

Oregon Child Development Coalition
Board of Directors (BOD) Meeting Minutes – FINAL APPROVED
November 19, 2022 – 9:00am

Roll Call – Quorum established.

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

Members present: Juan Preciado, Board Co-Chair; Grant Baxter, Board Co-Chair; Patricia Cuevas, Matthew Colley, Dan Quinones, Amber Robinson, Jesse Torres, and Cynthia Rojas (via TEAMS).

OCDL Staff: Donalda Dodson, Executive Director; Tisa Bithell, Operations and Quality Assurance Coordinator

By-Laws: Ingrid and Juan P.

At the request of Juan P., he asked the BOD to postpone this discussion. Ingrid was not available to participate in the discussion. The BOD all agreed to table until next BOD meeting in 2023.

Organizational Charts: Donalda * Handouts

Each BOD member received copies of the following organizational charts per departments.

- Administrative (Executive Director)
- Regional Operations Manager
- Director of Quality Assurance
- Program and Partnership Manager
- Director of Human Resources
- Director of Finance

Donalda presented information about the structure of each department and asked if the BOD had any questions and or concerns to interrupt her presentation, so she may reply.

Board Elections:

Vote to make Ingrid Anderson, BOD Secretary.

Motion: Grant B. Co-Chair called for a motion to approve Ingrid Anderson as Secretary for BOD. Matt C. made the motion and Juan P. seconded. All those in favor said aye. The motion approved.

Budget Modification: Donalda Dodson

Playgrounds and buses added to budget modification.

Finance Committee Report: Matt Colley

The modification of playgrounds and buses added in budget.

HR Committee Report: Dan Quinones

Nothing to report.

Migrant and Seasonal Head Start Association (MSHSA) Debrief: Donalda Dodson and Juan Preciado

- Sandra Carton addressed a question asked by Donalda, regarding eligibility for 0-3, of no re-checking for 3 years (R10). Once eligible they continue that eligibility up to age 3.
- \$600 per person who worked in agriculture 10 years of age and older, part of a \$49M grant to NMSHSA (National MSHSA). OCDC will be a partner in outreach to AG worker who qualify. OCDC signed up for 1,500 applications and for every person completed with OCDC, the agency will receive \$75.00. We are waiting for tablets from the NMSHSA to begin enrollment.
- OCDC plans to request no cost extension on some of projects that could not be completed within this Grant period and believe this will be possible if plans are in place.
- Juan P. commented the BOD should be part of NMSHSA Committee's and Affiliates.

Federal Review/Board Interview Content: Donalda Dodson * Handout

The BOD members received a handout addressing a few questions that may be asked of them during the federal review interview call on December 7. A brief response was provided for reference and if BOD had any questions to please let Donalda know.

Action:

- A conference call line is to be set-up and information of call in instructions to be sent out to BOD early next week. The call will be on December 7 at 5:30 PM (Pacific Time).

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Executive Director Report: Donalda Dodson * Handout

There are seven items on the report and reported by Donalda.

1. Refunding application for Migrant/Seasonal (M/S) still under review by the federal office.
2. Participation as vice chair for National Council on Migrant Health.
3. OCDC Employee Survey results that is required by Head Start Performance Standard should be ready to review sometime in December.
4. Federal Review Team coming to OCDC the week of December 7.
5. The partnership with Klamath Community College is showing progress.
6. Wage adjustment and compression for some staff to be implemented the first payroll in December.
7. OCDC mourns the loss of our Marion/Clackamas Program Director, Donna LeDoux.

Approval of October 15, 2022 Minutes:

Motion Grant B. Co- Chair called for a motion to approve the minutes from October 15 meeting. Matt C. made the motion and Dan Q. seconded. All those in favor said aye. The motion approved.

Schedule of 2023 BOD meetings:

Meeting dates were confirmed and those dates will be sent out to BOD for their recording.

Motion: Grant B. Co-Chair called for a motion to adjourn the meeting. Juan P. made the motion and Patricia C. seconded. All those in favor said aye. The motion approved.

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Update on Approval for November 2022 Final Draft BOD Meeting Minutes:

Per February 11, 2023 BOD Meeting Minutes, the following approval was reached:

13. Approval of November 19, 2022 BOD Minutes:

Donalda presented Final Draft of November 19, 2022 BOD Minutes and review by the BOD, the following motion was made for a vote to approve:

Motion: Juan Preciado Board Co-Chair called for a motion to approve November 19, 2022 BOD Minutes. Matt Colley made the motion and Jesse Torres seconded. Vote unanimous, in favor. The motion approved.