

Oregon Child Development Coalition
Board of Directors and Policy Councils Meeting
AUGUST 28, 2021
Central Office Wilsonville

Board present, Grant Baxter, Co-Chair; Juan Preciado, Co-Chair; Anna Lee, Secretary; Steve Petruzelli; Dan Quiñones; Matthew Colley; Patricia Cuevas; Rebecca Chavolla; Maria Guadalupe Diaz.

MS/EHS/HV PC Members present: Maria Diaz, Umatilla County; Marta Hanna, Malheur County; Rebecca Sanchez, Polk County; Juan Preciado, Board Rep.; Victorina Zurita, Clackamas; Reina Lopez, Clackamas; Maricela Jimenez, Yamhill; Abigail de Jesus, Multnomah; Zahida Avalos, Umatilla County; and Adriana Villanueva

OPK/EHS/HV PC Members present: Rebecca Chavolla, Klamath Falls; Florentino Madrigal, Marion; Jenny MacDonald, Klamath Falls Community Rep, Amber Robinson, Washington; Alethea Barlowe, Chiloquin

OCDC Staff, Donalda Dodson, Executive Director; Don Horseman, Director of Financial Services; Jose Juan Escobar, Director of Quality Assurance; Karelia Harding, Parent Engagement and Equity Manager; Janae Ford, Quality Assurance Specialist; Mirae Grant, Grant and Special Projects Manager; Shelly Jackson, Training and Development Specialist; Mayra Polanco, Parent Engagement Assistant; Lucy Beltran, Reg Family Education Trainer; Kay Ortega; Reg Family Education Trainer; and Tisa Bithell, Operations and Quality Coordinator.

Interpreters, Sonja Trigo and Courtney Acostagrates

Board Roll Call - done by Tisa Bithell, at 9:10 am. Quorum established.

PC Roll Call- done by Mayra Polanco. Quorum established.

Introductions were made among the Board and Policy Councils.

1. MSHS and EHS Self-Assessment and Quality Improvement Plan Report, Janae Ford

Janae went over the handouts of Self-Assessment and QIP and informed the Board and PC the Ongoing Monitoring Results and Screenings for COVID.

- Talked about the 2019-2020 Child Assessment data. Pages seven through nine in the report. Described the different checkpoints of development in children toddlers' classroom for MSHS and EHS.
- Child Health Screenings - Monitoring of the health screening is occurring in all the counties, but the screening process was low.
- Goal Setting, only four counties noted that supervisors are actively monitoring goal setting with families though with counties had family advocates who were regularly monitoring and following up with the families.
- Questions: How migrant worker families were adjusting? Response was that there are less kids and therefore less enrollment.

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- Key Insights about accomplishments this past year and adjusting to all random updates of COVID, page 12. Explained ERSEA, going to a virtual process. Training and Professional Development for online training support.
- Question from Matt: Is remote IT support still available? Yes, it stills maintain and supports OCDC.
- Parent Engagement activities on Zoom continue because it works well. The Parents get to meet other parents online. Karelia informed that 1139 hours of training were provided to parents and Kay Ortega delivered 2000 boxes of food.
- Opportunities for Improvement, Janae went over a few of the goals and objectives, safety, sanitation of playgrounds and staffing.

The Board proceeded to make a motion.

MOTION: Grant Baxter entertained a motion to approve the MSHS & EHS Self-Assessment and Quality Improvement Plan for 2021-22. Anna Lee made the motion, and Matt Colley seconded. All those in favor said aye. No discussion. The motion passed.

The MSHS Policy Council proceeded to make a motion.

MOTION: Maricela Jimenez, President MSHS PC, entertained a motion to approve the MSHS & EHS Self-Assessment and Quality Improvement Plan 2021-22. Maria Diaz made the motion, and Adriana Villanueva seconded. All those in favor said aye. The motion passed.

The OPK Policy Council proceeded to make a motion.

MOTION: OPK President, Rebecca Chavolla entertained a motion to approve the MSHS and EHS Self-Assessment and Quality Improvement Plan 2021-22. Jenny MacDonald made the motion, and Florentino Madrigal seconded. All those in favor said aye. The motion passed.

2. Head Start Health and Safety Screening Summary. Janae Ford

Janae apologized for no handouts. On screen presentation only.

