

Oregon Child Development Coalition
Board of Directors Meeting – FINAL BOD APPROVED
October 15, 2022 – 9:00 AM

Roll Call – Quorum established.

Juan Preciado, 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, Jesse Torres, Amber Robinson, Ingrid Anderson and Rebecca Chavolla.

OCDC staff - Donalda Dodson, Executive Director; Elisabeth Zeller, Director of Finance and Patricia Bithell, Operations & Quality Assurance Coordinator.

By-laws: Ingrid Anderson *Handout

Ingrid starts where the BOD left off previously, Article 3, Section A (Matt/Jesse's section).

Matt and Jesse inform BOD of suggested changes they made and with discussion with other board members, Ingrid edits any changes as noted and accepted by all (working document).

The next 3 hours are of finishing the changes/edits of the By-laws document to create draft for review. To provide feedback and discuss at next Board meeting.

Action: Donalda to locate Board Handbook and Organizational charts to send to Ingrid to review as needed.

Action: Donalda to have order made for "Robert's Rule of Order" for Board (at least 2 copies).

Juan Preciado asks if the BOD should prepare the agenda's for BOD meetings to help reduce the workload for Executive Director? Agenda would be put together with Donalda's feedback/input. Discussion begins.

Action: At conclusion of each BOD meeting items for the next meeting agenda will be identified.

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Board Development Committee now has two members Jesse Torres has joined with Juan Preciado.

This is Rebecca Chavolla last BOD meeting as she is met the 5 year representation for Policy Council.

Ingrid Anderson, Secretary for BOD added a few new duties to her role:

- Serve on By-laws Committee.
- Review/revise monthly minutes.
- Will be chair if co-chairs are unavailable.

Executive Report: Donalda Dodson *Handout

1. Well-being voice over video complete.
2. OPK/P3 grant signed/returned.
3. PSP program got 20 additional slots.
4. Employee survey began on 10/11 and lasts for 2 weeks.
5. Federal government voted to continue government open.
6. Awarded USDA grant to make one-time funds available to every agricultural worker 10 years and older. OCDC to participate.

Finance Committee: Elisabeth Zeller

Ingrid asks if BOD could receive:

- Budget report every month.
- What's coming up, grants, cash flow, contracts.
- Overall fiscal picture "this is what this means".

Elisabeth states she plans to provide a narrative/summary with key metrics and dashboards to BOD meetings.

Matt asks Elisabeth to bring key changes.

Grant asks Elisabeth to set the ideas up for Finance Committee, bring in balance sheets.

Amber asks "When do counties get their budget reports"? Elisabeth replies she is working on that with her team.

Ingrid asks about the destruction of documents, is there a protocol? Align with Strategic Plan?

Elisabeth: We will optimize current accounting system before we re-invest in a new system.

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Action: The BOD needs to elect a new chair for Finance Committee as Steve Petruzelli has left his position on the BOD as well as the chair of Finance Committee.

Motion: Juan Preciado called for a motion to approve Matt Colley as new chair of Finance Committee. Amber Robinson made the motion and Patricia Cuevas seconded the motion. All those in favor said aye. The motion carried unanimously.

Finance Report: Elisabeth Zeller *Handout (summary of funds)

The Migrant & Seasonal budget is severely under budget.

Ingrid asks “What is the cost to pull line of credit, since interest rates are so high?”

Elisabeth replies “Not a big issue as we would payback within a week.”

Grant asks “Can we renegotiate the grant dates?”

Donalda replies “State grants stay the same.”

Ingrid asks “You said we need to work on our reserves (3 months) anything on the federal poverty level?”

Donalda replies “No, but NMSHSA as well as NHSA working to get this change on criteria adjustment.”

Motion: Grant Baxter called for a motion to approve Finance Report as presented. Juan Preciado made the motion and Ingrid Anderson seconded the motion. All those in favor said aye. The motion carried unanimously.

MSHS Budget Modification: Elisabeth Zeller

Must submit to Office of Head Start by November 15, 2022.

Reinvest in:

- Statewide security cameras.
- Cybersecurity risk assessment.
- Current County needs statewide.
- Add classroom restrooms to 12 classrooms in Ashland and 9 in Polk.
- ADA compliance in Ashland.

About \$3M total in modification – See Handout.

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Motion: Juan Preciado called for a motion to approve budget modification as presented. Matt Colley made the motion and Ingrid Anderson seconded the motion. All those in favor said aye. The motion carried unanimously.

HR Committee Report: Dan Quinones

- Union updates- waiting for approvals.
- Nothing new in Washington County.
- Dismissed lawsuit 9/22/2022 (settled).

Board Meeting Minutes August 20, 2022 – Approval

Motion: Juan Preciado called for a motion to approve August 20, 2022 meeting minutes. Patricia Cuevas made the motion and Matt Colley seconded the motion. All those in favor said aye. The motion carries.

Board Meeting Minutes September 17, 2022 – Approval

Motion: Juan Preciado called for a motion to approve September 17, 2022 meeting minutes. Ingrid Anderson made the motion and Dan Quinones seconded the motion. All those in favor said aye. The motion carries.

Action: Schedule 2023 Board of Directors meetings.

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

Adjourn 1:50 PM.

BOD enters into Executive Session.

Next BOD meeting November 19, 2022 at Central Office, Wilsonville

October 15, 2022 BOD Meeting Minutes, approved at November 19, 2022 BOD Meeting, per BOD Minutes noted on Page 3.