

Oregon Child Development Coalition
Board of Directors Meeting November 16, 2019
Wilsonville, Oregon

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

Staff – Donalda Dodson, Executive Director; Juan Escobar, Director of Quality Assurance; John Avalos, ERSEA Supervisor; Don Horseman, Director of Financial Services; Angela Gomez, Budget and Grants Manager; Walter Kalinowski, Director of Human Resources; Herberd Duran, Employee Relations Manager; Steven Broncheau, Resource Development Manager; and Linda Torres, Senior Executive Assistant.

1. Selection Criteria Summary, Juan Escobar and John Avalos

Juan Escobar introduced John Avalos, ERSEA Supervisor. John moved from Los Angeles, and now back to OCDC. He previously was in Washington County working closely with community partners and families. John Avalos is now the ERSEA Supervisor, in central office and is working on the Selection Criteria and Community Assessment.

The Selection criteria was approved by the Policy Councils yesterday. The common elements of all the criteria handouts provided: Income and family size that determine federal poverty level and priority, age of the children, foster care, homelessness, or public assistance, and disabilities. The last approval of the Selection criteria was made in March. Criteria summary and handouts were included and presented as follows:

- Selection Criteria that impact OPK programs – Jackson, Klamath, Marion, Multnomah, and Washington counties
- Selection Criteria that impact Migrant and Seasonal program,
- R10 EHS Child Care Partnerships, and
- Home Visiting programs OEHS and MIECHV.

Motion: **Shari Lane, Board Chair, called for a motion to approve the Selection Criteria as presented. Anna Lee made the motion to approve the Selection Criteria, Grant Baxter seconded. All those in favor said aye, no oppositions, the motion passed.**

2. Financial Report – Don Horseman; Angela Gomez

The following documents were sent out via email to the Board. Don gave updates.

- Results by Funding Source Report MHS/EHS Summary
- All Counties MHS Report - As of August 31, 2019

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- All Counties EHS Report - As of August 31, 2019
- Report Enrollment Report
- Summary of major grants
- Don talked about the transition and challenges from Fundware to Financial Edge Accounting Software.
- The conclusion of the mortgage loans – Brooks and Enterprise, OCDC and QALICB (Qualified Active Low-Income Community Business), under the New Market Tax Credit. OCDC ended this part of the funding plan and having met all the obligations and audit reports.
- OPK All Counties report as of August 31, 2019
- OEHS 2019-2020 report

The Finance Committee held a meeting on October 30. Steve Petruzelli gave updates of the meeting and various documents. In discussion with the finance staff about the situation with competitiveness in staffing – hiring teachers, bus drivers and other positions that continue to present a problem. Steve suggested that this issue be brought to the attention of the Board.

Motion: Shari Lane, Board Chair called for a motion to accept the Financial Report as presented, Patti Cuevas made the motion and Yessica Guerrero seconded. All those in favor said aye. The motion carries.

3. Human Resources Report, Herberd Duran

OCDC Policy 30.030 Work Hours and Pay Practices

- Herberd presented the Work Hours and Pay Practices Policy. This policy talks about the work schedules and number of worked hours. Explains the employee’s rest breaks for appropriate meals and also the lactation breaks of employees, that consists of 14 minutes paid time.
- The policy for exempt employees was written in 2008, so that is why updates are being made. Employees are compensated upon job responsibilities, and in excess of 40 hours of work a week, they can have compensatory time off at discretion of their supervisor.
- Travel is being removed from this policy, because we already have a Travel policy in place that covers that section.

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The Policy 30.030 was reviewed by the Board HR committee on November 14. Grant Baxter made recommendation from the Board HR committee to accept the changes of Policy 30.030.

Motion: Shari Lane called for a motion to accept Board HR committee recommendation to make changes on Policy 30.030 Work Hours and Pay Practices. Grant Baxter made the motion, and Anna Lee seconded the motion to make changes on Policy 30.030. All those in favor said aye. The motion passed.

4. Human Resources - Staffing patterns, Compensation, Hiring and Retention, and Oregon Pay Equity Act

Walter Kalinowski, HR Director, informed on the staffing patterns, hiring and retention at OCDC. Talked about how we are based flat funding, and the effort made to fill in positions.

- a) Staffing of various positions from teachers, coordinators and a variety of others continues to be a challenge.
- b) We do not have structure for increases, so have Interim positions, until we can fill existing positions that are needed. The other challenge is the only increases are the cost of living which is one or two percent.
- c) The salary market rate has moved passed us. There is competitiveness, and the tight labor market along with growing interest and need for early learning staff has compounded this issue.
- d) HR looks at various scenarios. We look at the market salary rate and the equal pay. We also look at benefits, and what is attractive is we have a generous 401-K plan.
- e) We had sent OHS a proposal for 500 employees to support increases, and we did receive funding of two million dollars.
- f) OCDC does substantial recruiting, and we have only one recruiter, who does the interviewing as well. We have a good coaching and training program, and we work diligently to get positions filled.

5. Resource Development Report, Steven Broncheau

Steven has been traveling to the centers the last six months, has been very eye opening, he realized how large and the depth of our program. The visits to each site has been very

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helpful in his job, talking to Directors about what they see as strengths and what would they like to see in the future. Steven will report back on that.

