

Oregon Child Development Coalition

Board of Directors Meeting Minutes May 16, 2020

Online GoToMeeting 9:00 AM

Present, Shari Lane, Board Chair; Juan Preciado, Anna Lee, Grant Baxter, Dan Quiñones, Marta Hanna, Patricia Cuevas, Matt Colley, Aurora Levinson, Kathleen Ayres, Steve Petruzelli, and Mark McDaniel

OCDC staff, Donalda Dodson, Executive Director; Juan Escobar, Director of Quality Assurance; John Avalos, ERSEA Specialist; Rachel Elliot, Education Supervisor; Herberd Duran, Employee Relations Manager; Don Horseman, Director of Financial Services; and Linda Torres, S. Executive Assistant

Executive Director Report

Donalda gave an update on the Executive Director report.

1. The corrective action for the unsupervised child incident of February 2019 was accepted and the non-compliance has been removed! The report referenced the various activities put in place, for not only the site where the incident occurred but also all the agency wide efforts.
2. We are excited to receive the One Time Covid-19 Impact funds. One thing that this crisis has brought to light is our need to have a reliable and quality IT system and tools. OCDC plans to use these funds to update the computer systems, enhance distance-learning capabilities, put more tools in the hands of staff, and other related items. We have asked for extension so we can get a narrative on all the items.

Action: Shari has a quick request, as you come up with a draft list and what the application would look like, and what the funds must be used for, if Donalda can send the draft to the Board, to look at and have approval.

3. This year we put in our grant request Farm to School grant to ODE (Oregon Department of Education) for Malheur County and just received news last week it was awarded. Lori Clark was thrilled and expressed her surprise that the application was accepted. They are doing much to assist with the food insecurity issues in that area.
4. Although the Central Office is closed as most of the Centers, the services and work continues to be generated and to be addressed.
5. In addition to learning activity packets, the centers concentrated on food boxes, have been going on 8 weeks, some only 3 weeks. They have given out diapers and wipes.
6. Food Bank asked one of our centers to collaborate, and have given out 600 pounds of food.
7. And Bus drivers go out to drive once a week to check on the buses.

OCDC was planning a major effort to emphasize and enhance training and skill building for supervisors and management in coaching techniques and competencies. Now, we have received some good feedback from supervisors that the remote learning endeavor has also opened up more opportunities for coaching as they work with staff on how to do teaching and other services in this new environment.

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Matt mentioned in relation to having the management and supervisors for training, use to be a Head Start teacher and to have real feedback and conversations with instructional coaches is time well spent, a silver lining, for more efficiently practices to carry on afterward.

Reopening Centers

OCDC is looking at the Governor's "Reopening Oregon" plan and seeing where OCDC fits as well as looking at steps needed to reopen buildings for all staff and the various implications that this involves. We have to follow Phase 1, 2, and 3.

What we could do is only for childcare and essential population, we are under emergency child care, and not normal opening, as long as serving childcare of people that need to work. Malheur and Jefferson Counties opened and are licensed to do that. There are still restrictions to open. Rules keep changing and need to review all the new guidelines and implement those.

Shari wanted to share an article about childcare and preschool opening should you send your child? Safety and kids ongoing and social activities, it's well written and lays out considerations and what you should be doing. Will send that article and is helpful to pass on to people and families trying to make the decisions.

Donalda will keep the Board posted, at our next meeting on June 19.

Anna asked if we are sending EAP notices to employees. Donalda said yes, we have been reminding and putting that information and resources out on a weekly basis. We are sending materials about social and emotional aspects, messages about child abuse and sending information about more resources as well.

Note: Shari noted, to let the Board know of any approvals, decisions, and when meeting the criteria, so we are not caught unaware of why decisions were made about opening centers and the Central office. Just making sure the Board is in the loop before the actual reopening; an email would be fine.

Update on CACFP Letter

In January 2020 we received notice from CACFP (Child and Adult Care Food Program) that a review would be done in March 23 and 24 at OCDC, but with the pandemic and shut down they had suspended all the reviews. So we don't have any action item now. We continue to adjust school meals and will continue through the summer to serve the families of USDA.

Donalda mentioned that we were given a 20,000 donation; it is amazing how people are coming forward.

