



Oregon Child Development Coalition
Board of Directors Meeting Minutes – FINAL BOD APPROVED
Saturday, June 17, 2023, 8:30am – 3:00pm
OCDC Brooks Center, 5035 Rockdale Street NE, Brooks, OR 97305

Surface Pro setup for OCDC BOD with Ricky Amador: Ricky provided set-up support along with the sign-in and email address details for use of Surface Pro Tablets for OCDC BOD members at meeting to view Handouts electronically.

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

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

Members present: Juan Preciado, Board Co-Chair, Dan Quinones, Ingrid Anderson, Jesse Torres, and Patricia Cuevas. Quorum established.

OCDC Staff: Donalda Dodson, Executive Director. Debby Shallenberger, Sr. Executive Assistant. Amy Lovelace, Early Childhood Education Specialist Supervisor. Elizabeth Zeller, Director of Finance. Odi Campos, Program Director Independence Center. Raylene Donaldson, Program Director Clackamas and S. Marion Counties.

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
8:30am	Surface Pro (corrected from ServicePro) set up for OCDC BOD Member, IT Support with OCDC IT Staff		
9:08am	Call to Order by Juan Preciado and Board Roll Call by Debby Shallenberger		
9:11am	Brooks Location Update (30 Minutes) Presenter: Odi Campos and Raylene Donaldson	N/A	Informational
10:14am	BOD approval for Budget Modification to the 2023 MHS/EHS for Madras Center AC Replacement (30 minutes) Presenter: Donalda Dodson HANDOUT A and HANDOUT B BOD APPROVAL LETTER	A B	Review/Approval
10:17am	Strategic Plan Update: Share updated External Plan (30 Minutes) Presenter: Donalda Dodson HANDOUT C	C	Informational
10:31am	Emergency Preparation Plan (Work Season April) (15 Minutes) Presenter: Donalda Dodson HANDOUT I	I	Informational
10:50am	School Readiness Goals Approval for M/S Year 2024 (30 Minutes) Presenter: Amy Lovelace HANDOUT D	D	Review/Approval
11:11am	BREAK		
11:30am	COVID Policy Update (15 Minutes) Presenter: Donalda Dodson	N/A	Informational



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Time	Topic	Handout	Status or Comments
11:35am	LUNCH		
12:05pm	Wellness Survey Implication Update (30 Minutes) Presenter: Donalda Dodson	N/A	Informational
12:37pm	Finance Committee Report (30 Minutes) Presenter: Elisabeth Zeller <i>HANDOUTS E and F</i>	E F	Review/Approval
1:50pm	June Executive Director Report with Donalda Dodson (30 minutes) <i>HANDOUT G</i>	G	Informational
2:08pm	Approval of FINAL DRAFT of May 20, 2023 BOD Meeting Minutes (30 minutes) Presenter: Donalda Dodson <i>HANDOUT H</i>	H	Review/Approval
2:15pm	Add to agenda: Executive Session requested by Juan Preciado		Informational
2:15pm	AJDORN MEETING		

2. Brooks Center Update with Odi Campus and Raylene Donaldson:

Odi provided an update on the Brooks Center and upcoming changes. OCDC is swapping the services provided at the Concordia-Salem Lancaster Center with the Brooks Center to better serve the communities in both locations. This will provide the ability to serve more children and open additional classrooms at the Brooks Center supporting EHS (Early Head Start), LT (Long Term), MS (Migrant and Seasonal), SHS (Seasonal Head Start), and PSP (Pre-School Promise) starting in September-2023. 68 OPK (Oregon Pre-Kindergarten) slots and seasonal slots will transfer to the Concordia Center.

A preschool in Gervais is closing for MS workers and we are looking at partnering with them for children who require services, more information to follow.

We are working with ERSEA service support MS associations to get children into our programs.

Finding housing for MS families has been a challenge for Independence Center. We will need support more H2A workers in the future. The Dalles H2A worker housing was converted into men housing only.

Per Dan Q. H2A workers earn more than minimum wage and the contract terms include medical and housing. He has found some MS workers won't sign these contracts due to fear about what they are signing because they often don't fully understand the contract terms and what is being offered. He feels it would be beneficial for him to provide our MS workers with a more in depth look at the H2A workers contract and explain the terms, so they might want to sign these contracts in the future. Odi agreed this would be beneficial and would like to schedule a time for Dan Q. to do this for our MS workers.



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Most new parents don't understand that if their child starts in our programs as a baby, they can stay until they age out and this is a big benefit to them compared to other programs.

NMSHSA (National Migrant Seasonal Head Start Association) is working to get the definition of AG workers changed at the federal level, so our families qualify for our services. Our Senator's in DC are supportive and working with us.

