

Oregon Child Development Coalition

Board of Directors Meeting April 25, 2020

Go-To-Meeting Online - 9:00 AM PT

Present, Shari Lane, Board Chair; Juan Preciado, Board Vice-Chair; Anna Lee, Grant Baxter, Mark McDaniel, Matthew Colley, Aurora Levinson, Kathleen Ayres, Guadalupe Sanchez, Dan Quiñones, and Steve Petruzelli.

Grant Baxter noted that Patti Cuevas let him know that she was working and could not attend the board meeting.

OCDC Staff, Donalda Dodson, Executive Director; Karen Ayers, Program and Partnership Manager; Don Horseman, Director of Financial Services; Angela Gomez, Fiscal Budget and Grants Manager; Steven Broncheau, Resource Development Manager; and Linda Torres, Senior Executive Assistant

Roll Call - Linda completed the roll call. Quorum was established.

Welcoming New Board members

Shari Lane, Board Chair, and Donalda Dodson welcomed the new members, Matthew Colley, Aurora Levinson, and Kathleen Ayres, to their first official OCDC meeting.

Recognizing and Reporting Child Abuse and Neglect (RRCAN) Report

Karen Ayers, Program and Partnership Manager, presented and went over the RRCAN Report-Oregon FY-2018. The report was previously sent to all the Board members via email.

- During the FY 2018, DHS received 84,233 reports of suspected child abuse or neglect, and increase of 4.4% from prior year.
- Rate of Child Abuse per county.
- OCDC set up hotlines all through the State, letting families know our mental health consultants are for them.
- State of Oregon chart provides good information of health, child welfare, financial stability, EC education.
- OCDC has multiple counties, and we look at each county level, of immunizations, access to prenatal care and we look at children in foster care, food security.
- We are working with food banks in Oregon.
- Problems families facing in Oregon – looked at percentages of stress factors: alcohol and drug use, domestic violence, financial distress, etc.

Karen said that for OCDC the prevention of child abuse is a priority, and strives to work collaboratively with DHS state-wide to educate staff and parents in the area of Recognizing Child Abuse and Neglect. OCDC worked with ORO (Oregon Registry Online) to develop Level 1 and Level 2 curriculum “Protecting Children is our Duty”.

The curriculum is interactive and participants learn from each other as they reflect upon cultural differences and social barriers related to reporting. This curriculum encourages self-awareness for

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the mandatory reporters as they think critically about confidentiality and ethical decision-making related to the topic of child abuse and neglect.

The Board thanked Karen for the RRCAN report.

MSHS COLA (Cost of Living Adjustment) and Quality Improvements Funds 2020

Angela Gomez reported on the Migrant and Seasonal Head Start and Early Head Start COLA budget.

OCDC is requesting approval for the 2020 COLA submission. Each Head Start/Early Head Start employee will receive a 2.5% COLA increase in 2020. OCDC is able to waive all Non Federal Share because of Covid-19.

Motion: Shari Lane, Board Chair entertained a motion to approve the MSHS COLA funding FY2020. Steve Petruzelli made the motion to approve the MSHS COLA funding FY2020. Anna Lee seconded the motion. No discussion. All those in favor said aye. The motion carried.

Motion: Shari Lane entertained a motion to approve the EHS COLA funding FY2020. Juan Preciado made the motion to approve the EHS COLA funding FY2020; Grant Baxter seconded the motion. All in favor said aye. The motion carried.

Requesting the Waivers of MSHS and EHS

Motion: Shari Lane entertained a motion to approve the MSHS COLA In-kind waiver 2020. Juan Preciado made the motion, and Steve seconded the motion. No discussion. All those in favor said aye. No oppositions. Motion carried.

Motion: Shari Lane entertained a motion to approve the EHS COLA In-kind waiver 2020. Mark McDaniel made the motion, and seconded by Dan Quiñones. No discussion, all in favor said aye. The motion carried.

Board Voting Remotely

Shari wanted to confirm that the Board members approved by email for allowing to vote remotely as long as they need to; and affirms that votes that the Board takes when voting remotely has the same effect as votes in meeting in person.

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Quality Improvement Funds 2020

Don reported on the QI funds budget. OCDC is requesting approval for the 2020 Quality Improvement submission. In Kind request 0%. Requesting In-kind full waiver.

Motion: Shari Lane, called for a motion to approve the MSHS Quality Improvement submission as presented and corrected. Matt Colley made the motion, and Grant Baxter seconded the motion. All in favor said aye. No oppositions. The motion carried.

Motion: Shari Lane, called for a motion to approve the MSHS Quality Improvement In-kind full waiver request for FY2020. Juan Preciado made the motion and Grant Baxter seconded. No discussion. All those in favor said aye. The motion carried.

MSHS/EHS, Region X and Region XII Non-Federal Share Waiver Requests

Angela reported and presented the Waiver requests, Migrant Seasonal Head Start/Early Head Start, Region X EHS-CCP, and Region XII EHS-CCP. OCDC is requesting In kind waiver requests. The Board proceeded to approve the three waivers:

Motion: Shari Lane, Board Chair entertained a motion to approve the Waiver request for MSHS and EHS as presented. Juan Preciado made the motion to approve the Waiver request for MSHS and EHS as presented. Grant Baxter seconded the motion. All in favor said aye. No opposition. Motion carried.

Motion: Shari Lane entertained a motion to approve the Region X EHS CCP Waiver request, Grant Baxter made the motion, and Dan Quiñones seconded the motion. No oppositions. All in favor said aye. The motion carried.

Motion: Shari Lane entertained a motion to approve the Region XII EHS CCP Waiver request. Matt Colley made the motion, and Guadalupe Sanchez seconded the motion. All in favor said aye. The motion carried.

