

Oregon Child Development Coalition
Board of Directors and Policy Councils Meeting
July 20, 2019 at 9:00 am PT Wilsonville, Oregon

Call to Order – Shari Lane proceeded to call the meeting to order at 9 am. Roll call was done.

Board Present, Shari Lane, Board Chair; Juan Preciado, Board Vice-Chair; Grant Baxter, Patricia Cuevas, Dan Quiñones, Steve Petruzelli, Mark McDaniel, Marta Hanna, and Yessica Guerrero. Board quorum established.

Policy Councils, MS/EHS/HV – Julieta Ochoa, Karen Zavala, Angela Cisneros, Huber Sandoval, Brigida Lopez, Rosalba Rosales, Marta Hanna, Matthew Middleton, Reyna Lopez Surita and Rebecca Chavolla. Quorum established.

OPK/EHS/HV – Lisa Palacios, Roselia Ezpinoza, Koa Gabric, Yessica Guerrero, Jenny Dominguez, Mary Strock. Parent Leadership Team – Lilia Guerrero

Staff, Donalda Dodson, Don Horseman, Juan Escobar, Rachel Elliott, Walter Kalinowski, Emily Wood, Karelia Harding, and Linda Torres

Mission Moment

Donalda shared a Mission moment. A child at one of our centers had a severe toothache and mouth pain. The staff could not reach the parents. Staff contacted the local clinic, and instead of taking the child to the dentist, the dentist came to the center to see the child, treated her for an abscess, and made plans for follow up care. This is how the community works with our agency.

Recently at another center, several families arrived too late to work and missed the crops, so they had no source of income and needed food and formula for their babies. OCDC staff went into action and the community responded in force. By the end of the day, there was a truckload of food, diapers, and formula for these families. And this is what OCDC is all about.

OCDC 2019 MSHS Goals and Objectives

Donalda updated the group on the 2019 Grant Goals and Objectives.

- This is the summary taken from the strategic plan. Donalda went over the six goals and objectives. The activities that we are doing with parent engagement and our trauma informed work is all integrated. We want to assure, equity and positive behavior is integrated with those concepts as well.

Oregon Child Development Coalition
Board of Directors and Policy Councils Meeting
July 20, 2019 at 9:00 am PT Wilsonville, Oregon

- One of her desires is a music program, but currently using the dollars to enhance the resources we have.
- Effective communication - trying to figure out how we can improve our communication, struggling with articulation. Always working on this.
- Each of these have an action plan, and we identified how this would evolve for the next five years.

Shari asked how were these goals completed; were they formed from the input of the Strategic Planning session in March and if the SP committee was involved. Donalda said that the committee did address the issues of the SP but had confusion, and we placed some of these in objectives. Afterward, the committee did not continue to meet. She thought we were to wait until the Fall.

Board members requested that the HR Committee, Board, and PC continue to be involved in the plan. Donalda will schedule a meeting with the Strategic Plan committee to go over these goals and objectives. After the committee review these, come back with recommendation to the Board, and then the Board would like to sign off before it's completed.

Action: A meeting will be scheduled in August with the Strategic Plan committee to go over the goals and objectives.

School Readiness Goals MSHS Updated 2019

Rachel Elliot, gave a synopsis of the agency school readiness goals.

- There are seven goals and the objectives. She went over the teaching strategies of each, development and learning domain that correlate with the goals, HS Early learning outcomes, and Oregon Early learning guidelines.
- The counties each do their own data, and they come up with the goals. Data sources that were used to inform the SR goals were listed.
- Talked about the transition planning to kindergarten. Goal 7 refers to the connection of children and families with local schools, the collaboration with public schools. We advocate to what their need is, and how to build the capacity and help and support during the transition.
- Parents shared their story, on how they are doing every day. That is part of developmentally goal setting to prepare for school readiness. Rachel mentioned,

Oregon Child Development Coalition
Board of Directors and Policy Councils Meeting
July 20, 2019 at 9:00 am PT Wilsonville, Oregon

again building capacity for our teachers, not only building the capacity supporting children, and what rights and advocacies need to happen.

The Policy Council shared their thoughts on seeing more frequent child incidents, and talked about the how the teacher is affected, and referred to having the Director of that center being also responsible for an incident.

Donalda informed that we have systems in place, we encourage all staff to report these. The safety of the children is the priority, and active supervision is an increased aspect. HR department does a thorough investigation and the disciplinary action process.

Action: Donalda will take this topic to HR to discuss at the HR committee and go over the procedures on this issue.

(Amendment Board made to the July minutes)

Action: 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; and the Board members need to pick one to be on the Active Supervision Committee as well. (As noted. Aug 24, board minutes).

Community Needs Resource Assessment

Donalda informed on the Community Needs Assessment, Executive Summary and Program overview. There is a great deal of data in this assessment to give us an idea of what are the needs in the community, and where the resources are for the Oregon Early Learning program and Migrant and Seasonal Head Start. *Copies were give out.*

- In the program overview, there are highlights of program options, cost per slot, and increases to program allocation in the 2019-2021 biennium as well as Head Start eligible families throughout Oregon.
- Oregon Demographics and population trends. Race and ethnicity, Hispanic or Latino populations by county.
- Oregon Economics and Agriculture, labor and housing
- Oregon Child welfare and Child Care
- Early Childhood workforce

Oregon Child Development Coalition
Board of Directors and Policy Councils Meeting
July 20, 2019 at 9:00 am PT Wilsonville, Oregon

Financial Report

Steve Petruzelli informed that in the July Finance call, he went over the Financial statements as of April 30, 2019; Results by funding source, and May 2019 Enrollment report. A brief update on hires, and the next upcoming grants. Enrollment is further along, and that is a good sign. No concerns.

