

**Oregon Child Development Coalition**  
**Board of Directors Meeting Minutes – Final BOD Approved**  
**April 15, 2023 – 9:00am – 4:00pm**

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

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

Members present: Grant Baxter, Board Co-Chair, Juan Preciado, Board Co-Chair, Adriana Villanueva (Alt for Cynthia Rojas), Amber Robinson, Dan Quinones, and Jesse Torres.

OCDC Staff: Donalda Dodson, Executive Director. Debby Shallenberger, Sr. Executive Assistant. Monica Shaw, Program Director Klamath Falls County.

OCDC Guest Speakers: Gail Yamasaki, Project Manager supporting Early Learning Center (ELC), Klamath Community College (KCC). Juan Escobar, Director Quality. Herberd Duran, Employee Relations Manager. Online Ambrosi Bowman, Human Resources Generalist.

There were several changes in the order listed and additional items added to the draft agenda previously shared. The FINAL meeting agenda is below and times noted are estimated:

Time	Topic	Status or Comments
9:00am	Board Roll Call	
9:05am	Gayle Yamasaki, Project Manager supporting ELC at Klamath Community College	Informational
9:20am	Monica Shaw, OCDC Program Director for Klamath County	Informational
9:35am	Child Incident Reporting (Quarterly report and new guidance from OHS on when/what to report) (15 Minutes), Presenter Juan Escobar <i>No Handout</i>	Informational
9:35am	Eligibility Criteria (OCDC AA ECE Participants and Outcomes) (30 Minutes), Presenter Juan Escobar with <i>Handout</i>	Review/Approval
10:15am	Mandatory COVID Vaccination Policy #1.01 Change, remove requirement (10 Minutes), Presenter Ambrosi Bowman on-line with <i>Handout</i>	Approval
10:20am	HR Employee Survey Comment Update (40 Minutes), Presenter Herberd Duran with Ambrosi Bowman on-line <i>No Handout</i>	Informational
11:20am	Strategic Plan Update (10 Minutes) Presenter Donalda Dodson with <i>Handout</i>	Status Update

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Time	Topic	Status or Comments
11:35am	Child and Adult Care Food Program (CACFP) USDA Budget FY2023 Change, COLA and Quality Funds Allocations and the In-Kind Requirements for BOD Approval (30 Minutes) Presenter Donalda Dodson with (4) Handouts	Review/Approval
12:10pm	Region 10 2023-2024 Summary Budget EHS-CCP Change DRAFT Review (5 Minutes) Presenter Donalda Dodson with Handout	Informational
12:20pm	LUNCH BREAK	
12:55pm	Executive Director Report, (15 Minutes) Presenter Donalda Dodson with Handout	Informational
1:05pm	April 12, 2023, Financial Meeting Report (4/12 Finance Update Presentation & February 2023 Financial Report) (30 Minutes) Presenter: Donalda Dodson with (2) Handouts	Review/Approval
1:17pm	2023-2024 Region 10 Goals and Objectives (10 Minutes) Presenter Donalda Dodson with Handout	Review/Approval
1:17pm	2023-2024 Region 10 School Readiness Goals (10 Minutes) Presenter Donalda Dodson with Handout	Review/Approval
1:23pm	Ratify January 2023 MHS/EHS Budget Modification Prior Electronic BOD Approval (5 Minutes) Presenter Donalda Dodson with Handout	Approval
1:23pm	Ratify March 2023 MHS/EHS REV II Budget Modification Prior Electronic BOD Approval (5 Minutes) Presenter Donalda Dodson with Handout	Approval
1:25pm	February 11, 2023, BOD Meeting Minutes FINAL Version (10 Minutes) Presenter Donalda Dodson with Handout	Approval
1:28pm	ACF-IM-HS-23-01 The Role of Head Start Programs in Addressing Lead in Water (15 Minutes) Presenter Donalda Dodson with Handout	Informational

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Time	Topic	Status or Comments
1:37pm	Board Development Plan 2 <sup>nd</sup> Reading Update (10 Minutes) Presenter Donalda Dodson with <i>Handout</i>	Review/Approval
1:50pm	Adjourn Meeting	

2. Gayle Yamasaki, Project Manager supporting ELC, from Klamath Community College:

Gail shared information with the OCDC BOD on the progress we have made over the past several years on an ELC partnership located at KCC.

She was representing on behalf of Dr. Gutierrez, KCC President who was not able to attend. She shared the history of our relationship and how this idea “began with the end in mind” and how OCDC was the strongest partner for KCC to work with due to our work in ELC. KCC is looking to provide a child with a highway to travel on for the opportunity of education for their entire life. Starting with an ELC at KCC will help support a lifelong attachment and commitment to education for the migrant and seasonal families Klamath Falls services year-round. At present, there are 17 students who have children enrolled at the center out of 60 slots.