- Currently, working on several grants, and one is Census Equity Fund, support for Oregon Census 2020 Campaign. It intends to award approximately \$2 million in funding for census assistance serving hard to count populations across the State. This is in order to raise public awareness, and deliver trustworthy information. Defining people “hard to count” include people of color, tribal communities, those experiencing homelessness, children under five, recent immigrants, and people living in remote census tracts. The money from this grant, Donalda mentioned that maybe we can hire some parents we serve and be a part of this, and we would have a Program with Parents being advocates to support filling out the questionnaire.
- Also, working down in Klamath Falls for land and building. Steven is looking at potential funding sources for this location, he and Donalda have made visits to Klamath Falls Medical center.

6. Executive Director Report

- a) The Risk Call to go over the guidance for the Corrective Action plan on October 29, was canceled; the OHS will let us know when it is rescheduled. Staff are working on the various items in our action plan and identifying best practices to incorporate.
- b) Regarding the DRS (Designation Renewal System), we have not heard anything yet about the agency. Donalda will be checking on that.
- c) Student Success Act, currently rules and information about this has been coming out in pieces through the Hubs. The Hubs are working to gather data to identify high need populations and locations. These efforts will help the allocation of funds and for service funding.
- d) We continue to have issues with timely payments with Early Learning Division. We talked with ELD Director, Gwyn Bachtle about getting these resolved, and we have a follow up meeting with her in mid-November.
- e) NMTC (New Market Tax Credit), we closed out the entities and cost for NMTC, in regard to the QALICB (Qualified Active Low-Income Community Business). All was resolved on time, documents were being sent back and forth. There were some date corrections, and details that needed to be added. OCDC ended this part of the funding plan and having met all the obligations including the audits assuring we were serving

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the right population. Don Horseman reviewed the financials of the closing, and with the support of Alan Pasternak our legal guide.

- f) Relocation of OPK program in the Early Learning Center for Klamath Tribes, is moving along with plans to open the classroom this month, for 20 children. Monica Shaw, Director in Klamath County and the team, have done a great job getting all the pieces in place for this change to take place.
- g) The discussion with Sky Lakes Medical Center in Klamath Falls continue as we are exploring various possibilities for a location for early learning center. The land we previously looked at, may not be suitable due to the slopes on the land. There are other opportunities that are being explored. We will keep the Board updated.

7. Board Elections and Committees 2019/2020

Shari Lane talked about the need of having new members on the Board, and that at this time she is going to have to take a leave from work. For that reason, if she was reelected she would need to take a three month leave from the Board, and Juan Preciado would need to lead as Acting Chair for that time. Shari said she has other responsibilities now and cannot Chair. Shari left the room for the Board's discussion.

Discussion - Juan Preciado lead the discussion. Juan explained that he cannot take that Board position now, maybe later. Grant said if we have someone on this side of the State, would be easier to meet, being on the west closer to Wilsonville.

- 1. Nomination for Anna Lee: Grant Baxter; and Mark McDaniel. Anna said that she doesn't have enough time to Chair, has too many responsibilities now, and is not up to the challenge.
- 2. Nomination for Juan Preciado: Grant Baxter, Anna Lee, Steve Petruzelli. Mark said that Juan Preciado is part of the growth of this organization, being Hispanic and is also active in the community. Maybe stepping in as Interim Chair, they asked Juan if he was willing to Chair for 3 months. Juan agreed to be Interim Board Chair until March 2020.
- 3. The Board agreed that we can differ votes for 3 months, and have a motion in March 2020 for Board Chair and Vice-Chair.

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MOTION: Juan Preciado, Vice Chair called for a motion. Anna Lee made the motion to appoint Juan Preciado as Acting Board Chair until March 2020 when the Board will schedule another election for officers. Grant Baxter seconded the motion. All those in favor said aye, no oppositions, the motion carries.

1. Board Reps to the PC – Juan Preciado and Grant Baxter.
2. Board Finance Committee, Juan serves on this committee and the Board Development.
3. Anna Lee will be added to the Finance committee, replacing Juan Preciado.

MOTION: Shari Lane, made the motion for the Board Committees to remain as they are now, but add Anna Lee will be added on the Finance committee. Anna Lee made the motion, and Juan Preciado seconded the motion. All in favor said aye. The motion carries.

8. Board Meeting Minutes October 25, 2019

One correction on Page 5, Board Minutes Oct 25, 2019- Amendment, *On Child Separation*, Shari supports the idea of making a statement, noting the need to be mindful of Hatch Act.

MOTION: Shari Lane, called for a motion to approve the Board minutes of October 25, 2019 as amended. Juan Preciado made the motion and Patricia Cuevas seconded the motion to approve the Board minutes of October 25, 2019 as amended. All those in favor said aye. The motion passed.

Tasks

- Shari will take the task to draft a statement on the family separation and send to Board for their review.
- Board self-evaluation, task is to take Mark's suggestion and add final comments on Board evaluation form.

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9. Next Board Meetings

1. Feb 8 2019 - joint meeting with PC
2. March 7-10 NMSHSA Conference in San Diego, CA
3. March 14
4. April 18
5. May 16
6. June 19 County visit
7. July 11
8. August 15
9. Sept 19 - joint meeting with PC
10. October 16 County visit
11. November 14
12. Dec - no meeting

Shari Lane closed the Board meeting with a meditation phrase, “May you be happy, may you be well, may you be peaceful.”

Adjournment

The Board meeting adjourns 2:50 p.m.