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Proposal for Temporary Adjustment to the Eligibility Selection Criteria Process

Juan Escobar, Director of Quality Assurance; John Avalos, ERSEA Specialist

John Avalos presented a detailed document of what the changes could be in the Criteria process. They will be getting the Policy Council input and finalize the proposal. The criteria were sent out to the Board.

This proposal, brought before the Oregon Child Development Coalition (OCDC) Policy Council and Board of Directors, requests that a temporary adjustment to the eligibility selection criteria process be implemented during the time that preschool programs operate under an Emergency Child Care (ECC) status and that it be removed once programs return to a normal operating status.

Implementing this temporary adjustment will not change any of OCDCs current practices of determining family eligibility and enrollment into programs based on needs identified during their application process. What the temporary adjustment will do is allow Enrollment Supervisors to use an additional level of discretion when selecting families for enrollment, giving priority to families where all parents in the household are currently working. Families who are enrolled into OCDCs programs are selected based on the level of priority assigned to their application.

There were no questions from the Board. Juan mentioned if anyone later has any questions please share info with Linda and she can let us know.

Donalda mentioned that we have to open in a couple of counties, so technically having a provisional conditional approval based on the PC approval. The Policy Council meeting is next week sometime.

Motion: **Shari Lane entertained a motion for conditional approval of the Selection Criteria on temporary adjustment. Anna Lee made a motion for conditional approval of the Selection Criteria on temporary adjustment. Kathleen Ayres seconded the motion. All in favor said aye. No oppositions. The motion carried.**

Rachel Elliott, Education Supervisor

Education Staff work from home/center

Rachel informed the Board that the document provides guidance and ideas for teachers and coordinators on how to provide essential services to families and how to support ongoing professional practice. This is to work in partnership with the county specific plans that have been developed. Helps with planning materials, discussions with supervisors, working and having discussions with others through video chat or social distancing. Center activities for teachers and creating take home activities for families.

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The Families and Children Activities

The Parent workbook Rachel said is for helping parents with children activities and explained the benefits that children can obtain in playing. Activities with children at home, providing guidance and helps with developmental areas of learning: Social-Emotional, Cognitive, Math, Literacy, Physical, Arts, and Science, supporting to develop imagination and creativity play for children. We are seven weeks into this.

Question on has there been communication to the families that this is happening now? Yes, we have draft mock lesson plan, intervention, relationship building, which is what we are all communicating to families. The parent workbook, we are seven weeks into this, and people have put these materials together, so families would have those quickly; also have shared this with other Head Starts.

Rachel shared a call with the Office of Head Start and the TTA team Specialist, and talked about to not provide services in curriculum and more support to the needs of staff and children in the classroom. There was good discussion with other Head Start education staff.

Also presented the Education Self Care calendar, to make yourself a priority. This is good information for all of us.

The Board thanked Rachel for all the reports.

Herberd Duran, HR Employee Relations Manager

Herberd usually provides Employee Relations monthly updates to the Board HR Committee, and quarterly reports to the Board.

First issue is that one of our Specialists violated the standard of conduct in regard to race discrimination and against the OCDC mission; she received a final warning and suspension.

Second issue, one of the Union reps from Washington County called and normally always calls in relation to some kind of a complaint, but this time was to thank OCDC for continuing employment to the members, and was really appreciative that they have this continued employment and receiving their wages as usual. Received that feedback from their members. Just adding to his perspective, the power of our employees in the State is relevant, Herberd said. Hearing how happy they are now, as they continue having a job, in the middle of this situation brings peace of mind for their families. They really have so much creativity, preparing materials, having chats, and all are committed to the mission. Amazing how they rise up to the occasion, and help in an efficient and healthy manner. The true power of our employees.

Shari thanked Herberd first of all for the information and to meet with us, and reminded Board members that HR information has to stay with the Board and Executives. Knowing that continuing work brings to employees a lot of peace and calmness during this situation, and also that Head Start continues to support the families and children.

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Region X and Region XII EHS-CCP Goals and Objectives

Donalda presented the Region X EHS Childcare Partnership and Region XII EHS-Childcare Partnership grants Goals and objectives. There are six goals and objectives for each grant. This is the second year of our 5 year grants.

