



Members present Central Office, Grant Baxter, Juan Preciado, Board Co-Chairs; Patricia Cuevas, Marta Hanna, and Stephen Petruzelli

On Zoom, Anna Lee, Ingrid Anderson, and Daniel Quiñones

Staff, Donalda Dodson, Executive Director; Don Horseman, Director of Financial Services; Angela Gomez, Fiscal Manager; Karelia Harding, Parent Involvement and Equity Manager; Mirae Grant, Grants Manager; Karen Ayers, Health and Partnerships Manager; and Linda Torres, Senior Executive Assistant

Roll Call – After roll call the Board Chair proceeded to ask about the agency documents.

Grant asked the Board members - What is it you would like to see on the schedule? What all needs to be communicated as far as emails, any of those you want to see and or not see. We do not want to overload the Board. What would you like to see as far as information from Office of Head Start or Central Office?

- Ingrid said the key documents are fine and happy to receive those, gives her background information and study before the meeting.
- Steve mentioned he doesn't mind documents, mostly grant opportunities and information. Would like to let us know what opportunities of grants in advance or wait for the next Board meeting. Steve said, the other thing, realizing how busy staff is, but when we get a large package, it is difficult to try to read through all of it. We've had discussion about timeliness, and so if due diligence, if at all possible 2 or 3 days ahead of time.
- Donalda said maybe we can send out drafts.
- Juan said that he preferred that documents be sent out a few days ahead of time before the meeting, because it is a lot of information.

Board Meeting Minutes February 6, 2021

Motion: February 6, 2021 Board Minutes approval. Grant Baxter called for a motion to approve the February 6 Board meeting minutes; Steve Petruzelli made the motion and Marta Hanna seconded. All those in favor said aye. Motion passed.

Equity Training 2021, Karelia Harding

Karelia gave an overview of Unconscious Bias, and presented a PowerPoint and video to the group.

- There are different ways of Unconscious Bias. This is used for OCDC training goals.
- Bias in early childhood and its impact. Providing environments that are safe, inclusive spaces that represent all children and understand the impact we have on others.



- Karelia showed a video on Blind Spots, there were some audio problems. Karelia will send the link of video to the group.
- The group had a 10 min group conversation. Zoom members also shared their thoughts.
- Karelia explained that sometimes we tend to assume and make judgements. We need to question ourselves before assuming, pause and think.
- Strategies and tools that work.

Grant Baxter mentioned that this was a very good information, he liked this training better than the one from last year. The Board thanked Karelia for the presentation.

Recognizing and Reporting Child Abuse and Neglect, Karen Ayers

Karen Ayers, Program and Partnership Program Manager, oversees the Health services area and is responsible for the Region X and XII partnerships.

Reported that one unfortunate consequence of the Covid-19 pandemic that hasn't received a lot of attention is the impact on children who are at risk for abuse and neglect. Oregon saw a 70% drop in reporting in just the first month of lockdown in March of 2020. With schools and child care closed due to COVID-19 the hotline has seen a swift decline in reports.

The Board received copy of the Oregon FY 2019 RRCAN report.

- Reported on data of Child Abuse and Neglect
- Graphs Screening reports of suspected abuse by county of origin.
- Problems facing families in Oregon
- State of Oregon on County Data, family supports, economic wellbeing, family and community, etc.

Region XII and Region X T&TA Plans, Mirae Grant

Region XII Migrant and Seasonal Early Head Start Child Care Training and Technical Assistance (T&TA) Plan- Sept 1, 2021-Aug 31, 2022

T&TA Plan provides an overall design for development and delivery of T&TA across Early Head Start Child Care Partnership (EHS CCP) sites. Additional input on T&TA needs will be provided by Partner Management and staff, as well as OCDC EHS CC Program Coordinators, Specialists, Professional Development Coordinators, and local management staff. Mirae went over the TTA System Overview.



Motion: Grant Baxter entertained a motion to accept the Region XII MSHS-EHS Child Care T&TA Plan. Patricia Cuevas made the motion and Juan Preciado seconded. All those in favor said aye. The motion passed.