Odie and Raylene took the group on a tour of the Brooks Center from 9:32am-10:10am. It's a beautiful facility with lots to offer the families we serve. There are 11 classrooms at the center, along with 15 buses that support this location and others. We are not able to support family transportation, just children due to budget/insurance constraints. The center is fully staffed in the kitchen to support all services in September. There will be a community open house next month that Shanda Tryon and Odi are working on to introduce the center to new/local families. Our website should provide a visual walk-thru of the center, so families can see more of what we have to offer.

A suggestion was made to convert old buses coming out of commission into mobile libraries or learning centers to travel to communities to share information about OCDC and the services we offer to MS families or even use them as food banks to deliver food where needed.

3. BOD approval for Budget Modification to the 2023 MHS/EHS for Madras Center AC Replacement, Handout-A and Handout-B BOD Approval Letter:

Donalda provided an explanation of Handout-A for BOD review/approval of this budget modification. There was discussion, no major questions or concerns. Donalda asked for BOD approval.

Motion: *Juan Preciado Board Co-Chair called for a motion to approve Budget Modification to the 2023 MHS/EHS for Madras Center AC Replacement Handout-A as presented. Patty Cuevas made the motion and Jesse Torres seconded. Vote unanimous, in favor. The motion approved.*

4. Strategic Plan Update and External Plan, Handout-C:

Donalda provided an explanation of Handout-C. This is OCDC's external facing document summarizing our 3-5 year Strategic Plan (SP) that would be used in our marketing and resource development strategies.

Migration issues with whole families moving for MS work has been an issue for the service as some workers are not bringing their entire families due to housing and other resources.

We have incorporated TIP in this document and our Strategic Plan overall.

The Strategic Plan Steering Committee (SPSC) will be meeting again in July to finalize the external document and for our facilitator to step out of the process so OCDC can continue to develop our Internal Strategic Plan to support new/existing goals and directions discussed at the March SPSC meetings.



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Juan Preciado would like to ensure that a goal on communication is added to the Strategic Plan, as there was nothing specifically noted on the current External SP. He would also like all BOD members added to the July meeting invite, so those who can attend in-person can join in the conversation.

*Action: Donalda and Debby will add ALL BOD members to Monday, July 17, 2023 meeting being held at CO from 2:00-4:00pm. *DONE**

5. Emergency Preparation Plan (Work Season April) Handouts-I:

Donalda reviewed with BOD Handout-I. In April OCDC held a 3-day FHI Emergency Preparedness Training, that was very well received and a successful event. We found that OCDC was 85% on track with what was presented and what we currently have in place in our own Safety Management System.

We need to look at our evacuation service process and if children are not able to return home due to road/travel conditions and need to shelter in place. What will that mean to the agency and individual center locations? It has already been determined if power is not operational at any location, generators would need to be purchased agency wide to support services for up to 72 hours or longer if required.

We also need to look at communication with parents and what that would look like with power outages, since cell phones and land lines may also not be working or work intermittently. This also applies to OCDC staff at CO or any of the centers and who would need to leave to go home to support their own family, if possible.

Our insurance provider is working with us on possible changes relating to emergency preparedness to help us mitigate large financial losses.

We need to look at partnering with outside agencies that might be able to support OCDC families and staff as a backup. Some of these outside agencies might also be looking at OCDC as a support hub during an emergency, due to the services we provide families.

Another area we need to look at is bus drivers with split shifts and what we need to do when planning for emergencies.

6. School Readiness Goals Approval for M/S Year 2024, Presenter Amy Lovelace, Handout-D:

Amy Lovelace presented Handout-D and reviewed the contents with the BOD for approval. This information is for our MSHS Grant 2023-24. The goals presented are the same goals we have had for the past 2-years due to the COVID-19 pandemic.

Question from Ingrid A., how do we work with social and emotional skills, because they so different? Amy's response is separate and paired when needed. With COVID-19, children have had issues entering into play with others and this is due to the side effect of isolation. Trauma and isolation are different and we talk to parents to coach children into play and if not successful it may be something else and provide them with an ESD referral.



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We provide a learning environment and not babysitting for both teachers and children. Health consultants support both children and teachers. PBIS (Positive Behavioral Intervention Support) supports retraining and coaching to connect with children.

Amy will return in the future to report on outcomes from 2022-23 Grant Goals.

Motion: *Juan Preciado Board Co-Chair called for a motion to approve School Readiness Goals for M/S Year 2024 Handout-D as presented. Ingrid Anderson made the motion and Jesse Torres seconded. Vote unanimous, in favor. The motion approved.*

7. COVID Policy Update:

Donalda presented the BOD with a copy of OCDC Coronavirus Exposure Prevention and Response Policy 1.0, revised 6/15/2023 for BOD review and approval. Major changes included on health checks are noted on Page 1, 2, 4, 8, and 9.

There was discussion, no major questions or concerns. Donalda asked for BOD approval.

