

**Oregon Child Development Coalition
Board of Directors Meeting
February 18, 2017 9:00 am – 3:00 pm**

Roll Call and Introductions were made.

Board Members Present, Christyn Dundorf, Board Chair; Juan C. Preciado, Vice-Chair; Patricia Cuevas, Steve Petruzelli, Daniel Quiñones, Marta Hanna, and Elia Cordero.

OCDC staff, Donalda Dodson, Executive Director; Don Horseman, Director of Financial Services; Juan Escobar, Director of Quality Assurance; Walter Kalinowski, Human Resources Director; Ambrosi Bowman, HR Generalist; Herberd Duran, Employee Relations Manager; Martha Molitor, Senior Interpreter; and Linda Torres, S. Executive Assistant

Consent Agenda

The Board agreed to approve the Consent Agenda items

Responsibilities Policy 00.030; Employee Separation Policy 80.010; Corrective Action Policy 60.060; and Sick Leave Policy 40.030

Motion: Christyn Dundorf, Board Chair called for a motion to accept the HR Policies on Consent agenda; Juan Preciado made the motion, Steve seconded the motion. These have been approved in multiple steps; the policies on Consent agenda are approved.

Board meeting minutes from November 5, 2016

Motion: Christyn Dundorf, Board Chair called for a motion to accept the Board meeting minutes from November 5, 2016; Patricia Cuevas made the motion; seconded by Juan Preciado. If there are no corrections, the minutes on Consent agenda are accepted.

Human Resources OCDC Policy Revisions

Walter Kalinowski, HR Director; and Ambrosi Bowman, HR Generalist

Ambrosi presented the policy revisions, the changes were highlighted in yellow. Walter informed that at last HR Board Committee they requested to look for changes in content, we presented 7 policies and 4 policies were agreed and accepted. Ambrosi presented the changes made to the following policies for approval.

1) Attendance Policy 70.070

- Proposing language changes for this policy - unplanned absences and tardiness
- Ambrosi went over the procedures on Attendance standards, Absences, and Vacation scheduling.

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2) Recruitment and Selection Policy and Procedure 20.070

- This policy is to ensure compliance with employment laws and provide Equal Opportunity for all applicants and employees.
- Current and former Head Start parents must receive preference for employment vacancies for which are qualified.
- Changed the policy for reapplying for a position, and not moving employee to a higher position.
- Background registry needed through the State of Oregon.

Motion: Christyn Dundorf, Board Chair entertained a motion to approve the HR Policy 70.070 and HR Policy 20.070. Patricia Cuevas made the motion, seconded by Steve Petruzelli. All those in favor said ‘aye. No oppositions. The motion passed.

3) Child and Family Records Procedure 20.015

Donalda presented the changes to the Child and Family Records procedure. These changes were done as Board committee recommended.

- Release of education records and Child and Family Records. Children and families information is stored electronically, safe and secure.
- All members of staff are responsible for ensuring that Child and Family records are current, correct and kept confidential.

Motion: Christyn Dundorf called for a motion to approve the Child and Family Records Procedure as presented; Juan Preciado made the motion, and Elia Cordero seconded the motion to approve the Child and Family Records Procedure as presented. No discussion. All those in favor said ‘aye’. No oppositions. The motion passed.

Dual Language OCDC Policy

Donalda informed that OCDC was one of the first agencies to have a policy on Dual Language. She went over the philosophy and mentioned that parents are the first teachers of language for their children. The education of all staff and parents on language develops a strong oral language foundation for the children.

OCDC seeks to enhance dual language in children’s development and ensures how we can best support that development. This is an administrative policy, some changes will be made. Christyn offered to work with Donalda on this policy to find terms that will fit in both languages.

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Action: Christyn will work with Donalda on the Dual Language policy. This policy will be brought back to the next Board meeting in April.