Region X Early Head Start Child Care Partnerships, Training and Technical Assistance (TTA) Plan- Sept 1, 2021-Aug 31, 2022.

This is a smaller grant. Presented the goals and objectives, challenges, and next steps.

Motion: Grant Baxter entertained a motion to accept the Region X EHS Child Care Partnerships T&TA Plan as presented. Marta Hanna made the motion, and Steve Petruzelli seconded. The motion passed.

Region X and Region XII Grants 2021-2022, Angela Gomez

**Region X EHS-CCP
Year Three 2021/2022
10HP000343**

Summary Budgets 2021-2022 went out to the Board. Copies were given out. Angela reported that OCDC is requesting approval for the third year of a five year grant cycle. Region X EHS-Child Care Partnership program that will run from September 1, 2021 to August 31, 2022. These funds will be used to continue the service to 170 children throughout the state of Oregon with our community partnerships. OCDC will be requesting a 100% waiver of in-kind.

Total Federal Funding	\$ 3,819,713
Non-Federal Share required 20%	954,928
Non-Federal Share waiver request (20%)	<u>(954,928)</u>
In-Kind Requirement 0%	\$ 0

Motion: Grant Baxter called for a motion to approve the Region X EHS-CCP 2021-2022 grant budget, Juan Preciado made the motion and Steve Petruzelli seconded. All those in favor said aye. The motion passed.

Motion: Grant Baxter called for a motion to approve the 100% In-kind waiver for Region X EHS-CCP 2021-22 grant. Steve Petruzelli made the motion and Juan Preciado seconded. All those in favor said aye. The motion passed.



**Region XII EHS-CCP
Year Three 2021/2022
90HM00018**

OCDC is requesting approval for the third year of a five year grant cycle. Region XII EHS-Child Care Partnership program that will run from September 1, 2021 to August 31, 2022. These funds will be used to continue the service to 192 children throughout the state of Oregon. OCDC will be requesting a 100% waiver of in-kind.

Total Federal Funding	\$ 5,530,548
Non-Federal Share required 20%	1,382,637
Non-Federal Share waiver request (20%)	<u>(1,382,637)</u>
In-Kind Requirement 0%	\$ 0

Angela went over the budget summary with the Board. Informed on administrative allocations and increase in teacher’s salary. Adelante Mujeres, pulled out from being a partner, and those slots were moved to Malheur County.

Motion: Grant Baxter called for a motion for the approval of Region XII 2021-2022 EHS-CCP grant budget. Marta Hanna made the motion, and Patti Cuevas seconded the motion for the approval of the Region XII 2021-2022 EHS-CCP grant. All those in favor said aye. The motion passed.

Motion: Grant Baxter called for a motion to approve the 100% In-Kind waiver for Region XII 2021-2022 EHS-CCP. Juan Preciado made the motion, and Steve Petruzelli seconded. All those in favor said aye. The motion passed.

2021 COLA and Quality Improvement Budgets, Angela Gomez

Angela presented COLA (Cost of Living Adjustment) and Quality Improvement (QI) budgets. This application is due on May 14. Copy of the Office of Head Start COLA funding letter and budget summaries were sent out to the Board.

**EHS Child Care Partnerships COLA 2021
Grant No. 90HM000018**

OCDC is requesting approval for the 2021 COLA (Cost of Living Adjustment) submission-Early Head Start Child Care Partnerships. OCDC employees will receive a 1.22% COLA increase in 2021. OCDC will be requesting a full waiver of 20% in-kind waiver of \$16,497.



Funding	\$ 65,986
Non-Federal Share required 20%	16,497
Non-Federal Share waiver requested (20%)	<u>(16,497)</u>
In-Kind requirement 0%	\$ 0

Motion: Grant Baxter entertained a motion for the approval of the COLA EHS Child Care Partnerships. Martha Hanna made the motion, and Juan Preciado seconded. All those in favor said aye, the motion passed.

Motion: Grant Baxter entertained a motion for the approval of the 20% In-Kind waiver. Steve Petruzelli made the motion, and Patti Cuevas seconded the motion. All those in favor said aye. The motion passed.