The Board discussed the Goals and Objectives for the EHS-CCP grants. Shari wanted to add correction and a revision to **Goal II Committed Board, Policy Councils and Staff**; adding a second objective:

- Enhance collaboration between ELT, PC and Board, increase participation on core committees.
- Shari will send out the revision to the Board and we can have email votes. Donalda mentioned that from last year's meetings the suggestions just fell off the radar. We did not get back to having Strategic committee meetings.
- As the Board may know, Donalda mentioned that we have been working on 10 or 11 grants during this time. But these EHS CCP goals will be presented to the PC also. Donalda will incorporate the updates. The grants are to be submitted by June 1.

Here is the language for the Goals and Objectives, suggested for inclusion by the Board last year:

(1) Improve timely communication with Board. Grant, budget, and facility documents will be relayed to Board members in advance of any meeting where approval is needed, with sufficient time to prepare alternative documents if the Board rejects or revises the proposed document. Key communications to OHS and ELD – such as Corrective Action Plans, responses to notices of non-compliance, etc. – will be provided to the Board for approval before submission to the grantor.

(2) Increase collaboration with the Board. Board representatives will be on the strategic planning committee. Ensure Board representation on key committees meeting regularly to address core issues: under enrollment; unsupervised child incidents/active supervision; teacher recruitment and retention; developing sources of unrestricted funds.

Goal III Sustainable Financial Resources: Develop and implement Resource Development Plan. Donalda mentioned that Steven will get this information and send out at the next Board meeting.

Goal VI Strong Ongoing Partnerships: OCDC Region X EHS-CCP partners will collaborate with at least three new community partnerships that support services and referrals to families. This increases the childcare for low income families to have this service and working with partners.

To clarify, The Office of Head Start (OHS) has 12 Regional offices that support the administration of grants, oversight, and training and technical assistance.

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Region X is out of Seattle and works with our State, to support partnerships to improve outcomes for children and families; and Region XII is the Migrant and Seasonal Head Start (MSHS) program services working out of Washington, D.C.

Donalda mentioned that maybe when we get back working in the office, we can have one of our Child Care partners come to one of our Board meetings and they can talk about the services and what they provide to the community.

The Board appreciated the summary.

OCDC Foundation/Fundraising

Shari made a request of helping the Board understand what can we do under the Head Start laws, regarding the OCDC Foundation and what is the relation as a collective Board and what can we do individually? If the Board would like to be involved, and if all agree we can work on gathering donations.

Shari wanted to share with the Board the opportunity through the fundraiser on FB that Steven has been working on. Donations to leverage and get matching donations, and this is to go toward the fund we are working for families who need help. I would like to start to say that it would be lovely as a Board to come up with a joint donation and share with the community. Everyone is at different financial level, so who ever would like to donate. Shari asked, how do members feel about this? Shari would be willing to personally donate. Matt would be willing to do what works for internal matching.

Note: Anna Lee has volunteered to be on the OCDC Foundation Board (in addition to Stephen P.), and she also volunteered to work with Steven to put together a form for requesting help through this fund. Marta Hanna said she would be interested in helping out on the Foundation Board as well.

Board comments:

- 1) Martha said we need to add foundation information on the website.
- 2) Grant Baxter asked if there is a list of donors in each county that have helped or been contacted?
- 3) Juan Preciado agrees that we need to add information about the Foundation. Can it be included in the OCDC website, or does it need to be on a different website?

Steve said that it is definitely important to get more people on the Foundation. Starting with contact list, a fundraiser, be it for cribs or diapers or medical emergency for assistance for families, and how do they apply for that. Steve Petruzelli proposed to contact Steven B. and get a finalized letter and share with the Board.

Action: Board agrees in moving forward trying to gather the donations and a centralized message on what the Board has done, and at the same time Steven and Anna can work on putting a letter into place.

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Board Follow up questions (5/19/20):

The Foundation is like any other source of assistance to OCDC families, and Shari believes the Board has a responsibility to request information about record-keeping, decision-making, and distribution of funds, especially where OCDC employees will be involved in the delivery of the assistance.

