

Oregon Child Development Coalition
Board of Directors Meeting Saturday, April 1, 2017
Wilsonville, Oregon

Board Executive Session was held from 9:00 am to 10:35 a.m.

Present, Christyn Dundorf, Board Chair; Juan C. Preciado, Vice-Chair; Patricia Cuevas; Shari Lane; Steve Petruzelli; Daniel Quiñones; Marta Hanna; and Estomina Made. Martha Molitor, Senior Interpreter

OCDC Staff, Donalda Dodson, Executive Director; Don Horseman, Director of Financial Services; Juan Escobar, Director of Quality Assurance; Brian Schmedinghoff, Resource Development Director; Beatriz Marron, Lead Family Services and Health Specialist; Xin Gao, Education Supervisor; Karelia Harding, Parent Engagement and Equity Manager; Linda Torres, S. Executive Assistant

Call to Order - Board regular meeting was called to order at approximately 10:40 a.m.

Consent Agenda: Approval Board Meeting Minutes February 18, 2017

Motion: Christyn Dundorf called for a motion to approve the February 18 board meeting minutes. Steve Petruzelli made the motion, and Patricia Cuevas seconded the motion to approve the February 18 board meeting minutes. There was no discussion. All those in favors said aye. The motion passed.

1. RRCAN - Recognizing and Reporting Child Abuse and Neglect Report, Betty Marron, Lead Family Services and Health Specialist

Betty presented a PowerPoint on RRCAN report. Included was the latest report of Oregon's Child Welfare Data Book. During 2016 the Department of Human Services received 69,972 reports of suspected child neglect, an increase of 3.1% from the prior year. Presented rate of child abuse per county, and talked about the problems that families are facing in Oregon.

OCDC reporting period 01/01/2016 to 12/31/2016. OCDC strives to work collaboratively statewide with the DHS to educate staff and parent in this area of Recognizing Child Abuse and Neglect; by providing trainings for parents and staff. OCDC agency state wide RRCAN included.

The board members thanked Betty for the RRCAN report.

2. Financial Report as of January 31, 2017, Don Horseman

Just yesterday we completed end of year, and closing and finalizing reports. February reports are not completed yet, we will send those out. And we will have the March reports in mid-April.

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- All Counties MHS Report, EHS Report, and Region XII and OPK reports presented.
- Question, on the set up cost - Varies on the size of the program, \$18,000 to \$20,000. In set up costs, depends on school buses; or renovations to a facility. We already have classrooms set up; we usually need to see how we work with proposals. Head Start allows you to provide wraparound care in the same building. Financial report included.

Facilities Report

Rod Walker, Facilities Manager, sent in written report and Don presented the facilities report. Update on the major events statewide, as of March 31, 2017. Talked about repairs that are being done at Ontario building and Nyssa, as result of the winter's snow damage.

3. Region X Funds for Special Projects Proposal Grant #10HP0006/03 Budget Modification 2016/2017

Summary of Proposal

Don presented the proposal for the budget modification for Region X funds; included. On November 5, 2016, the Board approved the MSHS/EHS budget proposal for new software and special projects that was presented. OCDC is now proposing to modify the grant line items as follows:

Contracts - Other (partner payments): \$6,852

Other: New Software

Accounting Software	1,731
Human Resource Software	<u>5,121</u>
Total Proposal	\$6,852

Motion Christyn Dundorf, Board Chair, called for a motion to approve the budget modification Region X Funds for Special Projects 2016/17 proposal. The motion was made by Steve Petruzelli, to approve the budget modification Region X Funds for Special Projects as presented. Juan Preciado seconded the motion. No discussion, no oppositions. The motion was passed unanimously.

The Board thanked Don for the financial report.

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4. OCDC DATA Plan, Juan Escobar, Director of Quality Assurance

Juan presented the Program Performance Data Plan, explained that we have many data systems on child, family and program. This summary is a guide to policies and procedures for data use at central office and the counties; supports security and family records, as improve the data systems.

- What should be included in the Program Performance Data Plan are policies and procedures, targeted databases and data sets, and incorporate in governance function. The report for the implementation should be ready in June.
- Juan presented the table of a few data systems and key users. All complete lists of systems and detail will be in the Performance Data Manual.

The Board members thanked Juan for his presentation.

5. Child Outcome Data 2016, Xin Gao, EC Education Specialist

Xin made a PowerPoint presentation on the Child outcome data, progress and growth: Seasonal Head Start program; Migrant Head Start program; Kindergarten Readiness; and Early Head Start program.

- It is fairly consistent with last year. Xin made notice of the growth in math and literacy under SHS progress. We are really working on toddler language, started really low percentage, but slowly increased in expressive vocabulary.
- 60 percent children are performing where we are expecting to see them, at the levels of that age in general population.
- Children with IFSP in Seasonal Head Start are meeting the cognitive level, the growth is good trajectory; and is consistent across migrant infant toddler and migrant preschool progress. SHS is blue, and MHS is red in the charts.

