOTION:** **Juan Preciado entertained a motion for the approval of the SAQIP Plan 2016-2017, Sarah Morse made the motion, seconded by Shari Lane for the approval of the SAQIP Plan 2016-2017. No discussion, all those in favor said aye. No oppositions. The motion passed.**

**Health and Safety Weekly Checklists**

Juan gave an update on the Health and Safety area. Sharing how we are chosen for the Sharp program. Gave out checklist that is a tool handout for site coordinators. We monitor the weekly checklist after it is completed; included is the Safety Management System, classroom checklist review. We submit these to OSHA, and this is ongoing in

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the area of safety; as of now we have three counties in the OSHA Safety and Health Achievement Recognition Program (SHARP).

Health and safety is an important aspect. We are continually monitoring and checking centers and classrooms. The last board meeting Juan reported that we did pass the Health and Safety review conducted in May 2016. The only one concern was the playground in Jackson County and that correction has been done to ensure the safety of the children.

#### 7. PIR (Program Information Report) Data Information

- PIR report for MSHS, OPK, Region X and Region XII. Donalda went through the enrollment and percentages. Copies were given out.
- This information is what we submit in the PIR and in the Annual report as well. Reported on the Latino origin and language percentages.
- Region X EHS CC Partnerships - are two in Portland, one in Jackson, Klamath and one in Jefferson and Josephine counties.

#### **MOTION:**

**Juan Preciado called for a motion to approve the PIR 2015, Patricia Cuevas made the motion, and Sarah Morse seconded the motion to approve the PIR 2015. All those in favor said aye. Motion passed.**

#### 8. Equity Summary Report, Karelia Harding

Karelia Harding, Family Engagement and Equity Manager, gave out copies of the Equity Committee Summary report. She talked about the agency culture, and how the agency is promoting cultural responsiveness and taking an approach to equity and diversity. OCDC already reflects values of equity and diversity in our mission. She gave out Equity summary report with comments, and included copy of the Herman Grid, the exercise that is part of the training of Racial Equity.

Karelia is part of the Equity Leadership Committee with Donalda, Juan, and Brian. Copies were given out of the Tool for Organizational Self-Assessment Related to Racial/Equity; we need to complete the tool, develop an equity action plan, and implement the plan. This is a State requirement. Karelia will be sending the link to the Equity Self-Assessment survey to the Board and requested that they respond to the questions and email back. By December, all data will be collected and a plan will be developed by March of next year. The final plan will be submitted in June of 2017.

She also talked about useful information available for Board on the Early Childhood Learning and Knowledge Center (ECLKC) website. The new Performance Standards information is there too. Linda will send the link to the board members.

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**Procedures of Policy Council Selection**

Karelia presented the procedures for how members of Policy Council are selected consistent with the Head Start Act, and new HS Performance Standards. The procedure to approve is - a parent will serve for one year, if a member intends to serve for another year, he/she must be reelected. Elected member cannot exceed 5 years terms.-

**MOTION:** **Juan Preciado entertained a motion for the approval of the Equity report, as well as the Procedures of Policy Council selection. Patricia Cuevas made the motion for the approval of the Equity report, as well as the Procedures of Policy Council selection; Steve Petruzelli seconded the motion. No oppositions. All those in favor said ‘aye’. The motion passed.**

**Executive Director Report**

Donalda gave highlights of Executive report to the Board members.

**9. Results from the Board Survey on T&TA Needs**

Donalda went over the responses of the board survey in April of T&TA needs. Presented the PIR numbers and percentages for all programs. She asked the board members on how they want to proceed with survey results. The Board members suggestion is to go over and review the new Performance Standards.

**Action:** **Board suggested going over the Performance Standards at one of the Board meetings. Donalda said we will be pulling out the information and bring basics back in November. Donalda will present the key things of the Performance Standards Preamble as well.**

**10. Child and Adult Care Food Program Budget 2016-2017**

USDA Nutrition program in Medford, Oregon in Jackson County. Donalda presented the Budget summary 2016-2017. She went over staff salaries, supplies and equipment, and administrative services, etc. Summary of CACFP budget is included.

Budget Grand Total is \$192,072.00 - Total number of homes in the program 171.

**MOTION:** **Juan Preciado, Vice Chair, called for a motion to approve the USDA CACFP Budget 2016-17. Sarah Morse made the motion, and Shari Lane seconded to approve the CACFP Budget 2016-17. All those in favor said ‘aye’. No oppositions. The motion passed.**

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**11. OPK Continuation Grant Update 2016**

Donalda talked about the OPK slots we applied for expansion slots this year. We received a letter from ODE Early Learning Division and they decided to release the hold on the 28 slots awarded. We need to implement the expansion in the designated areas. OPK service areas is Marion, Washington, Klamath, Jackson, and Marion Counties. We have until September 30 to fill them.

**12. Board Member Absence**

Discussion of Absence of Board member - According to the Bylaws “A member may lose membership if the board member has 3 unexcused absences from Board meetings.” The Board agreed to send out a letter to notify of release of obligations to the Board. If the member chooses to reengage when ready to do so, is welcome to return to the Board.

**Action:** Donalda will put together a letter to be sent out to the board member, and signed by the Board Chair.

**13. OPK Report, Sarah Morse**

Sarah reported on the OPK/EHS Family Retreat, was very successful and there was a total of 48 participants, adults and children. They had a good visit to the Klamath Falls center and Malin center. The teachers did a great job showing them classrooms. There was the meeting on Friday morning and in the afternoon the meetings with staff.

Joint meeting for OPK and MSHS on Oct 21- 23 for elections of Policy Councils, this is the transition meeting. Juan Preciado is Board representative on MS PC; according to the bylaws board reps participate on the Policy Council. For OPK, Sarah made an invitation if they wanted to select a new Board rep to the OPK PC. Steve said that maybe we should rotate so it's not burdensome for only one person. OPK report is included.

**14. Duration Funds –**

Donalda reminded the Board about the resubmission of Duration funds, this needs to be completed and sent by October 15. The Board scheduled a board conference call for the review and approval of these funds.

- **Conference Call on October 12 at 5:00 pm PT. We need to let Christyn Dunderf know.**
- **Next Board meeting: November 5, 2016**

**Motion to Adjourn:** Shari Lane made the motion, seconded by Sarah Morse. Board meeting adjourns at 2:35 pm. Motion passed.

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