EHS Child Care Partnerships Quality Improvement 2021
Grant No. 90HM000018

Angela reported the complete data for QI 2021 was not available; they do not have all of the details today. Since this is due on May 14, before the next board meeting, Donalda asked if the Board would be willing to accept this draft as presented, or would the you want to have another meeting when we get all the details worked out?

Note: The Board agreed for the submission 2021 Quality Improvement to be made on May 14, with the understanding that the Board Finance Committee and the Board Co-Chairs look at the final numbers before that date and approve. The Board Co-Chairs will attend the Finance Committee meeting. Following the approval of the Board Finance Committee, will then be reported at their next full Board meeting.

OCDC is requesting approval for the 2021 Quality Improvement submission of Early Head Start Child Care Partnerships. OCDC will be requesting a full waiver of 20% in-kind in the amount of \$26,188.

Funding EHS	\$ 104,752
Non-Federal Share required 20%	26,188
Non-Federal Share waiver requested (20%)	<u>(26,188)</u>
In-Kind requirement 0%	\$ 0

Motion: Grant Baxter entertained a motion for the approval of the 2021 Quality Improvement submission of EHS CC Partnerships as presented. With the understanding that the Board Finance Committee look at the final numbers and approve. The Board Co-Chairs will also attend the Finance Committee meeting. Steve Petruzelli made the motion, and Marta Hanna seconded the motion. All those in favor said aye. The motion passed.



Motion: Grant Baxter called for a motion to approve the 2021 In-Kind Waiver for QI of the submission of EHS CC Partnerships as presented. With the understanding that the Board Finance Committee look at the final numbers and approve. The Board Co-Chairs will also attend the Finance Committee meeting.
Juan Preciado made the motion, and Patti Cuevas seconded. All those in favor said aye. The motion passed.

Migrant and Seasonal Head Start COLA 2021
Grant No. 90CM009859

OCDC is requesting approval for the 2021 COLA (Cost of Living Adjustment) submission. Each Head Start/Early Head Start Employee will receive a 1.22% COLA increase in 2021. OCDC will be requesting a full waiver of 20% in-kind in the amount of \$156,611.

Funding MHS/SHS	\$ 517,102
Non-Federal Share required 20%	129,276
Non-Federal Share waiver requested (20%)	<u>(129,276)</u>
In-Kind requirement 0%	\$ 0
Funding EHS	\$ 109,343
Non-Federal Share required 20%	27,335
Non-Federal Share waiver requested (20%)	<u>(27,335)</u>
In-Kind requirement 0%	\$ 0

Motion: Grant Baxter entertained a motion to approve the 2021 MHS/SHS COLA funding as presented. Patti Cuevas made the motion; and Juan Preciado seconded. All those in favor said aye. The motion passed.

Motion: Grant Baxter called for a motion to approve the 2021 MHS/SHS COLA In-Kind waiver. Juan Preciado made the motion, and Patti Cuevas seconded the motion. All those in favor said aye. The motion passed.

Motion: Grant Baxter called for a motion to approve the EHS COLA funding as presented. Steve Petruzelli made the motion, and Marta Hanna seconded. All in favor said aye. The motion passed.

Motion: Grant Baxter called for a motion to approve the EHS COLA In-Kind waiver as presented. Marta Hanna made the motion, and Juan Preciado seconded. No other discussion. The motion passed.



Migrant/Seasonal Head Start Quality Improvement 2021
Grant No. 90CM009859

OCDC is requesting approval for the 2021 Quality Improvement submission. OCDC will be requesting full waiver of 20% in-kind in the amount of \$374,953.

MHS/SHS	\$ 1,307,765
Non-Federal Share required 20%	326,941
Non-Federal Share waiver requested (20%)	<u>(326,941)</u>
In-Kind requirement 0%	\$ 0
EHS	\$ 192,046
Non-Federal Share required 20%	48,012
Non-Federal Share waiver requested (20%)	<u>(48,012)</u>
In-Kind requirement 0%	\$ 0

Motion: Grant Baxter entertained a motion to approve the submission of MHS/SHS Quality Improvement funding 2021. With the same understanding that the Board Finance Committee look at the final numbers and approve. The Board Co-Chairs will attend the Finance Committee meeting.
Patti Cuevas made the motion, and Juan Preciado seconded. All those in favor said aye. The motion passed.

