

Oregon Child Development Coalition –OCDC

Board of Directors Meeting May 9, 2018

Wilsonville, Oregon 6:00PM PT

Present, Shari Lane, Board Chair; Dan Quiñones, Steve Petruzelli, and Esty Made. On video conference, Grant Baxter, Patricia Cuevas, and Claudia Limon; on phone, Juan Preciado

Staff, Donalda Dodson, Executive Director; Don Horseman, Director of Financial Services; Angela Gomez, Budget and Grants Manager; Walter Kalinowski, Director of Human Resources; Herberd Duran, Employee Relations Manager; and Linda Torres, S. Executive Assistant

Board Member Vote - Shari requested a motion to vote to have Grant Baxter back as Board member.

MOTION: Shari Lane entertained a motion to vote and accept Grant Baxter to rejoin the Board of Directors. Patricia Cuevas made the motion and Steve Petruzelli seconded the motion to accept Grant Baxter to rejoin the Board of Directors. All members voted in favor; the motion passed.

There were changes and reorganizing the Agenda.

1. Approval of Board Minutes March 14, 2018

MOTION: Shari Lane called for a motion for the approval of March 14, 2018 Board minutes. Steve Petruzelli made the motion to approve the March 14, 2018 Board minutes; Patricia Cuevas seconded the motion. All in favor said 'aye'. No objections. Motion passed.

2. COLA (Cost of Living Adjustment)

Donalda informed the Board that we received notice of funds for COLA. Office of Head Start will be sending us a funding letter, and we will put the COLA funds in this year's grant. We will have to come back for Board approvals for the COLA requests between now and June 1st.

3. Jackson County Mediation Follow Up

Donalda informed the Board we received letter from Early Learning Division (ELD) as final decision in the mediation between OCDC and Southern Oregon Head Start. The letter is included for Board review. Both OCDC and SOHS need to work together to ensure that eligible children fill available slots and we are to come to some common agreement. We have agreed upon MOU by May 16. More details are in the ELD letter.

Oregon Child Development Coalition –OCDC

Board of Directors Meeting May 9, 2018

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4. Summary of Budget Approvals

Region XII EHS Child Care Partnership 2018/2019

Angela Gomez presented Region XII EHS-CCP Year 4 budget summary. This is same budget funding as 2017/18.

Total Funding \$5,134,253

192 children in nine counties

Region XII EHS CCP budget is due on June 1.

Discussion on how we can adjust transportation costs. Wage increase is rising by 6 percent in transportation. We are looking into each portion area; transportation is needed for each of these programs; if we do not have the transportation the children cannot get to the centers. Don mentioned that with the rising gas costs, we are using propane, and buses run better and it's a more efficient process, and the fleet actual cost is dropping.

Action: **Shari asked to give the Board the written description, on how you have to adjust and ways to come up with that cost. The Board would like an update on various schemes to avoid cutting transportation.**

MOTION: **Shari Lane called for a motion to approve the Region 12 EHS-CCP budget as presented; Steve Petruzelli made the motion, and seconded by Dan Quiñones. No other discussion. All in favor said 'aye', the motion passed.**

• Region XII EHS CCP In-Kind Waiver Request

OCDC is requesting a 17.5 % waiver of In kind, leaving balance of 2.5% In kind requirement.

Total Funding	\$5,134,253
In Kind waiver request 17.5%	\$1,151,915
In kind requirement 2.5%	\$ 131,648

MOTION: **Shari Lane called for a motion to approve the Region XII EHS CCP In kind waiver, as presented, Patricia Cuevas made the motion to approve the Region XII EHS CCP In kind waiver as presented; and seconded by Steve Petruzelli. All in favor said aye', the motion passed.**

Oregon Child Development Coalition –OCDC
Board of Directors Meeting May 9, 2018
Wilsonville, Oregon 6:00PM PT

Region X EHS CCP 2018/2019 Funding Request COLA

The only changes in the Region X EHS CCP 2018/19 budget is the COLA increase.

COLA 2018/19	2.6 percent COLA to partners
Balance to personnel	3.7 percent COLA
Budget 186 slots	\$3,882,572 2017/18
COLA	\$ 98,551
Grand Total 2018/19	\$3,981,123

We will be working on the Narrative for the grant. This is due by June 1.

MOTION: Shari Lane called for a motion to approve the Region X EHS CCP 2018 Funding Request with COLA as presented. Steve Petruzelli made the motion to approve the Region X EHS CCP 2018/19 Funding Request with COLA as presented; and Claudia Limon seconded the motion. All in favor said ‘aye’, no oppositions. The Motion passed.

- **Region X EHS CCP 2018/2019 In-Kind Waiver Request**

OCDC is requesting 16% waiver of In kind leaving a balance of 4% In kind requirement.

Total Funding	\$3,981,123
In Kind Waiver request 16%	\$ 829,401
In Kind required 4%	\$ 165,880

MOTION: Shari Lane called for a motion to approve the Region X EHS CCP 2018/19 In Kind waiver request as presented. Grant Baxter made the motion, to approve the Region X EHS CCP 2018/19 In Kind waiver request as presented. Dan Quiñones seconded the motion. No oppositions, motion passed.

- Fiscal Report Narrative to the Board from Don was included.
- Comparative Financial Statements March 2018 were given out.

