Board Members present: Grant Baxter, Juan Preciado, Steven Petruzelli, Jesse Torres, Rebecca Chavolla, Maria Guadalupe Diaz, and Ingrid Anderson

OCDC Staff: Donalda Dodson, Executive Director; Ambrosi Bowman, Human Resources Generalist; Herberd Duran, Employee Relations Manager; Donald Horseman, Director of Finance; Juan Escobar, Director of Quality Assurance, Janae Ford Quality Assurance Specialist, Beatriz Marron- Molina, Family & Health Specialist Supervisor, Martha Molitor, Senior Translator/Interpreter, Katran Byers, Office Assistant

Quorum established.

**Self-Assessment Update, Janae Ford:**

Janae presented the Self-Assessment and Quality Improvement Plan and went over the five goals. There are fifteen status benchmarks. Forty-seven percent was met, thirteen percent are ongoing and forty percent are not due. Staffing is the main concern. Donalda discussed the steps the agency has taken to retain employees. A recommendation that the compensation package be more transparent and a Benefits calculator should be available for potential applicants to use when considering applying. It was mentioned some applicants are not hearing back on applications and there is no follow up. Juan noted he would look into the situation.

The key points of the assessment discussed included:

1. Emergency Preparedness
2. Monitoring of playground cleaning, sanitizing and disinfecting
3. Active Supervision
4. Reconstruction at Milton-Freewater site in Umatilla
5. Staffing

**Child Abuse, Beatriz Marron-Molina:**

Beatriz discussed Child Abuse and Neglect data for FY 2020. It was noted that reporting was less during the pandemic and as the pandemic ends, reporting is going up. There was an increase of Family Stress factors from 2019 to 2020. Fifty-four percent of calls are referred for investigation. Mandated reporter calls made up 32 percent of the calls.
Beatriz noted the key demographics of the children who were victims of child abuse/neglect. The highest at 10 percent were those children at or less than one year of age. The next highest are those age five years of age or less. This is key because this is the population served by OCDC.

**Executive Session, Board of Directors and Executive Director:**

The session began at 10:10 AM and ended at 11:00 AM.

Board Meeting resumed

**Human Resources Update, Ambrosi Bowman:**

Ambrosi began the conversation by stating as State and Federal continue to make changes to COVID-19 protocols OCDC policy regarding COVID-19 continues to change. The main change is the New Exclusion Guidelines that were released in April by Early Learning Division. The main changes are:

1. No longer excluding for exposure, only to monitor for symptoms
2. Prevents closure of classrooms if one child is sick
3. Provides continuity of care

**Motion:**

**Grant Baxter entertained the motion to accept the updated Coronavirus Exposure Prevention and Response Policy. Ingrid Anderson made the motion; and Jesse Torres second. All those in favor said aye. No oppositions. Motion carries.**

**CACFP, RX and RXII Budgets, Don Horseman:**

Don presented CACFP budget and discussed how OCDC is now serving One hundred and sixty eight homes, which is down from one hundred and ninety homes previously served. The CACFP grant submission is for $230,775.64, reflecting this change.

**Grant Baxter entertained the motion to accept the CACFP Budget as presented. Steve Petruzelli moved approval of the budget presented and Juan Preciado second. The motion passed unanimously.**

**Motion:**

**RX Budget, RX COLA, RX Quality Improvement Funds and Waivers**

There are three actions associated with grant program. One is the approval of the operating budget request and the other two are approvals of proposed COLA and Quality Improvement funds. In the regular grant budget, Don mentioned that there is a reduction in the amount allotted to contracted services and other slight changes to increase the amount paid to the lowest funded partners. OCDC is requesting approval for the fourth year of the five-year grant cycle for $3,865,290. On this grant, OCDC is requesting a full waiver of the in-kind of $966,323 due to challenges related to COVID-19. A second request is for approval for the Region X COLA submission of $86,216; this reflects a 2.28 percent increase in wages for staff in the partner contracts. OCDC also requests a waiver of the 20 percent in-kind of $21,554 in the COLA submission. Lastly, OCDC is requesting approval for the quality improvement submission of the allocated $18.325 and request for a full waiver of the $4,581 in in-kind. The Quality Improvement funds will be used to increase Mental Health contracts and the remaining funds will be allocated proportionally to the individual providers.

**Grant Baxter entertained the motion to accept the budget submission of $3,865,290 and waiver of in-kind of $966,323 of RX Budget. Jesse Torres made the motion; and Juan Preciado second. All those in favor said aye. No oppositions. Motion carries.**

**Motion:**

**Grant Baxter entertained the motion to accept the budget for submission of RX COLA for $86,216 and the in-kind waiver of $21,554. Rebecca Chavolla made the motion; and Steve Petruzelli second. All those in favor said aye. No oppositions. Motion carries.**

**Motion:**

**Grant Baxter entertained the motion to accept the budget of $13,517.00 for submission for RX Quality Improvement and In-Kind Waiver of $3379.00 Juan Preciado made the motion; and Jesse Torres second. All those in favor said aye. No oppositions. Motion carries.**