Summer Program 2020

Summer School program is from the CARES Act (Coronavirus Aid, Relief, and Economic Security Act) funds. Due to the closure of preschools and rising kindergarten students not being able to have

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the preschool experience that would prepare them for Kindergarten, this special summer session has been developed.

The opportunity is also available to those students on IEPs. Grantees need to apply a simple application process. OCDC is looking at our current enrollments to identify children at each site who can benefit from this opportunity.

This budget is due on the May 15, so will bring the concept and budget back to the Board for review.

Equity Grant Budget

- Steven reported on the budget for the Kaleidoscope program. Went over the personnel and administrative costs, materials and equipment.
- Facilitate the Kaleidoscope play and learn groups in a safe environment with interactions of 120 minutes weekly, this is a 48 week program, facilitators recruiting children and families to participate.
- Total budget \$351,818.

Motion: **Shari Lane entertained a motion to approve the budget for Equity grant for Kaleidoscope program as presented. Mark McDaniel made the motion and Anna Lee seconded the motion. No discussion. All in favor said aye. The motion passed.**

Two Memos were emailed out to the Board- ACF

SF Form 425 – Federal Financial Report

Don Horseman gave a quick update on the SF-Form 425. This is the Federal Financial report due in December for the grant year ending 2019, and Don is certifying that expenditures, disbursements, and cash receipts are accurate. This report is uploaded in the Head Start grant solutions, HHS- Administration for Children and Families for our federal grant award. Form was sent to the Board.

Update on Brooks and Boardman Buildings

- Don reported that the Brooks building in Marion County will be completed by the end of June and operational by September.
- Boardman, Morrow County, project received an extension August 2019 to August 2020. Currently the State requested that we go back and look at the memo on agreement of two years, and to make sure all is on the same page. Now this is in the hands of the city of Boardman and waiting for that response to determine what we do. After signed by the City we can move forward, but this is a difficult time to complete all that is required within the timeframe, and we may have to ask for an extension of that grant again.

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Executive Director Report

- Donalda Dodson informed that the Education staff are following up with their individualized plans and creating variety of educational tools and materials.
- Family Advocates are contacting families to determine needs and are connecting families with resources.
- All staff is actively engaged in assisting children and families. Attention has been given to nutritional and food needs of the families through partnerships with local Food Banks, initiated by the local centers.
- At this time two Centers are planning to open to serve the needs of agricultural families- another group identified as essential service providers. Both Malheur County and Jefferson County families have requested service and staff have volunteered (only those that volunteer are working). Staff will be given an increase in pay for volunteering to provide this service.
- Hood River County is looking at how we can maintain services in June; staffs has made assessments and are looking at different types of support for the family.

Shari wanted to thank all the different OCDC staff and Donalda, for now working harder than usual during such a changing situation, it is noticed and appreciated.

Letter from Executive Director, Board of Directors, and Policy Council to OCDC Families

Shari wanted to share the joint letter with the Board, to be sent out to the families, and mostly to make sure we address notifying families if someone tested positive of virus. Donalda noted there was a confirmed case and we closed Hermiston center, and notified all the families and staff. There was only one case in Washington County and one in Umatilla. Direction of OHS is to follow the CDC guidelines and the local Health authority.

Amendment made 5/16/20: Shari clarified that there are multiple purposes for the joint letter to families, in addition to the information about providing notice of cases, including: providing a clear and reassuring message from management as a whole (Executive Director, Board, and PC), providing information about measures OCDC is taking to keep families and staff safe, responding to the complaints OCDC received about decisions to close and re-open, providing information about the fact that centers are only being re-opened when the families express interest and we have staff willing to voluntarily return to work, providing information about the new funding opportunities, and providing the resources on the last page.

All the Board members agreed with the letter to send out to families. The Policy Council needs to read.

Motion:

Shari Lane entertained a motion to accept sending the joint letter out to the families, contingent to any discussion or changes and approval by the Policy Council. Matt Colley made the motion to accept sending the joint letter out to

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**the families, contingent to any changes and approval of the Policy Council.
Grant Baxter seconded the motion. No discussion. All those in favor said aye.
The motion carries provisionally.**

Note: The Board will see the final letter before it is sent out, and vote on the final version.

Board Chair vote was taken off the agenda

Juan identified as Acting Chair, made recommendation that Shari Lane continue her position as Chair, and asked if anyone was in opposition. The board members all agreed that Shari Lane has done a wonderful job and she continue her term as Chair. Shari said she was happy to continue serving as Board Chair until the end of her term, and then have elections. All the members thanked Shari.

Board Meeting Minutes Approval

Board Meeting Minutes March 14, 2020

Motion: Shari Lane entertained a motion to approve the March 14 Board minutes as corrected. Juan Preciado made the motion, and Steve Petruzelli seconded the motion. All in favor said aye. The motion carried.

Board Conference Call Minutes April 9, 2020

Motion: Shari Lane called for a motion to approve the April 9 Conference call minutes. Mark McDaniel made the motion and Grant Baxter seconded the motion. All in favor said aye, no oppositions. Motion carried.

New Conference Call in May

Donalda reminded the Board that we would need to have a conference call on May 8 or 9 for the Region X and Region XII COLA and Quality Improvements funds submissions.

Action: Email request for a Board conference call on May 8 or 9, Linda will send that out.

Next Board meeting is May 16, 2020

Shari thanked the new board members for taking time to be part of this important service, and extended to all the board members as well. Glad to have the new members.

Thanks again to all the OCDC staff for all the work that is being done at this time.

Adjourn

Meeting adjourns at 12:45 pm.