

**Oregon Child Development Coalition
Board of Directors Meeting
February 26, 2022**

Roll call at 9:05 am. Quorum established.

Grant Baxter, Board Co-Chair; Juan Preciado, Board Co-Chair; Jesse Torres, Patricia Cuevas, Rebecca Chavolla, Alt OPK Rep, Amber Robinson, OPK Rep, Maria Diaz, MSHS Rep; Ingrid Anderson, Dan Quiñones, Steve Petruzelli and Anna Lee (via web).

OCDC staff, Donalda Dodson, Executive Director; Don Horseman, Director of Financial Services; Jill Guffey E-Learning Developer; Mirae Grant, Grants and Special Projects Manager; Martha Molitor, Interpreter; and Tisa Bithell, Operation and Quality Assurance Coordinator.

E-Learning Training, Jill Guffey

- An OCDC employee must complete 15 hours of training a year for site certification and Head Start regulations.
- LMS (Learning Management Systems) is the software OCDC uses for OCDC employees to register for training courses.
- Jill shows on screen and goes over the process OCDC employees do to get themselves enrolled in training courses.

Dan: What about computer literacy, what is OCDC doing to make sure staff can access?

Jill: We continue to work with the counties and provide support as needed.

Ingrid: There is also specific categories that these training courses must address.

- Jill shows the administration side of LMS and talks about the possibilities of this program. There are two takeaways: 1) overarching system 2) modernizing and continuing development of OCDC.

Donalda: We also have “Master Trainers” in house.

Community Assessment, Mirae Grant

- Via shared screen, Mirae goes over community assessment booklet and mentions county/state facts that she encountered and discusses.

Action: I can e-mail you the links for the State and Federal H2 workers – Dan Q.

Signatures of Approval: The Annual update for signatures approval requested

- 1) Re-approve Retirement Plan 401k, and Trustees of 401K, signatures would be of Donald Horseman, Director of Fiscal, Donalda Dodson, Executive Director and Walter Kalinowski, Director of Human Resources.

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Motion: Grant Baxter called for a motion to approve signatures of Trustees for 401K. Jesse Torres made the motion and Steve Petruzelli seconded the motion. All those in favor said aye. The motion carries.

- 2) Signing authority for OCDC contracts would be Donalda Dodson, Executive Director and Donald Horseman, Director of Financial Services.

Grant asked, if there should be a dollar amount allowed before needing Board approval. It was discussed anything over 250k, would come to the Board first.

Ingrid suggested to the Board we shall reference the By-Laws dollar amount and amend as needed.

Action: The By-Law committee will include dollar amount in By-Law update .

Motion: Grant Baxter called for a motion to approve signatures of OCDC Contracts. Amber Robinson made the motion and Rebecca Chavolla seconded the motion. The motion passed unanimously.

- 3) QALICB, keep current Officers, who are: Donald Horseman, Director of Financial Services, Donalda Dodson, Executive Director and Steve Petruzelli, Board Member.
- It is inactive, but the OCDC attorney recommendation is OCDC to retain the QALICB.

Motion: Grant Baxter called for a motion to approve signatures of QALICB Officers. Patricia Cuevas made the motion and Dan Quiñones seconded the motion. The motion carried unanimously.

The Board of Directors were asked to reaffirm conflict of interest statements.

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Action: BOD complete the “Conflict of Interest Form” in your packet and return to Tisa Bithell

Action: Check CBR records and Donalda to give the CBR information to BOD (per Grant)

Human Relations Committee Report

Dan as chair of the HR Committee gave a brief summary of last meeting.

1. One pay equity grievance, under investigation
2. COVID changes
3. Union updates in Klamath County – time to negotiate new salary
4. **HR Coronavirus Exposure Prevention and Response Policy**

There are ongoing updates and revisions to the guidance from the Oregon Health Authority on response to COVID infections. The most recent revision presented here was updated to include new definition and terminology for “fully vaccinated and “updates” on vaccinations. See attached

Motion: Grant Baxter called for a motion to approve HR Policy Change. Jesse Torres made the motion and Dan Quiñones seconded the motion. The motion carries.

Review of Financials, Audit and Retention- Don Horseman

- Steve Pretzulli gave an overview of the audit (handout) report and mentions that it complies with the grants.
- Steve mentioned “kudos to Don and his accounting staff for all their help”
- Steve motioned the BOD accept the Audit Report

Motion: Grant Baxter called for a motion to approve Audit Report. Rebecca Chavolla made the motion and Amber Robinson seconded the motion. All those in favor said aye. The motion carried unanimously.

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Don reported that OCDC had an increase of assets of 4 million

Ingrid asked why and Don responded:

Property values have increased and additional funding received. He noted revenue would increase again this year because of growth.

