

Oregon Child Development Coalition (OCDC)
Board of Directors Meeting September 16, 2017
Wilsonville, Oregon

Present, Christyn Dundorf, Board Chair; Juan Preciado, Vice Chair; Shari Lane; Dan Quiñones; Steve Petruzelli; Marta Hanna; Esty Made. Not present, Patricia Cuevas

Staff, Donalda Dodson, Executive Director; Don Horseman, Director of Financial Services; Juan Escobar, Director of Quality Assurance; Brian Schmedinghoff, Director of Resource Development; R.E. Szego, Training Development Manager; Linda Torres, S. Executive Assistant

Announcements

- New iPads were given out by Greg Funk, IT Manager, for the Board members to review board meeting documents. Lists of file names included.
- Christyn informed that Kate Wilkinson new board member had resigned.

Board of Directors Minutes -August 12, 2017 on Consent Agenda

Motion: Christyn Dundorf, Board Chair called for a motion to approve the Board minutes of August 12, 2017. Steve Petruzelli made the motion and Juan Preciado seconded. Board minutes were approved.

Financial Report, Don Horseman

USDA Budget CACFP Summary FY 2018

USDA CACFP (Child and Adult Care Food Program) Administrative Budget overview - Don informed that this budget is for the home providers, who provide the meals to children and OCDC performs the program oversight. These are in Jackson County, Josephine County, and Coos County. Budget summary included.

Number of Homes: 167 provider homes. Grand total is **\$193,548.00**.

Motion: Christyn Dundorf, Board Chair called for a motion to approve the USDA CACFP Home Provider Budget 2018 as presented. Juan Preciado made the motion, and Steve Petruzelli seconded to approve the USDA CACFP Home Provider Budget 2018 as presented. No discussion. All those in favor said 'aye.' The motion passed.

USDA Annual CACFP Budget Summary 2018

Center Based Budget

Number of sites: 30 Income Grand Total: **\$1,663,300**

Don presented the Annual CACFP budget center based. He went over the operational and administrative costs and expenses. The budget is similar to last year; the increases are based on annual basis.

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Motion: Christyn Dundorf, Board Chair, called for a motion to approve the USDA CACFP Center Based Budget as presented. Shari Lane moved to approve the CACFP Center Based Budget as presented. Dan Quiñones seconded. No oppositions. All in favor said 'aye'. The motion passed.

Oregon Prekindergarten-OPK Revised Budget Summary 2018

Subsequent to last approval of the Board in August, the State decided to provide a 3.7 percent COLA and Don informed we had to rework the budget. Summary of changes:

- Reduction of 10 slots 823 - 10 = 813 slots
- 2016-17 - \$7,653,006
- 2017-18 - \$7,390,983 (3.7% COLA).

Besides the loss of slots, now we are restricted to certain geographical locations. Donalda mentioned that we have to go by the service areas or boundaries. We have to have full enrollment by Sept. 30, and we don't know if they can be moved. Don mentioned OPK is extremely important to our In-kind. Budget summary sheet included.

Motion: Christyn Dundorf, Board Chair called for a motion to approve the OPK revised budget 2018 as presented, Steve Petruzelli made the motion to approve the OPK revised budget 2018 as presented. Dan Quiñones seconded. All those in favor said 'aye.' The motion passed.

Migrant & Seasonal Early Head Start Continuation Grant- 2018 MSEHS Budget Summary

Don Horseman, Director of Financial Services, presented the final budget summary of MSEHS 2018. Preliminary was presented in August. The MSEHS grant has all the slots in authorization of the Office of Head Start. Don informed that we worked on putting back the number of slots that we had to leave out last year, 136 children from last year grant; adding back the MHS slots, 100 in Washington County and 36 in Multnomah County. *Summary budget was given out.*

Migrant and Seasonal Head Start Funding

- MHS slots 1565 + SHS slots 938 + SHS short term 220 Total Enrollment 2723
- Program Operations \$36,521,927
- T&TA \$ 363,631
- Total MSHS Budget \$36,885,558

Early Head Start Funding

EHS grant budget was presented in August. There are only a few changes; added back the EHS slots 32 in Clackamas County.

- MHS Slots 192 + SHS slots 160 Total Enrollment 352
- Program Operations \$5,874,469

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- T&TA \$ 124,580
- Total EHS Budget \$5,999,049

Grand Total MSEHS **\$42,884,607** **Total Enrollment MSEHS - 3,075**

Motion: **Christyn Dundorf, Board Chair, called for a motion to approve the MSEHS Continuation grant budget 2018 as presented. Steve Petruzelli made the motion and Dan Quiñones seconded the motion to approve the MSEHS Continuation grant budget 2018 as presented. All those members in favor said ‘aye’, no oppositions. The motion passed.**

Discussion on how are the reductions decided for budgets in the counties. Don informed that the budgets are developed and we work with the counties putting them together, the final decision is with Donalda and the fiscal team.

