

Oregon Child Development Coalition
Board of Directors and Policy Councils Meeting – Final BOD Approved
Saturday, September 17, 2022 9:00 am PT

Board of Directors & OPK/EHS/HV Policy Council established a quorum. MS/EHS/HV Policy Council does not meet quorum, but documents have been emailed for votes.

Roll Call Board: Juan Preciado, Board Co-Chair; Patricia Cuevas, Daniel Quiñones, Steve Petruzelli, Jesse Torres, Ingrid Anderson, Rebecca Chavolla, Amber Robinson, and Cynthia Rojas.

Roll Call Policy Council:

MS/EHS/HV Policy Council Members: Adriana Villanueva, Zahida Avalos, Cynthia Rojas, Juan Preciado, Matilde Rodriguez, Glorisel Campos, and Maricela Jimenez.

September 20, 2022 VOTES by mail were establish for the approvals. Total 7 votes in person, 5 votes per email/Text, total of 12 votes of number of stablish quorum. Quorum was stablish.

OPK/EHS/HV Policy Council Members: Rebecca Chavolla, Jenny MacDonald, Amber Robinson, Lilia Guerrero, and Esmeralda Javier.

OCDC Staff: Donalda Dodson, Don Horseman, Janene Chitnis, Nancy Orem, Julia Nicholson, Traci Brown, Rachel Elliott, Mayra Polanco, and Martha Molitor.

I. Professional Development, Julia Nicholas and Nancy Orem

*PowerPoint and Handout

Julia Nicholas and Nancy Orem presented Professional Development at OCDC. They started by explaining the Professional Development department and its roles, the support they provide, which includes oversight and coordination of all group and individual Professional Development at OCDC. Special responsibilities include: record keeping, planning, and compliance support for counties. Event production for significant training events, advising and support for Personal and Professional Development, and training delivery on strategic priorities. They also reviewed the approaches of Professional Development:

1. Pre-Service/In-service – Training that is required for their positions or to stay compliant at the center.
2. Individual development – Individual needs that are job-related such as training, conferences, college credits, or a CDA
3. Ongoing Resources – Providing an environment that encourages employee growth and funding to keep all training equipment and space available.

Members had the following questions:

Question 1: Are there any restrictions for staff to apply to further education, such as positions or levels in the agency? **Answer** - Every Professional Development Request must be tied to a job-related or organizational need.

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Question 2: If a staff member is already at a higher position but wants to advance by going to the university, does OCDC still help with that? **Answer** - If they would like to continue from an AA to BA, OCDC will support them, as long as there is a budget and it is for education. OCDC currently helps 40 staff in a degree program and 120 in the CDA program.

Question 3: If a staff member wants support moving positions into a completely different department, does OCDC still support it? Since we have heard that people's approval has stopped when deciding to shift positions. **Answer** – Then Professional Development Request is made with a supervisor; they rely on the supervisor to help the staff member make sure that they build a plan and that it is job-related advancement.

Question 4: What could cause someone to be pulled out or removed from OCDC support to continue their support to obtain a degree program (other than personal issues) if they had already been approved in the past? **Answer** - If their professional goal changes and they no longer need the degree and/or if OCDC is running out of money. OCDC supports anyone in the agency to further their educational goals.

Question 5: Does OCDC have any requirements for staying with the agency for an X amount of time after helping with a credential or degree, investment = commitment to the agency? **Answer** - OCDC encourages people to stay, but nothing binding, HS act recommends that we request a payment back, but we can't force them. In addition to this, we also believe there is some language in the policy.

A recommendation is that OCDC can have a letter of commitment to be able to retain our supported staff.

II. Overview of Trauma Informed Practice for OCDC, Traci Brown

*PowerPoint

Traci Brown introduced herself, as she is new to OCDC. She presented what OCDC is doing with Trauma Informed and the plan moving forward. A quick review of the “3 E’s” explained what a trauma-driven organization does. She shared the guiding principles of trauma-informed practice and, lastly, resiliency and the work towards a shared goal for OCDC to become a healing organization for staff and families, with a journey of change that will take time and many people in agreement.