Motion: *Juan Preciado Board Co-Chair called for a motion to approve COVID Policy Update as presented. Dan Quinones made the motion and Jesse Torres seconded. Vote unanimous, in favor. The motion approved.*

8. Wellness Survey Implication Update:

Donalda explained to the BOD the Wellness Survey questions are being reviewed by our attorney's due to employee law issues. The way several questions are worded are not supportive enough and need to be reworded to advert any issues relating to what could potentially fall under employment law issues. We are expecting a response from our attorney next week.

Donalda offered and the BOD accepted the offer to have our attorney come speak at the next BOD meeting to provide a more in-depth explanation of this issue. The BOD would also like to have Walter Kalinowski, Director Human Resources attend any future BOD meetings especially where HR issues are discussed, so he can field their questions or concerns.

*Action: Donalda will work with attorney to schedule their attendance at next BOD meeting on July 22, 2023 at Central Office (CO). *Date TBA**

*Action: Debby will ensure Walter Kalinowski is added to future BOD meeting invites. *DONE**



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9. Finance Committee Report Handout-E and Handout-F:

Elisabeth Zeller presented the Finance Committee Presentation, Handout-E. She reviewed all pages and there was discussion, no major questions or concerns. This is the same document presented at the BOD Finance Committee Meeting held on 6/14/2023.

Elisabeth presented the April 2023 Board Finance Packet Handout-F. This is the same document presented at the BOD Finance Committee Meeting held on 6/14/2023. The following pages noted below had more discussion or questions were presented:

- Page 3: Elisabeth shared the MS 2023 & EHSCCP figures noted do not have COLA or Quality funds included and when they are anything figure where it looks like we overspent will be absorbed.*
- Page 4: Per Elisabeth at present we are 84% enrollment for Region 10, however next year enrollment may be less and state and federal funding could be impacted and we may be required to give back funds so we should keep our eye on this.*
- Side note: Childcare costs in rural areas are greater and we need to watch our structuring and cost to determine enrollment is matching costs. Currently admin costs are under 10%.*

Per Elisabeth and Donalda the state contracts should be out by July 1. Funding should be at the same level as last year with no inflation included. A continuing resolution may be put in place if the legislature does not go back at the state level (which has not happened for 37-years), which means we can draw down on funds. Last year this was not the case and it did impact our cash flow. This has gone through the DOJ and ready to go and is expected to be done by July 1.

The Handouts are in a new format, which has easier readability and you can see where we are at a glance.

Donalda asked for BOD approval.

Motion: *Juan Preciado Board Co-Chair called for a motion to approve Finance Committee Reports as presented. Jesse Torres made the motion and Ingrid Anderson seconded. Vote unanimous, in favor. The motion approved.*

10. June Executive Director Report with Donalda Dodson Handout-G:

Donalda reviewed the 7 items reported on the Executive Director Report. Discussion took place with no major questions or concerns.

Elisabeth spoke to her departure and provided the BOD with some reasoning behind her resignation.

Donalda inquired about creating a middle management meeting below the ELT level, separate from the COMT meetings to talk about their roles on this level of leadership and making sure our list of things to do list are getting done. There was discussion amongst group, no major questions or concerns.



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Item #7, Dan Q. talked about Colton's bilingual staff at the school district and superintendent office on community assessment and if we thought about reaching out to them, this may help us in the future.

11. May 20, 2023, BOD Meeting Minutes FINAL DRAFT Handout-H:

Donalda presented Handout-H to BOD for review/approval. General overview with only one change, Per Dan Q. anywhere on the handout where ServicePro is noted, should be corrected to read Surface Pro.

Motion: Juan Preciado Board Co-Chair called for a motion to approve May 20, 2023, BOD Meeting Minutes FINAL DRAFT Handout-H as presented with noted change listed above. Dan Quinones made the motion and Ingrid Anderson seconded. Vote unanimous, in favor. The motion approved.

*Action: Debby will ensure the correction noted above is made before the Final Draft is sent for translation and posted on the OCDC website, under Governance. *DONE**

Per Juan P. he would like to add an action item: As requested last month the BOD would like to receive a copy of the Employee Survey Results from 3 years ago to review, along with the most current survey results.

*Action: Donalda and Debby will ensure the current and 3 year old Employee Survey Results are sent to all current BOD members electronically. *Donalda, TBA**

12. Adjourn June 17, 2023, BOD Meeting:

Motion: Juan Preciado Board Co-Chair called for a motion to Adjourn June 17, 2023, BOD Meeting. Ingrid Anderson made the motion and Jesse Torres seconded. Vote unanimous, in favor. The motion approved.

Meeting ended at approximately 2:15pm.

Per Juan P. requested the BOD to go into an Executive Session after meeting is adjourned. Donalda confirmed and all BOD members and Donalda moved to another location. Debby Shallenberger was dismissed.

Next BOD Meeting is scheduled for July 22, 2023, and will be a BOD only meeting at the OCDC Central Office, Wilsonville, OR.