Motion: Grant Baxter called for a motion to approve the MHS/SHS Quality Improvement In-Kind waiver. Juan Preciado made the motion, and Patti Cuevas seconded. No discussion, all those in favor said aye. The motion passed.

Motion: Grant Baxter called for a motion to approve the EHS Quality Improvement submission and In-Kind waiver. With the same understanding that the Board Finance Committee look at the final numbers and approve. The Board Co-Chairs will attend the Finance Committee meeting.
Juan Preciado made the motion, and Steve Petruzelli seconded. All those in favor said aye. The motion passed.

Financial Report, Don Horseman and Angela Gomez

Don and Angela went over the Results by Funding Source. These were presented to the Finance Committee at their meeting April 29.



- Comparative Financial Statements December 2020/2019
- Narrative and Statement of Financial Position
- Statement of Activities
- Enrollment

Don reported that Fiscal is working on the first quarter of the year, and will be completed by end of May. Don said still have 90 days to continue to spend funds until March 31 when the MSHS grant ends. So adjusting December until we roll over up to January, and we will give information and current data to the Board. Working on the grants and COLA to be submitted soon.

Motion: Grant Baxter, called for a motion to accept the Financial reports and statements as presented. Juan Preciado made the motion and Steve Petruzelli seconded. All those in favor said aye. The motion passed.

USDA Nutrition Program Budget Summary 2020-2021

Donalda Dodson, presented and asked the Board for the approval of the Nutrition budget revision for the Medford USDA program for 190 homes, and went over the budget summary.

Motion: Grant Baxter called for a motion to approve the USDA Nutrition Program for 190 homes, Patti Cuevas made the motion and Juan Preciado seconded. All in favor said aye. The motion passed.

Executive Director Report

- The Federal Office had notified OCDC of a COLA (Cost of Living Adjustment) for all grantees. Region 10 gave OCDC notice earlier with a due date of April 15, and the Migrant and Seasonal-Region 12 program recently sent notification with a due date of May 14. Those budgets were just presented.
- As mentioned in Executive report, OCDC had an issue with provisional permission to provide P-3 services in Multnomah County, based on OCDC getting the MOUs (Memorandum of Understanding). Mt Hood informed OCDC they could not support OCDC providing services in that area since they were not fully enrolled. Unfortunately, the center had started services and was full with 16 children before an MOU. When this error was realized, efforts were taken to close out service within Multnomah. OCDC has begun working with the State to determine the next steps. The families will be transitioning to Mt. Hood after June 30.



Oregon Child Development Coalition

Board of Directors Meeting Minutes

April 24 2021 9:00AM

Central Office and Zoom

- Donalda will be connecting and talk with the new OPK Specialist at the State. Lindsay Pearson, is our OPK Program Specialist, she came from Mount Hood Head Start.
- Grant Baxter asked if we are having an open house for Boardman site? Donalda reported we are hoping to be in that building by the end of May. Same for the Brooks building, maybe we can do an open house and have a field trip.
- Donalda reported that every week she sends out notes and updates staff, letting them know what is going on. Being aware of symptoms about COVID, incorporate in doing our preventive practices, as this as we know, will continue for a while.

Exposure and contact is what closes the centers. We are taking all the safety procedures and measures, and staff has been aware of the protocols.

Board 2021 Monthly Meetings

The Board would like to go back in having have monthly meetings for the next upcoming months.

The last year has been difficult doing the Zoom meetings. They prefer to have meeting in person, and if possible have the meetings at Central Office, following safety protocol.

Linda will poll the Board and send various dates for board meetings, and see what the majority prefer.

- May 22 or May 15.
- June 19 or 26th
- July 10 or 17th
- Aug 21 or 28th

Adjourns

The board meeting adjourned at 1:50 pm