



# Oregon Child Development Coalition

## Board of Directors Meeting Final Agenda & Decision Minutes – FINAL APPROVED

Saturday, September 16, 2023, 8:30am – 3:00pm

OCDC Central Office, Wilsonville, OR

FINAL AGENDA and DECISION MINUTES:

Updated: 9/18/2023

September 16, 2023 BOD Meeting Minutes Final Draft were presented for approval at the October 21, 2023 BOD Meeting.

**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.

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

Juan Preciado, 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, Cynthia Rojas, Dan Quinones, Ingrid Anderson, Jesse Torres, and Patricia Cuevas. Quorum established. Matthew Colley was not in attendance and was excused prior to the meeting.

OCDC Staff present: Donalda Dodson, Executive Director. Debby Shallenberger, Sr. Executive Assistant. Dennis Julian, Deputy Director. Ambrosi Bowman and Herberd Duran, both representing Human Resources and Julia Nicholson representing Training/Technical Assistance (T/TA).

Time	Topic	Handout	Status or Comments	Action/Decision
8:30am	SurfacePro set up for OCDC BOD Member, IT Support with OCDC IT Staff			
8:30am	Individual pictures of OCDC BODs taken for Badges Note: Pictures were taken during breakfast period by Debby. Presenter: Debby Shallenberger	N/A	Informational	N/A
#1 9:01am	Board Roll Call			Noted above.



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#2 9:03am	Update on Director of Human Resources Transition Plan (15 minutes) Presenter: Donald Dodson and Herberd Duran	C	Informational	Donalda introduced and announced that Herberd Duran is OCDC's new 'Acting' Director of Human Resources and will take on all the responsibilities of this position. He will continue to support his existing role as Manager Employee Relations. Working on rewriting the Job Description and after this is completed, will post position. If interested, Herberd can apply for this position after posted and go through the formal interview process for consideration.
#3 9:32am	HR Professional Development Assistance Policy 50.080 Update and Removal of Training/Education Conference and Convention Attendance Policy 50.090 (15 minutes) Presenter: Ambrosi Bowman and Julia Nicholson	J.1 & J.2  K	Review/Approval  (2 Motions)	<p>Ambrosi and Julia spoke to Handout-J.1 edited version and J.2 final version, HR Professional Development Assistance Policy 50.080 Update.</p> <p><b>Motion:</b> Juan Preciado Board Co-Chair called for a motion to approve HR Professional Development Assistance Policy 50.080 Update Handouts-J.1 and J.2 as presented. Dan Quinones made the motion and Ingrid Anderson seconded. Vote unanimous, in favor. The motion approved.</p> <p>Ambrosi spoke to Handout-K removal of OCDC's Training/Education Conference and Convention Attendance Policy 50.090. This topic is already covered in Policy 50.080.</p> <p><b>Motion:</b> Juan Preciado Board Co-Chair called for a motion to approve Removal of Training/Education Conference and Convention Attendance Policy 50.090 Handout-K, as presented. Ingrid Anderson made the motion and Patricia Cuevas seconded. Vote unanimous, in favor. The motion approved.</p>



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#4 9:57am	Coaching Initiative Update (30 minutes) Presenter: Julia Nicholson <i>NOTE: Handout provided after meeting, shared with BOD and posted as Handout-L.</i>	L	Informational	Information discussed and Handout received. <i>Action: An electronic copy of the presentation was requested, received, and posted on the BOD SharePoint site. *DONE*</i>
#5 10:25am	HR Oregon Family Leave Act (OFLA) Policy 40.100 Update (10 minutes) Presenter: Ambrosi Bowman	E	Review/Approval (1 Motion)	Ambrosi spoke to changes in OCDC Policy 40.100, Oregon Family Leave Act, as noted in <a href="#">blue</a> on Handout-E. The changes support both OFLA and PLO (Paid Leave Oregon). <b>Motion:</b> Juan Preciado Board Co-Chair called for a motion to approve Oregon Family Leave Act (OFLA) Policy 40.100 Update Handout-E, as presented. Dan Quinones made the motion and Jesse Torres seconded. Vote unanimous, in favor. The motion approved.
10:50am	<b>BREAK</b>			