III. OCDC RMHC Year 2 Assessment of Impact, Rachel Elliott

*PowerPoint and Handout

Rachel Elliott shared the child outcomes data for 2021-2022, starting by acknowledging what Traci shared on the importance of Trauma Informed Practices (previous presentation) that to acknowledge staff burnout and retention. Supports which are implemented in the “Infant early

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childhood mental health consultation” model - coach, build a skill set, build capacity, support children, and create a classroom of wellness, laughter, and social-emotional pieces.

We were able to put our activity report data together, which all our consultants do after their consultation practices, to see the impact they are having with this model. Here is some of the progress we have seen; I feel supported by other staff at work; when I ask for help at work, I get a helpful response; my classroom is running smoothly, and I feel supported by the leadership at work. This survey shows us that; Building solid connections with children and families, Asking for help when they need support, Helping their co-workers, and having clearly defined professional goals.

IV. OCDC 2021-2022 Agency Child Outcome Data Report, Rachel Elliott

*PowerPoint and Handout

Rachel Elliott presented the 2021-2022 agency child outcome data on the annual report, aggregated primarily from the My Teaching Strategies online data system. In this data system, OCDC teachers input observations that measure children's developmental progression or growth in seven learning domains. The domains of learning measured are social and emotional, gross and fine motor, language, cognitive, literacy, and mathematics. Each domain of learning has objectives that teachers use to measure the progression of the children's development over a period of time (checkpoints).

The aggregated child outcome data supports the agency's quality improvement efforts in the Education Service Area. This includes the quality assurance efforts dedicated to training, coaching, and technical assistance; that strengthen teaching practices to the Classroom Assessment Scoring System (CLASS) dimensions. Additionally, this data is used in creating, updating, and revising the agency's School readiness goals. This also supports the data impact considerations and individual and lesson planning. Finally, we have the Quality Improvement Action Plan, which includes these 4 areas: myTeachstone platform (CLASS), Mental Health Classroom Consultation, My Teaching Strategies Child Information Field Monitoring, and CLASS Peer Learning Committees/ Community of Practice.

V. 2021 Audit – Kern Thompson Group, Kris Olivera

*Handout

Kris Olivera presented the final statements of 2021 and what their audit group has found. Kris wanted everyone to see the "Schedule of Findings and Questions Costs". Where they looked at:

- Summary of Auditor's Results.
- Financial Statement Findings.
- Federal Award Findings and Questioned Costs.

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These presented – No finding, and OCDC has had a clean audit for the last 5 years. A governance letter was also presented to the group.

Motion: Juan Preciado, Board Co-Chair, called for a motion to approve the 2021 Audit Report as presented. Patricia Cuevas made the motion. Daniel Quiñones seconded the motion to approve the 2021 Audit Report as presented; all in favor said aye. The motion passed.

Motion: Adriana Villanueva, MS Policy Council Secretary, called for a motion to approve the 2021 Audit Report as presented. Cynthia Rojas made the motion. Zahida Avalos seconded the motion to approve the 2021 Audit Report as presented; all in favor said aye. The motion passed.

Motion: Rebecca Chavolla, OPK Policy Council Chair, called for a motion to approve the 2021 Audit Report as presented. Jenny MacDonald made the motion. Amber Robinson seconded the motion to approve the 2021 Audit Report as presented; all in favor said aye. The motion passed.

VI. Oregon Prekindergarten and Prenatal To Three 2022-2023 Budget, Don Horseman and Janene Chitnis

*Handout

Oregon Prekindergarten has provided an increased cost per slot of \$20,899.44 for preschool children. That is an increase of \$2,724.44 per slot. OCDC is anticipating an award of 588 slots. That is an additional 20 slots for Klamath Falls. Total operational funding is \$12,288,870.72. The last contract has \$2,847,712 in unspent funds available for this 2nd year of the biennium funding. These funds will be used to address staffing challenges, retention, compression, the Chiloquin renovations, and the Klamath Community College project. The increase in funding and the unspent funds from the 1st year of the biennium has allowed OCDC to address the \$17.00 minimum wage increase, the 4% increase in the cost of living in this budget, compression, and return the family advocate caseload to 27 cases (40 caseloads for 2021/2022). All Substitute funds have been transferred from the county budgets and into one pool of funds. Startup funds for classroom supplies for Klamath Falls additional classroom. \$24,400.