OCDC Union Contract Changes

Herberd Duran, Employee Relations Manager

Herberd presented the OCDC - AFSCME Union agreement in Klamath County. These are new updates; presented the new and old language, in Article 9 Lay off and Recalls, and Article 8 Seniority. These two changes were emailed previously to the board members.

Motion: Christyn Dunderf called for a motion to approve the Union Contract changes as presented. Steve Petruzelli made the motion to approve the Union Contract changes as presented, seconded by Juan Preciado. No discussion, all those in favor said 'aye'. The motion passed.

Employee Opinion Survey 2016, Herberd Duran

Herberd gave an update on the Survey results.

- Background information: every three years we have to do a survey, one was completed in 2013. We launched the 2016 survey on October 15, and we had 1000 employees at time of survey. Survey overall participation in 2016 was 79% (787 employees). In 2013 was 49% participation (512 employees).
- Categories of Survey: Direct Supervisor; Local Management; Central office; Communication between services areas; and Job satisfaction
- Success areas: Employees agreed that their supervisor treated them with respect; Supervisor takes time to listen; personal development; employee enjoys working at OCDC, and would recommend others to work here.
- Improvement: Favoritism; pay practices; communications; and resource support.
- Next Steps: To share the survey results with Executive Leadership Team, County employees and management staff, Central office staff. Timeline is March to May 2017.
- The HR staff goes out to visit the counties at least three times a year to talk to employees. The Executive team tries to makes visits each year.

The Board thanked Herberd for the presentation on survey results.

BOARD AUTHORIZATION-AGENCY DOCUMENT REQUIREMENTS

Don Horseman, Director of Financial Services, informed the Board members of the requirements where approval is needed for the following financial plans:

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

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Resolution: To sign and complete all plan documents. The Board of Directors authorizes, restating and approving 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: Christyn Dundorf, Board Chair, entertained a motion to approve the 401k Plan and to authorize Donalda Dodson, Don Horseman, and Walter Kalinowski, as trustees. Patricia Cuevas made the motion and Juan Preciado seconded the motion to approve the 401k Plan and authorize Donalda Dodson, Don Horseman, and Walter Kalinowski, as trustees. All those in favor said ‘aye’. No oppositions. The motion passed.

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

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

Motion: Christyn Dundorf called for a motion to approve the Directors of QALICB, Donalda Dodson, President; Don Horseman, Secretary; Christyn Dundorf, Board Chair. Steve Petruzelli made the motion to approve the Directors of QALICB as mentioned above; Elia Cordero seconded. No oppositions; the motion passed.

Contracts and Borrowing

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. Patricia Cuevas 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.

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Region X EHS Child Care Partnership Grant 10HP0006/01 Carry-Over Request 2017

Don Horseman presented Region X Early Head Start CC -Partnership grant – start-up funds and expenditures. We are requesting a carry-over of \$336,448 and In-kind waiver request 20% of \$84,139. All items are listed in report. Some of challenges with the grants are getting the facilities up - operation, partner issues and problems with weather. We need to repurpose these funds.

The Board proceeded to make a motion for approval of the carry-over requests.

Motion: Christyn Dundorf called for a motion to approve the Region X EHS CC Partnership carry over request in the amount of \$336,448 and the In-kind waiver 20% for \$84,139. Juan Preciado made the motion, and Patricia Cuevas seconded the motion to approve the Region X EHS CC Partnership carry over request in the amount of \$336,558 and the In-kind waiver 20% for \$84,139. All members in favor said ‘aye’. No oppositions. The motion passed.

Region XII EHS Child Care Partnership Grant 90HM0006/01 Carry-Over Request 2017

Don presented the Region XII Early Head Start CC-Partnership grant – startup funds and expenditures. OCDC is requesting a carry-over of \$325,550 and In-kind waiver request 20% of \$81,388. All items are listed in report for Yamhill County and Jefferson County.

