

Oregon Child Development Coalition

Board of Directors Meeting Saturday, September 14, 2019

Central Office, Wilsonville

Roll Call: Board Chair called the meeting to order at 9 am.

Present, Shari Lane, Board Chair; Juan Preciado, Anna Lee, Dan Quiñones, Patricia Cuevas, and Mark McDaniel

Staff, Donalda Dodson, Executive Director; Rachel Elliot, Early Childhood Education Specialist; Juan Escobar, Director of Quality Assurance; Ambrosi Bowman, HR Generalist; Herberd Duran, Employee Relations Manager; Don Horseman, Director of Financial Services; Angela Gomez, Fiscal and Grants Manager; and Linda Torres, Senior Executive Assistant

OPK Child Outcomes Program Report 2019

Rachel Elliot reported on the OPK Child Outcomes data. This reports influences the School Readiness goals and plan that was approved at the last meeting. OCDC served 773 children in the OPK 2018-2019 program year. OPK children are served in five counties: Jackson, Klamath, Marion, Multnomah, and Washington.

- Quantitative data aggregation methods were used to acquire strengths and quality improvement areas in the agency and OPK program.
- Child Outcome data sources used the My Teaching Strategies and Classroom Assessment Scoring system.
- Agency School Readiness plan goals to support areas of need were presented.
- OPK Data aggregation charts Social and Emotional expectations shown.

The Board thanked Rachel for the report and accepted the OPK Outcomes Report.

Policies Supervisor/Employee Conduct Policy 70.060

Ambrosi Bowman presented the Policy 70.060. This policy clarifies the roles and responsibilities of supervisors. We changed the language to maintaining a respectful work environment. Setting boundaries for personal relationships between employees, including supervisors, to prevent any conflicts of interest or favoritism in the workplace.

- Mark made a few suggestions to some of the wording in the policy. Ambrosi will make the changes.
- There was also a suggestion to highly recommend that supervisors not connect with employees on social media.

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Motion: Shari Lane called for a motion to approve the Supervisor/Employee Conduct policy as edited. Juan Preciado made the motion and Patricia Cuevas seconded the motion to approve the Supervisor/Employee Conduct policy as edited. All those in favor said 'aye'. The motion passed.

Health Requirements Policy 20.110

Ambrosi reported that this is an update to our process, focusing on communicable diseases. Physicals will be required depending on the requirements of the job. OCDC follows the HS Performance Standards. Explained the procedures required by the State and federal health requirements. Mark suggested edits and wording, and will give these to Ambrosi.

Motion: Shari Lane entertained a motion to approve the Health Requirements policy as edited. Anna Lee made the motion, and Mark McDaniel seconded the motion to approve the Health Requirements policy as edited. There was no discussion. All those in favor said 'aye'. The motion passed.

Employee Relations Report Log

- Herberd Duran informed that the essence of the report, is type of complaint, how many complaints, required investigation, and the outcome. The report is from April to August 2019. We have received less complaints. Copies were presented to the Board.
- Shari would like to see another column of time from complaint to closure, it would be helpful to see what the timeline is.
- There are 1200 total employees. In 2016 prior to our employee survey, Herberd went out to all counties, to talk to employees about the values of the organization. The message of respect was consistent across the board, employees, supervisors and managers.
- The Board thanked Herberd for the report.

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ODE-Annual CACFP Budget FY 2020

Angela Gomez reported on the Annual CACFP Budget 2020, this is for program expenses, food cost and revenue, the CACFP increases and updates with current years cost. OCDC has been operating this program as part of the Head Start program to feed the children.

- Question on what is current percentage? Expectation will be at least 50 percent of the funds.
- What are the main issues that have been found when we had findings? Accuracy of the report and meal count, a five-day reconciliation. We need to make sure of the consistency on meal counts, but we got behind schedule on our reviews.
- The staff person has their calendar, it's on the system that we send to ODE.
- We tie enrollment to the meal count. Number of meals served and number of children.
- The schedule A is the CACFP income and non-program funds, the schedule B operating costs County level, and Schedule C is the administrative costs Central Office.
- The last page is the Budget summary and the Grand total is \$2,999,306.25. This budget is due on September 23rd. Board Chair proceeded to entertain a motion.

