

Board of Directors Meeting

July 25, 2020

Board Members: Shari Lane, Board Chair; Juan Preciado, Vice-Chair; Anna Lee, Grant Baxter, Marta Hanna, Patricia Cuevas, Steve Petruzelli, Dan Quiñones, Matt Colley, Kathleen Ayres, and Ingrid Anderson

OCDC staff: Donalda Dodson, Executive Director; Don Horseman, Director of Financial Services; Juan Escobar, Director of Quality; Rachel Elliot, EC Education Specialist; Mirae Grant, Grants Manager, and Janae Ford, Quality Assurance Specialist.

Welcome

The Board members welcomed Ingrid Anderson as a new board member.

Recording meetings

Discussion on recording board meetings, will seek legal guidance. Because of the concerns expressed, Shari will contact legal counsel about this activity.

ACTION: Shari will ask Amy, about recording Board of Directors meetings.

Openings of Centers

Governor's representatives and ODE met with Shari, Board Chair; Marta, PC chair; and Donalda, Executive Director about opening for service. Shari clarified her impression that they were not asking us to open but telling us to open. There was a complaint of children unsupervised in the camps that motivated this inquiry; Governor's representative asked what it will take to open Hood River services.

Dan noted that due to closures of OCDC, kids are in the camps. Anna asked about ages, Dan said all ages. Workers said they needed someone at camp to watch children.

Donalda reported on sending current ECC plans to OCC for licensure for the Centers to open.

Steve asked what help the Governor's office is offering to give OCDC? Donalda said PPE for our staff, but she told them we didn't need that, we have enough. Shari said take State up on their offer for PPE that we could share with families [families of enrolled children].

ACTION: Ask the State for these materials.

Policies are needed about notifications and on opening and closing of centers. Donalda said staff could use board support.

Shari asked if COVID legislation has anything addressing liability.

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Anna expressed appreciation of ELT and management. Shari agreed, and said the board of directors feeling the need for information to make informed decisions. To be part of team looking at the data.

Hood River not needing service now, the cherry orchards have completed work for the season. Next to open will be Hood River in couple of weeks.

Shari noted she believes we have a road map from the COVID committee for the reopening and closure policies.

The Program office has been notified of the OCDC center-based service closure. Shari requested a copy of the notice.

ACTION: Provide a copy of communications with state and federal agencies re 73/2020 closure of centers.

From this discussion, Steve asked if our insurance policy has a “Force Majeure” for liability claims could be used against OCDC, to deny coverage if there are claims related to COVID-19. It evidently is issued in rental situations where there is substantial calamity, it relieves the insurance company of the responsibility for liability claims in the calamity. Several noted they would look into this possibility and report back to the Board.

ACTION: Contact OCDC’s insurance company and ask if there are any Force Majeure clauses, especially related to claims arising out of COVID-19, and report back to the Board.

There was a request from the Program Office asking for confirmation of the counties where OCDC programs are located as well as other information. Shari had requested a copy of the response and a copy was provided.

Donalda gave report of essential services provided to enrolled families in April, May, and June, citing the large numbers of services that have been provided remotely as well as the activity bags and food boxes. Shari had asked about data/tracking, Juan said that information about educational contacts and services provided are in the family files, OCDC was in the middle of transitioning to COPA, and all information wasn’t transitioned to COPA yet.

Dan requested that unemployment information be added to the bags. People who need this information not getting it, this will also be added to the community outreach information that is being provided by the Family Advocates and the Centers.

Designation Renewal System (DRS), and Continuation Grant

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Donalda discussed the two grants that are essential for Migrant and Seasonal services. They are the big grants. Mirae said they've been meeting every 3 months to discuss, so they are not starting from scratch. Will begin drafting in August. Matt offered to help write.

Mirae pointed out OHS wants quantifiable goals and objectives, detailed documentation, and demonstrated improvement. Will share why some goals weren't met (COVID-19).

We have to send a draft to OHS 3 months before it's due, then they will tell us what changes are needed, want to see those changes in the final.

