



**Oregon Child Development Coalition**  
**Board of Directors Meeting Final Agenda & Decision Minutes – FINAL APPROVED**  
 Saturday, August 19, 2023, 8:30am – 3:00pm  
 OCDC Central Office, Wilsonville, OR

**FINAL AGENDA and DECISION MINUTES:**

**Updated: 8/21/2023**

August 19, 2023 BOD Meeting Minutes Final Draft were presented for approval at the September 16, 2023 BOD Meeting.

**Motion:** Juan Preciado Board Co-Chair called for a motion to approve Updated/Revised August BOD Meeting Minutes. Ingrid Anderson made the motion and Cynthia Rojas 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, 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, Jesse Torres, Matthew Colley, and Patricia Cuevas. Quorum established.

OCDC Staff: Donalda Dodson, Executive Director. Debby Shallenberger, Sr. Executive Assistant. Dennis Julian, Deputy Director. Rich Nixon, Interim Director of Finance.

Arrived after Roll Call for their assigned time: Janene Chitnis Fiscal Budget and Grants Manager. Juan Escobar, Director of Quality Assurance, and Janae Ford, Quality Assurance Specialist.

	Time	Topic	Handout	Status or Comments	Action/Decision
#1	8:40am	Board Roll Call			Noted above.
#2	8:45am	Executive Session (20-30 Minutes) Presenter: Donalda Dodson	N/A		Executive Session called by Donalda Dodson. OCDC staff Debby Shallenberger, Dennis Julian, and Rich Nixon were excused from the meeting.
#2	9:32am	Resume BOD Meeting	N/A		Executive Session ended and excused OCDC staff returned to BOD Meeting.
#3	9:33am	Introduction of new OCDC Deputy Director, Dennis Julian, along with Rich Nixon and the BOD Members	N/A		Introduction of new OCDC staff Dennis Julian, Deputy Director and Rich Nixon, Interim Director of Finance to the OCDC BOD.



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#4 9:43am	<p>Review MSHS Grant Submission Items: (60 Minutes) Presenter: Janene Chitnis</p> <ul style="list-style-type: none"> <li>I. ECEF (Early Childhood Equity Fund)</li> <li>II. PFA (Preschool for All)</li> <li>III. PSP (Preschool Promise)</li> <li>IV. OPK (Oregon Prenatal to Kinder) and State provided BOD &amp; PC Approval Letter</li> <li>V. Federal MSHS, EHSCCP with In-Kind Waiver and BOD Approval Letter</li> <li>VI. USDA FDCH (Family Day Care Home)</li> <li>VII. USDA CACFP Center Base (Child and Adult Care Food Program)</li> </ul>	<ul style="list-style-type: none"> <li>Q</li> <li>R</li> <li>P</li> <li>O &amp; O.1</li> <li>N, N.1, N.2, &amp; N.3</li> <li>T</li> <li>S</li> </ul>	<p>Review/Approval (7 Motions)</p>	<p>Janene Chitnis presented the (7) Grant Submission noted in topic. requests that required OCDC BOD Review and Approval:</p> <ul style="list-style-type: none"> <li>I. ECEF (Early Childhood Equity Fund) Grant, Total requested \$385K for Handout-Q:  Janene Chitnis provided an overview/explanation using Handout-Q on the utilization of the various areas of the grant. There was discussion with no major questions or concerns.  <b>Motion:</b> Grant Baxter Board Co-Chair called for a motion to approve ECEF (Early Childhood Equity Fund) Grant Handout-Q as presented. Matthew Colley made the motion and Jesse Torres seconded. Vote unanimous, in favor. The motion approved.</li> <li>II. PFA (Preschool for All) Grant, Total \$339,996 for Handout-R:  Janene Chitnis provided an overview/explanation using Handout-R on the utilization of the various areas of the grant. There was discussion with no major questions or concerns. This grant is to support Multnomah County.  <b>Motion:</b> Grant Baxter Board Co-Chair called for a motion to approve PFA (Preschool for All) Grant Handout-R as presented. Ingrid Anderson made the motion and Daniel Quinones</li> </ul>



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				<p>seconded. Vote unanimous, in favor. The motion approved.</p> <p>III. PSP (Preschool Promise) Grant, Reduced Total \$3,549,000 for Handout-P:</p> <p>Janene Chitnis provided an overview/explanation using Handout-P on the utilization of the various areas of the grant. There was discussion with no major questions or concerns.</p> <p><b>Motion:</b> Grant Baxter Board Co-Chair called for a motion to approve PSP (Preschool Promise) Grant Handout-P as presented. Juan Preciado made the motion and Patty Cuevas seconded. Vote unanimous, in favor. The motion approved.</p> <p><b>NOTE: Motion Issue, BOTH Board Co-Chairs cannot call and make in the same Motion. A revote will need to take place at the September BOD meeting.</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>