Total Oregon Prekindergarten funding \$15,160,382.72.

Oregon Prenatal to Three has provided an increased cost per slot of \$30,112 for zero to three children. That is an increase of \$2,875 per slot. The Home Base program has an increased cost per slot of \$13,974. That is an increase of \$2,474. OCDC is anticipating an award of 210 slots. That is an additional 24 slots. 16 for Jackson County, 8 for Polk County. Total operational funding is \$6,097,588. The last contract had \$298,062 available funds that are available to use for this 2nd part of the biennium funding. These funds will be used to address the \$17.00

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minimum wage increase and the 4% cost of living in this budget and provide 1,380 hours of service and retention pay.

Startup funds for Jackson and Polk's additional classrooms for \$74,145.

Total Oregon Prenatal to Three funding \$6,469,795.

Motion: Juan Preciado, Board Co-Chair, called for a motion to approve the OPK 2022-2023 Budget as presented. Rebecca Chavolla made the motion. Jesse Torres seconded the motion to approve the OPK 2022-2023 Budget as presented; all in favor said aye. The motion passed.

Motion: Rebecca Chavolla, OPK Policy Council Chair, called for a motion to approve the OPK 2022-2023 Budget as presented. Amber Robinson made the motion. Jenny MacDonald seconded the motion to approve the OPK 2022-2023 Budget as presented; all in favor said aye. The motion passed.

VII. Oregon Preschool Promise Grant 2022-2023 Budget, Don Horseman and Janene Chitnis

*Handout

Preschool Promise has provided an increased cost per slot of \$13,650. That is a \$1,290 increase over the last contract. OCDC was awarded 62 additional slots. Twenty-two for Umatilla County, Twenty for Multnomah County, and Twenty for Clackamas County. The total awarded slots come to 250 at \$13,650 per slot for a complete operational grant of \$3,412,500.

The last contract was for \$305,419 in funds available for this 2nd part of the biennium funding. The increase in the financing and rollover of funds has allowed the agency to address the \$17.00 minimum wage increase, the 4% increase in the cost of living in this budget, and compression and retention pay. Transportation funds have been requested for Umatilla County, Multnomah County, and Clackamas County. \$900 cost per slot for 110 slots. Total of \$99,000. All Substitute funds have been transferred from the county budgets and into one pool of funds. Startup funds are requested for classroom furnishings of the three additional classrooms, \$73,200.

Total Funding \$3,890,119.

Board will vote on the budget but will only approve the budget excluding the transportation funds due to not knowing if we will get those funds from the state and having bus services provided for the children; this transportation is an exploration idea. Once we have confirmation of the agreement, this budget will return to the Board for final approval.

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Motion: Juan Preciado, Board Co-Chair, called for a motion to approve the PSP 2022-2023 Budget as presented excluding transportation section. Ingrid Anderson made the motion. Amber Robinson seconded the motion to approve the PSP 2022-2023 Budget as presented excluding transportation section; all in favor said aye. The motion passed.

VIII. Migrant & Seasonal and EHS 2023 Budget, Don Horseman and Janene Chitnis

*Handout

	MHS Federal Funding	Enrollment	Non-Federal Share 5% (In-Kind)
Migrant & Seasonal Head Start			
Program Operations	\$54,945,535		
Training & Technical Assistance	\$572,814		
	<u>\$55,518,349</u>	<u>2642</u>	<u>\$2,922,018</u>

Waived In-Kind (15%)

*Asking for non-federal share in-kind waiver of 15% \$10,957,569
 Reducing our non-federal share from 20% to 5%: \$2,922,018

	EHS Federal Funding	Enrollment	Non-Federal Share 5% (In-Kind)
Migrant Early Head Start			
Program Operations	\$5,724,947		
Training & Technical Assistance	\$121,875		
	<u>\$5,846,822</u>	<u>192</u>	<u>\$307,727</u>

Waived In-Kind (15%)

*Asking for non-federal in-kind waiver of 15%: \$ 1,153,979
 Reducing our non-federal share from 20% to 5%: \$307,727

Total Grant Funding: \$61,365,171

Total In-kind Request: \$12,111,548

Motion: Adriana Villanueva, MS Policy Council Secretary, called for a motion to approve the 2023 M&SHS Budget as presented. Cynthia Rojas made the motion. Matilde Rodriguez seconded the motion to approve the 2023 M&SHS Budget as presented; all in favor said aye. The motion passed.

