



FINAL AGENDA and DECISION MINUTES:

Updated: 11/20/2023

October 21, 2023 BOD Meeting Minutes Final Draft were presented for approval at the November 18, 2023 Meeting as part of the Consent Agenda.

Motion: Ingrid Anderson, Presiding Chair called for a motion to accept all Consent Agenda items which included the Final Draft October 21, 2023 BOD Minutes, Handout-A. Matt Colley made the motion and Jesse Torres seconded. Vote unanimous, in favor. The motion approved.

1. Roll Call: BOD Meeting roll taken by Debby Shallenberger with quorum established:

Grant Baxter, Board Co-Chair, called the meeting to order and presided over the meeting.

Board Members present: Grant Baxter, Board Co-Chair, Juan Preciado, Board Co-Chair, Amber Robinson, Dan Quinones, Ingrid Anderson, and Patricia Cuevas. Quorum established. Cynthia Rojas, Jesse Torres, Matthew Colley were not in attendance and excused prior to the meeting.

OCDC Staff present: Donalda Dodson, Executive Director; Debby Shallenberger, Sr. Executive Assistant; Dennis Julian, Deputy Director; Joy Rowley, Wellness (attended remotely); Juan Escobar, Director Quality Assurance; Mandi Arellano Program Director, Washington County; Shanda Tryon, Resource Development Manager; and Tong Lee, Director Finance.

Board Picture Badges were handed out before the meeting officially started as BOD members arrived.

	Time	Topic	Handout	Status or Comments	Action/Decision
	8:30am	SurfacePro set up for OCDC BOD Member, IT Support with OCDC IT Staff		N/A	N/A
#1	9:00am	Board Roll Call and Distribute OCDC BOD Badges			Noted above.
#2	9:05am	Board Introductions and Introduction of new OCDC Director of Finance, Tong Lee (15 minutes) Presenter: Donalda Dodson and Tong Lee	N/A	Informational	Donalda introduced and announced Tong Lee as the Director of Finance replacing our previous Director, Elizabeth Zeller and the Interim Finance Director, Rich Nixon. All Board Members introduced themselves.



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#3	9:12am	Washington County Center Presentation (30 minutes) Presenter: Mandi Arellano and Amber Robinson	N/A	Informational	Mandi and Amber took the meeting attendees on a tour of facilities at Enterprise, classroom building, playgrounds, and administrative offices.
#4	10:07am	Policy Council Report MSHS and State Programs (update from last PC meeting on 9/23/2023) (10 minutes) MSHS Presenter: Cynthia Rojas OPK and State Programs Presenter: Amber Robinson	L	Informational	Handout discussed. Amber Robinson provided the PC Report. Cynthia was not in attendance.
#5	10:18am	Board Training Retreat Update (15 minutes) and BOD Self-Evaluation Questionnaire (25 minutes) (Questionnaire sent to BOD 10/3 for their input) Presenter: Donalda Dodson	R M	Informational	Handouts were discussed. <i>Action: Ingrid Anderson asked for a document that sites Head Start (HS) rules associated with Board responsibilities and activities and if it could be included in the new OCDC BOD Governance Manual.</i>
#6	10:40am	Resource Development Update (15 minutes) Presenter: Shanda Tryon	N, J, & T	Informational	Handouts were discussed. <i>Action: Shanda is going to look into the OCF (Oregon Charity Foundation) for OCDC to be listed as a non-profit agency.</i>
	11:19am	BREAK			
#7	11:40am	Wellness Initiative Update (15 minutes) Presenter: Joy Rowley (Remote attendance)	P	Informational	Handout discussed. <i>Action: Ingrid Anderson and Joy will work together to locate the 10-question survey to see if it would be helpful to the committee and OCDC.</i>



