

**Oregon Child Development Coalition
Board of Directors Meeting
Milton-Freewater, Oregon
October 25, 2019**

The Board meeting began with an Executive Session followed by tour of the Milton-Freewater center in Umatilla County.

Call to Order

Board Members: Shari Lane, Board Chair; Patricia Cuevas, Dan Quiñones, Mark McDaniel, Juan Preciado, Marta Hanna, and Anna Lee.

OCDC staff: Donalda Dodson, Executive Director; Jose Juan Escobar, Director of Quality Assurance

1. Office of Head Start Health and Safety Screener

Juan Escobar reviewed the Health and Safety screener required for Region 10 and Region 12 new five year grants. Juan reviewed the summary report chart and what each section refers to. He further noted this will be part of the self-assessment.

Region 12 Review findings in general from the review:

1. The sign-in and out practices in some sites, mostly when there are irregular sites.
2. Hazardous preparedness, we have fire, active shooter, but some of the larger events such as earthquakes need more structure.
3. Specific training on safety that is required by the State omits some of the items required by OCDC. Some of the areas not covered were discussed.
4. Dan asked if we have involved parents in the community response planning. Were parents trained in CERT? Most people know where the emergency shelters are but need to be assured that our Spanish speaking families are aware. Juan noted we could address that for our safety in our PFCE committee. Anna asked if we have done seismic testing, and if our centers are size metric sound.
5. Other items include Safe Sleep and additional items we require. This is basic in our Region 12 program.

Region 10 Review had very similar conditions:

1. Page 6, 7 show these items like Region 12. Additionally, he noted the ratio of staff to children for two of the Region 10 sites. This was the special request made on behalf of two providers for service to those children 24-36 months of age.
2. One area that needs attention is the sign in processes.

Questions: There are no slots noted on R12 chart? Donalda responded this was just an omission on our part.

- On page 5 Follow up reporting: Who is responsible for the follow up? The Region10 Coordinators are responsible.
- Anna asked, do teachers have access to computers? Yes, in the teacher work area. Anna noted emergency management has many aspects, have we thought about doing activities such as a quiz about what you would do? Juan said each site has an emergency preparedness protocol.

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FOLLOW UP: Juan Escobar will follow up with Facilities to see what they are doing for this issue. What would centers do if there was an emergency? How do we reach out to families, and what is our emergency management?

FOLLOW UP: Have presentation to Board on what we are doing for emergency management.

There are "Certification" documents required to be submitted to the Program Office for each Grant stating these assessments were completed for each site. Signatures were discussed and obtained from the Board.

2. Office of Head Start Governance and Leadership Capacity Screener

Donalda explained the Governance Leadership Screener. This is also a requirement for the new five year grants for Region 12 and Region 10. The following discussion evolved.

1. Donalda noted that we need an ECE (Early Childhood Education) member on the Board. Christyn Dundorf and Dawn Terrill were asked for possible candidates that they know in the field of ECE. Donalda also has a lead for a possible candidate. Anna asked about the requirements for the ECE representative; Donalda explained they needed expertise in Early Childhood education specifically.
2. Shari asked what was a delegate agency and if we had any? Donalda responded they were sub-awardees under a grantee and we do not have any. Juan further added how a delegate would function.
3. Question if Policy Councils signed the Conflict of Interest form each year. The response was yes. Shari noted we missed our Conflict of Interest signing one year.
4. Is there a PC established at the Center level? The response was yes; each Center has a PFCE (Parent Family Community Engagement) Committee.
5. Shari asked what is an Advisory Committee? Juan read the HSPS (Head Start Performance Standards) definition and Donalda described like an Ad-Hoc Advisory group. OCDC had thought of such a group for Resource Development but has not created one.
6. Shari noted the Board does not approve PC Bylaws. Donalda noted that the Board accepts/receives the PC Bylaws. Juan further supported the oversight via the Board.

There was discussion on signing authority and how documents need to be clear and how each word and punctuation mark has significance. Sometimes wording may be poor but if it is in the law we need to make sure we are meeting the requirements inherent in each item.

The Board needs to acknowledge they have completed the Governance Screener and submit the form to the Federal Program office, and form needs to be signed.

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3. Corrective Action Plan

We received from the Office of Head Start our 90-day extension, and the due date is now March 9, 2020. We have a second draft, and T&TA consultants gave us input on what to include and outlined key areas. Juan and Donalda discussed the consultation visit with T&TA, and talked about the draft to give information on OCDC plan for the call next week. Talked about intentionality and what that means, and how it relates to changing a culture. There was discussion on redundancies and how to maintain attention to those practices; as well as structural issues such as buzzers, gates being okay with Fire Marshal. Emphasized the culture change striving towards and the behaviors that requires.

Shari asked if we have asked all the staff for their ideas? The plan includes that Program Directors make this part of their regular meeting. The example shared of Washington County where staff had identified items that needed to be addressed and they were working on the solutions. Juan gave example of this in Marion County, where staff noted activity table close to the door which caused opportunity for running out the door, so moved table to back of room, decreasing temptation and opportunity for unobserved leaving the room. Juan shared that the SHARPS program specifically evaluates management's engagement of staff on safety issues.

Shari noted this should be included in the Corrective Action Plan, and that she would like the Board to see the plan before the final one is submitted. Patti Cuevas, Board member, and Lilia Gutierrez, PC member, will continue their involvement in the Active Supervision Committee who are overseeing the work on the Corrective Action Plan. Shari asked for updates to the Board after each committee meeting.