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#6 11:10am	BOD Request to Discuss (60 minutes): 1. Agenda Formation and Distribution 2. Staff Wellness Discussed at PC Meeting in Ontario Presenter: Amber Robinson and Juan Preciado	N/A	Informational	<p>Juan spoke about comments shared at the August PC Meeting held in Ontario (combined PC meeting and annual PC family retreat). Amber shared PC Meeting Minutes.</p> <p>Question from Ingrid on Individualized Family Service Plan (IFSP), what percentage are we seeing with new enrollment, about 30% have IFSP.</p> <p>Per Ingrid, she will look into what Referral Reflective Supervision, English for Academic Purposes (EAP) to see if it can help support our services.</p> <p>Amber is preparing for the BOD Enterprise Center Visit on 10/20 and BOD Meeting on 10/21.</p> <p>Action: Amber Robinson to share 8/25/2023 PC Meeting Minutes with Board Meeting attendees/invitees.</p> <p>Action: Ingrid Anderson will provide input on Referral Reflective Supervision EAP and share with Donalda and the Board.</p>
#7 11:35am	Break for Executive Session, (20-30 minutes) Presenter: Donalda Dodson	N/A		<p>OCDC staff Debby Shallenberger and Dennis Julian were excused from the Board meeting for Executive Session.</p> <p>Executive Session ended, Debby and Dennis were called back to resume BOD Meeting and Agenda.</p>



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#8 12:00pm	USDA Budget Review and Approval for Submission (15 minutes) Presenter: Donalda Dodson	D	Review/Approval postponed to 9/27/2023. <del>(1 Motion)</del>	Per Donalda the USDA Budget was not ready to be presented to the Board for approval due to new funding information just received. The Board agreed to set up an OCDC Audit Committee Meeting on 9/26 and include OCDC Auditors and OCDC Board Audit Committee on 9/27 at 6pm with all BOD members and the USDA Budget would be presented at this time for review and approval, along with the OCDC Annual Audit Report dated 12-31-2022.  NOTE: BOD will Ratify vote/motion at October 2023 BOD Meeting.  Action: The week of 9/18 Debby to send out Outlook Calendar invite with Teams Meeting attendance to all BOD members, including Donalda and several Finance Team members and auditors to review Final Audit Report and USDA Budget for Approval. *DONE*

FINAL



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#8.1	12:01pm	Board Retreat Update (15 minutes) Presenter: Donalda Dodson	N/A	Informational	<p>Per Donalda, we are still working on a location along with setting up Juan Carlos Tarango to provide in-person training on Saturday, 11/4. The location is to be somewhere on the beach in Oregon, preferably Lincoln City.</p> <p>Ingrid would like to use some time to review the OCDC Governance Manual updates. A printed copy will be provided at the meeting for each Board Member and OCDC Staff that needs a copy.</p> <p>The Board requested to have dinner with all the Board members and their families (significant others only) on Saturday night.</p> <p>Action: Donald and Debby to work on updating the OCDC Board Governance Manual and send electronically to the BOD the week of 10/30. *IN PROCES*</p> <p>Action NOTE: Printed copy provided to all BOD members at the 11/4 Board Retreat, no electronic copy will be needed at this time. *DONE*</p>
	12:10pm	LUNCH			



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#9 12:42pm	Policy Council Report MSHS and State Programs (update from last PC meeting in Ontario) (10 minutes) MSHS Presenter: Cynthia Rojas or Amber Robinson OPK and State Programs <i>NOTE: Handout provided after meeting, shared with BOD and posted as Handout-M</i>	M	Informational	Cynthia provided MSHS/EHS update that was in a document shared with both her and Amber from Karelia Harding. Karelia is working on PC elections that are coming up and working with the families on what board they might join. There was a report of a County Self-Assessment. OPK PC transition will take place in November.  Amber stepped out of the Board meeting, so Cynthia reported on both topics.  <i>Action: Debby to request copy of handout sent by Karelia to both Amber and Cynthia to share with the Board and post electronically. Handout received, posted and shared with BOD. *DONE*</i>
#10 12:45pm	Executive Director Report for September (30 minutes) Presenter: Donalda Dodson	A, C	Informational	Handout-A discussed. Handout-C discussed in Item #2 of this agenda.  Discussion on lower enrollment took place. We are looking at increasing MSHS weeks of service to support the changes in harvesting we are seeing across the state.  For Item #5, Julia Nicholson provided an update at this Board meeting as reported in these Minutes under Agenda Item #4, Coaching Initiative.