**Motion:**

**RXII Budget, RXII COLA, RXII Quality Improvement Funds and Waivers**

There are challenges in meeting full enrollment with COVID. However, at this time tracking and monitoring of enrollment is postponed due to COVID-19 related challenges. Today OCDC is requesting approval for the fourth year of the five-year grant cycle for the submission of the Region 12 Migrant/Seasonal Early Head Start Child Care Partnership budget of $5,701,286. This request reflects the increased cost of opening and operating Boardman since the program will no longer be in the schools. These funds will be used to continue the service to 192 children throughout the state. OCDC would like to request a 17.5 percent waiver or $1,279,135 of the in-kind. The 17.5% was requested last year as well. OCDC is also requesting approval for the submission for an increase of 2.28% for employee COLA funds of $127,211. OCDC proposes to request a full waiver of the 20 percent in-kind of $31,803. Lastly, just this last week OCDC learned of quality improvements funds available as well. Consequently, OCDC is requesting approval for the submission for Quality improvement funds of $18,325. These funds will be used for increases to the substitutes at the local level. In addition, OCDC requests a full waiver of the 20 percent in-kind of $4581.

**Grant Baxter entertained the motion to accept $5,701,286 for submission of RXII Budget. Maria Guadalupe Diaz made the motion; and Ingrid Anderson second. All those in favor said aye. No oppositions. Motion carries.**

**Motion:**

**Grant Baxter entertained the motion to accept submission of RXII Budget In-Kind Wavier of $1,279,135. Steven Petruzelli made the motion; and Ingrid Anderson second. All those in favor said aye. No oppositions. Motion carries.**

**Motion:**

**Grant Baxter entertained the motion to accept for submission RXII COLA of $127,211 and In-Kind waiver of $31,807 as presented. Juan Preciado made the motion; and Ingrid Anderson second. All those in favor said aye. No oppositions. Motion carries.**

**Motion:**

**Grant Baxter entertained the motion to accept for submission $18,325 RXII Quality Improvement and $4581 In-Kind Wavier request as presented. Juan Preciado made the motion; and Ingrid Anderson second. All those in favor said aye. No oppositions. Motion carries.**

**Motion:**

**Migrant and Seasonal Head Start COLA and Quality Improvement Funds and Waivers, Don Horseman:**

OCDC received notice of an increase in funding for COLA of 2.28%. OCDC is now requesting the board approve the 2022 COLA submission for employees to receive a 2.28% increase in 2022 for $1,219,2ll. OCDC desires to request a full waiver of the 100% in-kind in the amount of $304,803. In addition, OCDC received notice of the availability for additional funds for Quality Improvement. OCDC is requesting approval to submit a request to receive the $252,163 in quality improvement funds and a full waiver of the 20 % in-kind of $63,041. The Quality Improvement funds will be used to hire four part-time registered nurses and for addition to the Mental Health Consultants as a potential resource for supporting staff well-being.

**Grant Baxter entertained the motion to accept for submission the Migrant and Seasonal Head Start COLA request of $1,219,211 and In-Kind Wavier of $304,803 as presented. Juan Preciado made the motion; and Ingrid Anderson second. All those in favor said aye. No oppositions. Motion carries.**

**Motion:**

**Grant Baxter entertained the motion for submission of Migrant and Seasonal Head Start Quality Improvement request of $252,163 and In-Kind Wavier of $63,041 as presented. Juan Preciado made the motion; and Ingrid Anderson second. All those in favor said aye. No oppositions. Motion carries.**

**Motion:**

**Review of Statement of Position, Don Horseman:**

Don reviewed the various financial handouts. The financial position for the agency is very positive. The updated information from the State has helped with the concerns related to the P-3 budgets and the unknowing of what funds may need to be returned to the state. Don reviewed a document that is sent to the bank on a quarterly basis that regularly discusses the financial status of the various aspects of OCDC operations. The Finance committee will be meeting next month to go over the documents in more detail. If any questions Don is available.

**Coaching, Nancy Orem:**

This is an important tool to support OCDC’s values. Coaching creates regular and meaningful conversations between supervisors and staff. The challenge in the development of the model is how supervisors adopt and implement. A coaching project is being launched with an external company to work with Program Directors.

**RX and RXII Goals and Objectives, Donalda Dodson:**

RX Goals and Objectives remained the same. The Goals and Objectives for this grant are met through the partners. There has been frequent training with RX partners on coaching and development of IDP plans. Continue to develop partnerships in the community and finding a representative for the Policy Council.

**Grant Baxter entertained the motion to approve 2023 RX Goals and Objectives as presented. Jesse Torres made the motion; and Juan Preciado second. All those in favor said aye. No oppositions. Motion carries.**

**Motion:**

RXII Goals and Objectives

Continue with supporting ongoing activities such as active supervision, enrollment to better support children and families. Continue working on increasing unrestricted funds. Continue to work on improving communication

**Grant Baxter entertained the motion to approve 2023 RXII Goals and Objectives as presented. Ingrid Anderson made the motion; and Jesse Torres second. All those in favor said aye. No oppositions. Motion carries.**

**Motion:**

**Policy Council Report, Rebecca Chavolla:**

Rebecca presented the Policy Council report to the Board of Directors.

**Executive Director Report, Donalda Dodson:**

Donalda presented report to the Board of Directors. See attached

**Approval of March 19, 2022 Minutes:**

**Grant Baxter entertained the motion to approve March 19, 2022 Board Minutes as presented. Jesse Torres made the motion; and Maria Guadalupe Diaz second. All those in favor said aye. No oppositions. Motion carries.**

**Motion:**

 **Board of Director meeting adjourned and members went into Executive Session.**