



Oregon Child Development Coalition
Board of Directors Meeting – Central Office, Wilsonville
July 17, 2021 - 9 AM

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

OCDC Staff, Donalda Dodson, Executive Director; Don Horseman, Director of Financial Services; Rachel Elliott, Early Childhood Education Supervisor; Ambrosi Bowman, Human Resources Generalist; R.E. Szego, Training and Program Development Manager; Jose Juan Escobar, Director of Quality Assurance; Steven Broncheau, Resource Development Manager; Linda Torres, Senior Executive Assistant

Introduction of Oregon Prekindergarten- OPK Board/PC rep. Rebecca Chavolla, from Klamath County. The last 20 years her kids have been through the program, and has served on the Policy Council for last 9 years. She is a Case Manager for the City schools. The Board welcomed Rebecca.

Roll Call – After the roll call, quorum was established. Grant Baxter called the meeting to order.

Executive Director Report

Donalda Dodson gave updates on her report. The Executive Director report was emailed to the Board.

1. OCDC received five-year grant award and will reset the grant period by the submission of application to Office of Head Start on October 1.
2. We continue with expanded services in Klamath, but other documents were requested. Placed a complaint because we already had an active MOU (Memorandum of Understanding) in Klamath, and was told to get another MOU even though OCDC's was good until the end of September.
3. Matt suggested making a Public records request, and requests ask for communication from certain people to respond, of why OCDC is being asked for this information. Donalda said that we reached out to the other Klamath program, to make sure we do have collaborated planning.
4. The State has new guidelines for coordinated enrollment around HS and Preschool Promise so there is a training the last week of July and Program Directors will be going. The goal is to see that all programs are full and more children receive these early learning services.
5. Equity training that was offered to over 480 staff who participated. Karelia Harding presented this same training to the Board a few months ago.



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6. Grant Baxter mentioned that the training has simple concepts and much more compassionate, for people to open up and participate.
7. Currently at Central Office we have 75 percent of staff vaccinated, and 65 percent of all OCDC staff.

OCDC Audit Review/ Board Committee Meeting

Don Horseman informed that the Audit committee had their meeting this week. Steve Petruzelli commented that we have had a long and good relationship with the auditors Kern & Thompson. He informed that they presented the Auditor Letter of Engagement and explained the terms. Audit fees were presented and the price is very reasonable. *Letter of Engagement was sent out to all the Board.*

The OCDC audit will start on July 26 and the auditors will be here for two weeks doing the fieldwork. They will do internal review and make sure all is order and then present back to management.

Anna Lee commends and thanked Don and Janene for the financial monthly dashboards and simplifying the grants; she said it is so much digestible as a board member.

USDA Home Provider Budget Summary FY2021

USDA Administrative budget summary presented by Don. There were a few modifications made, in the grant we added home providers, staff that were hired, and OCDC was required to submit another grant, but the total remains the same- \$ 224,880.00 and 190 number of homes. The State recommends us to raise the compensation to other staff and hire bilingual individuals. This grant usually takes more time than other grants.

This grant will end on August 31, and will be sending a new grant. Just need you to approve these budget modifications.

Motion: Grant Baxter, Board Co-Chair, called for a motion to approve the modification of the USDA budget grant as presented. Ingrid Anderson made the motion, and Matt Colley seconded the motion. All those in favor said aye. The motion passed.



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Lightning Propco Lease

Don presented the lease to the Board. This is for the OCDC warehouse and office. The lease on the warehouse is very important, as we are able to store shipments and supplies, and then bring these supplies, with two trucks that are utilized to deliver to all the counties. Mostly when there is change in the classrooms, warehouse staff has done a great job. The lease begins September 1, and 62 months lease term.

Don asked for board approval for signing the lease for the OCDC warehouse.

Motion: Grant Baxter called for a motion to approve signing the Lightning Propco lease; Steve Petruzelli made the motion, and Ingrid Anderson seconded. All those in favor said aye. The motion passed.

Human Resources Policies, Ambrosi Bowman

a. COVID Exposure and Prevention Policy

Ambrosi made a PowerPoint presentation to the Board with the updates/changes on this policy. This policy establishes guides for OCDC coronavirus exposure. Updates on health checks, face coverings, physical distancing, sick and quarantine guidelines remote work, and disinfecting the workplace. Ambrosi does research on Federal, State laws, and works with Donald and the HR Director, and with OCDC attorneys to make sure all policies comply with law requirements. This policy is more related to OCDC staff. Anything from ELD activities specific and pertaining to center activities are in the practice guidelines.

Rebecca asked if we have taken into consideration those who have had Covid and the positive immunity; because she was given that information after having Covid, and which is a longer period of immunity. Ambrosi responded that we have not, but will look into that.

Motion: Board Co-Chair entertained a motion to approve the changes to the COVID-19 Exposure and Prevention Policy. Matt Colley made the motion, and Juan Preciado seconded. All in favor said aye. The motion passed.

b. Holidays Policy and Procedure

- Ambrosi reported on the new Federal Holidays. June 19th, just established and commemorates the end of slavery in the US. OCDC did apply the holiday, which was the next day. Staff who were working can get the Holiday pay, and exempt staff were able to take that day off.