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#11	1:03pm	<p>Revote on (4) Motions, (2) Item #3, #5, and #12 from FINAL DRAFT May 20, 2023 BOD Meeting minutes and Vote to Approve REVISED FINAL DRAFT of May 20, 2023 BOD Meeting Minutes (15 minutes)</p> <p>Presenter: Donalda Dodson and Debby Shallenberger</p>	H	<p>Review/Approval (5 Motions)</p>	<p>The May Board Meeting Minutes were previously presented and voted on but included both Board Co-Chairs in certain motions. It was brought to Debby and Donalda’s attention that both Board Co-Charis could not vote in the same Motion (Call, Make or 2<sup>nd</sup> Motion) and were advised to have this corrected. It was determined there are (4) separate motions that needed to be corrected, as noted above.</p> <p><u>For Item #3: For the Region 10, Budget &amp; COLA/Quality Handout-A and Handout-B.</u> Elisabeth Zeller provided an overview/explanation using Handout-H (which contained both A and B). There was discussion, no major questions or concerns.</p> <p><b>3<sup>rd</sup> Revote/Motion:</b> At September BOD Meeting, Juan Preciado Board Co-Chair called for a motion to reapprove Region 10, Non-Federal Share Waivers Handout-A as presented at May Board Meeting. Ingrid Anderson made the motion and Patty Cuevas seconded. Vote unanimous, in favor. The motion approved.</p> <p><u>For Item #3: For the Region 10, T&amp;TA Goals and Objectives Handout-D,</u> both Donalda Dodson and Elisabeth Zeller provided overview/explanation using Handout-D.</p> <p><b>2<sup>nd</sup> Revote/Motion:</b> At September BOD Meeting, Juan Preciado Board Co-Chair called for a motion to reapprove Region 10, T&amp;TA Goals and Objectives Handout-D as presented at May Board Meeting. Ingrid Anderson made the motion and Jesse Torres seconded. Vote unanimous, in favor. The motion approved.</p> <p><u>For Item #5: Eligibility Criteria, Policy/rule change to increase percentage of the SNAP maximum for over income, Handout-G was presented by Juan Escobar.</u></p>
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					<p><b>2<sup>nd</sup> Revote/Motion:</b> At September BOD Meeting, Juan Preciado Board Co-Chair called for a motion to reapprove Eligibility Criteria, Policy/rule change to increase percentage to 500% (SNAP) Handout-G as presented at May Board Meeting. Ingrid Anderson made the motion and Cynthia Rojas seconded. Vote unanimous, in favor. The motion approved.</p> <p><u>For Item #12: April 15, 2023, BOD Meeting Minutes FINAL DRAFT Handout-P:</u></p> <p>Donalda presented Handout-P to BOD for review/approval. General overview with no changes requested.</p> <p><b>2<sup>nd</sup> Revote/Motion:</b> At September BOD Meeting, Juan Preciado Board Co-Chair called for a motion to reapprove April 15, 2023, BOD Meeting Minutes FINAL DRAFT Handout-P as presented at May BOD Meeting. Jesse Torres made the motion and Ingrid Anderson seconded. Vote unanimous, in favor. The motion approved.</p> <p>After above revoke/motions took place the BOD needed to reapprove the updated/revised May BOD Meeting Minutes correcting (2) sections in Item #3, and Item #5 and #12, as noted above:</p> <p><b><u>New Motion to Approve May Board Meeting Minutes with revotes/motions noted above:</u></b> At September BOD Meeting, Juan Preciado Board Co-Chair called for a motion to reapprove Updated/Revised May BOD Meeting Minutes with revoke/motions noted above. Patty Cuevas made the motion and Ingrid Anderson seconded. Vote unanimous, in favor. The motion approved.</p>
