

Oregon Child Development Coalition
Board of Directors Meeting August 24, 2019
Wilsonville, Oregon 9:00 am

Board Roll call, Shari Lane, Board Chair; Juan Preciado, Board Vice-Chair; Grant Baxter, Steve Petruzelli, Marta Hanna, Anna Lee, Mark McDaniel, Dan Quiñones, Patricia Cuevas, and Yessica Guerrero

I. Board Executive Session 9 am- HR – No-Match Social Security Request

Board (listed above), and Staff, Donalda Dodson, Walter Kalinowski, Herberd Duran, and Ambrosi Bowman

II. Board Business Meeting - 10:50 am

Board present, Shari Lane, Juan Preciado, Grant Baxter, Steve Petruzelli, Marta Hanna, Anna Lee, Mark McDaniel, Dan Quiñones, Patricia Cuevas, Yessica Guerrero. Juan and Yessica left early to attend the PC family retreat.

Staff, Donalda Dodson, Don Horseman, Angela Gomez, Rachel Elliot, Juan Escobar and Linda Torres.

OPK and MSHS Grant Documents 2019-2020

Shari had requested to have the grant documents in advance, so the Board can review them this morning, asking questions and to have discussion.

The Board went over the OPK grant and workbooks FY2019-2020.

OPK- Oregon Prekindergarten Budget 2019-2020 Grant

Q&A's

1. What was difference in the insurance of health care coverage? Seems it was 9 or 8 percent. Donalda said that we brought cost down with co-pay as low as possible.
2. What do you think is the biggest financial issue for the next cycle? Don responded that for OPK program we always want to maintain transportation, pressures on buses, and increases in minimum wages and also increases of compensation to retain (bus) staff. Families need the transportation, and some won't sign up if we don't offer it.

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3. Have you looked at back-ups for other transportation? Maybe adding some relief drivers? Donalda mentioned that we are creating a pool and distribute to the areas that are needed.
4. Shari mentioned there are confusing categories that overlap in expenses, e.g. parent services. Angela said that we are limited to the OPK forms. Shari suggested just to use the same language we use for MSHS, as the explanations we have in this OPK form are confusing, or suggested we add clarification to explain the expenses.
5. Q: Differences since last year? A: 748 slots last year, this year 699 slots. This year have duration for 174 slots (only had 100 duration slots last year)
6. Q: The level of detail in the OPK budget is much greater than required by OHS, and OHS doesn't require notification of line-item or center-specific changes. It seems like that is what ELD was concerned about last spring. Do we have a better understanding of what changes we need to tell them about? A: We're working on getting clarification.
7. Last month in July, the OPK budget summary was presented to the Board, but the total amount has been corrected.
 - The Board reviewed the OPK Budget Summary FY 2019-2020 Year 1.
 - Total number of funded slots: 699
 - Duration slots 174
 - Review of the Site and Service workbook
 - Direct services and this year's total budget still the same as last year
 - Total budget \$7,390,983.00

Motion: Shari Lane, Board Chair, entertained a motion to approve the OPK Budget for 2019-2020 year with the corrected amount. Grant Baxter made the motion to approve the OPK Budget for 2019-2020 year with the corrected amount, and Steve Petruzelli seconded. No oppositions, all in favor said aye. The motion passed.

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Motion: Shari Lane, Board Chair called for a motion to approve the OPK Service workbook for the 2019-20 as presented. Steve made the motion, Mark seconded the motion. All those in favor said aye. Motion passed.

ODE - Oregon Early Head Start Budget 2019-2021

The OEHS grant has 14 funded slots, serving 20 families. Socializations are twice a month; we combine this with our MIECHV program. The same employees manage this program. Total budget is \$139,818.00

Motion: Shari Lane, Board Chair called for a motion to approve the OEHS Home Based Program for 2019-2021 as presented, Anna Lee made the motion, and Marta Hanna seconded the motion. All in favor said aye. Motion passed.

ODE Child Nutrition Program CACFP- Child and Adult Care Food Program

Child Day Care Home Sponsors Administrative Budget FY-2020

Donalda reported on OCDC Nutrition program, Home Sponsors administrative budget summary for 138 number of homes that we serve in Josephine, Jackson, Coos, and Curry Counties through the CACFP program.

We've had challenges hiring and retaining the staff and decided to cut some supplies and equipment cost. The administrative budget summary was sent yesterday to the Board. Shari's suggestion was if we know this has to be completed every year, maybe the Board can review a draft earlier. The total budget is \$183,791.74.

Motion: Shari Lane, Board Chair entertained a motion to approve the CACPF Home Sponsors 2020 budget as presented. Patricia Cuevas made the motion; Dan Quinones seconded the motion to approve the CACPF Home Sponsors 2020 budget as presented. All those in favor said aye. The motion passed.

Don mentioned that Fiscal is working on the USDA budget and next month we will send the info to the Board.