Motion: Christyn Dundorf called for a motion to approve the Region XII EHS CC Partnership carry over request in the amount of \$325,550 and the In-kind waiver 20% for \$81,388. Elia Cordero made the motion, and Juan Preciado seconded the motion to approve the Region XII EHS CC Partnership carry over request for \$325,550 and the In-kind waiver 20% for \$81,388. All members in favor said ‘aye’. No discussion. The motion passed.

Financial Report as of December 31, 2016

Don Horseman, Director of Financial Services, gave out copies in English and Spanish, of the Financial Report as of December 31, 2016. The financial reports are emailed on a monthly basis to the Board. Don gave an overview.

- Summary of all Funds
- Region X and Region XII budgets
- Comparative Financial Statements December 2016/15
- Review of the Facilities Report

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The Migrant Head Start and EHS grant of \$32,004,579 grant that ended, we are \$ 3.1 million dollars underspent. We were 300 children underserved last year; we are going to be returning those funds. The Office of Head Start was thinking of rolling these back 2016, which would be significant factor. They would change the budget, and they carry it forward. We will know if approved by March.

OCDC-QALICB - Statement of financial position as of December 31, 2016. In 2019 the seven years of this loan will be complete, and the building assets will come to OCDC. When all this ends, loan will pay off. Some of that gets taken care of through the payments.

Motion: Christyn Dundorf called for a motion to accept the Financial report; Patricia Cuevas made the motion, and Elia Cordero seconded. All in favor said ‘aye’. The motion passed.

ODE Child and Adult Care Food Program-CACFP

Donalda presented the CACFP Budget of OCDC for the Child Nutrition Program. This shows the operating expenses and administrative expenses. ODE wants to make sure that the Board approves the budget. Total Expenses \$2,400,703.72.

The Child Care Food Programs are in Jackson and Josephine counties.

Motion: Christyn Dundorf, Board Chair called for a motion for the approval of the CACFP budget. Steve Petruzelli made the motion, Marta Hanna seconded the motion. No discussion. All in favor said aye, motion passes.

Eligibility, Recruitment, Selection, Enrollment, and Attendance Systems (ERSEA)

Juan Escobar, Director of Quality Assurance

Definition of Agriculture new regulation– 1302.12, eligibility for migrant and seasonal programs is the work that involves the production and harvesting of tree and field crops - the new rule simply requires a work history in agriculture.

Juan described how OCDC will use agriculture employment to prioritize children, and the impact on existing procedures, and will this affect the children and families. Copy included.

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OCDC Selection Criteria

Juan gave out copies and presented the following Selection Criteria:

Migrant and Seasonal, Migrant and Seasonal Early Head Start; Oregon Prekindergarten (OPK); EHS Child Care Partnerships; Maternal Infant Early Childhood Home Visiting (MIECHV); and Oregon Early Head Start

Migrant and Seasonal, all is the same here, only addition for migrant and seasonal and EHS, is Note at the bottom page, “children whose parents work in agriculture that is not tree, field, or crop will be selected in a second round, etc.”

Migrant and Seasonal EHS, nothing has changed here, Early Head Start, the younger children get the more points.

Selection Criteria OPK is slightly different in criteria; age prioritization changes in section III. Any child who is transitioning from EHS program, we want to maintain continuity of services. Child will be 3 years old by start program service. This will apply in September for OPK.

The Board proceeded to make a motion for approval. **Contingent** - that the Migrant program Item III be similar to the OPK program.

Motion: **Christyn Dundorf called a motion to approve the Selection Criteria, under the condition that the Migrant and Seasonal Criteria Item III match OPK program; and that the Policy Council accepts this Selection Criteria. Juan Preciado made the motion, and Elia Cordero seconded. All in favor said aye, no oppositions, motion passed.**

QRIS – Quality Rating and Improvement System

Juan reminded the Board members that the QRIS is a star rating system that programs can choose to participate in. We receive a star rating from the QRIS by meeting standards that are good for children. Juan presented the centers now 5 star (21), and the centers that are in progress (3). Copy included.

OCDC as a Head Start program is already an agency in compliance and does qualify to 5 star rating.