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				<p>IV. OPK (Oregon Prenatal to Kinder) Grant Handout-O and State provided BOD &amp; PC Approval letter Handout-O.1, Total \$17,419,549:</p> <p>Janene Chitnis provided an overview/explanation using Handout-O on the utilization of the various areas of the grant. There was discussion with no major questions or concerns.</p> <p><b>Motion:</b> Grant Baxter Board Co-Chair called for a motion to approve OPK (Oregon Prenatal to Kinder) Grant Handout-O as presented. Matthew Colley made the motion and Ingrid Anderson seconded. Vote unanimous, in favor. The motion approved.</p> <p>V. Federal MSHS, EHSCCP with In-Kind Waiver Grant Handout-N, N.1, &amp; N.2 and BOD Approval Letter Handout-N.3:</p> <p>Janene Chitnis provided an overview/explanation using Handout-N, N.1, &amp; N.2 on the utilization of the various areas of the grant. There was discussion with no major questions or concerns.</p> <p><b>Motion:</b> Grant Baxter Board Co-Chair called for a motion to approve Federal MSHS, EHSCCP with In-Kind Waiver Grant Handout-N, N.1, &amp; N.2 as presented. Jesse Torres made the motion and Amber Robinson seconded. Vote unanimous, in favor. The motion approved.</p>



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				<p>VI. USDA FDCH (Family Day Care Home) Grant, Total \$216,656 for Handout-T:</p> <p>Janene Chitnis provided an overview/explanation using Handout-T on the utilization of the various areas of the grant. There was discussion with no major questions or concerns.</p> <p><b>Motion:</b> Grant Baxter Board Co-Chair called for a motion to approve USDA FDCH (Family Day Care Home) Grant Handout-T as presented. Ingrid Anderson made the motion and Amber Robinson seconded. Vote unanimous, in favor. The motion approved.</p> <p>VII. USDA CACFP Center Base (Child and Adult Care Food Program) Grant Handout-S;</p> <p>Janene Chitnis provided an overview/explanation using Handout-S on the utilization of the various areas of the grant. There was discussion with no major questions or concerns.</p> <p><b>Motion:</b> Grant Baxter Board Co-Chair called for a motion to approve USDA CACFP Center Base (Child and Adult Care Food Program) Grant Handout-S as presented. Matthew Colley made the motion and Cynthia Rojas seconded. Vote unanimous, in favor. The motion approved.</p>	
#5	11:05am	Child Incident Report Processes Update (30 Minutes) Presenter: Juan Escobar	U	Informational	Juan Escobar presented an overview of the Child Incident Report that occurred on June 28, 2023 and the letter that was sent to the Office of Head Start.



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#6 11:15am	Self-Assessment Quality Improvement Plan (SAQIP) Update and Approval of Grant Items (30 Minutes) Presenter: Janae Ford and Juan Escobar	K & K.1	Review/Approval (1 Motion)	<p>Janae Ford and Juan Escobar presented an overview of the OCDC Self-Assessment Quality Improvement Plan (SAQIP) Assessment of 2022 Data and Improvement Plan for 2023 and Beyond using Handout-K and referred to Handout-K.1, 24-page document, which contains the complete plan.</p> <p>There was discussion amongst the group. We are on track and not past due on any of our goals, therefore meeting all our due dates as highlighted in green listed in the tables on Pages 19-22 of Handout-K.1.</p> <p><b>Motion:</b> Grant Baxter Board Co-Chair called for a motion to approve Self-Assessment Quality Improvement Plan (SAQIP) Update Handout-K &amp; K.1 as presented. Patty Cuevas made the motion and Amber Robinson seconded. Vote unanimous, in favor. The motion approved conditional on Policy Council approval.</p> <p>Action: Debby will check with Karelia Harding to confirm the Policy Council's motion at their upcoming meeting scheduled for August 25, 2023. *IN PROCESS*</p>
#7 11:35am	Review OCDC 2024 MSHS/EHS Goals and Objectives (10 Minutes) Presenter: Donalda Dodson	A (Eng & Spa)	Review/Approval (1 Motion)	<p>Donalda Dodson presented OCDC's 2024 MSHS/EHS Goals and Objectives which are a continuation of last year's goals. There was discussion with no major questions or concerns.</p> <p><b>Motion:</b> Grant Baxter Board Co-Chair called for a motion to approve the OCDC 2024 MSHS/EHS Goals and Objectives Handout-A as presented.</p>