- There were 60 plus questions, and Central Office Specialists and Coordinators went out to counties to review the questions. Data was gathered and did analysis, and a review per county and statewide needs to be done. This was done in a quick manner; Juan said the other programs would be reviewed soon.
- Janae said that we will fine tune and complete the action plan, and Juan will present this info at the next Board meeting in September.

The Board proceeded to make a motion for approval.

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MOTION: Grant Baxter called for a motion to approve the Head Start Health and Safety Screening Summary as presented. Matt Colley made the motion, and Dan Quiñones seconded the motion. All in favor said aye. No discussion. The Motion passed.

The Policy Council proceed to make the motion for approval.

MOTION: Maricela Jimenez, MSHS President, entertained a motion to approve the Head Start Health and Safety Screening Summary as presented. Adriana Villanueva made the motion, and Maria Diaz seconded. All in favor said aye. The motion passed.

3. ERSEA Selection Criteria Report, Jose Juan Escobar

Juan gave out copies of the Selection Criteria and these include all programs.

- MSHS and EHS, MIECHV, OPK and OPK-P3
- Preschool Promise, EHS Region XII. EHS Region X

Juan explained the point criteria by program, and eligibility. There were questions about qualifications of the proof on income.

Amended 9/18/21. Added the correction to the August minutes: about the ERSEA applicants, how they can see the changes in criteria and the ability to appeal if they do not qualify.

Action: Grant asked if parents who enroll see all this info as part of the application. Juan informed that he would have to look into this. Juan can create a video to explain the enrollment process. Therefore, the Board recommends it be in English and Spanish.

Action: To do a training for the new members of the Policy Council at their next meeting. Juan agreed.

Action: Parents to get a packet of counties programs and the criteria for eligibility of the program. Juan will do this.

Approvals of the ERSEA Selection Criteria

MOTION: Grant Baxter, Board Co-Chair, called for a motion to approve the ERSEA Selection Criteria report by program; Juan Preciado made the motion, and Anna Lee seconded. All those in favor said aye. The motion passed.

MOTION: Maricela Jimenez, PC President for MSHS, called for a motion to approve the ERSEA Selection Criteria report; Reyna Lopez made the motion, and Adriana Villanueva seconded. All those in favor said aye. The motion passed.

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MOTION: Rebecca Chavolla, OPK President, called for a motion to approve ERSEA Selection Criteria report; Jenny MacDonald made the motion, and Florentino Madrigal seconded. The motion passed.

4. MSHS Goals and Objectives 2022

Mirae Grant presented the Goals and Objectives for baseline grant. We have six goals and objectives. These are the same as last year. The Board and PC received the Goals and Objectives information.

MOTION: Grant Baxter called for a motion to approve the MSHS Grant Goals and Objectives 2022; Matt Colley made the motion, and Dan Quinones seconded. All those in favor said aye. The motion passed.

MOTION: Maricela Jimenez, PC MSHS President, called for a motion to approve the MSHS Goals and Objectives 2022; Adriana made the motion, and Reyna Lopez seconded. All those in favor said aye. The motion passed.

5. **T&TA Plan 2021-2022** – was approved in previous meeting in April 2021. Mirae said that the Board doesn't have to approve again.

6a. Family Day Care Home Sponsor Administrative Budget FY2021 Approval

Don went over the two budgets for USDA. The board proceeded to make a motion.

Administrative Summary Budget for \$224,880

Number of Homes 190

MOTION: Grant Baxter, Board Co-Chair, entertained a motion to approve the modification of Administrative Budget Final Summary FY2021 as presented. Matthew Colley made the motion, and Patricia Cuevas seconded. All those in favor said aye. The motion passed.

6b. Family Day Care Home Sponsor Administrative Budget FY2022 Approval

Don Horseman, presented and went over the Administrative Summary Budget for \$255,380

Number of Homes 190

The Board proceeded to make a motion to approve the FDCH Sponsor Administrative Budget summary as presented.

MOTION: Grant Baxter, Board Co-Chair, entertained a motion to approve the Home Sponsors Administrative Budget Summary FY2022 as presented. Steve Petruzelli made the motion, and Matthew Colley seconded. All those in favor said aye. The motion passed.