Marion County reduction question - response from Don, there were 17 positions with the opening of the Brooks site, and we were able to put that back in the budget. If the Board would like, we can have the fiscal budget team come in at future meeting to explain how the budgets work.

OCDC Audit Report 2016

The Board Audit committee had their conference call on August 30 with Kern and Thompson auditors. Steve Petruzelli informed that the audit report was completed in accordance with accounting procedures generally accepted in the U.S. GAAP. The auditors did not find any problems in the OCDC audit reporting. The Board Audit committee’s recommendation is to accept the Audit Report 2016.

Steve stated there is always pressure at times when working on budgeting process. Putting together a financial statement has its complexities, but we are assuring that OCDC is in compliance and that the audit was a smooth audit process. As presented by Kern and Thompson, this document is made accessible to the Board committee and to all departments. The auditor’s opinion says ‘there are no findings’, and that is very important.

Motion: **Christyn Dundorf called for a motion to accept the OCDC Audit Report 2016; Shari Lane made the motion, and Daniel Quiñones seconded the motion to accept the OCDC Audit Report 2016. All in favor said ‘aye’, the motion passed.**

**Juan Escobar - Response and Correction Action Plan
For Administrative Review of OCDC’s CACFP Program**

Juan Escobar informed that on Sept. 14 the OCDC Action Plan was submitted to the USDA CACFP program and was hand-delivered. Correction Action plan was presented to the Board.

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Juan presented the letter, the response and Correction Action Plan for the Administrative Review of OCDC's CACFP Program. The summary provides a synopsis of the corrective action strategies OCDC has initiated to strengthen the program and fully comply with all CACFP and other applicable regulations: Administration, Meal Counts, Income Eligibility and OMER, Nonprofit Food Services.

Juan mentioned that we did not provide the reviewers the necessary paperwork. The PDFs was not easy to read; some were not all there or clear. We never got the feedback until they submitted the final report, so we did not go thru that protocol. There was a flaw in the auditing hosting. We are going to integrate and report to Donald, the progress and issues and new procedures we are implementing. We will keep the Board updated.

Multisite Monitoring

- The complete monitoring team will meet regularly to discuss major findings, trends, and training needs of the CACFP staff at the site level as well as training for them as monitors. The Director of Quality Assurance and Nutrition Services Coordinator will meet with the Director of Finance and Executive Director on a monthly basis to address system.
- The Nutrition Services Coordinator will provide training to the compliance monitors and hire an additional staff to assist her with monitoring and other administrative duties.
- Team of one will be a team of five, to assure we are overseeing and monitoring.
- OMER will be rechecked by data clerk team.

Motion: Christyn Dunderf called for a motion to accept the USDA Corrective Action Plan. Dan Quiñones made the motion, and Juan Preciado seconded the motion to accept the USDA Corrective Action Plan. All those in favor said aye. No oppositions. The motion passed.

Financial Statements as of July 31, 2017

Dom reported on the financials of all the counties and the utilization of the budgets to the end of July. We are under enrolled in all our programs, so we don't project any problems exceeding our budgets this year. Also, reported on the repairs to facilities, and purchase of vehicles for the rural areas. These financial reports are also sent out electronically to the Board.

Motion: Christyn Dunderf made a motion to accept the Financial Reports as of July 31, 2017. Juan Preciado made the motion and seconded by Dan Quinones. No discussion, all those in favor said 'aye.' The motion passed.

Financial Narrative of June 30, 2017, GAAP Financial Statement

Don presented the narrative as of June 30, 2017 and went through some of the accounts receivable, assets, QALICB, Region X.

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Motion: Christyn Dundorf called for a motion to accept the GAAP Financial statement, Shari Lane made the motion and Juan Preciado seconded. No discussion, the motion passed.

Region XII TTA Plan and Checklist 2018

R.E. Szego, Training and Professional Development Manager

- R.E. informed and presented the Region 12 T&TA Plan checklist, and the Migrant and Seasonal T&TA Plan 2018.
- T&TA Goals and Objectives for MSHS – Five goals
- MSEHS T&TA Budget and funds - This is what we include in the OCDC grant. Every month we create a review of expenses for the budgets, and broken out for the MSHS by category, and the highest area of spending is in Professional development.