The Board thanked Xin for the report on Outcomes.

6. Community Assessment Work Packet 2017 MSHS, Brian Schmedinghoff, Resource Development Director

Brian talked about the Migrant and Seasonal Head Start and the Oregon Prekindergarten grants and each grant requires a different Community Assessment. He is working on the data collection phase; and all the counties are working on the MSHS data and will be sending in the assessment packets back to Brian; he presented the Community Assessment Summary page.

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Oregon Prekindergarten assessment will be ready by end of May. The MSHS data from counties will be coming back by June 15th so will present that at a later meeting. At the next Board meeting Brian can present the OPK assessment.

7. OPK Enrollment Plan

For OPK - we were unable to fill 62 slots in Washington County, and under enrolled in Washington Co. Fiscal is working on a reimbursement plan to send to the State by mid-April.

Exploring the pairing of Preschool Promise with OPK since that way we can get more hours. We will be running some numbers so we see what options we may have.

OCDC has agreed to a MOU with Chiloquin School in Klamath County, to serve children in that area. So this week they will let us know.

MSHS enrollment - we went over that in a conference call with Region XII last week, and we gave an update on our progress. We talked about the new agriculture definition; also how we were addressing some fear that parents have expressed. We shared the work the centers are doing with parent meetings, and also information on materials, banners and flyers.

Shari asked if there is a protocol in place for the agency to follow? Donalda mentioned that each Program Director and county staff are working on this. Also providing the Trauma Informed practice, this is for families and staff, and we are doing training and giving information.

8. Equity Training Report Update

Karelia Harding, Parent Engagement & Equity Manager

Karelia informed of the trainings in Klamath Falls, Jackson County, Washington County, and Marion County

- Next step provide report to OPK
- Plan/revise current agency policies
- Equity committee planning on next steps
- MS/EHS/HV planning for the program

Overall the trainings had good feedback, some not so good, the content of racism involves many feelings and cultural beliefs. But we have been looking at the evaluations and the survey, and information. We will be bringing that back to the Board.

Karelia informed that the Equity trainings were 8 hours for staff, but for the Board we can give key points and core concepts. Just let Donalda know when you would like the training.

The Board thanked Karelia.

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9. Nyssa Facility in Malheur County

Donalda informed on the building in Nyssa, Malheur County. OCDC has the Region X EHS-CCP with the local school district. They have such success, that the Principal and Superintendent would like to expand and add a community component, to create an Early Learning Community Team. The collaboration of services includes the Region X, M&S Head Start and EHS, some local private pay child care and MSHS modular. We asked the OHS, Regional Program Manager about the use of this facility. We are waiting for a response. The Superintendent in Nyssa wanted to get everyone involved as a way of getting the community engaged and partnering with them.

10. Strategic Plan Update

Donalda informed that we are maintaining the main strategic goals. We did have a consultant working with the ELT, and suggested we convert this as a work plan. We have most of the verbiage done and plan for action.

Every year the executive team goes out to the counties, to see how things are going, and meet with Directors and some of the staff. We see what the indicators are and follow up on that; sharing strategic goals with counties helps us get more information. We were to start the visits in February but with so much snow and rain, not possible. We are working on a schedule so we can start our visits.

11. Performance Standards

The new Head Start Program Performance Standards books were given out to the board members, in English and Spanish; version 12/30/2016. Several sets of these were sent to all grantees, by the Administration for Children and Families, Office of Head Start. Also, Head Start PS Preamble Part I and Part II. The provisions of the final rule became effective November 7, 2016.

12. Coaching Written Plan (included)

Donalda mentioned that Walter Kalinowski, HR Director will present and talk about this plan at the next Board meeting.

13. Executive Director Report

Donalda informed the Board that the two expansion grants we applied for Region X and XII we did not receive. We were warned that we may not be awarded due to under enrollment.

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As we explore other possible areas to serve migrant families, we may have a possibility in Lincoln City with the Early Learning Center. We are exploring if families meet our definition in that area. Executive Director Report included.

14. Office of Head Start, Program Specialist Visit

Copies were given out to the Board of the schedule of Dr. Waleska Lopez Davila, MSHS Program Specialist, who will be visiting OCDC on April 18-19. The Board will have a conference call with her on April 18 at 5:30 pm.

15. New Candidate Board member

Kate A. Wilkinson, application is included. Shari mentioned that she is a Head Start volunteer, and has been an attorney for 19 years. Board agreed to meet with her and the Board Development Committee.

Action: Shari will contact Kate to meet with Board Development committee.

Invite Grant Baxter to the meetings

The Board members agreed to extend an official invitation to Grant Baxter to attend the next Board meeting on June 17.

Board meeting adjourns at 3:30 p.m.