Oregon Child Development Coalition –OCDC

Board of Directors Meeting May 9, 2018

Wilsonville, Oregon 6:00PM PT

5. Fiscal Policy Process Update

Steve Petruzelli informed that he had to postpone the fiscal meeting with Don due to illness. Steve did talk briefly with Don and the Accounting Policy and Procedure Manual, stating that looking at this report the Board has to be well versed.

Suggestion was that it is necessary to set aside looking at the various committees and discuss our areas of responsibility. As for the Financials, if there is one member who meets with the financial staff and Don, then that person having similar background, can ask questions the rest of the Board have not asked. Suggesting minimum of 3 Board members; would be important to talk with the grant people who are writing the grants and see how they are doing this. This is additional time and effort but if someone can attend during the day would be valuable. During the year then having the Finance Committee in brief meeting with the auditors; because they give consultation to the agency as well.

This particular Accounting Manual is very long and complicated. We would be looking for couple board volunteers to review and have the Finance committee on a monthly basis.

6. Human Resources Report

Walter Kalinowski, HR Director, and Herberd Duran, Employee Relations Manager gave report on Human Resources.

- Herberd talked about the Employee Relations update. Provided some updates of legal issues, few lawsuits - one from a Program Director, who was terminated June 2016, and there has been several claims as worker discrimination, disabilities, and age discrimination. We have been communicating with attorneys and this month is a disposition. In October we will have a pre-settlement before we go to trial; but we do not want to go to trial.
- BOLI complaint, filed against OCDC employee. Letter received basically, unpaid overtime and it was misunderstanding how the complaint was filed. BOLI is closing the case.
- Complaint of a Family Health Supervisor and hostile work environment. Found claims to be truthful, and violation of not following the practices; we will address these with the employee hopefully this week. It is more the management style.
- We had couple incidents, an unattended child on the bus, there was employee did not report with all honesty, was untruthful and we have to terminate employee, mostly the way they handled the incident. Certifier also said he made mistakes and untruthful.

Oregon Child Development Coalition –OCDC

Board of Directors Meeting May 9, 2018

Wilsonville, Oregon 6:00PM PT

- Union updates - we are having a meeting based on the contract for wages, prior to July 1st and the rep informed on having some issues with employees who are not being able to pay the union dues. They will be terminated if do not pay the union dues. Employees are bus drivers and bus assistants, and IT teachers who are in the Union Bargaining unit.

Salary Survey

- Walter informed that in 2019 we will have a Wage Survey.
- State of Oregon has instituted a tier approach; in the past 12 months there has been urban growth. This year we will go to the tier level, we are working on compression and looking at how we can make adjustments.
- This year will be good having the COLA, because our current rate is 11.25 and in the outline areas it's still below that, and so the COLA will alleviate the pressure.
- Minimum wage will be implemented by first week of July; and the Cola will be completed by end of June. Last year we gave increase to bus drivers; this year we will give to teachers.
- OCDC has very good benefits; our employees do appreciate the benefits, and see the contribution of the employer package.

Action: Steve asked if the Board can get a copy of the Benefit package for employees.

Communication

In the Employee Survey the number one problem we found is Communication.

- The HR team has taken this issue as a project, we brainstormed and we came up with 84 topics, and picking the top 5.
- Communication forms are from ELT, (Executive Leadership Team), COMT (Central Office Management Team), departmental and between Counties and Central office.
- Five areas to take into consideration; we will have to add the process of awareness, knowledge and reinforcement. More formal and intentional on what we are doing.
- Friday mailings
- Newsletter or a news flash across the organization
- Looking at all different types of communication and what comes out of these groups.

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7. OCDC Summary of Program Information – Presentation for Region X and XII and ELD

Donalda talked about the summary and this was a presentation at our meeting with ELD (Early Learning Division), Regions X and Region XII for information about under enrollment. Brian Schmedinghoff put this report together, and shows the community issues, presents narrative county by county, population that we serve, as well as community assessment findings. The report also includes the under enrollment challenges statewide and addresses under enrollment solutions. Copies were given to the Board.

8. Federal Review Focus Area - Governing Body

This report was given out at last meeting to the Board to talk about these items for the Federal review. The reviewers arrive on Monday, May 21st, and meet with the ELT and managers, they then during the week go out do all observations at centers, a few stay in Wilsonville. There is a close out meeting on Friday, May 25.

Federal Review Call with the Board - Wednesday May 23rd 6 pm PT and 7 pm MT

9. Board Meeting on June 22 in Klamath County

- Donalda will ask if there will be any children in Klamath and Malin for June 22.
- The Board wants to visit the classroom, maybe seeing the children in the morning.
- Get there at 11 am to 1 pm, have lunch, and have afternoon Board meeting.
- Thursday is travel day. Friday is Board meeting. Saturday returning.

Action: **Maybe having lunch with Klamath staff, or having a dinner; inviting them. Donalda will check with Program Director.**

Donalda had mentioned meeting with the Policy Council in June, but not likely because they have a PFCE meeting on Friday night in Wilsonville.

NMSHSA Policy Forum is coming up June 11-12, 2018 in Washington DC. The Capital Hill visits are June 12. No board members are attending. Donalda and Juan Escobar will be attending and a few Policy Council members.

Adjourn

Board meeting adjourns at 8:45 pm PT