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- Updated the Indigenous Peoples' day; which is instead of Columbus Day.

Motion: Grant Baxter entertained a motion to accept the updates on the Holidays Policy and Procedure. Ingrid Anderson made the motion, and Anna Lee seconded. All those in favor said aye. The motion passed.

Trauma Informed Practice. R.E Szego

R.E. gave an overview of the Trauma Informed Practice (TIP).

- The main question is how we can use information about trauma and resilience to better support the children and families we serve, and the staff as well.
- The aim is to create safer environment for children and families. Build stronger relations between staff, teams ad with families. Mostly during these times.
- There are monthly meeting, updates on TIP projects and recommendations.
- Trainings offered with the agency: Training of Trainers of TIP, Feb. 2020 Resilience in the workplace, in Aug. 2020 and June 2021.
- Leadership during the Pandemic, training Jan 2021 and Feb 2021, (virtual).

Ingrid mentioned it is so important building resiliency for children and families and does make a whole difference. Commendable the hiring of Regional MHC, and TIP Specialist.

Copies of the Trauma Informed Practice were given out to the Board.

School Readiness Goals 2021-22, Rachel Elliot

Rachel is the Early Childhood Education Supervisor, and Facilitator of Education and Mental Health area. These goals are for the MSHS grant submission. This approach remains the same from the original application, no revision. The report of Agency SR goals report was sent out to the Board.

Each county develops the School Readiness objectives. We collected our eight goals and objectives, and using the objectives for development and learning from Teaching Strategies, and see the correlation between the Oregon Early Learning guidelines and the Head Start Early Learning Outcomes Framework. Updated June 2019 and June 2020. No revision in July 2021.

Motion: Grant Baxter called for a motion to approve the Agency School Readiness Goals, as presented. Ingrid Anderson made the motion and Juan Preciado seconded. All those in favor said aye. The motion passed.



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Resource Development Update

Steven Broncheau gave an update on Resource Development activities. Explained that last year the focus was on Covid, but things are starting to get back to normal.

- Last year worked on the Equity Grant with Program Director of Hood River. Received \$350k last year and \$350k this year.
- Applied to the Oregon Community Foundation for COVID/Fire grant and received \$130k. This helped some families with medical bills and Internet.
- Smaller grants of Women’s Foundation for \$5,000.
- Working on next potential grants. Sponsorship packets for OCDC to be used by counties for the 51st Anniversary event.
- OCDC website design and rebranding.
- Working on Project with Klamath Community College.
RD Report was sent out to the Board.

OCDC Foundation

Steven reported that we lost the OCDC Foundation non-exempt status last year. He has filed and paid fee so non-exempt status so can be reinstated. This will take from six to eight months. Anna Lee and Steven met this week to talk about the Foundation and will be looking at different focus areas, mission, vision statements, including publishing and getting the website set up, to start a plan and keep moving forward. As of now, the Foundation has \$26,000.

Program Information Report (PIR), Jose Juan Escobar

Juan reported on the Migrant Head Start Program Information report for 2021 (PIR). The report is online system reported to Congress, information on the progress of MSHS on year-to-year basis. This goes into a database and can compare with other Head Starts.

Juan went over the condensed version made by Donalda and Linda that was sent out to the Board.

- Enrollment is 2749. Enrolled slots are 1799, 65 percent.
- Children with continuous health care and pregnant women served as 1752. However, out of 65 percent that we did serve, as given immunizations, physical care, and dental care was 86 percent, a good percentage.



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- Homelessness – 46 families, 64 children, 3% and 4%. Parents usually under report homelessness, the best proximate would probably be double. Living with family is considered homeless, if it is not by choice.
- Our enrollment is of younger children, majority from 0 to 3. 269 to 405 children.
- Transportation provided were little fewer than last year- 1229, 73 percent.

MSHS Enrollment Report

Donalda gave out copies of the MSHS, EHS, and R12 enrollment report. This report is usually in the financial packet.

- Clarified that for Region 12, funded slots are 192. Not 184. The eight slots of Adelante Mujeres were moved to Washington County.
- MSHS is 44 percent as of end of June. EHS is 62%. OPK enrollment was lower, 60 and 70 percent.

Board Minutes of June 19

Donalda noted one correction on the June minutes under the OSHA filing. One amendment.

Motion: Grant Baxter called for a motion to approve the June 19 Board minutes with one amendment; Matt Colley made the motion; Steve Petruzelli seconded. All those in favor said aye. The motion passed.

New Board Candidate

Board application from Jesse Torres was received. The Board agreed to invite him for the next board meeting in August. Grant informed that Jesse has been working as an insurance agent for several years for State Farm in Umatilla County.

Fobs to the Board

Donalda gave out key fobs to the board members so they can have easier and secure access to enter the Central office building for the following board meetings.



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Next Board August 28 meeting

Donalda would like to have the meeting with the Policy Council and the Board to be here all together on August 28. To present the Migrant and Seasonal grant documents all at the same time.

Next 2021 Board meetings:

- August 28 / Joint meeting with the Policy Council
- September 18
- October 23
- November 20

Adjournment

Juan Preciado makes the motion to adjourn the meeting; Dan Quiñones seconded.

The Board meeting adjourned at 2:10 pm.