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#12	1:12pm	<p>Revote on (1) Motion Item #4.III from FINAL DRAFT August 19, 2023 BOD Meeting Minutes and Vote to Approve FINAL DRAFT August 19, 2023 BOD Meeting Minutes (15 minutes)          Presenter: Donald Dodson and Debby Shallenberger</p>	I	<p>Review/Approval          (2 Motions)</p>	<p>For Item #4.III PSP (Preschool Promise) Grant Handout-P, Janene Chitnis provided an overview/explanation on the utilization of the various areas of the grant. There was discussion with no major questions or concerns. Total 2022-23 PSP Grant \$3,685,500, Slots 270. Total 2023-24 PSP Grant \$3,549,000, Slots 360. Variance <b>-\$136,500.</b></p> <p><b>2<sup>nd</sup> Revote/Motion:</b> At September BOD Meeting, Juan Preciado Board Co-Chair called for a motion to reapprove PSP (Preschool Promise) Grant Handout-P as presented at August BOD Meeting. Jesse Torres made the motion and Patty Cuevas seconded. Vote unanimous, in favor. The motion approved.</p> <p>After above revote/motion took place the BOD needed to reapprove the updated/revised August BOD Meeting Minutes correcting Item #4.III:</p> <p><b>New Motion to Approve August Board Meeting Minutes with revote/motion noted above:</b> At September BOD Meeting, Juan Preciado Board Co-Chair called for a motion to reapprove Updated/Revised August BOD Meeting Minutes with revote/motion noted above. Ingrid Anderson made the motion and Cynthia Rojas seconded. Vote unanimous, in favor. The motion approved.</p> <p>Action: Donalda will look into this issue with both Board Co-Chairs participating in the same motion, to see if the information provided to Debby is correct and reflective of the Robert's Rules of Order for non-profit board voting and update the Board at next BOD meeting.</p> <p>Donalda confirmed per Robert's Rules the following "Where there is a co-chair who is NOT presiding that is no different than a vice chair not presiding." The key to this is the presiding position. Therefore, as long as there is only (1) presiding Co-Chair, the other Co-Chair can vote in the same motion, so no future changes will need to be made to future motions if they both vote in a motion. *DONE*</p>
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#13 1:20pm	2024 OCDC 'DRAFT' BOD Meeting Calendar Discussion (15 minutes) Presenter: Donalda Dodson and Debby Shallenberger	B	Informational	The Board was provided with the 2024 Draft BOD Meeting Calendar with tentative dates noted for all meetings: Finance Committee, HR Committee, and BOD Meetings. NO Policy Council meeting dates included.  Action: Add this topic to the next BOD meeting in October. There is one more meeting in November and no meeting in December. <i>*DONE*</i>
#14 1:36pm	Request BOD Agenda Items to ADD to October BOD Meeting Agenda (5 minutes) Presenter: Donalda Dodson	N/A	Informational	Donalda asked the Board if they had any agenda items, they would like to add to the October BOD Meeting:  Juan Preciado: Requested update from PC Rep for Klamath Child Unattended Report. Donalda provided an update. Grant Baxter said this was shared at the HR Committee Meeting.  Ingrid Anderson provided input on the Board Training Retreat and those notes are included in Item #8.1 of this meeting minutes.  No other items were shared that would need to be added to the October BOD Meeting Proposed Agenda.
#15 1:40pm	<b>AJDOURN MEETING</b>		(1 Motion)	<b>Motion:</b> Juan Preciado Board Co-Chair called for a motion to Adjourn September 16, 2023, BOD Meeting. Ingrid Anderson made the motion and Patty Cuevas seconded. Vote unanimous, in favor. The motion approved.  The meeting ended at approximately 1:40pm.

Next BOD Meeting is scheduled for October 20 and 21, 2023.

- October 20 is for OCDC Washington County center visits for BOD members and schedule details are being worked out.
- October 21 is the regularly scheduled BOD Meeting that will be held OCDC Washington County Location, Enterprise Circle, 1675 SE Enterprise Circle, Hillsboro, OR 97123. Both Amber Robinson and Mandi Arellano will provide support for this BOD meeting at their location.