

Oregon Child Development Coalition
Board of Directors Meeting Minutes – Final BOD Approved
February 11, 2023 – 9:00 AM

1. Roll Call: Taken by Debby Shallenberger and quorum established.

Juan Preciado, Board Co-Chair, proceeded to call the meeting to order.

Members present: Grant Baxter, Board Co-Chair, Cynthia Rojas, Dan Quinones, Jesse Torres, Matthew Colley, and Patricia Cuevas.

OCDC Staff: Donalda Dodson, Executive Director and Debby Shallenberger, Sr. Executive Assistant.

OCDC Guest Speakers: Joy Rowley Wellness, Traci Brown TIP, Karelia Harding DEI, Ambrosi Bowman COVID Policy, Herberd Duran Employee Survey, Elisabeth Zeller Financial Report, and Julia Nicholson Professional Development.

2. Presentation on Wellness/TIP/DEI with Joy Rowley, Traci Brown, and Karelia Harding.

3. HR Committee Report with COVID Policy Revision and Employee Survey Results:

After presenting the updated COVID Policy by Ambrosi Bowman and some discussion on recent cases and review by the BOD, the following motion was made for a vote to approve updated policy:

Motion: Juan Preciado Board Co-Chair called for a motion to approve COVID Policy Revision. Patricia Cuevas made the motion and Dan Quinones seconded. Vote unanimous, in favor. The motion approved.

Herberd presented Employee Survey Results. Survey covered by 28 questions, taking approx. 15 minutes to completed and was taken by approx. 73% of OCDC staff, 667 out of 919 and completed from 10/11 to 10/28/2022. The last survey results (3 years ago) yielded only 69% participation.

The 2022 Results will be shared with all OCDC locations in the coming months in an in-person roadshow hosted by Herberd and Ambrosi.

Per Karelia, the 2022 Results will need to be shared with the Policy Council, so please include them in your list of locations to present.

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Juan Preciado wanted to know who the detailed comments were shared with. Per Herberd, only Donalda and HR. Juan's recommendation is to compile the comments to see what is being addressed by staff, so they can be shared at their specific location. Per Herberd, that can be done, as the comments can be sorted by location (no employee names are included in the Results).

Grant Baxter wanted to know how we compare to other HS programs, above or below or the same?

Action: Herberd and Ambrosi to compile comments and see if there is any consistency. This will also be used in the Results Roadshow they are planning.

NOTE: Sent Action Item email request on 02/27/2023.

4. Presentation on Financial Committee Report with Elisabeth Zeller.

5. Presentation on Professional Development with Julia Nicolson.

6. USDA Family Day Care Home Administrative Budget, FY2023:

After presenting by Donalda and review by the BOD, the following motion was made for a vote to approve updated budget:

Motion: Juan Preciado Board Co-Chair called for a motion to approve USDA Family Day Care Home Administrative Budget, FY-2023. Matt Colley made the motion and Jesse Torres seconded. Vote unanimous, in favor. The motion approved.

7. By-Laws Review/Approval:

Juan Preciado postponed review and approval of By-Laws to next BOD meeting in April, so Ingrid Anderson could continue to support review and approval process.

8. Signing Authority Authorization, presented by Donalda Dodson:

Motions needed for Annual Update of signature approval requested for the following three (3) items:

1. Motion needed to Approve Retirement Plan 401K and Trustees of 401K. Signers to be Elisabeth Zeller, Director of Finance, Donalda Dodson, Executive Director, and Walter Kalinowski Director of Human Resources.

Motion: Juan Preciado Board Co-Chair called for a motion to approve Retirement Plan 401K and Trustees of 401K. Grant Baxter made the motion and Cynthia Rojas seconded. Vote unanimous, in favor. The motion approved.

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2. Motion to Approve the Signing Authority for OCDC contracts to be Donalda Dodson, Executive Director and Elisabeth Zeller, Director of Finance.

Motion: Juan Preciado Board Co-Chair called for a motion to approve Signing Authority for OCDC contracts. Jesse Torres made the motion and Patricia Cuevas seconded. Vote unanimous, in favor. The motion approved.

3. Motion to Approve QALICB officers to be Elisabeth Zeller, Director of Finance, Donalda Dodson Executive Director, and TBA (to be advised), Board Member.

Motion: Matt Colley was asked by Donalda Dodson to be on the QALICB Committee representing BOD and he accepted. Juan Preciado Board Co-Chair called for a motion to approve Matt Colley. Patricia Cuevas made the motion and Grant Baxter seconded. Vote unanimous, in favor. The motion approved.

Motion: Matt Colley was asked by Donalda Dodson to be on the QALICB Committee representing BOD, he accepted and the above motion provided BOD approval of this appointment. Juan Preciado Board Co-Chair called for a motion to approve QALICB officers, including Matt Colley. Jesse Torres made the motion and Cynthia Rojas seconded. Vote unanimous, in favor. The motion approved.

9. Conflict of Interest Statement and Confidentiality Policy Acknowledgement: Each BOD was presented with these (2) forms to sign and return to Debby Shallenberger by end of meeting.

10. Meeting Calendar Update/Corrections:

BOD presented with updated 2023 BOD Meeting Schedule, monthly calendar with Board meeting dates and Policy Council dates.

Action: Debby Shallenberger to update calendar with off-site meeting locations and send corresponding BOD Meeting calendar invites to all BOD members for the remainder of the year. Any changes to these dates will be advised with an update version of calendar and calendar invites.

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11. Board Development Plan presented by Donalda Dodson:

Board will review 2023 Monthly Board Development Plan Handout (11a) and provide input if necessary. Discussion on finding out if BOD can have access to an OCDC email address, SharePoint restricted site and/or electronic devices to support BOD duties and access to Handouts and BOD materials, so they do not have to be sent in an email attachment or printed copies provided at the BOD meeting.

Action: Debby Shallenberger to research, if BOD can have access to an OCDC email address, SharePoint restricted site and/or electronic devices to support BOD duties and access to Handouts and BOD materials, so they do not have to be sent in an email attachment or printed copies provided at the BOD meetings.

Action: Donalda to support new Board Member Orientation for new Policy Council members recently voted in.

NOTE: Sent Action Item email request on 02/27/2023.

12. Executive Director Report presented by Donalda Dodson.

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.

14. Adjourn February 11, 2023 BOD Meeting:

Motion: Juan Preciado Board Co-Chair called for a motion to Adjourn February 11, 2023 BOD Meeting. Jesse Torres made the motion and Matthew Colley seconded. Vote unanimous, in favor. The motion approved.

Meeting ended at 2:07pm

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Next meeting scheduled for March 17 & 18, 2023 with the BOD and PC will be held at The Holiday Inn in Wilsonville, OR (hotel located across the street from CO) and will focus solely on OCDC Strategic Plan (3-5 year plan).

Next BOD Meeting is scheduled for April 14 & 15, 2023, will be held off-site at the OCDC Klamath County location.