



Dan Quinones welcomed everyone to the meeting and asked for a minute of silence in remembrance of the (7) farmworkers who lost their lives in the accident on Interstate 5 in Albany this week. They were workers for J.Ruiz Farm Labor Contracting, a labor contract company in Salem.

1. Surface Pro (corrected from ServicePro) setup for OCDC BOD with Greg Funk:

Greg provided 1 on 1 support to OCDC BOD members for their use of the Surface Pro (corrected from ServicePro) Tablets provided for the meeting. Tablets will remain at the OCDC office and each BOD member was assigned an ocdc.net email address for communication purposes to support their work as an OCDC BOD member.

Greg provided an overview to everyone of OCDC SharePoint site and where the electronic versions of the BOD Handouts for each meeting are stored. Currently there are only May BOD Handouts, with the goal to add all the BOD meeting handouts for February and April. There was no BOD meeting in January and March.

[Action: Debby to upload February and April BOD Handouts to the BOD SharePoint site and advise BOD members.](#)

[Action: Debby to send email instructions to BOD members, along with a link on locations of past/present/future BOD Handouts using their \[ocdc.net\]\(mailto:ocdc.net\) email address.](#)

2. Roll Call: Joint Meeting with BOD and PC, roll taken by Debby Shallenberger and Karelia Harding quorum established:

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

Members present: Grant Baxter, Board Co-Chair, Juan Preciado, Board Co-Chair, Amber Robinson, Cynthia Rojas, Dan Quinones, Ingrid Anderson, and Patricia Cuevas. Quorum established.

OCDC Staff: Donalda Dodson, Executive Director. Debby Shallenberger, Sr. Executive Assistant. Elisabeth Zeller, Director Finance. Juan Escobar, Director Quality. Guest, Katherine C. Pears, Research Team Rep and Joy Rowley, Staff Wellness/Special Projects. Betty Marron, Family Services and Health Specialists Supervisor. Herberd Duran, Employee Relations Manager and Ambrosi Bowman, Human Resources Generalist.

Policy Council Invitees: Invited and tracked by Karelia Harding and Mayra Polanco and includes translation services used at the meeting.



Oregon Child Development Coalition
 COMBINED - Board of Directors and Policy Council Meeting Minutes – **Final BOD Approved**
 Saturday, May 20, 2023, 8:30am – 3:00pm
 Central Office, Wilsonville OR, Training Room 3

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

Time	Topic	Handout	Status or Comments
9:00am	Surface Pro (corrected from ServicePro) set up for OCDC BOD Member, IT Support with Greg Funk		
9:25am	Board Roll Call		
9:30am	Region 10: Budget & COLA/Quality (29 minutes) and Region 10: T&TA Goals and Objectives, (30 minutes) *Approval Letter Handout-C*	A, B, and D	Review/Approval
	MS/ARP Budget Modification Request, (15 minutes) *Approval Letter Handout-F*	E	Review/Approval
	Presenter: Elisabeth Zeller and Donalda Dodson		
10:05am	Financial Committee Report, (20 minutes) Presenter: Elisabeth Zeller	H, I, and J	Review/Approval
10:35am	Eligibility Criteria, Policy/rule change to bump up percentage (SNAP) (30 minutes)	G	Review/Approval
	FA2 Update, (20 minutes) Presenter: Juan Escobar	L	
11:05am	BREAK		
11:15am	Wellness Update, Research Team Rep, (30 minutes) Presenter: Katherine C. Pears and OCDC Rep Joy Rowley	K	Informational
12:45pm	Child Abuse Report, (25 minutes) Presenter: Betty Marron	M	Informational
1:15pm	LUNCH (working)		
1:30pm	Employee Opinion Survey Comments Presentation, same presentation presented at April BOD Meeting in Klamath Falls (60 minutes) Presenter: Herberd Durand and Ambrosi Bowman	N/A	Informational
	BOD and PC separated to cover independent agenda items for their respective group.		
3:00pm	Strategic Plan Update, (30 minutes) Presenter: Donalda Dodson *DEFERRED TO JUNE MEETING*	N	Status Update
3:00pm	Executive Director Report with Donalda Dodson (30 minutes)	O	Informational
3:30pm	Approval of FINAL DRAFT of April 15, 2023 BOD Meeting Minutes, (15 minutes) Presenter: Donalda Dodson	P	Review/Approval
3:35pm	By-Laws Review/Approval, (45 Minutes) Presenter: Ingrid Anderson	Q	Review/Approval



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3. There are (3) items for review/approval on this agenda item: (1) Region 10, Budget & COLA/Quality Handout-A and Handout-B; (2) Region 10, T&TA Goals and Objectives Handout-D; and (3) MS/ARP Budget Modification Request Handout-E:

For the Region 10, Budget & COLA/Quality Handout-A and Handout-B. Elisabeth Zeller provided an overview/explanation using Handout-H (which contained both A and B). There was discussion, no major questions or concerns.

