

## Oregon Child Development Coalition

### Board of Directors GoToMeeting

December 12, 2020 - 9 AM

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Board Members present: Steve Petruzelli, Interim Chair, Grant Baxter, Vice-Chair; Marta Hanna, MSHS Policy Council Rep., Anna Lee, Board Secretary, Juan Preciado, Matthew Colley, Ingrid Anderson, and Daniel Quiñones

OCDC Staff: Donalda Dodson, Executive Director; Mirae Grant, Grants Manager; John Avalos, ERSEA Content Specialist; Ambrosi Bowman, Human Resources Generalist; Herberd Duran, Employee Relations Manager; Donald Horseman, Director of Finance; Janene Chitnis, Fiscal Budget & Grants Manager; Katran Byers, Office Assistant

#### **Transition Meeting: Board Executive Committee and Executive Leadership Team (ELT)**

Steve Petruzelli tenure as Interim Board Chair will end December 31, 2020. Steve Petruzelli thanked both Juan Preciado and Grant Baxter for agreeing to co-chair the Board of Directors. Steve outlined his recommendations for the Board of Directors to complete business the best way possible. Steve Petruzelli's recommendations are:

- Have Executive Committee meetings on a regular basis.
- Break out different responsibilities based among Board and Committee involvement.
- Committees report back to the CO-Chairs to help alleviate burn out.

Matthew Colley asked if it would be appropriate to reach out and invite people to become Board Members in order to reach quorum. Donalda mentioned that the Board of Directors By-Laws states that there can be up to 15 Board of Directors Members. It has been determined that this would be acceptable and additional Board Members would be in the fields of:

- Education
- Law
- Finance
- Advocates for the communities we serve

Anna Lee asked if new Board Members receive orientation to become more familiar with OCDC programs such as the We Are OCDC video that new employees view as part of the new employee orientation. Donalda stated that she will look at the best way to give access to the Board of Directors either through SharePoint or YouTube. The Board of Directors manual for new members will be reinstated in 2021.

#### **Board of Directors / Roll Call:**

Steve Petruzelli gave a brief overview of his recommendations during the transition meeting. Steve Petruzelli asked if there are any interested parties to become the Board of Directors Chair. There were no other interested parties.

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---

**Motion:**

**Steve Petruzelli entertained the motion to accept Juan Preciado and Grant Baxter as Board Co-Chairs. Matthew Colley made the motion; and Anna Lee seconded. All those in favor said aye. No oppositions. Motion carries.**

**MSHS 2021 G&O Competitive Grant, Mirae Grant**

Mirae presented the ratified Goals and Objectives and went over the changes on Goals 1 to 6. The majority of the changes was to Goal 6 since it can be modified at any time to reflect items such as building and repair, natural disasters, pandemic.

**Motion:**

**Steve Petruzelli entertained the motion to accept MSHS 2021 Goals & Objectives as presented. Grant Baxter made the motion; and Matthew Colley seconded. All those in favor said aye. No oppositions. Motion carries.**

**CNRA Community Needs Assessment, John Avalos**

John presented the Executive Summary of the CNRA Community Needs Assessment which includes MSHS, MSEHS and RXII programs across the state. John reviewed each key point with the recommendation moving forward to address the needs of the population that OCDC serves. The key points that were discussed are:

1. Eligible infants, toddlers, pre-school aged children and families
2. Geographic location of eligible children and families
3. Race, ethnicity and language of eligible children and families
4. Number of children experiencing homelessness
5. Number of children in foster care
6. Disabilities numbers and types and resources provided to children by local agencies
7. The education, health, nutrition, and social service needs of eligible children and their families, including prevalent social or economic factors that impact their well-being
8. Typical work, school and training schedules of parents with eligible children
9. Other child development care centers and child care programs that serve eligible children including home visiting, publicly funded state and local preschools

**Motion:**

**Steve Petruzelli entertained the motion to accept CNRA Community Assessment as presented. Ingrid Anderson made the motion; and Grant Baxter seconded. All those in favor said aye. No oppositions. Motion carries.**

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**Board of Directors GoToMeeting**

