

Oregon Child Development Coalition

Board of Directors Meeting - May 31 2019 - 9:00 am

Marion County – Settlemier- Woodburn Center

Board present, Shari Lane, Board Chair; Steve Petruzelli, Juan Preciado, Grant Baxter, Dan Quiñones, Anna Lee, Mark McDaniel, Marta Hanna, and Yessica Guerrero. Quorum established.

Staff, Donalda Dodson, Juan Escobar, Steven Broncheau, Herberd Duran, Don Horseman, Angela Gomez, and Linda Torres

Settlemier Center Tour- Amy Kelsey and Alma Mendez, Site Coordinators, gave the group a tour of the Woodburn center. The Board members saw the toddlers in classrooms, teachers, and talked to kitchen staff, who prepared the lunch. The Marion County staff were very cordial and welcoming.

The Woodburn staff gave out notepads and pens, and a booklet about the programs that this center oversees and provides. Information on children and services in Marion and Clackamas counties. The Board was very appreciative.

Resource Development Manager

Donalda introduced Steven Broncheau, new Resource Development Manager. He comes with a great track record, experience in fundraising, but in HS is called Resource Development. Steven has worked in non-profits as development officer, doing fundraisers, social media, newsletters, grant writing federal funding and private grant writing. He is father to a 16-year-old son, lived in Salem and was born in Germany, and has dual citizenship. Donalda said she is extremely excited to have Steven with us. He will be coming to talk about the Foundation and fund developing issues. The Board welcomed Steven to OCDC.

Executive Director Report

Donalda informed that she was appointed to the National Advisory Council on Migrant Health, and had the first meeting May 22-23. This involves two meetings a year and recommendations are made to the Secretary of HHS about Migrant Health.

Debrief Dr. Waleska L. Davila Visit

A sample agenda of Dr. Waleska's visit on May 8 was given to the Board. Dr. Waleska had positive things to say about our program, she said the program is so good, and the staff are knowledgeable. She rode a OCDC bus and enjoyed the bus drive, interacting with staff and children. She was impressed with the Yamhill location and the playground, this was the

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project for Region 12 EHS-CCP, as she had seen it originally when it was under construction. She will report on her observations.

Update on OPK

We now know the amount of funds to be returned to the State for OPK, but have not received all the details yet. We will keep the Board updated.

As part of the OPK monitoring review process, ELD wants to meet with the Board. There is an email from OPK Program Specialist, with dates and times to meet with the Board, of June 10, June 11 and June 12. There will also be a meeting with OCDC leadership in Wilsonville.

Action: Copy of the dates and times were given out to the Board. They will let Linda know the dates preferred and who will be in the ELD meeting.

EHS grants - Donalda informed that there has been a lot of grant writing for EHS grants and Preschool Promise. Hopefully these grants for Region 10 and Region 12 are going out today.

OCDC Regional Conferences – We completed the five 2019 Regionals trainings, members Mark, Marta, and Yessica, attended and shared that the conference had good information on coaching, and input on interaction of parents with their children. Donalda said that the staff demonstrated total engagement, and did a great job. We have plans for a follow up, our challenge is to reinforce the coaching tool and other insightful materials.

Child Care Needs - Sky Lakes Klamath Medical center, is interested in child care and asked OCDC if we could help; they want to partner a non-profit partner to bring the child care for employees. They are talking about 100 slots, this would be for MS Head Start and OPK; Sky Lakes medical are aggressive in community development said Mark.

The City of Albany cannot continue providing child care, and looking for having the service but not provided by them. OCDC will explore the possibilities.

Report on Unattended Child, Quarterly Report, Juan Escobar

- Juan presented and gave brief report on the Active supervision and Safety report.
- OCDC follows the Safe and Health Initiative from Head Start.
- Presented observation and assessment tools, and
- Health and safety screener
- Keeping the child safe in the classroom

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- Talked about what are common trends, and what we are doing as an agency.
- There are a total of 63 grantees that run Migrant and Seasonal EHS programs, 25,000 combined funded slots.
- OCDC has 2940 of the migrant slots, makes us 11.6 percent of the whole country.

