

**Oregon Child Development Coalition
Board of Directors Meeting
January 22, 2022**

Roll call at 9:05 am. Quorum established.

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

OCDC staff, Donalda Dodson, Executive Director; Don Horseman, Financial Services; Janae Ford, Quality Assurance Specialist; Rachel Elliott, ECE Specialist Supervisor; Martha Molitor, Interpreter; and Tisa Bithell, Operation and Quality Assurance Coordinator

Education Overview, Rachel Elliott

- Rachel presented an overview of the Education Service Area.
- A Power Point presentation of 33 slides was shown on: Creative Curriculum, School Readiness, Second Step, PBIS, CLASS, Assessments and Screening, Teaching Strategies Gold and the partnerships we have with the families and communities (see attached).
- 4 videos were viewed on: Active Supervision, Creative Curriculum, and Second Step, and Implementing Pyramid Model.
- Among other tools Ready Rosie is the foundation tool for families used for remote teaching with families.

Patricia Cuevas asked if Second Step could be taught with the parents?

Rachel replied, yes and will work with Karelia about putting something together.

Action: Rachel, Karelia and Donalda will plan for putting on this event.

Janae Ford, Self-Assessment Update

Janae provided handout on MSHS, EHS, RXII Self-Assessment & Quality Improvement Plan.

- The data will be given to Head Start as required in grant documents and for agency implementation.
- There is no info for RX, due to staffing and COVID situations.
- Conditional approval of BOD is needed for the SAQIP T & TA plan. The format of the report is:
 1. Introduction
 2. Methodology

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3. Key Insights
4. Recommendations

Motion: Juan Preciado called for a motion to approve the T & TA Plan for 2022. Matt Colley made the motion and Dan Quiñones seconded the motion. All those in favor said aye. The motion carries.

HR Policies- Approval

Summary Sheet of the 3 policies that reflected policy updates

1. Mandatory COVID-19 Vaccination Policy & Procedure
2. Coronavirus Exposure Prevention and Response Policy
3. Oregon Family Leave Act (OFLA) Policy & Procedure

The updates were emailed by Ambrosi Bowman, HR Generalist to the Board of Directors on December 20, 2021 for review and approval. Board of Directors approved via e-mail and now an in person confirmation is requested.

Motion: Juan Preciado called for a motion to approve all 3 policy updates collectively. Amber Robinson made the motion and Ingrid Anderson seconded the motion. All those in favor said aye. The motion approved.

By-Laws Update – Ingrid Anderson

Ingrid did a share screen of the suggested changes to be made in the By-Laws. Some issues to be reviewed:

- Look up committees
- Update duties of Board of Directors members
- Edit Audit committee responsibility
- Add secretary description

Action: Ingrid will schedule a meeting to meet with the group

Vaccine Update:

- COVID vaccination or accepted medical or religious exemption.
- Of those granted exemptions, OCDC needs to know the exemption can be accommodated with the work to be done.
- If employee does not meet the above, will placed on unpaid leave starting February 1, 2022.

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Board Development Plan Update

Donalda provided a handout of the 2022 plan for Board to review for changes or additions.

Matt: Please add in April 2022 vaccine situation updates

Anna: Please add in April 2022 the performance review of Donalda Dodson, Executive Director.

Ingrid: Please add Anti-Bias training somewhere.

Action: Donalda to fix footer's year date.

Strategic Plan

Donalda asks "Do we need to review"

Action: Donalda to plan a meeting with the Policy Council.

Action: Donalda to e-mail to Board members the current copy of the strategic plan.

Action: Donalda to plan for a 2-3-day planning event in late Spring 2022.

Action: Donalda to explore into getting a facilitator for this event.

Executive Director Report.

- COLA – still waiting to hear from D.C. if funds will be granted.
- Costa Mesa conference has been cancelled, will be available virtual one March 31st. OCDC's time slot is 8:00 AM to 1:30 PM (Pacific). There is no cost or limit on number of participants.

Action: Donalda will send out the link to the Board members, so they may register if they would like to participate.

- State of Oregon approves grant.
- State of Oregon approves Washington Counties new class teaching model.
- 4% increase still pending in writing.
- No masks for children when on bus. (decision made by Donalda Dodson, Executive Director) Board asked if they supported Donalda's decision.
- Incentives for employees (still working with fiscal on numbers) in Migrant/ Seasonal Program.

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Fiscal

Don Horseman gave out 3 handouts including a spiral bound Financial Report for October 2021.

- Discussed ARP (American Rescue Plan) 3.6 million dollars that were allocated to OCDC to use by March 2023 at their discretion. Several items were identified for use of those funds.
- Explains that there will be monies returned as OCDC does not have enough children enrolled.
- Hiring incentives to begin in May or June 2022.
- Retention incentives to staff working in our Migrant program only, as there are no funds available for OPK staff. Don shared position paper outlining back ground for incentive and proposed disbursement.

Matt asks: for more information on how OCDC plans to spread out monies? % of paygrade of base pay or something else?

Dan asks: can you do a flat rate across the board.

Donalda responds: ELT has thought about all what is being said and we are still working on the numbers.

Don states that a decision needs to be made prior to week of Valentine as it's a non- payroll week.

Don asks Board members if ELT, should be included in the bonuses?

RESPONSE FROM BOARD: No they should not receive the bonus as OPK staff is not.

Upon recommendation the retention incentive to be sent to Finance Committee to review and decide.

Election Results

Grant Baxter and Juan Preciado were re-elected as CO-Chairs.

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Motion: Juan Preciado called for a motion to approve the election results. Matt Colley made the motion and Anna Lee seconded the motion. All those in favor said aye. The motion carries.

Board of Directors Minutes November 18, 2021

Motion: Juan Preciado called for a motion to approve the Board Minutes of November 18, 2021. Matt Colley made the motion and Patricia Cuevas seconded the motion. All those in favor said aye. The motion passed.

Matt: Motion approved with the amendments Dan Quiñones has suggested on

Page 3 under Board HR Committee Report: please add: waiting for the test results to date

Schedule of 2022 BOD meetings

A schedule for the year 2022 was established

Action: Tisa will send out the scheduled calendar dates to all involved.

Juan Preciado called for a motion to adjourn meeting, Matt Colley made the motion and Anna Lee seconded the motion. All those in favor said aye. The motion carries.

Adjourn 2:35

Next Board meeting is February 26, 2022.

The Board members entered Executive Session