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IX. Finance Report, Steve Pertuzelli

*Handout

Steve presented the June 2022 finance report to the Board, the finance committee has already looked at it, and there are no concerns.

Motion: **Juan Preciado, Board Co-Chair, called for a motion to approve the June 2022 Finance Report as presented. Jesse Torres made the motion. Amber Robinson seconded the motion to approve the June 2022 Finance Report as presented; all in favor said aye. The motion passed.**

X. Quarterly Report on Management/Active Supervision, Donalda Dodson

Donalda was happy to report that there have not been any reports of complaints on active supervision in the last 3 months and no complaints about management conduct.

XI. Wellness Initiative Update, Donalda Dodson

*Handout

Donalda presented the infographic that had survey results, which showed the following:

- Family comes first.
- Physical and Emotional Safety were highlighted.
- Staff reported feeling anxious and depressed.
- Staff reported feeling inequities.
- Staff face discrimination.
- Family bills are stressful.
- Staff shared their perceptions of feeling supported by OCDC to do their job effectively.
- The EAP is underutilized.

Donalda and the wellness team will work together to see how OCDC can help in some areas. OCDC has raised the minimum wage and is looking into doing quiet rooms for staff to have a couple of minutes of silence during the day and also working on relieving stress on the center staff by not overwhelming them with so many changes after/during COVID times. DEI and Trauma will be vital in working with the wellness, 3-legged solid table. Finally, Donalda will continue to encourage making wellbeing a part of OCDC culture.

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XII. Executive Director Report, Donalda Dodson

*Handout

Donalda reported on:

- No federal budget passed this month or risked the federal government's shutdown. Most likely, they will give a continuing resolution at the least so services can continue at the current level. Our grant goes through December, so there are no worries about that, but the proposed COLAs and other investments in Head Start could be stalled if not reduced.
- Professional Development and the importance this holds as staff continues to grow in their skills and abilities. I wanted to share a little about what OCDC did in 2021 (January-December) in this area. These were the following activities reported in Professional Development:
 - a. Number of employees trained: 1,145.
 - b. Number of in-person courses: 2,403.
 - c. Online Courses: 818.
 - d. Total Courses: 3,220.
 - e. In-person training hours: 27,385.
 - f. Online training hours: 7,627.
 - g. Total training hours: 35,012.
- OCDC received notice the existing Preschool Promise allocations will be continued for the last year of the biennium. In addition, it was noted the expansion slots for Multnomah, 20; Umatilla, 22; and Clackamas 20 will be funded as well.
- The lease for the Chiloquin site for OPK has been received and OCDC will be able to begin the renovations to accommodate the OPK classroom. Additional funds for this work have been requested. OCDC was advised to include them in our grant when it is received. In addition, OCDC has been informed verbally that the original startup funds have been approved at the \$100,000 level.
- This month, KCC has begun lease planning with OCDC for OCDC to use a building on campus while efforts are extended to procure funds to place modulars on the new KCC proposed early learning site on their campus. This is a new piece of land purchased recently for early learning.
- The land is building-ready, which will decrease overall costs. KCC has noted they will prepare the site for modular. OCDC's role is to procure the modular.
- OCDC continues to roll out bonuses as incentives to retain employment at OCDC. Compression occurred directly in five pay grades by raising the minimum wage. One of the memos that come from the Office of Head Start stressed looking at increasing

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compensation and benefits to assist in recruiting and retention of staff. The memo is included in the packet.

Action: August Board Minutes will be approved at next month's meeting

Meeting Adjourns at 2:35pm

September 17, 2022 BOD and Policy Council Meeting Minutes, approved at October 15, 2022 BOD Meeting, per BOD Minutes noted on Page 4.