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Present, Grant Baxter and Juan Preciado, Board Co-Chairs; Steve Petruzelli, Ingrid Anderson, Anna Lee, Daniel Quiñones, Matthew Colley

Staff, Donalda Dodson, Executive Director; Jose Juan Escobar, Director of Quality Assurance; John Avalos, ERSEA Specialist; Janene Chitnis, Fiscal and Grant Manager; Janae Ford, Quality Assurance Specialist; and Tisa Bithell, Admin Assistant.

Juan Preciado, Board Co-Chair called the meeting to order approximately 9:15 AM.

*Review/approval last Board of Director meeting minutes*

Juan Preciado, Board Co-Chair, wanted to skip ahead to item # 10 and **review the BOD minutes from 12/20/2020 for approval. Juan Preciado, made the motion to accept, Anna Lee seconded, motion passed.**

1) **Program Services overview – Donalda**

Donalda gave the BOD changes in OCDC's various programs, including our partnerships program like R10, R12. Remote services are currently being delivered and OCDC does have some counties open for operation.

Nutrition Program is monitoring food in our in-home child care programs.

\*Copy of the detailed information can be found in the e-mail sent by Donalda via e-mail on February 2, 2021

2) **Debrief Grant Submission December 30, 2020 - Donalda**

The grant was submitted and it included the letters of support from other organizations/agencies that were very positive and supportive of our program. We also included our Goals & Objectives as a little extra. We are waiting for their response, hopefully by June 2021.

3) **Focus Area 1 Review – Janae**

OCDC will receive a 45-day advance notification on when the D.C. reviewers will be coming out. It will be a 5-day process and were anticipating it will be sometime in March or April of 2021.

Janae shared here screen with BOD and goes over what questions they will be asking. It will over 6 topics and 63 questions. They will also want to know how OCDC adapted the services with COVID.

Juan Escobar- joins the conversation and adds that the BOD and PC will also be interviewed.

Anna Lee- asks that at the next BOD agenda/meeting so that BOD can review the questions and discuss.

4) **Federal Poverty Level, cut off designation change – John**

John shares his screen with BOD, goes over ERSEA updates, he states that the federal guidelines are not aliening with the families in need.



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Matt – asks how can we change income deadline?

Juan E. – says only congress via Head Start Act can make changes happen. The ERSEA team is also working with the Policy Council.

**5) Policy Revisions – Ambrosi**

Ambrosi shares her screen with the BOD and notes changes that have been made.

1. Remove some symptoms
2. Quarantine time changed
3. Add symptoms and a 10 - day quarantine

COVID vaccine is voluntary – if one does get both shots and waits the 14 -day period, doesn't need to quarantine if exposed.

Dan- asks how OCDC employees get shots?

Donalda- we do have counties that have set up clinics for our staff. And we have 60-70% staff that would like to receive vaccine. We are also educating our staff and families as a positive.

Dan- we need to work with OHS on vaccines for farmworkers and H2A workers.

Ambrosi goes back to her presentation and goes over the steps if an employee is COVID positive.

Ambrosi asks BOD for approval of OCDC letter template if exposure in center.

**Motion: The Board Co-Chair called for a motion to approve the COVID policies. Ingrid Anderson made the motion to approve COVID policies, Matt Colley seconded the motion, all in favor said yes.**

**Motion Approved**

Donalda shared handout on Factors criteria, for review and went over the 3 factors that affect the operation of OCDC sites.

Matt – asks how do we survey families

Donalda – we survey via phone from our Family Advocates

**Motion: The Board Co-Chair called for a motion to approve Factors criteria, Steve made the motion to approve Factors criteria, Dan Quinones seconded, all in favor said Yes. Motion Approved.**

**Action: Donalda will send out the survey that we send out to our families for BOD for review/feedback.**

**6) Early Head Start Child Care Partnership Group Size Waiver Request**

Provider in Grants Pass would like to have 5 children per classroom, would set-up a mobile toddler room.

Ingrid – would a larger scale be helpful? Donalda – yes, if possible.

Steve- agrees to make waiver all inclusive.



**Action: Donalda will purpose a generic waiver for BOD review/feedback**

**Motion: The Board Co-Chair called for a motion. Ingrid Anderson made the motion to approve the EHS waiver, Matt Colley seconded the motion, all in favor said Yes. Motion approved.**

**7) Financial Signing Authorities- Donalda**

1. 401K trustees- Don, Donalda, and Walter
2. Signing for borrowing and contracts – Don, Donalda
3. QALICB holding- Don, Donalda and Steve (per lawyer ODCDC should keep open).

**Motion to approve item #1, Dan approved motion, Anna seconded, all in favor – Approved**

**Motion to approve item #2, Matt made motion to approve, Steve seconded, all in favor – Approved**

**Motion to approve item #3, Dan made motion to approve, Matt seconded, all in favor - Approved**

**8) Financial Report – Janene**

Janene does a screen share and goes over September 2020 financials. Reviews handouts, and progress reports. November financials to be done next week and December financials to be done in February 2021 for BOD review.

**Action: Janene to set-up a meeting for Finance Committee to meet before next BOD meeting.**

**9) Roles and Responsibilities, Board- Donalda**

Donalda shares a power point presentation and briefly explains Governance responsibilities and purpose.

Ingrid – when is the committee meeting to discuss changes in the By-Laws?

**Action: Donalda – now, will work with Patty to set-up a committee meeting.**

Anna thanked Donalda for the review.

**10) Building Projects Update – Donalda**

Boardman Site- work in under way, we are very pleased with progress and patience of staff and families

Brooks- finishing wiring, planning to open Spring 2021.

Central Office- new paint, carpeting and additional office space.

**Action: Donalda to send pics to BOD to see progress and transformation of the above locations.**



11) **Executive Director Report- Donalda**

- All centers open for services and remote as well
- EHS programs filling up quickly
- Hybrid learning, 2 days in class, 2 days remote, 1 day of cleaning
- Full day services are being requested by our families
- Migrant season, some centers to start in April 2021
- Briscoe, leasing issues to be addressed, work with city if Ashland
- Food boxes a big success in Klamath Falls, 2000 boxes were served from July 2020 to November 2020
- Drive up dental screening, flu shots, food box and dinner to go in Marion County
- Volunteers statewide
- Free toys donated from a local business
- Governor's budget looks promising for Early Learning
- Social Security letter

Dan – how many staff have been tagged?

**Action: Donalda will ask Herberd for more information.**

Juan P.- What happened to the COIVD committee?

Donalda- The Covid committee was dissolved because of the other existing committee's that support it

Juan P.- Asks BOD should we dissolve COVID committee?

**Motion: Board Co-Chair called for a motion to approve the dissolving of the COVID committee, Anna Lee made the motion to approve, Ingrid Anderson seconded the motion to approve the dissolving of the COVID committee. All in favor – Approved**

*Note: COVID will still be a standing agenda item on BOD agenda.*

**Next Board meeting**

**Action: Will let Linda know to send out a poll on dates for next BOD meeting in April.**

Juan P. – Let's plan to meet at Central Office, of course will adjust as needed.

Meeting Adjourned: 12:45 PM