

Oregon Child Development Coalition
Board of Directors Meeting December 7, 2018
Wilsonville, Oregon - 2:00 PM

Call to Order: Shari Lane called the meeting to order at 2:00 pm

Board members: Shari Lane, Board Chair; Juan Preciado, Vice-Chair; Grant Baxter; Patricia Cuevas; Dan Quiñones; Marta Hanna; and Steve Petruzelli

OCDC staff: Donalda Dodson, Executive Director; Juan Escobar, Director of Quality Assurance; and Linda Torres, Senior Executive Assistant

Early Learning Division (ELD) Team Visit

Shari welcomed the ELD members to OCDC. Shari mentioned that the Board wanted to make sure we know and are clear of what are the expectations, hoping we can talk about the under enrollment issues and how we can collaborate on mutual solutions; also the State boundaries, what is outside of our control and how we can better partner with ELD to provide services. Introductions were made among the Board of Directors and ELD team:

Nakeshia Knight-Coyle, Director of Early Learning Programs and Cross Systems Integration

Gwyn Bachtle, Early Learning Programs Manager

Michael Connor, Oregon Pre-Kindergarten Program Coordinator

Nakeshia Knight-Coyle is the Director of Early Learning Programs; she oversees the State and federal funded programs for children. Before joining ELD, she worked with the State Health Department. She has 20+ years of experience in health and human services systems and policy development. Both Gwyn and Nakeshia will continue working and overseeing the grants.

Gwyn Bachtle is Early Learning Programs Manager. Previously she was Education Supervisor in OCDC Wasco County for a few years, and then Program Director in OCDC Polk County; and Head Start Director in Eugene. At ELD she works with grantees, and oversees the Preschool Promise program, and now a new program, Baby Promise.

Michael Connor, Oregon Pre-Kindergarten Program Coordinator, works with all grantees that receive State funding. Michael was a Head Start teacher, and Coach, and was in connection with Chemeketa College helping students with Associate Degrees. His daughter was a Head Start child in Washington County. Michael has been working closely with both Ned Noretto, Operations Manager, and Juan Escobar, Quality Assurance Director at OCDC.

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- There was discussion on Duration funds; and a lot of work coming up for OPK, and the challenges for ELD.
- Conversation of the need for funds and how these can be used. There are many families that need extended services for longer weeks and days. Community planning is being done, and looking at community assessments.
- Shari asked if any suggestions for the issue of OCDC under enrollment, and where we could serve families, and what to do in areas where we are trying to reach out.
- Gwyn mentioned that there are federal poverty guidelines; we look at how to utilize and meet your families' needs. ELD follows the non-migrant guideline. Blended funding models, talking with providers and we try helping agencies how to blend those funds.

- Discussion on housing, and community issues. Nakeshia mentioned that it is important to look at the community as a whole. And as a grantee through establishing local relationships and the collaboration with other agencies is relevant, as following those agreements. Early Learning can set pieces in the system, and then look at the eligibility at the local level.
- Discussion on boundaries and service areas. Part of EL is to provide continuity of service for families, looking where the needs are, and supporting parent choice always.

- Conversation on the importance of incident reporting, and following the State process. OCDC is working on Active Supervision, and reporting incidents.
- Michael mentioned that using good judgement, if there is an incident of public concern we need to have the information, mostly we want children to be safe.
- As soon as Directors give or you receive the information, report has to be made to the Licensing specialist and to Michael.

Shari thanked the ELD team for taking the time to meet; this was a helpful discussion and feels much more like a partnership. The ELD team appreciated the opportunity to visit with the Board. Michael wanted to let the Board know that there would be at least three OCDC counties coming up soon for reviews.

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Acknowledgement of Conflict of Interest and Confidentiality Policies

Conflict of Interest and Confidentiality Acknowledgement policies were given out to the board members to sign. Shari updated the Confidentiality policy, and informed board members if they wanted to read and sign later, then send back to Linda.

Confidentiality and Conflict of Interest forms will be sent to members who didn't attend the board meeting. All members signed both policies, except for Board/PC reps not present.

Action: Linda will send out the Conflict of Interest and Confidentiality forms to the Board/PC reps.