Motion: Shari Lane, Board Chair entertained a motion to approve the Annual CACPF Budget Summary 2020 as presented. Patricia Cuevas made the motion, and Dan Quiñones seconded the motion. No other discussion. Those members in favor said aye, the motion passed.

Brooks Facility in Marion County 2019

Angela informed the Board that when the Duration proposal was approved in 2018, it did include the renovation to the Brooks building; however, one of the things that is needed now is to have the Board identify in the motion the renovations presented for the Brooks facility. The Board approved the MSHS 2019 Duration Services budget proposal during a conference call on November 28, 2018.

The Board Chair proceeded to entertain a motion.

Motion: Shari Lane, Board Chair, entertained a motion to affirm that when the Board approved the Migrant and Seasonal Head Start Duration proposal on November 28, 2018, the Board specifically identified the

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appraisal and the details of the renovations of the Brooks facility in the amount presented. Mark McDaniel made the motion; Juan Preciado seconded the motion. All those in favor said aye, the motion passed.

Copies of the Migrant Early Head Start Duration costs were included for the Board's review.

Active Supervision Update

Juan Escobar reported on the Active Supervision Committee planning. The committee met on September 6, 2019 to coordinate the planning of key projects: Corrective Action plan, Health and Safety Screener, and the 2019 Self-Assessment. Copies of update given out.

The Active Supervision committee meets on the second and the fourth Monday of the month and time 10:30 to 11:30 am. The next meeting is scheduled for October 7th. Patricia Cuevas said she can participate as Board rep on the committee.

Action: **Patti said she can participate on the committee. Juan will send her the information and dates for the meeting.**

Corrective Action plan – This is for the incident in Ontario last February. The team discussed that more clarification is needed from the OHS, the document is due in early December. If OHS want to see the results of Ontario, and the action plan for the State, need to request an extension.

Health and Safety Screener – For the Region 10 and 12 grants, as part of the new 5 year cycle the Office of Head Start requires a Health and Safety Screening to be completed at centers within the first 45 days of program. These are very similar to the Self -Assessment document, and the committee agreed to merge the two documents and accomplish both objectives.

Action: **Add the Corrective Action plan date deadline of December and the H&S screener dates to the Board Calendar.**

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Executive Director Report

Donalda gave a brief report and copies were given out to the Board members.

- Donalda reported that we have been tracking enrollment to make sure we are at the 97 percent numbers. We were 81% at the end of August.
- Region 12 and Region 10 EHS CCP grants as Juan mentioned previously, have requirements that grantees must comply with for the program period.
- Health and Safety screening, has to be completed within 45 days of start of the program. Complete a certification of compliance with OHS health and safety requirements within 75 days of start of the program.
- The other requirement is the Head Start Governance, Leadership and Oversight Capacity Screener; a screening conducted and a training plan developed within 75 days of the start of the program.
- These need to be completed by the Board and the Policy Council, and then signed by Board and PC.
- In October we can collectively go over these OHS practices. Donalda gave out copies of the OHS Governance screener questions.

Action: The Board will complete the governance screener. Donalda to send out the electronic version. In the October meeting the Board will go over the governance practices.

OHS Letter of Response CLASS Review Results

Donalda gave out copies of the response Letter of Class Results that OCDC received dated September 12, 2019. They stated that they found no concerns in the observation and methodology is valid, and they use consistent protocol when conducting CLASS observations. They added the CLASS observation guide.

Action: Donalda will send out to Board the Sept 12 CLASS response letter electronically.

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Board Minutes August 24 and May 2019

Shari mentioned she has some changes to the August meeting minutes. Shari will send out the changes to Linda; and the Board can have an email vote, for August and for May board minutes.

Audit 2018 - Don reminded the Board that we need to get the audit approval by the Board by end of September. We will schedule an Audit committee call and Board conference call.

Next Meeting October 25 in Umatilla County

- The Board agreed to have meeting Friday, October 25 in Umatilla County, and to meet in Milton-Freewater.
- Oct. 24 travel to Milton. Some will drive, others fly.
- **Oct. 25 - Visit center in the morning, seeing kids, and having lunch and visit with teachers, if possible. Oct 25 - Board Meeting in afternoon.**
- Oct 25- 26 - Some returning Friday evening. Others returning Saturday.

Board Business meeting adjourns at 1:00 pm

Board entered into Executive Session – Personnel discussion