Motion: Juan Preciado Board Co-Chair called for a motion to approve Region 10, Budget & COLA/Quality Handout-A and Handout-B as presented. Patty Cuevas made the motion and Dan Quinones seconded. Vote unanimous, in favor. The motion approved.

Motion: Juan Preciado Board Co-Chair called for a motion to approve Region 10 Non-Federal Share Waivers Handout-A as presented. Juan Preciado made the motion and Grant Baxter seconded. Vote unanimous, in favor. The motion approved.

For the MS/ARP Budget Modification Request Handout-E, Elisabeth Zeller provided an overview/explanation using Handout-H (which contains Handout-E). There was discussion, no major questions or concerns.

Motion: Juan Preciado Board Co-Chair called for a motion to approve MS/ARP Budget Modification Request Handout-E as presented. Patty Cuevas made the motion and Amber Robinson seconded. Vote unanimous, in favor. The motion approved.

For the Region 10, T&TA Goals and Objectives Handout-D, both Donalda Dodson and Elisabeth Zeller provided overview/explanation using Handout-D.

There was discussion, with a question from OPK-PC member J.Chavez. On Page 5 of Handout-D, he asked whether the \$3,500 cost for Parent/Policy Council Training was sufficient to support their needs for the period covered 9/1/2023 to 8/31/2024. Response from Donalda indicated these funds are part of the Region 10 EHS T&TA Budget and does not cover all funds that can be applied to this type of training. The response answered his question, no further discussion.

Motion: Juan Preciado Board Co-Chair called for a motion to approve Region 10, T&TA Goals and Objectives Handout-D as presented. Grant Baxter made the motion and Dan Quinones seconded. Vote unanimous, in favor. The motion approved.



Patty Cuevas requested we take time for everyone to introduce themselves to the group, as this is a combined BOD and PC meeting, so the BOD members understand who are the new and returning PC members. Introductions took about 5+ minutes.

4. Financial Committee Report, Handout-H, Handout-I, and Handout-J:

Elisabeth Zeller presented the Finance Committee Presentation, Handout-H. She reviewed all pages and the following pages noted below had more discussion or questions were presented:

- Page 7: J.Chavez asked about the Improper Payment Study. Elisabeth explained this is a just a 'STUDY' and we are not targeted for any improper payments. OCDC was randomly selected and will participate based on the instructions and due dates noted. OCDC has no improper payments, so we have nothing to be concerned about.
- Page 8: J.Chavez asked the question about staffing challenges and competitive salaries and what OCDC is doing. Donalda, Elisabeth and Dan Quinones all provided input to support what we are seeing and hearing with public teachers, along with other Head Start (HS) agencies smaller than OCDC. The consensus is, we are not alone and everyone in the state is having similar issues as OCDC. OCDC is using an outside service to conduct a salary survey of our workforce and to compare against other agencies and public teachers so we have a better understanding of how competitive we really are in the market. More to be reported on this after the survey results are provided and analyzed. Juan Preciado question on how often the Staffing Survey takes place, it is every 3 years. J.Chavez would like OCDC to share the old survey with the BOD and PC members before the next survey is released, so they have a point of comparison when reviewing the new survey.

Juan Preciado requested to have the BOD meeting Handouts shared with the BOD and PC at least a week before the meeting and not the night before. This is the goal of OCDC, however we have fallen short of this goal for the past 2 months, for some valid reasons.

Action: Donalda and Debby will work on setting and finalizing the BOD meeting Agenda 1 week in advance of the meeting and share it with the BOD members. With some of the Handouts provided by the presenters, Donalda and Debby will work with each presenter to have the Handouts emailed and posted on the BOD SharePoint site the Monday before the meeting, so members will have 5-days to review materials to formulate questions and provide their input.



There was additional discussion on under enrollment between J.Chavez, Juan Preciado and Donald. Sometimes this is caused by lack of children, lack of staff and/or lack of transportation, i.e. drivers, which of course brings down attendance.

The ERS900 Report will be available next month.

Motion: Juan Preciado Board Co-Chair called for a motion to approve Financial Committee Report, Handout-H, Handout-I, and Handout-J as presented. Patty Cuevas made the motion and Dan Quinones seconded. Vote unanimous, in favor. The motion approved.

5. There is (1) item for review/approval on Eligibility Criteria, Policy/rule change to increase percentage (SNAP) Handout-G and (1) item for Informational share on FA2 Update Handout-L:

FA2 Update Handout-L presented by Juan Escobar. He reviewed the presentation shared at the meeting titled 'Response to Fiscal Citation 75.343'. The presentation covered the detail on (1) finding about not submitting Form SR429 (report on the buildings in which the government has a vested interest in) on time and what corrective action OCDC has taken to ensure this will not happen in the future.