1. Shari would like regular reports on how much the Foundation has received, and how much has been distributed and to whom. Board does not need names of individual families but it would be great to get a note about the number of families who have received help, and the counties where they are enrolled.
2. We would like information about how the Foundation will be choosing who receives funds or other help. If the goal is to help individual families, will it be first-come, first-served? Is there/will there be an application process to request help?
3. And/or will the Foundation rely on county staff to bring proposals to the Foundation based on their knowledge of specific family needs (and if so, how will staff be notified that assistance is available, and that there is a process for making requests)? If the plan is to identify certain kinds of needs the donations will fill (i.e. groceries and diapers, rent assistance, etc.), what will the policy be about making those.
4. Would Steven send us a "blurb" that meets the legal restrictions on fundraising for each of us to share with our friends, families, and professional and social networks? (And just so we know and can answer the question for potential donors: Foundation is a 501(c)(3), correct?)
5. Have you shared this opportunity with the PC as well?
6. The other thing the Board would like is to be notified when there is a fundraiser. The Board would like to show up and be good ambassadors in the fundraising event.
7. The most important thing is to gather funds so the Foundation can continue helping those in need. We just want to be sure we are informed about how these important logistical issues are being addressed.
8. Donalda said that we do have a small Foundation Board and a bank account. We would like to get Steve P. back on the Board.

Potential New Board member

Donalda went over some of Ingrid Anderson qualifications. She is professor at PSU, and her background is Early Childhood Education. Donalda has her resume. She comes with a lot of experience and we need this position for Early Learning as a requirement. She is interested in our population, her support of various things. Both Shari and Donalda talked on the phone with her.

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Donalda thinks she would be a good asset and has good background in early learning. Shari mentioned that we also have a PC rep who said she was interested.

Juan sent the application a few days ago to Yessica, and she will be sending that back. Linda sent Ingrid an application two days ago and she said she would be responding next week. Shari mentioned having both members would be wonderful. For next meeting we will follow up.

Board Minutes of April 25, 2020

Board reviewed the Board minutes. Shari will send out email with notes, with addition of information, and will be added to these Board minutes.

Motion: Shari Lane entertained a motion, if there being no changes, we accept Board minutes of April 25 as presented.

Addition to May 8, 2020 Board conference call minutes: (included in May 8 minutes)

Anna asked about whether OCDC has done the equity analysis, if we're sure FAs are not "comparable work" with other positions that aren't getting an increase.

Donalda said we look at market rate and equity. Shari explained under Oregon Pay Equity act employers have to conduct a complex analysis to look at which kinds of work are comparable and make sure the salary range is only based on allowed criteria. Market rate is not one of the allowable criteria. Donald said we consider gender and race.

On the summer program:

Shari asked about whether classroom size was still limited to 10, Donalda said it was. Shari asked what protocol we'll have about choosing who will not join the classroom if you have just over the number of children allowed per classroom. She said she knows Donalda won't rest until every child can be served, but if that can't happen, we'd like to know how the choice will be made.

Motion: Shari Lane called for a motion to approve the May 8 meeting minutes as corrected with the addition. Steve Petruzelli made the motion as corrected; Kathleen Ayres seconded. All those in favor said aye. The motion carried.

Letter of Board, Executive Team, and Policy Council to Families

(Addition to the April 25 meeting minutes)

After reviewing the April 25, 2020 meeting minutes, 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

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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.

Letter to the Families

The last item is letter to the families and for review and vote on any changes. The Policy Council did not have or make any changes in the first draft presented.

Shari asked the Board if they had any concerns on sending the letter. Juan and Steve agree this is good information to send out. Dan Agrees it's important to send the letter out for parents and staff. Kathleen agrees, Grant agrees; Anna and Marta agree.

Anna wants to confirm because of the ever changing time as far our current Covid-19, a good expression to point out, is to add the statement and express Notice of Program changes and getting new information dependent on those changes, and sending back out and we can vote.

The Board approves sending the Letter to Families out right away unless the PC has any changes.

Motion: Shari Lane entertained a motion to approve sending this letter with the changes that will be added today and if the PC approves without changes. Juan Preciado makes the motion, Grant Baxter seconded.

If the Policy Council wants changes, we will be in contact by email. All members in favor said aye. No oppositions. The motion carried.

Next meeting is **June 19 or 20**. Please plan ahead. Respond and vote by email for which meeting date. Shari said thank you to all for all of your dedication.

Adjourn

The meeting adjourns at 1:11 p.m.