Votes on Board Committees

Donalda mentioned that we will start the Board HR Committee calls again on December 13 and time established was 6:00 pm PT- 7:00 pm MT for those members in Ontario.

Board Human Resources Committee: Dan Quiñones as Chair, Patti Cuevas, Grant Baxter, and Marta Hanna. Christyn Dundorf was on this committee. Shari mentioned that Christyn might not be serving on the Board.

Board Finance Committee: Juan Preciado and Steve Petruzelli, Chair. We will need to check if any PC reps want to be on the committees.

Action: Shari said that we should follow up with Margarita and Mark about board membership.

Board Bylaws Committee: Shari Lane, Patti Cuevas; Grant Baxter would be glad to help on this.

Board Rep to the PC: Juan and Grant can be alternates.

Board Audit Committee – remains the same, Shari Lane, Steve Petruzelli, and Bob Coen, BCI Group, who is a Consultant volunteer.

Action: Linda will update the Board Committee chart and send out to Board members.

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Board Finance Committee Meeting 12/7

Steve mentioned that the Board Finance Committee met this afternoon, and there is a document from US Bank that needs to be signed by executives Donalda Dodson and Don Horseman, and Shari Lane, Board Chair. The committee reviewed and went over the terms; and it is for the Line of Credit for Ontario, Malheur County.

Shari requested if it can wait for her signature until next Tuesday to read the document. She is coming to central office for Donalda's evaluation. Shari, Juan, Patti, and Donalda will meet Tuesday, December 11.

Action: Linda to reserve a meeting space for meeting on Tuesday, 12/11 at 9:30 a.m.

Head Start Act – Governing Body Responsibilities

Shari presented the Governing Body responsibilities and copies were given out to the Board. These are the duties we have as Board and as Policy Councils. She asked to take a look at these responsibilities from the Head Start Act. We will also send out to the new Board members.

Action: Linda to send out the HS Governing Responsibilities to new Board members.

Executive Performance Evaluation Date

MOTION: Shari Lane, Board Chair, called for a motion to change the Executive Director's performance evaluation official date in the Bylaws, to November as opposed to April. Grant Baxter made the motion, and Patti Cuevas seconded the motion to change the Executive Director's performance evaluation official date in the Bylaws to November as opposed to April. All those in favor said 'aye'. No discussion. Motion passed.

Next Board meeting Feb 1 and 2nd, 2019

The Board wants the opportunity to meet with the Program Directors and the PC on **Friday afternoon, 1:00 to 4:00 p.m.** and regular Business meeting **Saturday, 9 am to 3 p.m./** or joint meeting with PC.

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Donalda mentioned that a more specific strategic planning session with PC and Program Directors would be favorable, to discuss specific goals to meet, input and feedback. Shari said that the Board has been requesting to have joint meetings with the PC during the year. We can ask them if we can join them, or maybe talk with Karelia.

Board of Directors Meeting Minutes November 3, 2018

Board minutes for November 3rd were not approved at the meeting so will be emailed out. Shari mentioned to have an Email vote for the Board minutes.

Action: Linda will send out the November 2018 Board minutes by email for approval.

Migrant and Seasonal Head Start Appeal Letter and Budget Request

- Donalda informed that the MSHS funding letter of appeal request was submitted in November. Copy of the MSHS appeal letter, and budget request of November 7 to retain funds; both documents are included in the Board packet.

Region X Early Head Start Appeal Results

- The Region X Early Head Start response to the appeal to increase slots of EHS from what they proposed was received November 8; OCDC was granted funded enrollment of 170 instead of 152. *Letter of OHS Nov 8 included.*
- Executive Director Report for December 2018 is included.

Child Incident Multnomah County

Donalda gave a brief update of the child incident in Multnomah County; this was the same county where previous incident occurred. The child was left on the bus; the bus driver did not follow protocol. The child was asleep and was fine. The Staff received write up and suspension; and the Transportation Coordinator resigned. There was written warning given to the Director. The incident was reported to the Office of Head Start and official report filed.

Adjourn

Board Meeting adjourned at 4:35 p.m.