After the response is submitted (due date 6/3), they will have 30 days to respond. It is our belief that based on the finding and the corrective actions noted in the response it should be accepted after their review. If it is not, they will provide their input and then we'll have to work through the process.

Eligibility Criteria, Policy/rule change to increase percentage of the SNAP maximum for over income, Handout-G was presented by Juan Escobar. The discussion revolves around increasing our internal FPG (Federal Poverty Guidelines) upper limit for over income up to 500% from 200%, to support the families we serve. Because this is our internal guidance/policy, we have the ability to bump up this percentage with the BOD approval. Head Start follows federal guidelines.

Dan Quinones stated minimum wage in OR is going up again.

Motion: Juan Preciado Board Co-Chair called for a motion to approve Eligibility Criteria, Policy/rule change to increase percentage to 500% (SNAP) Handout-G as presented. Grant Baxter made the motion and Cynthia Rojas seconded. Vote unanimous, in favor. The motion approved.



6. Wellness Update with Research Team Rep Katherine C. Pears and OCDC Rep Joy Rowley Handouts-K (total of 4 Handouts):

Katherine reviewed the Research Teams presentation shared at the meeting titled 'xx' Handout-K. The survey reported in the presentation took place Spring/Early Summer 2022 and the questions asked in the Year 1 survey were in both her presentation and Handout-K titled 'OCDC Well-being Research 2022-23 Interviews Protocol 2023'. There was a total of 7 questions.

There was discussion on Question #4, "36% of OCDC Staff who responded to the survey said they felt they had been treated differently, were prevented from doing something, were hassled, or made to feel inferior in the workplace." There was genuine concern about a 1/3 of OCDC staff not being treated fairly at OCDC, however the question related to their experience in life, past employers, etc. not only their employment at OCDC. Is this a leading question or should it be made more neutral so it doesn't imply this is solely at OCDC. The statement was made based on the question asked, so it's only stating a fact.

Question 5 and Question 6 were also looked at as leading questions, but no major discussion on these questions took place.

Joy reviewed her presentation titled 'OCDC Staff Well-being Update' Handout-K shared at the meeting. There has been a lot of progress made toward Staff Well-being at OCDC and it's evident in the pictures she shared in her presentation of our different center facilities.

The next phase with the Research Team will be to have more in depth interviews with OCDC staff. They are looking for 30 people maximum who will be provided a \$100 gift card for their time (1.5 hours) for a 1 on 1 interview with a Researcher. The goal is to dig deeper and have a more in depth conversation with the person. Staff will be requested to volunteer for this next phase and if they receive over 30 people, they will narrow down the list so there is different staff from various positions and centers included and also look at years' services. Year 1 survey had a 68% response rate.

Juan Preciado would like the BOD to have a more interest in how the questions are created and why.

J.Chavez (OPK-PC member) expressed concern about What the researcher's definition of community might be and will the interviewee understand the context of the questions. Both ethnicity and Family structure will play a role in how these questions will be answered. Per Katherine these questions are a guide to a conversation and a more in-depth discussion.

Both Dan Quinones and Ingrid Anderson, can this be added to the June BOD Meeting Agenda, as a follow-up to this presentation and how the Research Team is coming with staff selection process and starting the interviews.

Action: Donalda and Debby will add to June BOD Meeting Agenda an update from Wellness and Research Team on staff being selected for the more in-depth conversations.



Karelia Harding would like to have a M/S parent join the Wellness Committee, as they already have other PC members on the committee, as well as BOD members.

Note: This was put on hold and not discussed at ELT in May. OCDC is working with Research Team on research project questions and will review in June/July:

“There was discussion on creating an ad hoc meeting with the Research Team relating to the questions that will be used at the in-depth interviews. Per Donalda this can be presented at the next OCDC Executive Leadership Team meeting on 5/31 to request HR approval.”

7. Child Abuse Report Handout-M:

Betty Marron shared a presentation at the meeting that consisted of the same information in Handout-M. There was some discussion, no major questions or concerns. She said as staff in a HS agency we need to have objective observations relating to what we see and children share to assist with our need to report child abuse.

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

The details noted below were presented to the BOD at the April BOD meeting Klamath Falls: 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 and Ambrosi have 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 and PC 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.

Most of the information shared above was repeated at this BOD/PC Meeting. There was concern about how many people made positive, negative or neutral comments, as the numbers shown in the presentation was based on a thread or theme of the question asked. Only 150 people made comments out of the 667 responses received. There was a request to see more data on percentage of positive, negative and neutral comments, not just a total based on a thread or theme. This discussion received input from Juan Preciado, Dan Quinones, Patty Cuevas and J.Chavez (PC).