The Klamath Falls County Commissioner gave KCC the property and funds to continue work on expansion and shared plans of the facility. It is destined to be a 21,000 square foot facility for both KCC and OCDC to manage and support. There is a huge commitment from the County and KCC to support this program.

KCC has a High School Equivalency Program (HEP) to support young adults who have not completed their high school education due to work commitments and attend classes to receive their GED and continue their education at KCC and with a goal of obtaining an AA degree or certification. The HEP program is designed to help students learn they can earn their GED and progress into other areas of education as a student at KCC. The goal with KCC students and the partnership with OCDC at the new ELC is to have these students understand the growth opportunities they have in and if they want to work towards their AA in Teaching, they can and KCC will provide the necessary tools and support for these student’s success, including their ability to observe and/or work at the ELC or KCC campus.

This type of ELC supported by a community college and a Head Start agency has never been accomplished in the state of Oregon with any other community college. It would be an excellent example of the two entities working together to support families in communities where there are community colleges that OCDC could partnership with. We both have an excellent success story to tell.

Monica Shaw posts OCDC jobs at the KCC Campus Career Center, so we have a good working relationship with them supporting our open positions in Klamath Falls County.

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3. Monica Shaw, Presentation on Klamath Falls County and OCDC Center:

The city of Klamath Falls has approximately 22,000 residents with approximately 70,000 residents in the entire county. The county covers approximately 6,000 square miles, so it's a big county that is spread out. There is a high poverty rate of 23% in Klamath Falls and 80% of students receive reduced lunches. The counties of Klamath, Lake and Douglas are like a childcare desert with a huge lack of services, so OCDC is a valuable resource for Klamath Falls and the surrounding counties. Migrant and seasonal crops include potatoes (which has the longer season), strawberries, and onions. There is a lot of positive work that OCDC does with the community to get our name and services out there that include local parades, annual potato festival, and Cinco de Mayo festivities to name a few.

Dan Quinones mentioned the state has an H-2A (Temporary Agricultural Employment of Foreign Workers) contract for work and housing and will email a copy to Monica to share with families we support and encounter who need services.

Monica reported there was a concern reported about the playground gate not being locked at the center. This is not an actual concern, the gate must be left unlocked and has a monitor stationed at the gate whenever there are children on the playground, so they cannot exit the grounds. This is mandated by local authorities/fire department, so they can access the grounds in case there is a fire, so it's a safety requirement.

It was discussed to investigate what services KCC can offer to support apprenticeships for OCDC staff, such as cooks, bus drivers, and other positions where we have a need. Monica will research with KCC.

4. Presentation by Juan Escobar on Child Incident Report and Eligibility Criteria:

Child Incident Report: Juan provided update on a few incidents that were reported in this quarter, January-March 2023.

- At the Marion County, Seymour Center, a child got into the hall from a bathroom and was spotted by another teacher and returned to his classroom. I was advised the door chime to the bathroom which has a door that leads to hallway was inoperable and has been fixed. The fix will send the necessary alarm to staff before the child gets too far away from their classroom/bathroom.
- At the Independence Center, a teacher reported an assistant grabbed a student who was hiding under a table and pulled them out. After investigation, this incident was found to not be fully correct, and the student was not hurt or traumatized by the action of the assistant. Classified as un-founded and closed.

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- There was an accident in the Dalles Center, where a student tripped over their own feet and went headfirst into a cubby and had to go to the doctors for treatment. The child was fine and playing before seeking treatment. The incident was truly an accident and not caused by any of the OCDC staff at the center or another student.
- Office of Head Start (OHS) has a new mandate on notification of injury. A decision tree is being worked on, not yet published, which will go to the Policy Council (PC) for review/approval at their next meeting in April, then onto the HR Committee for review/approval and then to the BOD for the final review/approval in May 2023. There are (5) categories with new rules that will be published.

Eligibility Criteria: Juan provided update to include:

- Higher income with SNAP benefits gets priority to get into programs.
- Internal cap 25% of poverty guideline. Eligible for Head Start up to 250% income, we can serve. Federal guidelines for families of (4) is \$30K. Minimum wage went up another \$0.70/hour. There is a 15-year-old policy that was instituted by the PC and in order to provide services we either need to bump up the percentage to 500%, eliminate the policy altogether, or keep something, but it's time to change the rule, because the reason it was created no longer exists. In July the Migrant program is due.

**Action:** Donalda/Debby need to add this item to May BOD meeting for Juan to present review/approval of policy change.

Discussion on H-2A workers with Dan, Juan E., Adriana, and Amber. There is a complaint process that can be followed, and Dan will share with the BOD members.