Migrant and Seasonal and Early Head Start Grant Budget 2020

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Don presented the Summary MSHS Grant Budget 2020. Don explained various changes under the Notes section, some of these - funds saved with appeal applied to relieve issues due to wage compression, wage adjustments made, centralized mental health, and CO lease renewal (increased lease cost).

Those final increased numbers for wages have been implemented, for bus drivers, teachers, family advocates, and \$600,000 into the counties. Instead of a five year, this is a six-year grant because we are in DRS (Designation Renewal System).

Motion: Shari Lane, entertained a motion to approve the MSHS 2020 Grant Budget as presented. Steve Petruzelli made the motion, Grant Baxter seconded. All those in favor, said aye. The motion passed.

Motion: Shari Lane, entertained a motion to approve the EHS 2020 Grant Budget as presented. Marta Hanna made the motion and Dan Quiñones seconded. All in favor said aye. Motion carries.

Motion: Shari Lane, called for a motion to approve the In-kind waiver of 10% on the MSEHS 2020 budget. Dan Quiñones made the motion, Anna Lee seconded the motion to approve the In-kind waiver of 10% on MSEHS 2020 budget. All in favor said aye. The motion passed.

Agency School Readiness Goals

Rachel Elliot, updated the Board on the School Readiness Goals. These remain the same as last year, the only change is the Goal 8: Children will Develop their Mental Health Wellness. Senses of Identity and belonging, and the child recognizes self as a unique individual having own abilities, characteristics, and interests.

Motion: Shari Lane, called for a motion to approve the Agency School Readiness Goals for the MSEHS and OPK Grant applications, Anna Lee made the motion and Marta Hanna seconded. All in favor said aye. The motion carries.

SAQIP – Self Assessment and Quality Improvement Plan 2019

The Board went over the SAQIP. Juan answered a few questions.

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- Juan informed that Content Area Specialists documented and reported on program citing strengths and concerns in the review, and monitoring team analyzed, and categorized by service area and county.
- Request to spell out acronyms the first time they appear (such as SAMOA– Service Area Monitoring and Ongoing Assessment).
- Requested again that a board member be on the Active Supervision committee. The Board needs to designate someone to participate on the active supervision committee for bimonthly meetings.
- Juan reported that the OCC (Office of Child Care) Licensing specialists provided useful data on the centers according to regulations. One common challenge, was the process for keeping all mandatory staff training records in order. The staff are being trained, but the flow of the records need some improvement. OCDC has hired a Licensing Technician to monitor and support the area of licensing issues.
- SAQIP summary of data and list of priorities to address certain needs were reviewed.
 - Q: Is the training mentioned here a new training or something already out there? A: Already in existence but we’re personalizing to OCDC and classrooms and CLASS Score gaps.
 - Last year had 65% turnover in preschool teachers. Trying to work on recruitment, also trying to simplify teaching job as to non-teaching tasks. It’s a multi-year project.
 - Re under-enrollment, Anna asked if we are reviewing practices to see what’s worked rather than just tossing old practices and starting from scratch? Juan said each center is doing different things. We’re trying to change from “we’re open for business come see us” to “we’re open for business send us your employees” “we’re open for business send us your neighbor.”

MOTION: **Shari Lane, Board Chair entertained a motion to approve the SAQIP for 2019 MSHS and EHS as presented. Mark McDaniel made the motion. Dan Quiñones seconded the motion. All in favor said aye. Motion carries.**

MSHS Grant Narrative, Goals and Objectives 2019

The Board reviewed the MSHS Narrative, Goals and Objectives, and requested changes.

Question, how do we compare to other Head Starts with these numbers? Specific to our goals and objectives? Donalda said we can ask for OPK data, and see what we find in that State report.

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Amendments for Goals and Objectives

Goal 1- Objective 1.G Add the “Public Charge” rule in Challenge(s) (families may be afraid if they qualify for and use public benefits, it will affect their ability to become citizens). We should let them know they can access the food pantries regardless of whether they have or are eligible for food stamps, in the plan for addressing challenges.

Goal 1 – Objective 1.I Add in Family outcomes the Parents framework, the 7 areas of the PFCE framework.

Goal 1 – Objective 1.J Rewording the coaching progression. More clarity in the coaching competencies.

Shari asked if we have told the teachers about the CLASS scores and DRS, and suggested the information should be shared, they need to understand what the stakes are, and they should be allowed to help brainstorm solutions.

Goal 1- Objective 1.B – Sync with teachers improving Class support.

Rachel mentioned that we have been talking with our education staff, the education supervisors and coordinators. We have a plan from year 3 to year 5 with coaching plan, incremental over the years. In 2017 we were much higher, and teachers changed, and we can get that up to baseline. On page 5 is CLASS.

Goal 2 - Building a Committed Board, Policy Council and staff... Add goal of improving the collaboration of ELT with the Board and PC by having Board members and PC reps on core committees. Making sure as a Board we have representation, a collaborative effort. Having major stakeholders with more ideas.