There is data on injury reports, not on unsupervised child incidents (Donalda asked and was told no data). Over 10 years, there have been 2,500 investigated incidents in all centers, 107 of which were at OCDC (4%). Since OCDC represents 11.6 of all (migrant and seasonal) care provided throughout the whole country, our number of incidents are below average. The number of investigations into migrant grantees last year was 11, OCDC was 1 of those, we definitely are below the average. Since 2017 there were child deaths reported, and the media attention was on child care. The rules are much tighter now, so any injury has to be reported, any resulting in need to be treated that involves a health worker, as well as unsupervised child incidents. The incidences that we have had reflect a breakdown of the procedure that we set.

There was a question about the staff having mentioned that they were not aware of the procedures for when they first realize a child is missing, and the question was whether there is a standard procedure or does it vary by center? Juan stated that there are practice guidelines. If for any reason, there is a lot of confusion, for safety we can specify a lockdown. The Board mentioned that maybe some kind of alarm or bell systems when a door is opened would be helpful at centers. The supervision, safety of children is important for OCDC. Shari reiterated that the Board would like to be involved in problem-solving would like to have representation on the committee, and also suggested collaborating with center staff and PC for brainstorming ideas. Juan will keep the board updated.

Financial Report May 2019

Steve Petruzelli reported that the fiscal committee had met on May 22, and did a quick review of the financials. Don and Angela gave out copies of:

- Fiscal report 5/22/19
- Results by funding source report summary
- Projective funding for 2019
- Summary of all funds as of March 31, 2019
- December 31 2018 results by funding source updated
- Financial statements as of March 2019/2018 were sent out.

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The Region X and Region XII grant were posted today, are due June 1. Preschool Promise grant was also submitted.

Don went over the March financial statements, current assets, revenues and expenses. Primary concern for 2018 is enrollment in Migrant and Seasonal program.

Don also mentioned difficulty with certain programs (OPK, USDA) that pay after the fact rather than in advance (like OHS does) – that can create a cash flow problem.

Action: Donalda mentioned we will add the grants timelines/ submissions dates to the Board Development Calendar.

Don will be sending out the schedule for the Finance Committee Meetings, phone and video conference for those; and Grant Baxter would like to attend on the video conference from Ontario. Linda will set those up. Steve said meeting minutes will start being taken.

Audit Report 2018, Steve Petruzelli

Steve reported that the Audit conference call took place May 14. The Audit committee call was chaired by Bob Coen, Volunteer consultant. Those on the Audit committee are Bob Coen, Steve Petruzelli, and Shari Lane. The meeting was about the engagement letter. Basically the letter informs the activities that Kern and Thompson, Auditors are contracting to perform the audit. They also look into the grants and make sure the agency is in compliance. The audit will begin on June 17, 2019 in Wilsonville, and we will possibly receive the results in September.

Quarterly HR Complaint Report, Herberd Duran

The quarterly report is mainly from January thru March 2019. The last one was presented in February, just a reminder there have been no complaints as of January. We go through all the details with the Board HR committee when there are any employee complaints. The purpose of having a running report is to see if there is a pattern.

Regarding a question about the Union, Herberd said that they already voted in Marion County, barely passed and the County is divided in half. 90 percent of the people voted. We are beginning negotiations and introductions. LIUNA, is the union.

Union is challenging the disciplinary action from the issue with the child incident.

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Board Minutes April 27th - Linda will send out an email vote for the Board minutes of April 27th.

Next Board Meeting June 29, 2019

Shari noted that on June 29, we have the Implicit Bias training, with Board and ELT. After that we can look at any business items. This will be an interesting training on inclusiveness and equality. Anna is excited for the training; we want to be raising people's awareness.

Adjourns

Board meeting adjourns at 2:30 pm