Donalda said because of the tight timeline they could not get drafts to the Board in advance. Shari noted how hard it is to get everything done- They (the board) are to be considered part of the team and review drafts and help. Don't think of us as an extra step - if you'd send out something to others in the team, send a copy to the Board (through me).

Donalda reminded all about the need for confidentiality, especially with DRS information and operations information.

Donalda talked about Fiscal. Steve offered Finance committee information.

Donalda reviewed the due dates for the DRS processes. The DRS request for proposals is to be released September 7, 2020, with the competitive grant due November 6, 2020. Just prior to that, the MSHS Continuation grant is due Oct 1st.

ACTION: Send the 3 month draft to Board when it is sent to OHS.

Enrollment - Juan Escobar

Monthly report requested by both Region X and XII, to be submitted by midnight, the 15th of each month.

Juan reviewed enrollment accumulative chart. This is a chart listing each individual center. Juan talked about how the data clerks reconcile the data monthly from the data received from the counties and these are uploaded into the HSES, federal data system.

Steve asked if we have any idea how enrollment will be affected if schools don't reopen, will older kids be watching younger kids? Juan said the FAs are working on shifting that attitude, it's not good for older or younger kids.

2019 Self-Assessment Report - Juan Escobar and Janae Ford

Janae gave intro and background. Discussed methodology and the emphasis in active supervision. She noted the CQI is moving the focus to sharing and transferring of information.

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Janae reviewed the focus areas of the self-assessment, the themes that have identified as OCDC strengths such as:

Learning environments: seeing changes for more positive learning environments, effective communication.

Playground safety: seeing utilization of proper active supervision techniques while children at play, zoning maps, signing in and out, except in two areas where there are building issues.

Facilities: Strong signing in and out systems.

Active Supervision: seeing the development of intentional transitions strategies, classroom designs support keeping children in sight and sound at all times, embedding additional supervision tools such as white boards on playgrounds, installing convex mirrors, zoning maps etc.

OCDC areas of improvement:

Each county has a plan and the four identified areas for improvement include:

1. Emergency preparation
2. Facilities
3. Playground safety and documentation process
4. Staffing

Matt asked if we have active shooter drills? Janae said that is part of the plan they're working on. Shari asked if there are walkie-talkies or other two-way communication devices in all the centers. Juan said they were ordered for all centers about 10 years ago, he will check to see if all centers have them and are using them.

ACTION: Check on status and use of two-way communication devices in all centers.

Instituted sanitization policies for playgrounds, between groups. Still working on ways to make sure the policies are implemented. (Monitoring).

Reviewed the action plan and progress. (See attached). Juan also noted that retention is impacted by the relationship of office and pay, OCDC is working on pay equity.

In relation to staffing needs, Ingrid asked if we would look at diverse pathways to grow some of our own. Donalda noted we are aligning with the ORO system that does allow for that effort. Ingrid also brought up "reflective supervision" technique, and Donalda said OCDC uses that, as well as motivational interviews.

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Juan also pointed out that risk can be reduced by making sure experienced management is in place in each center. Need to come up with support plan for centers with newer/less experienced management.

Juan said we will see changes in the Self-Assessment for the DRS grant.

MOTION: Shari Lane entertained a motion to approve the Self-Assessment. Grant Baxter made the motion; Steve Petruzelli seconded. All in favor said aye. The motion passed.

School Readiness Goals 2020-2021 – Rachel Elliot

Rachel went over the document purpose and intent. Reviewed each of the goals. She discussed that each site/Center has individualized goals related to these master agency goals, which are directed at the areas, noted from their local data.

MOTION: Shari Lane entertained a motion to approve the School Readiness Goals as presented. Kathleen Ayres made the motion, and Matt Colley seconded the motion to approve the School Readiness Goals. All in favor said aye, the motion passed. Notation to motion that the board is to see the final version before it is submitted.

ACTION: Relay final version to the Board before submitting to OHS.

MSHS GRANT T&TA PLAN 2020-21

This T&TA for training and technical assistance, which compliments the grant, whereas the grant describes the total program. Given that OCDC is in the seventh year, this is a transition plan from Year 7 to DRS. Knowing the grant goals and objectives are broader, not all of them may relate to T&TA.