Oregon Prekindergarten-OPK Improvement Plan 2017

Donalda Dodson, Executive Director

OCDC is on enrollment improvement plan for OPK, this year we are under enrolled. In the plan we explain that we are working with partners in Washington County Community Action to

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coordinate outreach efforts, and increase enrollment in both programs. Early Learning Hub has also participated in meetings. Each of our counties with OPK services are coordinating efforts on this issue.

We received letter from ODE asking about enrollment and services provided, and we are addressing enrollment and identified additional strategies to fully enroll OPK. OCDC is working with Program Specialist from Early Learning Division, and responses were included and sent in the Improvement Plan in December 2016. Improvement Plan included.

Region X EHS Child Care Partnership Enrollment Plan 2017

We have been working on the under enrollment issues. We have engaged staff and partners, identifying enrollment as the key element for the effective programming in 2017. OCDC is working with the Early Head Start partners' waiting lists; and community agencies towards enrollment. Some of the challenges with this grant are operations, demographics, facilities.

We are the largest provider with 186 slots, and have significant partners, all mentioned in the Region X enrollment plan included. This Enrollment action plan was presented to the Region X Office of Head Start. Action plan included.

Region XII Migrant and Seasonal Head Start-MSHS Enrollment Plan 2017

Donalda informed that the migrant population, housing issues and other factors are changing so we need to identify where the need is. Also, Federal immigration issue, we are not sure how that is going to affect, whether or not the families are out there. This is a national issue. The MSHS enrollment action plan and timeline is included in the board packet. This action plan was sent to the Office of Head Start, M&S Program Specialist. Action plan included.

Enrollment is the key issue and we are placing efforts on appropriate points of recruitment and outreach; making brochures and flyers that the counties can hand out. We are still under enrolled by 300 children. Daniel mentioned that Oregon is the 5th State in providing fruits in the nation, top nursery industry. Also mentioned that Chemeketa College is having an event and usually has lots of people show up, maybe setting up a booth. He will send email and follow up with Juan Escobar with information.

Social media is another good source of communication for the families, as Facebook, radio stations. Steve's son works at iHeartRadio, maybe an opportunity there.

Action: **Donalda will ask Brian to check that out, social media and radio station.**

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Policy Council MSHS Report

Marta Hanna, MSEHS PC Representative

- Marta reported that the PC has not met since we had to cancel our last meeting due to the weather. The next meeting will take place next Saturday February 25, and both Policy Councils will come together.
- OPK had some changes, this is due to members moving out of the program or out of the area; we currently have some vacancy in this Policy Council but we're hoping next week we will fill all the open positions.
- We have several new members joining the Policy Council; they are from the new partners or replacing old members.
- We have a total of five members attending the NMSHSA Conference in Costa Mesa, Ca. Some of us are going to run for elections in the parent affiliate, Karelia Harding, will continue her trainings and support this affiliate.

OPK Equity Assessment Report

Donalda went over the OPK Equity report. Copies were given out to the Board. This is the first report based on the online survey that was done. There are much good strengths, as inclusive and culturally responsive internal communications, community collaboration, etc. The Equity Committee consists of Juan Escobar, Karelia Harding, Brian S, and led by Donalda. Next steps they will be looking at domains for improving organizational climate, culture and racial equity policies and completing the required trainings.

Board Development Plan Update 2017

Donalda mentioned that there were copies in packet of the Board members to review; it is the updated Board Development Plan for the year 2017.

Visit Office of Head Start, Program Specialist

Dr. Waleska Lopez-Davila, Office of Head Start, Migrant and Seasonal Program Specialist will be visiting OCDC on April 18-19, 2017. She would like to talk with the Board and Policy Council members.

Board Conference call: The Board scheduled a conference call for **April 18th, 5:30 PM.**

Conflict of Interest Forms- Board members were given 2017 Conflict of Interest forms to sign.

Next Board meeting Saturday, April 1st

Adjourn - Board meeting adjourns at 2:45 p.m.