Training Topics

- TIP- Trauma Informed Practice - R.E. gave out copies of Introduction to OCDC Trauma Informed Practice Training Dates List, this is the counties dates and confirmed with the Board that if you want to attend these trainings, she can help you register with that. There are trainings also for PC on these dates.
- List of Priority Topics and Trainings Offered – Preservice, In Service, Parent training, and projected management training dates

The Board thanked R.E. for her report.

OCDC Community Assessment

Brian Schmedinghoff, Director of Resource Development

In the last meeting the Board saw the Executive Summary, but now this is the Full report. County by county included. OCDC regularly conducts Community Assessments to ensure that the services offered are grounded in the needs of the families and communities that we serve. OCDC is required to complete a full MSHS Community Assessment every five years. In 2014, we completed a full CA that identified several key points: new service areas for potential migrant-specific programs, the need for subsidized or low-cost private pay child care services for families living above the poverty level that still could not afford child care, integrating trauma-informed practice into OCDC's service model, and more.

The 2017 update is intended to be a comprehensive update, that examines new trends and changes that impact OCDC's communities; it is intended as a supplement to the existing full assessment. Pending input and approval from the Board of Directors and Policy Council, this Update Report summary, as well as the full report and individual county profiles, will be made available to the public on OCDC's website and will be regularly consulted for strategic and program planning.

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Motion: Christyn Dundorf called for a motion to approve the 2017 Community Assessment MSHS. Dan Quiñones made the motion, Steve has seconded the motion. All in favor said aye. Motion passed.

The Board thanked Brian for his report.

OPK Enrollment 2017-2018 Report

Donalda reported on the enrollment, the OPK program begins in September. Each area has varied start dates.

Klamath: allocated 80 children; full enrollment

Jackson: allocated 60 children; struggling due to parameters put on recruitment to be only those families associated with agriculture, currently 20 enrolled

Washington: allocated 326 children; Recruitment continuing and are at 259. Close to 50 families who came for service with OCDC were referred elsewhere due to geography.

Marion: allocated 328 children; two weeks from start and continuing to enroll, applications coming in daily, 262 enrolled, pending, and waiting.

Multnomah: allocated 19; were full then two dropped and have intakes, will be fully enrolled at 19

There is a tight definition for OPK, and Donalda asked if we can expand more. There are areas where we have the restrictions, we have had various opportunities to serve, but the State does not give us permission. Donalda is planning to talk to the State Director, if not will have to go to Congressional reps in Jackson and Washington County in our program areas.

MSHS Enrollment (as of 9/01)

- Donalda reported on the MSEHS enrollment report
- MSHS 2723, EHS 352, Total 3075
- EHS Region 10 and EHS Region 12. Sheets included.
- NAYA, one of our partners, did not continue with our program and pulled out of HS, but we did find another partner -Neighborhood House.

Coaching Implementation Plan Final

Donalda presented the Coaching Implementation plan. The program performance goals are selected to align with program school readiness goals, CLASS scores and child outcomes, all in accordance with the Head Start Act. All teachers will get some coaching, as professional development working with the teachers in ongoing process. Presented the professional coaching and the SMART Goal (Specific, measurable, attainable, relevant, and time-bound) worksheets.

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PFCE – Parent, Family and Community Engagement Action Plan

Donalda presented copies of the PFCE Action Plan. Karelia has been working on this, and we did that assessment for all of the centers, strong in many areas. This is a framework to give to all the centers, and that will develop their plan to meet their goals. There is various parent involvement programs, connections to peers to volunteer in the community. There are few errors to correct; some typos in the plan. These will be corrected.

Motion: Christyn Dundorf called for a motion to approve, the PFCE Action Plan; Juan Preciado made the motion. Shari Lane seconded the motion. All those in favor said ‘aye.’ No oppositions. Motion passed.

Migrant and Seasonal Head Start Goals and Objectives

Donalda presented the additions to the Goals and Objectives we are sending in the grant. There are only a few updates to the Goals and the Objectives 2017-18.

Motion: Christyn Dundorf entertained a motion to approve the updated MSHS Goals 2017-18, Dan Quiñones made the motion, and seconded by Juan Preciado. All those in favor said ‘aye.’ The motion passed.

MSHS Report

- Martha Hanna reported that 8 parents going to the MSHS conference in October 21- 24 in Chicago.
- We have elections next month; and depending on how elections go we are not sure who will be elected board reps. It just depends how many new parents come in.

Next Board Meeting

- Next meeting is scheduled on November 18. Christyn will not be at the meeting; Dan will let us know if he is attending the next meeting.
- Juan Preciado will Chair the November meeting.
- There is also Transition meeting for the Policy Councils, so we might have new reps; we will need to see if we have quorum.

Adjourn

Board meeting adjourns at 2:15 pm

Board continued with Executive Session