5. Mandatory COVID Vaccination Policy #1.01 Change Remove Requirement:

Presented by Ambrosi Bowman on-line. A federal judge struck down the required COVID-19 Vaccination requirement and OHS followed suit. OHS sent notice that as of April 7, 2023, COVID vaccinations are no longer mandated. OCDC Policy #1.01 is a stand-alone policy requiring COVID-19 vaccination and can be removed from our policy manual with approval from the BOD. This will help with hiring as some new applicants were not in favor of the vaccination requirement or testing regularly for COVID-19 to support the approved exceptions. The removal of this policy will free up time for staff, as the process of monitoring this policy was very time-consuming and costly, because OCDC had to provide the COVID tests to staff for weekly testing.

**Motion:** Grant Baxter Board Co-Chair called for a motion to approve Policy #1.01 Removal as presented. Juan Preciado made the motion and Amber Robinson seconded. Vote unanimous, in favor. The motion approved.

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6. OCDC Employee Opinion Survey (EOS) Comments Update:

Presented by Herberd Duran in-person and Ambrosi Bowman on-line. The EOS took place in October 2022 for 2 weeks. The results of the survey were collected by an outside service, HSD Metrics, to keep the information confidential by person. Out of 919 staff, 667 responses were received, which is a 73% response rate and is a very good outcome. Only 252 were not completed.

County information/location was included in the survey results. Herberd has been going out to the counties to share county results, so they have a better understanding of their county based on the overall results for the entire agency.

There were 3 categories of information requested in the survey:

- Direct Supervisor: Strengths and Opportunities.
- Communication at my Location: Strengths and Opportunities.
- Job Satisfaction: Strengths and Opportunities.

Herberd shared with BOD positive feedback and accomplishments, along with key opportunities reported in comments from the EOS. There was a consistent theme of lack of communication and very positive feedback about the agency and our mission to children, their families, and our staff.

At the county visits an Opinion Survey was shared with all staff asking 3 questions:

- Shared info you would like to have, be more specific.
- What keeps you working at OCDC with a check list provided.
- What would tempt you to leave?

Fairness is paramount to all. Standards of Conduct and classroom size were comments that need more attention.

EOS is administered every 3-5 years.

BOD member Dan Q. wanted to know if we monitor the virtual comments made on outside job boards, like LinkedIn. If not, he recommended we should, so complaints can be addressed in a timely manner.

7. Strategic Plan Update:

Donalda shared with BOD a DRAFT Strategic Plan Summary 2023 document that was updated by Mirae and Karen. The format covers old and new goals with Strategic Directions and includes Justification from Data, which is imperative as the agency's goals need to support and tie into our Grant goals.

This was an information sharing session and was well received by BOD. The next Strategic Plan Steering Committee is on Monday, 4/17 and updated information to follow at future BOD meetings.

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8. Child and Adult Care Food Program (CACFP) USDA Budget FY2023 Change, COLA and Quality Funds Allocations and the In-Kind Requirements for BOD Approval:

Donalda shared the CACFP Budget FY2023 change with the BOD to review/approval. Requested Budget Total \$238,877 versus ODE Approved Budget \$234,648.

**Motion:** Grant Baxter Board Co-Chair called for a motion to approve proposed budget changes as presented. Juan Preciado made the motion and Dan Quinones seconded. Vote unanimous, in favor. The motion approved.

Donalda provided an explanation of both the COLA and Quality Funds Allocations along with the In-Kind Requirements to the BOD for review/approval, Handout 4-pages, 2-pages COLA and 2-pages Quality Funds.

Per Donalda there is \$447K not allocated and will be used in future after the Salary Survey is completed by HR to help identify areas to support increases.

**Motion:** Grand Baxter Board Co-Chair called for a motion to approve COLA and Quality Funds Allocations as presented. Jesse Torres made the motion and Dan Quinones seconded. Vote unanimous, in favor. The motion approved.

**Motion:** Grand Baxter Board Co-Chair called for a motion to approve In-Kind Requirements 5% Waiver for both COLA and Quality Funds Allocations as presented. Dan Quinones made the motion and Adriana Villanueva seconded. Vote unanimous, in favor. The motion approved.

Signature letter received for both Motions noted, signed by Grant Baxter and Juan Preciado.

We also need to look at a recognition program for years of service to help with employee benefits/retention.

9. Region 10 2023-24 Summary Budget EHS-CCP Change, Draft to Review:

Donalda shared a draft handout budget relating to our partners and supporting OCDC staff. One change was the equalization of payments per child to partners. This shows a 10% increase for supporting staff and a 5.6% increase for the (9) partners.

As a draft document, this still needs to be finalized and presented to the BOD for review/approval, which will happen at the next BOD meeting in May.