Both Patty, Juan P. and J.Chavez (PC) would like the entire survey results including the comments shared with the BOD and PC members to include graphs and data that support positive, negative and neutral comments individually.

Ingrid Anderson would like to see the county/center level results that Herberd and Ambrosi are presenting at the counties and have this shared with the BOD and PC members.

It was agreed that some of the data in the comments would have to be redacted, to keep the confidentiality of the person who provided the comment and this would need to happen before any of the survey results and comments are shared with anyone.

9. Strategic Plan Update Handout-N: ****This Agenda Item was Deferred to June Meeting****

10. Executive Director Report with Donalda Dodson Handout-O:

Donalda reviewed the 9 items reported on the Executive Director Report. Discussion and questions on the several items are noted below:

Item #2 covered enrollment challenges OCDC is facing. Ingrid provided input on how there is a shortfall in the field and that 30% of the teachers who left the field of teaching (during the pandemic) will not be returning ever, so this has created a huge gap. We have experienced a slower recovery due to family advocates and teachers. Classroom mix changes have allowed us to pair up an experience and unexperienced teacher to support our children and continue to provide services, so we are not closing classrooms. There are times when we have teachers report out sick or need to take a medical leave and this creates a gap we are not able to fill due to the last of back-up support.

Item #5 covered coaching. This is something OCDC is working on year round and we have a large system of support and plan for staff.



11. By-Laws Review/Approval Handout-Q:

Ingrid Anderson reviewed the By-Laws and that all items noted in the Handout-Q revised copy 11-17-2022 have been resolved/approved by the party noted in the comment section. She will provide a new electronic version of the document to all BOD members, which will need to be formatted and ensure the Table of Contents links take you to the appropriate section in the By-Laws are noted on the page number listed.

On Page 7, Section H. Nepotism this still need to have legal counsel provide input on definition of Nepotism that can be kept on file but does not have to be added to the By-Laws documents. All BOD members and Donalda agreed with this.

Action: Donalda will work with legal counsel and Debby to have the definition of Nepotism provided and included in our Governance Manual for future reference.

Action: Debby will work on formatting and ensuring the Table of Contents page numbers listed are accurate before the documents is finalized and posted on the OCDC and BOD SharePoint sites.

Motion: Juan Preciado Board Co-Chair called for a motion to approve By-Laws Review/Approval Handout-Q as presented. Patty Cuevas made the motion and Dan Quinones seconded. Vote unanimous, in favor. The motion approved.

12. April 15, 2023, BOD Meeting Minutes FINAL DRAFT Handout-P:

Donalda presented Handout-P to BOD for review/approval. General overview with no changes requested.

Motion: Juan Preciado Board Co-Chair called for a motion to approve April 15, 2023, BOD Meeting Minutes FINAL DRAFT Handout-P as presented. Grant Baxter made the motion and Ingrid Anderson seconded. Vote unanimous, in favor. The motion approved.

It was requested by several BOD members that the HR Committee be part of the Employee Opinion Survey implementation (creating questions, analyzing data, responses comments, etc.) with all future surveys that take place at OCDC. Discussion included Ingrid Anderson, Patty Cuevas, Dan Quinones. and Juan Preciado. When there is a transition from PC members this is shared with the new PC members who will be joining the HR Committee.



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Per Karelia Harding, we need to add to combined BOD and PC Meeting a time in the agenda for the PC to report on their prior Meeting Minutes and By-Laws, along with other PC activities they specifically want to share. Amber Robinson and Cynthia Rojas to provide support on the report out at future meetings. Transition of old and new PC members took place in November 2022. Per Amber, PC needs a new M/S rep from Washington County.

Per Donalda there is a Migrant and Indian event in Seattle, Washington June 31 to July 1. If you have an interest, please let her know.

Per Ingrid Anderson, we need to continue to work on the OCDC BOD On-boarding/Orientation Process. Per Donalda she is working on updating the OCDC BOD Governance Manual, which she will turn over to Debby to ensure all documents associated with the manual are up to date and together in one place. It was agreed to review the manual/process at the August BOD Meeting.

Action: Debby will add to August BOD Meeting Agenda for reporting updates.

Karelia mentioned the PC is hosting a meeting in August that is called 'Family Night' and may take place in one of these centers: Jefferson, Jackson, or Malheur. More information to be provided at a later date on this.

13. Adjourn May 20, 2023, BOD Meeting:

Motion: Juan Preciado Board Co-Chair called for a motion to Adjourn May 20, 2023, BOD Meeting. Ingrid Anderson made the motion and Amber Robinson seconded. Vote unanimous, in favor. The motion approved.

Meeting ended at approximately 4:00pm

Next BOD Meeting is scheduled for June 17, 2023, and will be a BOD only meeting off-site at the OCDC Brooks Center, 5035 Rockdale Street NE, Brooks, OR 97305.