

**Oregon Child Development Coalition**  
**Board of Directors Wilsonville OR – Final BOD Approved**  
**July 16, 2022 - 9 AM**

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Roll call at 9:10 am. Quorum established.

Board Members present: Juan Preciado, Jesse Torres, Steve Petruzelli, Patricia Cuevas, Rebecca Chavolla, Ingrid Anderson, Daniel Quinones, Amber Robinson, Matt Colley.

OCDC Staff: Donalda Dodson, Executive Director; Kristin Sanger, HR Recruiting Administrator; Rachel Elliott, ECE Specialist Supervisor; Katran Byers, Office Assistant

**By-laws Review:**

Ingrid has been working on By-laws. At the last meeting members worked in small groups reviewing the articles. The members will go into small groups to review proposed changes discussed at last meeting. For the members that were not in attendance at last meeting will join a group of their choice. Article 1 section was completed and review of Article 2 section started and will continue at next meeting.

**Recruitment, Kristin Sanger:**

Kristin began her presentation by giving an overview of what her team is doing to recruit staff. The Director of Finance is retiring and has given notice that his last day is September 2, 2022. The recruiting process has begun and there has been one candidate identified that could fill the position. The Finance Committee would like to be involved in the interviewing process. Discussion around Executive Leadership Team members being under contract vs direct hire. Having members of the Executive Leadership Team under contract gives OCDC more flexibility to hire for the vacant upper management positions.

**Motion: Steve Petruzelli made the motion that the Director of Finance will be under contract. Amber Robinson second the motion. All in favor said aye. No oppositions the motion passed.**

**School Readiness, Rachel Elliott:**

Rachel noted that the Infant and Toddler domains are included in the school readiness goals. It was a three-step process in the development of goals. Staff and parents participated in planning sessions and provided input.

**Motion: Amber Robinson made the motion to accept MSHS OCDC School Readiness Agency goals for 2022 – 2023. Dan Quinones second the motion. All in favor said aye. No oppositions the motion passed.**

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**Migrant & Seasonal Grant Goals & Objectives, Donalda Dodson:**

There was a decrease in parent engagement due to COVID shutdown. OCDC is finding ways to track parent engagement. Continuing improving on Emergency Preparedness. If goals are not being met then a review of the measurement of the goal is completed to determine why the goal is not being met. Currently the goals and objectives emphasis are:

- Emergency Preparedness.
- Staffing.
- Instructional support.

**Motion: Steve Petruzelli made the motion to approve the Migrant & Seasonal Goals and Objectives. Dan Quinones second the motion. All in favor said aye. No oppositions the motion passed.**

**Policy Change for Self-Testing, Donalda Dodson:**

The policy has been updated to remove observed test for staff that are unvaccinated that have approved exceptions. Staff will be given tests to complete at home.

**Motion: Amber Robinson made the motion to accept COVID-19 Policy removing Observed Test. Ingrid Anderson second the motion. All in favor said aye. No oppositions the motion passed.**

**Eligibility Criteria, Donalda Dodson:**

The Office of Head Start has identified SNAP participants can become categorically automatically eligible for head start services. Many families are reluctant to apply for SNAP. It is being explored to identify families that are eligible for the program and choosing not to participate to increase the enrollment by 5%.

**Motion: Matt Colley made the motion to approve SNAP for automatic eligibility. Amber Robinson second the motion. All in favor said aye. No oppositions the motion passed.**

**Region X Quality Fund Correction in Minutes, Donalda Dodson:**

Donalda explained that approval was not correctly noted in the Board of Directors minutes from April 23, 2022 and what needed to be changed.

**Motion: Ingrid Anderson made the motion to make correction in April 23, 2022 Board minutes. Steve Petruzelli second the motion. All in favor said aye. No oppositions the motion passed.**

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**Fiscal Summary, Donalda Dodson:**

Migrant & Seasonal program under enrolled by 44% as of June 30, 2022. The main factors to this is there was a 3-week delay in starting programs due to rain and late freeze. In The Dalles, migrant housing was converted to H2A men only, which has caused a reduction in the number of families arriving. Since the base pay was increased to \$17.00 per hour seven pay grades collapsed which has caused compression in pay grades. Pay equity is being worked out so compensation is based on position. The Office of Head Start is encouraging to look at compensation. There will be incentives each pay period until end of 2022. Region X 82% of funds have been used. There are concerns about recruiting staff and partners are looking at providing less slots. USDA and OPK programs are anticipating having un-spent funds. The Preschool Promise does not need to submit grant application unless planning to expand the program.

**Executive Director Report, Donalda Dodson**

Staff Wellness survey work is still in progress on how to use the information. The contractors who are helping with the survey and data analysis is working with the Ford Family Foundation about this work and how to advance to the next steps to address the findings. OCDC has implemented a base pay of /\$17.00 per hour and other work has begun to adjust compression of pay.

**Approval of June 25, 2022 Minutes**

Grammar corrections and last name was omitted that needs to be added.

**Motion: Dan Quinones made the motion to approve June 25, 2022 minutes with corrections. Amber Robinson second the motion. All in favor said aye. No oppositions the motion passed.**

**Motion: Amber Robinson made the motion to elect Ingrid Anderson as Secretary of the Board of Directors. Patricia Cuevas second the motion. All in favor said aye. No oppositions the motion passed.**

**Meeting adjourned.**

**Motion: Ingrid Anderson made the motion to adjourn the meeting and go into Executive Session. Amber Robinson second the motion. All in favor said aye. No oppositions the motion passed.**

**Board of Directors went into Executive Session.**

**July 16, 2022 BOD Meeting Minutes, approved at August 20, 2022 BOD Meeting, per BOD Minutes noted on Page 1.**