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6. Financial Budgets MSEHS Preliminary Budgets

Migrant and Seasonal Head Start Budget Grant Funding 2021-2022

Don went over the total grant funding and numbers and explained the changes that were made. Steve asked if we could have a Finance Committee meeting around September 12 to review and make recommendations to the Board on September 18. Donalda said that would be arranged.

Early Head Start Budget Grant Funding 2021-2022

Don Horseman went over the EHS budget. Informed that they ask for the grantee to provide 20 percent In-kind. OCDC is for an In-Kind waiver of 5% for year 2022.

MOTION: Grant Baxter, Board Co-Chair, called for a motion to approve the MSHS Grant budget for \$54,000. Juan Preciado made the motion, and Patricia Cuevas seconded the motion. All in favor said aye. The motion passed.

MOTION: Grant Baxter, called for a motion to approve the In-kind waiver of five percent. Juan Preciado made the motion and Patricia Cuevas seconded. All those in favor said aye. The motion passed.

Policy Council proceeded to make a motion for approval.

MOTION: Maricela Jimenez, President of MSHS PC, called for a motion to approve the MSHS grant budget as presented. Adriana made the motion, and Reyna Lopez seconded. All those in favor said aye. The motion passed.

MOTION: Maricela Jimenez called for a motion to approve the In-Kind waiver of five percent. Maria Diaz made the motion, and Reyna Lopez seconded. All those in favor said aye. The motion passed.

OPK Budget Biennium 2021-2023 Grant

There was not enough information to make the approval. Don stated that they were waiting for numbers from the State. This will be presented at the next Board meeting.

Note - Karelia asked to add both Co-Chairs to the signature page.

Preschool Promise Budget

Don went over the budget.

MOTION: Grant Baxter entertained a motion to approve the Preschool Promise budget as presented. Matt Colley made the motion, and Juan Preciado seconded. All those in favor said aye. The motion passed.

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7. Coaching for Employees, Shelly Jackson

Shelly went over the handout. They are going to focus coaching across all staff and service areas. To develop and strengthen skills.

- The focus for the staff is to work on their performance goals; and the focus of the supervisor is to support the employee reach those goals.
- Dan mentioned that he would like to see that everyone is treated fairly. Shelly mentioned that we talk with the Program Directors and Supervisors, on what their role is as a coach. Supervisors can reach out to Shelly for support and guidance. Anna Lee asked if there is any feedback, and Shelly responded there is an evaluation form they can complete.

8. Governance, Leadership, Oversight, Capacity Screener, Donalda Dodson

Donalda went over the main points of the screener, of governing body responsibilities. Karelia explained the composition of the Policy Council. The requirements for parents to be involved, community members, are elected by parents and not the agency.

The Board Chair and the PC President signed the Governance, Leadership, Oversight, Capacity screener certificate, as well as the Health and Safety Screener certificate.

9. Executive Director Report

Donalda went over highlights of her report. Donalda added two items and informed the Board and PC that two centers in Malheur closed on 8/27 due to Covid, and Umatilla is also having Covid issues.

10. COVID Committee

- The Covid Committee was created by the Board of Directors and Policy Council in 2020 and was dissolved because everything seemed to be going back to normal. Grant asked, what the Board members would like to do or see?
- Patti mentioned to be notified if a center is closed, not only a classroom.
- Anna mentioned a monthly report to the Board would be reasonable.
- Rebecca to bring back the committee for parents to get consistent and appropriate information.
- Matt mentioned not sure if we need another committee, reports are fine.
- Juan Preciado said report to the Board monthly; and having it as a standing agenda item.
- Board agreed that the report be a standing item on the Agenda and Donalda presents a Covid monthly report to the Board.

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11. Management Gathering, November 8-10

Donalda informed the Board that she would let them know if the Gathering was still in person, or if any change will keep them posted.

What was the status of Boardman? The construction of Boardman has not been completed, because of shipping issues for materials.

12. Board Meeting Minutes July 17, 2021

MOTION: Grant Baxter, called for a motion to approve the Board Meeting Minutes of July 17. Dan Quiñones made the motion, and Matt Colley seconded. All those in favor said aye. The motion passed.

Board and Policy Council meeting adjourned 2:45 pm.

Next meeting is September 18.

The Policy Council left the meeting and Board members stayed for Executive Session.

Board members entered an Executive Session.