Shari would like to see these more in sync (Strategic Plan, SAQIP, School Readiness Goals, Community Assessment, Employee Satisfaction Survey, etc., and data), adding new changes to the goals. All pulled together explaining all the programs, tracking data, challenges, with the goals, and have it all in one place.

MOTION: Shari Lane, Board Chair called for a motion to approve the Grant Goals and Objectives for MSHS continuation grant 2019-20, as amended in the notes. Grant Baxter made the motion, Mark McDaniel seconded. All those in favor said aye. The motion passed.

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Policy 70.020 Reporting Suspected Child Abuse & Neglect

Donalda reported only a few changes under this policy. We used to have this Child Abuse training within 90 days of hire and now we corrected that within two weeks of new hire. Employees do sign a form that they took the training, and that is filed in the LMS (Learning Management System), where we keep inventory of who is having trainings. This is in compliance with the Office of Child Care regulations.

MOTION: **Shari Lane called for a motion to approve the Policy 70.020 as corrected. Patricia Cuevas made the motion to approve the Policy 70.020 as corrected, and Steve Petruzelli seconded. All in favor said aye. The motion passes.**

Executive Director Report

- Donalda informed on the Office of Head Start letter, dated August 5, and were found to be in noncompliance, due to the child incident that occurred in Malheur County. We have 120 days to respond with corrective action plan, by December 5, unless we ask for an extension. Donalda mentioned that OHS is not calling it a CAP right now, instead is calling it a “non-compliance.”
- Office of Head letter dated August 2, is regarding under enrollment for EHS reducing to 160 slots. Donalda is considering an appeal to consider 168 slots. The partners feel that they can meet the higher slot allocation. We have 30 days to appeal, and 60 days to have a hearing. After 30 days of the hearing, they will let us know the results of the appeal decision. The Board approved the appeal, and asked for a copy of the appeal documents.
- We are now going into the DRS (Designation Renewal System), and we will need to submit a sixth year grant. Later we should have more details and should know who will be awarded for this area.
- We are continuing to strengthen partnerships such as in OPK with new MOU agreement. We are in process of getting the MOU's signed this week in the Multnomah County area.

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- The school in Klamath County is interested in selling the building, and Rod Walker is checking that out.
- **Brooks facility** – Donalda reminded that the Board had approved the Brooks facility in previous meeting. Donalda reported that we are still waiting for some estimates from the bidder, some will be EHS and Seasonal. As soon as we have an idea of what that will be, we can get that information out to the Board for review and approval.
- **Boardman facility** - Still waiting for the Office of Head Start to authorize. They did authorize the 1.5 million. They now need to pull the \$19,526, and we are working with the people in Boardman. Once the funds are released, we will move forward.
- The OPK corrective action plan was submitted to OPK on August 2. Donalda mentioned that there seems to be a misunderstanding that NAYA originated the Multnomah County program, when actually it was OCDC that originated the program.
 - Shari reminded that this kind of document should be submitted to the Board as a draft for review and approval before submitting to a grantor.

Action Items

Juan Preciado, made suggestion in having an electronic folder that the Board can access easily. Place all documents in the file folder, and then Board can open it.

Action: Look into and talk to IT about having a folder for Board documents easy access.

Action: The OPK corrective action plan was submitted to OPK on August 2. Need to send this document to the Board.

Action: ELT, Management should have a shared electronic calendar, and/or Linda should have access to all ELT and management's Outlook calendars, and all grant deadlines and other internal deadlines should be noted on the calendar of the responsible party/parties, with an advance reminder or alert. Request if we are going to get an electronic calendar. We will work on that after the grant submissions; Donalda to discuss this with Linda.

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June 29, 2019 Board Meeting Minutes

Donalda informed that the minutes for June 29 were lost, but recalled that the motions for the office lease and two other items were made.

Action: The Board agreed that the motions were made and approved in June 29, 2019 notes. We will send the notes to the Board with clarification and then can vote by email.

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July 20 2019 Board and PC Meeting Minutes

(Amendment made on 8/24/19 board meeting to the July 20 minutes)

Action: a) The Board and PC requested to have another PC member invited to the Board HR Committee; also a PC rep on the Active Supervision Committee.

b) The Board members need to choose a member to be on the Active Supervision Committee as well.

(As noted. Page 3, July 20 2019 minutes).

Motion: **Shari Lane, Board Chair called for a motion to approve the July 20, 2019 Board and PC meeting minutes as amended. Dan Quiñones made the motion, and Steve Petruzelli seconded. All in favor said aye, the motion passed.**

Next Board Meetings

September 14, 2019 CO Wilsonville. Grant cannot attend, nor Marta or Steve.

- Agenda items: USDA grant, Brooks facility, Audit.

October 24, 25 and 26 Umatilla County - to meet in Milton Freewater. Will send that info out to the Board.

- Travel on Thursday afternoon. Friday visit, have a meeting, and invite teachers to meet with us at lunch.
- Return on Saturday. Anna looking at car pool, can work that out later.

November 16, keep this meeting even though is PC transition Nov 22-24 retreat.

Adjourns

Board meeting adjourns at 3:45 pm.