

Oregon Child Development Coalition
Board of Directors Wilsonville OR – Final BOD Approved
June 25, 2022 - 9 AM

Roll call at 9:10 am. Quorum established.

Board Members present: Grant Baxter, Juan Preciado, Patricia Cuevas, Jesse Torres, Ingrid Anderson, Amber Robinson, Matt Colley, and Rebecca Chavolla via Zoom.

OCDC Staff: Donalda Dodson, Executive Director; Donald Horseman, Director of Finance; Janene Chitnis, Fiscal Budget & Grants Manager; and Katran Byers, Office Assistant.

By-laws Review:

Ingrid discussed that each team will review an article of the By-laws. The By-laws is the guiding document for the Board of Directors. Ingrid stated that it may take more than one meeting to complete the review of the By-laws.

While working on the section things to consider:

1. What is the work?
2. Who is responsible?
3. When is the xxxx
4. What are the benefits?

Keep in mind:

1. Mission
2. Vision
3. Values

The members went into three groups to go over the section of the By-laws that each group assigned to review. It was agreed that the sentence structures will be complete and reduce repetition in the By-laws. Broaden the anti-bias training to include Diversity, Equity and Inclusion and annual fiscal trainings.

At next Board of Directors meeting the By-laws review will continue.

Policy on Discretionary Finance Incentives:

The purpose of the policy is to give employees incentives to retain current employees and recruit new employees. Currently looking at increasing the minimum wage around \$16.00 per hour. The agency will have to look at other salary ranges to be compliant with Oregon's Pay Equity Laws. Any incentives offered to employees will be on a short-term basis only until end of 2022.

Motion: Amber Robinson made the motion to approve the Policy on Discretionary Financial Assistance. Jesse Torres second the motion. All in favor said aye. No oppositions the motion passed.

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Ingrid stated that she would like to this policy take affect sooner than later. Board of Directors would like to see a report on the process on communication to staff and how the incentives were rolled out.

Wellness Update:

Donalda went over the results of the staff well-being survey. There were differences based on regions. There is research team that is assisting OCDC with findings based on behaviors and regional/county & center. The Board has made recommendations:

1. Having an anonymous electronic suggestion box. If your suggestion/idea will be implemented then the employee can receive an incentive.
2. Have Mid-Report, Process, Findings and Outcomes report.
3. Having committee meetings after working hours for front line staff.
 - a. Offer an incentive for participation.
 - b. Application process for being on a committee.
 - c. Staff need to attend meetings.

Matt is willing to attend staff meetings and have a comment box for any feedback and/or suggestions. Donalda will discuss with Program Directors at the next meeting.

Finance Report, Quarterly Update, Facilities Update, Approval of Letter of Engagement, Don Horseman:

The annual audit has been scheduled to start on June 27, 2022. Audit will be completed and submitted in September. The audit this year will be less involved than previous years.

Motion: Matt Colley made the motion to approve and accept approval letter for audit fees. Ingrid Anderson second the motion. All in favor said aye. No oppositions the motion passed.

Don went over the summary of the funding sources. It was discussed that Migrant & Seasonal Head Start Grant will be consolidated with the Region 12 Grant. OCDC will be required to track R 12 funding separately from Migrant & Seasonal. Projections are based on reporting, enrollment, and staffing. Less money spent in Migrant & Seasonal due to enrollment and staffing issues.

Don went over the vacant positions in the Fiscal Department with the challenges of hiring for these positions. Matt mentioned about utilizing J1 Visa program to bring skilled workers to OCDC. Another recommendation is to look at changing experience to training to assist in recruiting efforts.

OCDC is looking at how to utilize unspent funds. Some of the options to spend funds are:

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1. Create a living wage for all employees.
2. Move funds to areas of need.

Motion: Ingrid Anderson made the motion to accept and approve the consolidation of Migrant & Seasonal and Region 12 Grants. Amber Robinson second the motion. All in favor said aye. No oppositions the motion passed.

Motion: Jesse Torres made the motion to approve in-kind waiver. Amber Robinson second the motion. All in favor said aye. No oppositions the motion passed.

Motion: Amber Robinson made the motion to approve the COLA consolidation. Matt Colley second the motion. All in favor said aye. No oppositions the motion passed.

Motion: Matt Colley made the motion to combine quality grants. Amber Robinson second the motion. All in favor said aye. No oppositions the motion passed.

Executive Director Report, Donalda Dodson:

The Federal Government is in the process of doing budget:

1. There is a proposal to have agriculture workers categorically eligible for MSHS.
2. Over-income families that receive food stamps will become categorically eligible for services and will be auto enrolled.
3. Migrant families and DACA recipients often will not apply for food stamps.
4. Preschool Promise has released the RFP.
5. Waiting for OPK RFP to be released.
6. Head Start programs across the nation will be held to enrollment requirements as of September 2022.
7. Looking at providing services to families that live in Gervais.
8. Parents are asking for assistance with gas due to lack of transportation services.
9. KFCC talks about space and more space needed in Klamath County. OCDC is talking with the local school district about adding modular on their property. The discussions have been favorable.

Approval of May 21, 2022 Minutes

Motion: Jesse Torres made the motion to approve the minutes. Matt Colley second the motion. All in favor said aye. No oppositions the motion passed.

Meeting adjourned.

Board of Directors went into Executive Session.

June 25, 2022 BOD Meeting Minutes approved with grammar corrections and adding of last names at July 16, 2022 BOD Meeting, per BOD Minutes noted on Page 3.