These objectives need to be and are in alignment with community assessment and self-assessment, which are reflected in some new updates to the action plans and objectives.

T&TA is a living document easy to read and follow up. It was suggested that a possible addition to the action steps was inclusion of Board and PC in this overall planning.

Mirae explained difference between grant and T&TA plan, as they relate to training and technical aspects of the grant.

MOTION: Shari Lane called for a motion to approve the MSHS Continuation Grant and T&TA plan 2020-21 as presented, contingent on review before it is submitted. Steve Petruzelli made the motion. Matt Colley seconded the motion to approve the MSHS Continuation grant and T&TA Plan 2020-21 as

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presented, contingent on review before it is submitted All those in favor said aye. The motion passed.

ACTION: Relay final T&TA document to Board before submission to OHS.

Steve noted it is time to engage the auditor to do the audit. The Chair asked for a motion to engage the auditor to perform the agency audit.

MOTION: To engage Kern & Thompson for audit. Steve Petruzelli made the motion; and Dan Quiñones seconded. All said aye. The motion passed.

2020 Migrant and Seasonal Head Start Budget Modification Request

Don Horsemen reported that OCDC is requesting a budget move within the Equipment line item and Building, Repairs & Maintenance line item, to adjust for final price negotiations on the funded individual equipment items.

The Migrant Head Start 2020 Budget Adjustment chart was presented to the Board members, with the costs as funded, final negotiated costs, and the adjustment amount needed for each purchase. Total adjustment \$3,719.00 needed is to move this amount from the equipment line items to the Other line item-building repairs and maintenance.

MOTION: Shari Lane, Board Chair, entertained a motion for the approval of the 2020 MSHS Budget Modification Request as presented. Grant Baxter made the motion; Matt Colley seconded the motion for the approval of the 2020 MSHS Budget Modification Request as presented. All those in favor said 'aye'. No oppositions. The motion passed.

Financial Report, Don Horseman

The full committee was unable to meet, however Don was able to meet with Steve, the committee chairman.

Reviewed March Financials and Financial statements as well as the enrollment report.

Reviewed the document 'results by financial source' and looked at the grants and updated expenses and resources through March. They also looked at projections and checked with counties as well. In looking at the various funding sources, there are no issues with MSHS, R-12 EHS has met full enrollment numbers, R-10 no issues and are resubmitting the grants for both R-10 and R-12. In these programs either enrollment numbers aren't at issue (because of COVID-19) or we met full enrollment.

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The grant was extended for the funding of Boardman and will need to ask for another extension for 6-12 months because of various delays and the expected completion date of 2/2021. Work has started on the project.

OPK program has ended and we are working with the state on return of funds for the under enrollment, we do have adequate funding to cover that issue.

Steve noted he had nothing more to add. Steve also reviewed the financial statement reports through March to be sure we are working within budget. Steve reviewed and had no issues. If questions, please ask Don.

As is usual practice we need to wait until March to close out the year and as adjust year end need to make adjustment. The next meeting will cover financials up through June 2020. Don explained delay in getting monthly financial statements and other financial documents to the Board: COVID-19, staffing shortages, closing out year-end finances, and each adjustment requires adjusting all the other entries.

OCDC to send out signed copy of Audit engagement letter. The audit has begun remotely.

Fiscal report- Reviewed staffing and activities being done as well as future plans and targets.

Don noted that DRS will determine the future of OCDC. The Continuation grant is due Oct. 1st for \$51,920,719

Reviewed Oregon Student Success Act and the funding that comes from that Act to OCDC. It is anticipated to provide a \$5.4 million increase for OPK, PSP to get an additional \$612,000 for a total increase of \$6 million.

CARES Act – One-time funding. Award of \$2.4 million granted. Shari received a copy of award through OHS notification system, requested copy to Board, copy sent.

Shari noted the Board had asked for a copy of the draft application before it was submitted, and asked why that was not done. Don explained that OHS said no Board or PC approval, and also only had 4 days to come up with items for budget. Sandra Carlton said anything you've ever wanted, put it in there.

