

Oregon Child Development Coalition
Board of Directors Meeting - Final BOD Approved
August 20, 2022 – 9:00 AM

Roll Call – Quorum established.

Grant Baxter, Co-Board Chair, proceeded to call the meeting to order.

Members present, Grant Baxter, Board Co-Chair; Juan Preciado, Board Co-Chair; Patricia Cuevas, Matthew Colley, Dan Quinones, Steve Petruzelli, Jesse Torres, Amber Robinson, Rebecca Chavolla, and Cynthia Rojas.

OCDC staff: Donalda Dodson, Executive Director; Don Horseman, Director of Financial Services; Walter Kalinowski, Director of Human Resources and Patricia Bithell, Operations & Quality Assurance Coordinator

*Before agenda items began, Grant Baxter wanted to address By-laws. It was decided that the By-laws will be worked on at the BOD meeting on October 15, 2022.

Board Meeting Minutes July 16, 2022 – Approval

Motion: Grant Baxter called for a motion to approve July 16, 2022 meeting minutes. Patricia Cuevas made the motion and Juan Preciado seconded the motion. All those in favor said aye. The motion carries.

Succession Plan – Walter Kalinowski

- OCDC does not have a formal model.
- Walter has been in Human Resources for 40 years, and 8 years with OCDC.
- He has monthly leadership meetings with his team doing coaching utilizing identified competencies.
- There are five recruiters working on recruitment, outreach, and screening.

Don Horseman’s position covers many fiscal areas and with a fee, OCDC used “Data Mining” to recruit for his position.

Grant: You had to submit all documentation on candidate to Head Start for approval?

Donalda: Yes, and they in turn sent OCDC the approval letter to hire.

Steve: If we did a contract could not move quickly enough to secure hire and wanted to move quickly on this hire. Walter was asked to explain the difference between “Employee Contract vs. Severance Agreement”.

Walter: Employee Contract binds OCDC and therefore, not worth the time as “Oregon is an at will state”.

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- Behavior is the main reason OCDC terminates employees.
- The new hire had 2 interviews, one with panel and one with Donalda only “eyes wide open” interview.

Steve: Is there a clause to hire via Employee Contract?

Donalda: No.

- Head Start caps at \$187,000 per OMB.
- HR is working on new pay scale, to reflect for every 3 years of service, one is moved 3 steps.

Juan: Are you still recruiting for Deputy Director position?

Donalda: It is still in the budget and we can re-open.

9:45 AM – Matt Colley makes motion to enter into “Executive Session”, Juan Preciado seconds the motion. Donalda and Walter were allowed to stay.

10:45 AM BOD meeting resumes.

Before reviewing budgets, Don Horseman asked to thank the BOD for their support over the years and for helping the families and children that OCDC serves. He expressed gratitude for the opportunity OCDC gave him.

Jesse: Do you anticipate a big COLA for 2023?

Don: Not sure, maybe, for example, social security received 8% increase, however last year social security got 5 % and Head Start received 2.3%. The COLA is based on total budget.

Migrant & Seasonal and EHS Budget 2023 – Approval

- Per recommendation, the EHS grants has been incorporated into the Migrant grant.
- Costs allocated based on contact hours.
- There is \$525,238 to be allocated in the budget, which will be done with some review and consideration.

Motion: Grant Baxter called for a motion to approve MHS/EHS budget 2023 as presented. Steve Petruzelli made the motion and Amber Robinson seconded the motion. All those in favor said aye. The motion carried unanimously.

In-Kind Waiver proposal 2023 – Approval

- Asking for non-federal in-kind waiver of 15%: \$1,153,979.

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- Reducing our non-federal share from 20% to 5%: 307,727.
- Total in-kind request: \$3,229,745.

Motion: Grant Baxter called for a motion to approve in-kind waiver. Juan Preciado made the motion and Matt Colley seconded the motion. All those in favor said aye. The motion carried unanimously.

USDA Budget 2023- Approval

- Review of budget summary for center based and home providers (3 handouts).

Motion: Grant Baxter called for a motion to approve USDA budget 2023 (Home Providers). Steve Petruzelli made the motion and Patricia Cuevas seconded the motion. All those in favor said aye. The motion carried unanimously.

Motion: Grant Baxter called for a motion to approve USDA budget 2023 (Center Based). Matt Colley made the motion and Juan Preciado seconded the motion. All those in favor said aye. The motion carried unanimously.

Steve Petruzelli speaks of Don Horseman’s professionalism, quality of work, and stability. “Don is very appreciated and he has left an imprint on OCDC. Have a great retirement.”

Finance Report – Donalda

- A green booklet is handed out to BOD to review on their own time and if they have any questions to please e-mail Donalda.

Director of Finance Search – Donalda

- Elizabeth Zeller was selected as the new Director of Finance.
- Comes from INTEL and wanted to work for a non-profit.
- When asked by Steve at the interview if she was willing to commit to 5 years minimum employment with OCDC, she said she would.
- Waiting for finger printing.
- First interview with Donalda Dodson, Steve Petruzelli, Walter Kalinowski, and Kristen Sanger.
- Second interview with Donalda Dodson only.

Steve: She stood out from the other 4 candidates. I agree with Donalda’s choice, she seems like a people person.

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Wellness Update – Donalda

- Leadership Committee (developed) meet 2x a month
- Acting on needs of staff per survey results, i.e., breakroom remodels, coffee, sugar, creamer, protein bars.

Juan P.: I thought the Leadership Committee was put together to address staff concerns from survey, not generic items.

Donalda: No, it was put together for “Wellness” we can put higher impact concerns on agenda, such as communication, and infrastructure.

Matt: Why is there a lack of communication, what is your impression Donalda?

Donalda: Cultural, supervisory structure, mentality of “boss is boss”, when the boss should be a support person for employee in all situations.

Executive Director Report – Donalda (handout)

Review of the 7 items on the report:

1. New Director of Finance.
2. Hired a Trauma Informed Specialist.
3. Marion County Program Director under medical leave.
4. Specialists providing support to newly Program Director, Janie Mendoza of Malheur.
5. Continued work on wellness.
6. Renewed efforts underway with KCC.
7. Preschool Promise to be different this year.

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

Adjourn 1:22 PM.

Next BOD Meeting September 17, 2022 at Central Office, Wilsonville.

August 20, 2022 BOD Meeting Minutes, approved at October 15, 2022 BOD Meeting, per BOD Minutes noted on Page 4.