Please review and provide any comments or questions to Donalda.

10. Executive Director Report presented by Donalda Dodson:

Donalda presented handout to BOD and reviewed all 11 items. She made specific comments on 2 items, see below:



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- Comment on Item #4, the Federal office calls we have had regarding mental health services, they are very pleased with our progress and good feedback was provided.
  - Comment on Item #9, we need to continue to work on securing funds for this project and do our best to get costs down to balance revenue and number of children being served.

11. April 12, 2023, Financial Meeting Report and includes 4/12 Finance Update Presentation and February 2023 Financial Report:

Donalda presented both handouts to BOD for review/approval General overview with no changes requested.

**Motion:** Grant Baxter Board Co-Chair called for a motion to approve 4/12 Finance Update Presentation and February 2023 Financial Report as presented. Jesse Torres made the motion and Amber Robinson and Dan Quinones seconded. Vote unanimous, in favor. The motion approved.

12. 2023-2024 Region 10 Goals and Objectives and 2023-2024 Region 10 School Readiness Goals:

Donalda presented both handouts to the BOD for review/approval. General overview with no changes requested.

**Motion:** Grant Baxter Board Co-Chair called for a motion to approve 2023-2024 Region 10 Goals and Objectives and 2023-2024 Region 10 School Readiness Goals as presented. Amber Robinson made the motion and Adriana Villanueva seconded. Vote unanimous, in favor. The motion approved.

13. Ratify January 2023 MHS/EHS Budget Modification Prior Electronic BOD Approval and Ratify March 2023 MHS/EHS REV II Budget Modification Prior Electronic BOD Approval

Donalda presented both handouts to the BOD for ratification.

**Motion:** Grant Baxter Board Co-Chair called for a motion to approve Ratification of both the January 2023 MHS/EHS Budget Modification Prior Electronic BOD Approval and March 2023 MHS/EHS REV II Budget Modification Prior Electronic BOD Approval as presented. Amber Robinson made the motion and Jesse Torres seconded. Vote unanimous, in favor. The motion approved.

14. February 11, 2023, BOD Meeting Minutes FINAL DRAFT:

Donalda presented handout to BOD for review/approval. General overview with no changes requested.



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**Motion:** Grant Baxter Board Co-Chair called for a motion to approve February 11, 2023, BOD Meeting Minutes FINAL Version as presented. Jesse Torres made the motion and Juan Preciado seconded. Vote unanimous, in favor. The motion approved.

15. ACF-IM-HS-23-01 The Role of Head Start Programs in Addressing Lead in Water:

Donalda presented handout to BOD for review only.

OCDC is required to perform lead testing every 5 years and uses an ongoing protocol of the Department of Education. There is a candy from Mexico that can contain lead. Oregon Health Authority (OHA) has a list of candies to avoid.

16. Board Development Plan 2nd Reading Update:

Donalda presented handout to BOD for 2<sup>nd</sup> reading and approval.

A general overview and discussion took place. Per Donalda we need to add training to the schedule for the BOD and could include equity or implicit bias as these are 2 subjects that would be beneficial to the members.

She is working on updating the OCDC Board of Directors Governance Manual and Performance Standard Manual and will go to the BOD for review/approval.

Grant Baxter requested input on status of new board members. Donalda said she is actively working on recruiting for the Business BOD (i.e., would act like a CFO). Having a grower on the Board is something she would like. Matt Colley fills the attorney slot and Ingrid Anderson fills the Early Learning slot. If you know of anyone interested, please send their contact information to Donalda and to Juan Preciado as Board Development Committee Chair.

This is a fluid document that will change as subject/s for meeting/s necessitate.

**Motion:** Grant Baxter Board Co-Chair called for a motion to approve Board Development Plan 2nd Reading Update as presented. Amber Robinson made the motion and Juan Preciado seconded. Vote unanimous, in favor. The motion approved.

Additional Comment: Dan Quinones said the conference in San Antonio was good and would like for future conferences like this, to have more guidance and what sessions as an OCDC board member would be required attendance as opposed to everything being optional.

17. Adjourn April 15, 2023, BOD Meeting:

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**Motion:** Grant Baxter Board Co-Chair called for a motion to Adjourn April 15, 2023, BOD Meeting. After making his additional comment, Dan Quinones asked if the meeting was adjourned and vote was unanimous, in favor. The motion approved.

Meeting ended at 1:50pm

One item on April's Proposed DRAFT Agenda was moved to May BOD Meeting:

- By-Laws, Continuation from February BOD Meeting, Presenter Ingrid Anderson (Listed in April was Juan Preciado).

Next BOD Meeting is scheduled for May 20, 2023, and will be a combined meeting with BOD and PC at CO, Wilsonville location.