Shari said she would have expected to see more COVID-19 specific items (PPE, hazard pay extension, etc.). Don said those things were covered by an earlier request. Explained we've been trying to get approval to purchase vehicles for years but feds wanted us to use rental cars, at significant cost. Also our telephone system has needed more capacity since before COVID.

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Shari asked about the costs of hazard pay so far, Don provided estimates and said the cost was offset by things like non-use of buses.

CRC (COVID Response Committee) Update, Shari Lane

Donalda prepared a Guiding Principles document that describes actions we all take to keep each other safe. Principles document will be sent to Board. Discussed road map concepts necessary to reopen. To determine how to help Executive Team be ready and get open

Action Items: Shari has list.

To Open: Consider Family survey, Staff survey, policies regarding safety practices, Policies about interim notifications. Shari noted the board and PC goal is to work toward reopening as soon as possible.

Governor's representative said currently "have no evidence that being in center is at any greater risk than any other." Shari still believes the Governor's Stay at Home orders show it's safest to stay at home.

Shari says we need a policy that says when community spread level reaches certain point, OCDC would close and reopen later. Steve noted that the Governor has many constituents to consider, focus may be narrower, such as the needs of growers (not their workers), so not sure how to navigate through this- will need to look at risk we are willing to take.

Ingrid sits on many committees. They are looking at when childhood programs will open. More importantly to reopening for children are the consequences of staying home, more at risk, safe environments are not there at home. Looking at classrooms that will act as separate pods. It is the understanding that these separate pods will be helpful to reduce outbreaks.

Steve said he can see either decision: stay closed to avoid getting anyone sick or anyone dying, or re-open and take the risk.

The key is putting safety practices in place as there are more risks to children not being in class. Shari discussed the incidence of illness with teachers; and noted that PC members voiced situations where they have lost family members to COVID-19. We have to consider both risks – the risks of reopening, and the risks of remaining closed.

Steve asked that if other like organizations are looking at risk ratios, should we look at that as well?

Shari had recommended to the CRC that our policies adopt the criteria that WHO put out related to positive test rate [remain closed/close if positive test rate is greater than 5% in the community], she did not hear this from the Governor's office.

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Ingrid – Mentor Graphics worked on this [metrics for re-opening/closure] for 3 months. Most advanced to mitigate risks. Ingrid will send OCDC contact information on this and related from a group from Canada and Denmark.

It is anticipated there will be cycles of opening and closing, so the issue is having classrooms to be a separate unit so the classroom would close not the entire center. Need to plan for the opening and closing cycles of this illness.

Ingrid said opening and closing is inevitable, we need to be able to switch to remote services when that happens. Shari agreed, and said we need to be able to move to supporting families.

Anna asked if we can create a less “clunky” process for deciding when to close – don’t want a repeat of what happened at the end of June.

Anna will give some of the guidelines they are using [at her workplace] and include recommendations to staff about connecting to outside groups. Steve –rapid decision is important and timely. OCDC needs a quick check-off list.

Dan – want to make sure the workforce votes, and that staff have input. Shari asked for clarification – is Dan referring to OCDC’s workforce (our employees) having input, or the families of the children we serve? Dan said both. Dan said they have families, some have older family members living with them, if we force them to come back to work in the centers, that will affect the quality of service.

Ingrid- some programs doing volunteer call back of workers and worker chooses whether or not to return to [in-person] work, about 20 percent of families do not return, allows for lower staffing numbers.

Shari wants to be sure that staff give ongoing input about opening [through regular surveys].

Shari read a statement from Juan P. He expressed concerns on pushback of management when the Board asks for information or policies, making it sound like the Board is getting in the way. Thinks about families we are serving, and said we’ll never know how many lives we may have saved by closing the centers.

Shari noted that we all want to serve best interest of the children. We may disagree on how to do that.

Next Board meeting

Next guidelines out for August 14 and Board wants to see these new policies.

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Proposal for next meeting Board and Policy Council,

- Friday, August 21 evening 5 to 9 pm.
- Saturday, August 22 - 9 am to 12 pm.
- Policies, Friday night. Vote on Saturday.

Grant and Steve may not be able to attend.

Adjourn