Dan asked any projections if tolling charges imposed on highways

Don replied we would see it as an additional cost

Donalda, OCDC will advocate for more increase in slot costs

Don noted, the BOD will get official signed copy of Audit along with Governance letter.

Summary of Funding November 30, 2021- A green booklet, Financial Comprehensive Report was handed out to the BOD and Don asks if there is any questions after their review, to let him know. Don reviewed each grant status no concerns were noted. Other than the P-3 grant currently being monitored closely for potential loss.

A Dashboard (handout) was presented for easier review of the funds. Unspent monies will go back to the Feds.

- OCDC is still waiting for 4% from State (OPK)

Juan requested a discussion on the "Retention Pay". Juan noted he thought the Board voted for a flat rate, but Donalda said by A2 pay scale. Dan agreed there are issues of fairness when based on pay grade and thought should be a flat rate. Donalda noted her understanding of this issue was to refer to Finance Committee for decision since timeline was short and pay needed to be input into system.

Donalda and Don both reported the Finance Committee reviewed ELT's proposal and written brief and noted to support A2 by pay grade, with conditions noted in the brief. ELT was not included. The Finance Committee voted unanimously to support the retention proposal. Discussion ensued around better communication. Jesse reported he understood the Finance Committee was to review and decide,

Steve noted the BOD should not be making those decisions, as it was a role of staff.

Don reviewed the range of retention payments by classification (bus aide, teacher, teacher assistant etc.)

Action: Donalda, please report to BOD if retention had intended result.

Ingrid: nothing in By-Laws that states BOD has a say, do we add to by-laws or keep what it states?

Grant: there seems to have been some miscommunication, we need to do better.

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Umatilla County Report- Maria Diaz (Board Member)

Maria requested she report on her county.

- Maria presented (handout) to the Board. Maria noted a tree was cut down, but the stump remains.

Action: Donalda to follow-up with facilities regarding tree stumps.

Grant and Ingrid thanked Maria for her report.

Grant: When is Boardman going to open?

Donalda: Maybe April

Dan: please send the BOD an invite when it opens.

Vaccination Mandate Impact – Donalda

- All employees of Head Start must be vaccinated or on an exception
- 91% vaccinated at OCDC
- 803 vaccinated, 70 exceptions (OCDC accommodated), 5 on un-paid leave

Strategic Plan- Donalda

This would be a 1.5 day event and the PC (Policy Council) is interested in working together on the strategic plan with BOD.

Action: plan for May – Donalda and Karelia

Executive Report- Donalda

- Budgets are frozen with the continuing resolution from Feds, waiting for congress to approve the budget for 2022.
- Local design option (mixed age delivery model) 1 to 5 ratio, was approved and now working on implemented plan
- Migrant/Seasonal conference March 31, virtually and no cost. Sign up if you would like to participate
- Expansion with OPK – the State sent out a survey for 2023 funds asking who was interested in increased slots and duration. OCDC asks for a small increase in OPK and P-3
- Getting request from employees to work from home remotely. Questions being reviewed includes:

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- a) What could put a person in remote?
- b) How do you calculate productivity?
- c) New-hires asking for remote
- d) Grant: What are the other programs doing about remote work?
- e) Donalda: the State is still remote and some Head Starts are remote
- f) Grant: we could lose staff to other agencies if OCDC does not offer remote
- g) Anna: some agencies offer “6-month” trial period and evaluate the productivity outcome
- h) Ingrid: PSU has a two -tier system, essential work and essential workers
 - 280/900 staff have taken the wellness survey
 - American Recovery Act (ARF) being utilized for wellness work
 - New city manager in Jackson County. He visited Briscoe building. The plan is to meet after legislation session to address needed repairs and plans for facility

Grant asked, how much do they owe?

Donalda responds 1 million

- Sunshine Child Care Center- haven't met with them yet, due to COVID outbreaks

Anna asks any update on the Foundation.

Donalda responds no

Board Meeting Minutes January 22, 2022 – Approval

Motion: Grant Baxter called for a motion to approve January 22, 2022 meeting minutes. Jesse Torres made the motion and Amber Robinson seconded the motion. All those in favor said aye. The motion carries

Action: Ingrid to send out how PSU system works

Maria: what is status of Education overview from January minutes?

Action: Donalda will speak with Rachel Elliott, to clarify training event

Maria: what is the self-assessment update, the progress?

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Action: Donalda will speak with Juan Escobar, Director of Quality Assurance for update.

Evaluation process for Executive Director - Juan

Juan: Executive Director Evaluation, what is the status?

Anna: have one from ELT member, deadline to submit is February 28, 2022

Action: Anna will e-mail the BOD once she receives all evaluations.

Grant Baxter called for a motion to adjourn meeting, Juan Preciado made the motion and Jesse Torres seconded the motion. All those in favor said aye. The motion carries.

Adjourn 2:00 PM

Next Board Meeting: March 19, 2022 at Central Office, Wilsonville