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#8	12:12pm	Child Incident Reporting (30 minutes) Presenter: Juan Escobar	N/A	Informational	Presentation shared and explained at meeting, no printed handout provided.
	12:44pm	LUNCH			
#9	1:18pm	PIR Report Summary (15 minutes) Presenter: Donalda Dodson	O	Informational	Handout discussed.
#10	1:33pm	RATIFY electronic vote OCDC Annual Audit Report Dated 12-31-2022, presented at 9/27 BOD Meeting and Minutes (10 minutes) Presenter: Donalda Dodson	A, B, C, & Q	Review/Approval (1 Motion)	Donalda asked the Board to Ratify electronic vote the Board previously approved that took place on 9/27. Motion: Grant Baxter, Board Co-Chair called for a motion to RATIFY electronic vote OCDC Annual Audit Report Dated 12-31-2022, presented at 9/27 BOD Meeting, Handout-A, -B, -C and -Q. Amber Robinson made the motion and Juan Preciado seconded. Vote unanimous, in favor. The motion approved.
#10	1:33pm	RATIFY electronic vote OCDC USDA-CACFP Nutrition Monitor Budget Report FY2024, present at 9/27 BOD Meeting and Minutes (10 minutes) Presenter: Donalda Dodson	D & Q	Review/Approval (1 Motion)	Donalda asked the Board to Ratify electronic vote the Board previously approved that took place on 9/27. Motion: Grant Baxter, Board Co-Chair called for a motion to RATIFY electronic vote OCDC USDA-CACFP Nutrition Monitor Budget Report FY2024, present at 9/27 BOD Meeting and Minutes Handout-D and -Q. Ingrid Anderson made the motion and Dan Quinones seconded. Vote unanimous, in favor. The motion approved.



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#11 1:37pm	Finance Committee Reports August 2023 and August Grant Narrative and Activity (30 minutes) Presenter: Donalda Dodson, Janene Chitnis, and Tong Lee	S F & G	Review/Approval (1 Motion)	Handouts were discussed. Also, previously reviewed at the Board Finance Committee Meeting on 10/11. Motion: Grant Baxter Board Co-Chair called for a motion to approve Finance Committee Reports August 2023 and August Grant Narrative and Activity, Handout-S, -F and -G. Juan Preciado made the motion and Dan Quinones seconded. Vote unanimous, in favor. The motion approved.
#12 2:09pm	HR Committee Report for October (10 minutes) Presenter: Dan Quinones and Donalda Dodson	Verbal No Handout	Review/Approval (1 Motion)	Dan Quinones provided a verbal report of items discussed at the Board HR Committee Meeting held on 10/12. Motion: Grant Baxter Board Co-Chair called for a motion to approve the HR Committee Report for October NO Handout, presented verbally by Dan Quinones. Patty Cuevas made the motion and Juan Preciado seconded. Vote unanimous, in favor. The motion approved.



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#13 2:15pm	Executive Director Report for October (30 minutes) Presenter: Donalda Dodson	H	Informational	Handout discussed. <i>UPDATE: Waleska's visit noted in Item #2 of report was cancelled by Waleska on 10/23.</i> <i>Action: For Item #8, the PSP (Preschool Promise) amendment was signed on 10/25. The budget will need to be submitted 30-days later on or before 11/25.</i> <i>Action: Dan Quinones asked a question about the WARN Act (Workers Adjustment & Retraining Notification Act) relating to Federal Funding and reporting funding issue to the State.</i>
#14 2:49pm	Approval of FINAL DRAFT September 16, 2023 BOD Meeting Minutes and UPDATE on Board Co-Chair Voting Requirements (15 Minutes) Presenter: Donald Dodson	I	Review/Approval (1 Motion)	Handout discussed. Motion: Grant Baxter Board Co-Chair called for a motion to approve the FINAL DRAFT September 16, 2023 BOD Meeting Minutes Handout-I, as presented. Ingrid Anderson made the motion and Amber Robinson seconded. Vote unanimous, in favor. The motion approved.



	Time	Topic	Handout	Status or Comments	Action/Decision
#15	2:52pm	2024 OCDC 'DRAFT' BOD Meeting Calendar Discussion (10 minutes) Presenter: Donalda Dodson and Debby Shallenberger	E	Informational	Handout discussed. <i>Action: Send copy of 2024 BOD Meeting Calendar to Karelia Harding for review and provide PC meeting schedule.</i> <i>Action: Send Board Outlook calendar invites to Hold the dates for the 2024 Board and Finance Committee Meetings. Ambrosi Bowman will send HR Committee meeting invites for 2024.</i>
#16	3:05pm	Request BOD Agenda Items to ADD to November BOD Meeting Agenda (5 minutes) Presenter: Donalda Dodson	N/A	Informational	Question asked. No new agenda items were requested for November BOD Meeting.
#17	3:10pm	AJDOURN MEETING		(1 Motion)	Motion: Grant Baxter Board Co-Chair called for a motion to Adjourn October 21, 2023, BOD Meeting. Ingrid Anderson made the motion and Patty Cuevas seconded. Vote unanimous, in favor. The motion approved.

Next BOD Meeting will be held on
Saturday, November 18, 2023, from 9:00am – 3:00pm
OCDC Central Office, Wilsonville, OR

****NOTE: There is NO BOD Meeting scheduled for December 2023 and January 2024.****