- Don mentioned that Fiscal had 4 hour meetings with the Program Directors, and go over specific issues and items for each of the counties.
- Don presented and gave out copies of the MSHS full grant application from last year grant period 2018 as requested. Included Office of Head Start letter of grant funding application with submission requirements. The MSHS grant application for 2019 is due October 1st. In August will come back and present the final MSEHS budget.

2019-2020 OPK Grant Budget Summary

Don Horseman informed that the OPK grant is due at the end of August 2019. ELD provided us with the new amount for this grant period, through the State of Oregon grant agreement starting in July 1, 2019 through June 30, 2020. The contract agreement was presented to the Board, and is for the grant that provides funding for OPK programs administered by OCDC. Steve reviewed this at the Finance committee meeting. The grant manager for ELD, Michael Connor, Program Specialist; and OCDC grant manager Donalda Dodson, Executive Director. The agreement has to be signed by OCDC authorized representative.

Action: Shari Lane, Board Chair will sign the State agreement.

2019-2020 OPK Budget Approval

The Board proceeded to make a motion. Board Finance Committee made the recommendation for the Board to approve the 2019 OPK grant budget as presented. The total of the OPK grant is \$7,382,775. *Summary budget included.*

Motion: Shari Lane, Board Chair, called for a motion to approve the 2019 OPK grant as presented. Steve Petruzelli made the motion to approve the 2019 OPK grant as presented, Mark McDaniel seconded the motion. All those in favor said 'aye.' The motion passed.

Oregon Child Development Coalition
Board of Directors and Policy Councils Meeting
July 20, 2019 at 9:00 am PT Wilsonville, Oregon

OPK Policy Council proceeded to make a motion.

Motion: **Koa Gabric, President of the OPK/EHS/HV State Policy Council, called for a motion to approve the 2019 OPK grant as presented. Lisa Palacios made the motion to approve the 2019 OPK grant as presented, Yessica Guerrero seconded the motion. All those in favor said ‘aye.’ The motion passed.**

Self- Assessment Summary and Quality Improvement Plan-QIP

Juan Escobar presented a summary of the 2018-2019 self-assessment and quality improvement priorities. He informed that a detailed SA and QIP will be presented in August Board meeting for final discussion and approval. *Self-Assessment outline included.*

Shared the best practices, and five priorities for improvement. Some examples of best practices, success and strengths:

- Excellent implementation of dual language model
- Follow up on absences is completed within two hours
- Record keeping and reporting system was error free
- Center is welcoming to parents and staff
- Improved percentage of children with disabilities – over 9%

Top five priorities for Quality improvement:

1. To achieve Full enrollment
2. To maintain Active supervision
3. To improve Classroom management
4. To increase CLASS scores
5. To improve Retention for classroom staff

Active Supervision / Building Security

Ref.: Personnel Policy and Procedure 10.090 Safety Management System

Juan reported that the Policy referenced is important for the safety of the children and staff, and that the building remains secure at all times.

Oregon Child Development Coalition
Board of Directors and Policy Councils Meeting
July 20, 2019 at 9:00 am PT Wilsonville, Oregon

- Juan reported that there are no incidents at this time. As we continue to implement the corrective action plan, one of them is signing in and out upon entering and leaving the building which include the date, time in and time out.
- Identification -ID badges in terms of supervising children. All employees and visitors will be issued badges. They need to be worn and clearly visible. All parents who are dropping off or picking up children will be issued classroom passes instead of badges.
- All staff will be trained on their county specific plan.

The Policy Council moved to TR-2 after lunch, and continued with their business meeting.

Child Sexual Abuse Prevention Training Overview

Walter Kalinowski, HR Director and Emily Wood, e-Learning Developer, gave a Power Point presentation. It correlates to our active supervision.

- This is a new training that will be provided to all staff as a requirement. We are coaching staff for the training. We had partnered with an outside agency and worked on a training for OCDC staff, about how to be aware of certain behaviors, a sensitive but a good training. We are going to coach staff, and OCDC will do the training; we will also make it into an online training.
- Emily talked about the Coaching committee that has been meeting about 2.5 years. The model includes high performance, rated by observations and evaluating staff.
- We look at staff performance in the coaching model, by assessments, trainings and developing those skills. Someone who is producing on a high level, we see that skill set, and see where that competency is. We have 10 competencies.
- Impressive successes, in Polk County had impressive scores, and got the highest score competency based interviewing.
- In Education area, Rachel Elliot is the Coach and also staff get her expertise as Early Childhood Education Lead.

We define Coaching as: Identify competencies, validate competencies, establish tools for assessing levels. Offer resources; trainings, to be successful as supervisors.

Oregon Child Development Coalition
Board of Directors and Policy Councils Meeting
July 20, 2019 at 9:00 am PT Wilsonville, Oregon

Executive Director Report

The Executive Director report was emailed and given out to the group.

- Donalda reported on School Readiness call with Program Specialist of OHS, and essentially went over the SR agency plan.
- Still working on documents and paper work for the Boardman building funds. Seems that we have the funds, it is just getting them released and doing the required steps.
- We received the OPK monitoring report. Copies was sent to the Board. There are several areas to be corrected and we are working on a corrective action plan that is due August 3. Shari asked if Donalda would resend the confirmation for OPK action plan, just to make sure due August 3rd.
- We will send a copy of the OPK corrective action plan to the Board as soon as submitted.
- Donalda also gave out copy of the request DRS status sent in July.
- Donalda reported that Klamath Tribes has supported a remodel at their new early learning facility to accommodate our OPK classroom. We are working on lease agreements.

Next Board Meeting

Next meeting is Saturday, August 24, 2019.

Adjourns

Meeting adjourns at 2:45 p.m.