Action: **Juan Escobar can post link to the committee minutes for each meeting.**
Corrective Action planning call with OHS, Dr. Waleska L. Davila is next Tuesday at 11 am.

4. DRS (Designation Renewal System) Preparation

Donalda shared that we will be in the 2020 cohort according to OHS, Sandra Carton, but nothing official yet. We submitted a 6th year application grant for 2020. We also included a six-month budget for the first half of the year should the FOA (Funding Opportunity Announcement) be released and the Grants reviewed for a funding beginning July 2020.

There is not a draft FOA so Donalda pulled the FOA for Washington State Migrant and Seasonal program (Inspire), to get an idea of what they will be asking us for. Shari asked to see that document, Donalda will send it out. Some of the key things include: evidence of community involvement, letters of commitment and support and they want to see evidence on what the parents have to say about their interests and how OCDC has met those. There are two Migrant Seasonal programs in this 2018 cohort and five in 2019. The July timeline is problematic due to the middle of cherry season but we are doing business as usual.

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Shari noted the Board should be involved in planning for the possibility if another grantee would finish the Wasco program. Donalda mentioned the big issue is staff. The Federal entity would be sure the services to children is covered. The new grantee would provide those services and need most of our direct service staff. Shari noted ELT and the Board need to plan for the rest. Anna asked if we could get back-up funding. Donalda responded that many grantees have gone through this process and gotten their grants back, and no other funding is out there.

ELT will be discussing this soon, Donalda said we just needed a little more information to discuss. Shari noted OCDC is a large organization and in her experience if management shares with staff early rather than later we have better support and we trust that staff will stay around. We would hope to not have last minute notification. Donalda agreed we want to be open and strategic in our response. Program Directors are collecting best practices, getting community partners lined up for letters, and preparing for input into the grant writing process. We are exploring obtaining a Grant reader and have our Grant writer preparing.

5. Region 10 EHS-CCP (Early Head Start Child Care Partnerships) Grant Appeal

Donalda reported that we were successful in the appeal! No funding cuts. We are still at 170 slots. It was a struggle to maintain enrollment due to partner turnover and the teen program. We are emphasizing with our partners the maintaining of enrollment. Anna asked if we lost any funding? Juan responded not for this current year.

6. PIR Summary (Program Information Report) MSHS, MSEHS, CCP

- Donalda presented and explained the PIR summary- Migrant and Seasonal Head Start and Migrant Seasonal Early Head Start, Child Care Partnerships.
- Discussed the homeless numbers.
- It was noted that ethnicity report is a little different this year when looking at OPK.
- Race and ethnicity is a little confusing to parents and staff.
- Shari asked if anything the BOD could do to address the issue of under enrollment on a monthly basis, like give money back when we have really over served in accumulative. Juan responded that flexibility is at the discretion of the State.

7. Board Self-Assessment

Donalda shared the three tool assessments with the Board and explained there are several ways to do this. The self-assessment tools have areas we might want to use but each tool may not individually meet the Board's interest. Shari noted it might be better to use bits and pieces from each.

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Action: Shari will work on this and ask the Board Members to provide their input, and will then consolidate and send to Linda. The tool will be ready for the November meeting.

8. Board Resolutions

Donalda informed the Board that back in 2012 OCDC entered into a NMTC (New Market Tax Credit) funding program. Our seven years are up, and we are now ready to dissolve this program that was very successful. The remaining mortgage will move over to the US Bank. OCDC would like to formalize the transactions with the proposed resolution. Legal counsel suggested we do this although it is not a requirement. The resolution acknowledges Donalda's signing authority.

MOTION: Shari Lane, Board Chair, requested a motion to approve the resolution of the Board of Directors of OCDC Inc. as presented with corrections. Juan Preciado moved for the approval of the resolution of the Board of Directors of OCDC Inc. Mark McDaniel seconded the motion. Motion carried unanimously.

Other

Shari Lane shared a happy moment. A story of her client who she found out currently receives OCDC service and who was extremely pleased with OCDC. Dan also shared a story of support.

- Marta Hanna made the recommendation from (NMSHSA) National Migrant Seasonal Head Start Association about making a statement on the separation of families. Shari mentioned the need to be mindful of Hatch Act.
- Amendment on 11/16/19: Regarding Separation of child/families, Shari Lane supports the idea of making a statement and sending to the Board for review.

9. Board Minutes Approval of May 31, August 24, and September 14, 2019

MOTION: Shari Lane, Board Chair, requested a motion to approve Board minutes from May 31, 2019 as amended. Juan Preciado moved to approve Board minutes of May 31, 2019. Seconded but Patricia Cuevas. Unanimously approved.

MOTION: Shari Lane, requested a motion to approve the Board minutes of August 24, 2019 as amended. Anna Lee moved to approve the Board minutes of August 24, 2019; and seconded by Mark McDaniel. Unanimously approved.

MOTION: Shari Lane, called for a motion for the approval of the Board minutes of September 14, 2019 as presented. Mark McDaniel moved for the approval of the Board minutes of September 14, 2019, and seconded by Marta Hanna. Motion carries unanimously.

Follow up items: Shari to send action list to Linda and include the Board evaluation.

Next Board meeting: November 16, 2019 in Wilsonville office.