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---

**HR- Anti-Harassment Policy 10.030, Nondiscrimination EEO Policy 10.010, COVID Exposure Prevention Policy, Ambrosi Bowman and Herberd Duran**

Ambrosi started with an overview on the process to draft policies. The Anti-Harassment Policy has been updated to reflect that laws will be coming into effect. The updates include clear definition of Work Place Harassment, Behaviors that are not tolerated by the agency, and the Sexual Harassment definition has been updated. It is everyone's responsibility to report harassment in the workplace. This policy includes that any employee will not be required to enter into a Non-Disclosure Agreement (NDA) unless the employee would like to enter into such agreement. Complaints are taken very seriously and are investigated immediately to ensure prompt and appropriate action is taken to resolve the complaint.

The Nondiscrimination EEO Policy has been updated to reflect the changes made to protected classes. For example, expunged juvenile records are now protected. The same process of reporting a complaint regardless of experiencing or witnessing the violation of policy.

**Motion:** Steve Petruzelli entertained the motion to accept The Anti-Harassment and Nondiscrimination EEO policies. Matt Colley made the motion; and Grant Baxter seconded. All those in favor said aye. No oppositions. Motion carries.

The COVID-19 policy has been updated to include the new guidelines on when and where to wear face coverings. It has been made very clear that all employees and non-employees are to wear face coverings in any open space such as cubicles and open office spaces.

**Motion:** Steve Petruzelli entertained the motion to accept COVID Exposure Prevention Policy. Dan Quiñones made the motion; and Juan Preciado seconded. All those in favor said aye. No oppositions. Motion carries.

**MSEHS Competitive Grant Budget and Summary, Janene Chitnis and Don Horseman**

Janene presented the budget that reflects how families are not migrating for various reasons but not limited to traveling is not safe for families based on immigration status among other factors such as deciding to stay in the community that they reside in. It has been stated that Migrant families always have priority over Seasonal families. Direct services have been increased from 6 hours to 8 hours. Allocations are shifted to where the need is to best serve the community. The state grant is now absorbing 6% of cost. The Policy Council and T&TA budgets remain the same.

**Motion:** Steve Petruzelli entertained the motion to accept the MSEHS Competitive Grant Budget and Summary as presented. Ingrid Anderson made the

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**motion; and Grant Baxter seconded. All those in favor said aye. No oppositions. Motion carries.**

**Waiver for In-Kind**

Janene explained how the amount of In-Kind (Non-Federal Share) is calculated and the challenges in meeting this obligation for the reason of requesting the Waiver for In-kind to decrease the amount from 20% to 10%. OCDC leverages from some of the state funded programs to be part of In-kind.

**Motion:** Steve Petruzelli entertained the motion to accept the Waiver for In-kind. Matthew Colley made the motion; and Grant Baxter seconded. All those in favor said aye. No oppositions. Motion carries.

**COVID Update, Donalda Dodson**

OCDC continues to adhere to requirements coming from the Office of Child Care, Oregon Health Authority and OHSA. Implementing new criteria as it changes, following up and observing that protocols are being followed. A classroom was closed due to when an external person became ill after visiting a family member. There will be an updated matrix / guidance that will be presented at the next meeting.

The Governor's budget has included increase funding for Early Education. Office of Childcare received Cares Funds for additional resources for programs to use towards repairs, adding new fencing to playground, etc. It was asked if OCDC had received any complaints relating to COVID protocols not being followed. There has been one complaint that has been dismissed. There is a seconded complaint where the response and documentation that has been submitted and OCDC is waiting to hear the response.

**Board Meeting Minutes October 19, 2020**

**Motion:** Steve Petruzelli entertained the motion to approve the minutes as presented. All those in favor said aye. No oppositions. Motion carries.

**Next 2021 Meetings to be scheduled**

It has been recommended that the Co-Chairs will meet with Senior Management to develop the Board of Directors meeting schedule. The meeting should occur in January. It was determined that Linda Torres will conduct a survey to determine the meeting dates for January and February.

**Adjourns**

Meeting adjourned at 12:18 pm.