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				<b>Matthew Colley made the motion and Jesse Torres seconded. Vote unanimous, in favor. The motion approved.</b>
#8 11:40am	Ratify Email Vote for Budget Modifications to Grant 90CM009860.03 Carry-over and Non-Federal Share Waiver Request (10 Minutes) Presenter: Donalda Dodson	B & C, BOD D & E, PC	Ratify Approval (1 Motion)	Donalda Dodson requested the BOD to ratify and approve the electronic vote for both the BOD and PC for the Budget Modifications to Grant 90CM009860.03 Carry-over and Non-Federal Share Waiver Request, BOD Handout-B & C and Policy Council Handout-D & E. There was no discussion, therefore no major questions or concerns.  <b>Motion:</b> Grant Baxter Board Co-Chair called for a motion to Ratify the Email Vote for Budget Modifications to Grant 90CM009860.03 Carry-over and Non-Federal Share Waiver Request, BOD Handout-B & C and Policy Council Handout-D & E as presented. Matthew Colley made the motion and Amber Robinson seconded. Vote unanimous, in favor. The motion approved.
#9 11:45am	Board Retreat (30 Minutes) Presenter: Juan Preciado	N/A	Informational	Juan Preciado Board Co-Chair requested to talk about a Board Retreat that would consist of BOD Training and would include families to be held in the near future before end of the year, possibly November 2023 and take place away from the office at a beachside location and would be separate from the monthly BOD Meeting. The regular BOD meeting in November is scheduled for 11/18.  Ingrid Anderson would like to use this time to review the BOD Governance Handbook, as this should be their guidance on how the BOD operates and support their



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				<p>roles and responsibilities and include job descriptions. Donalda is currently reviewing the OCDC BOD Governance Manual and will provide it to Debby Shallenberger to update before the scheduled event. Ingrid also recommended that the approved OCDC By-Laws be used as a tool to support the BOD Governance. Ingrid also thought this would be a good time to review the OCDC Internal Strategic Plan, so it can be shared with the Policy Council.</p> <p>Matthew Colley requested to include training on OCDC Financial Reports to support the Finance Committee objectives. The reports are very detailed and provide the necessary information and believes it would be helpful to all BOD members to receive this type of training.</p> <p>After much discussion, it was agreed by the group to schedule the meeting in November for 11/3, 11/4, and 11/5. The retreat meeting would be on 11/4, with both 11/3 and 11/5 as travel days.</p> <p>Donalda said she would reach out to Juan Carlos Tarango the Region XII T/TA Grantee Specialist for MSHS/EHS to support this training and see if he is available on Saturday, 11/4.</p> <p><i>Action: Debby will work with OCDC Travel Administrator for a location based on the November dates noted above. *IN PROCESS*</i></p>





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				<p>Action: Donalda will reach out to Juan Carlos Tarango to see if he is available for the dates in November noted above. <i>*IN PROCESS*</i></p> <p>Action: Donalda will finalize OCDC Governance Manual and transfer to Debby to finalize for distribution to BOD before retreat. <i>*IN PROCESS*</i></p> <p>Action: Donalda will review Strategic Plan to share at retreat or before. <i>*IN PROCESS*</i></p>
12:10pm	<b>LUNCH</b>			
#10	12:35pm Finance Committee Reports for July and August (30 Minutes) Presenter: Donalda Dodson and Rich Nixon	July, F & G Aug, H & I	Review/Approval (1 Motion)	<p>Donalda Dodson and Rich Nixon presented the July and August Financial Committee Reports Handout-F &amp; G and Handout-H &amp; I. There was some discussion, no major questions or concerns and Donalda asked for BOD approval.</p> <p><b>Motion:</b> Grant Baxter Board Co-Chair called for a motion to approve Finance Committee Report for July Handout-F &amp; G and August Handout-H &amp; I as presented. Matthew Colley made the motion and Amber Robinson seconded. Vote unanimous, in favor. The motion approved.</p>
#11	12:37pm Update on Director of Finance Search (15 minutes) Presenter: Donalda Dodson	N/A	Informational	<p>Donalda Dodson provided an update on the search for a new Director of Finance and confirmed an offer was made to Tong Lee, he accepted and OHS provided their approval all within a 4-day time period, very quick turnaround.</p>



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#12	12:41pm	Executive Director Report for July and August (30 Minutes) Presenter: Donalda Dodson	July, L August, M	Informational	Donalda reviewed the 6 items reported on the July Executive Director Report Handout-L. Discussion took place with no major questions or concerns.  Donalda reviewed the 6 items reported on the August Executive Director Report Handout-M. Discussion took place with no major questions or concerns.
#13	1:03pm	Approval of FINAL DRAFT June 17, 2023 BOD Meeting Minutes (15 Minutes) Presenter: Donald Dodson	J	Review/Approval (1 Motion)	Donalda presented Handout-J to BOD for review/approval. General overview with no questions or concerns.  <b>Motion:</b> Grant Baxter Board Co-Chair called for a motion to approve June 17, 2023, BOD Meeting Minutes FINAL DRAFT Handout-J as presented. Ingrid Anderson made the motion and Cynthia Rojas seconded. Vote unanimous, in favor. The motion approved.
#14	1:04pm	Re-Vote/Approval of FINAL DRAFT May 20, 2023 BOD Meeting Minutes *Correct Motion on Page 3, Item #3, 2 <sup>nd</sup> Motion for Region 10 Non-Federal Share Waivers Handout-A* (15 Minutes) Presenter: Debby Shallenberger/Donalda Dodson	N/A	Review/Approval (1 Motion)	Debby Shallenberger and Donalda Dodson uncovered an error in reporting BOD names provided in the Motion presented in June for the May BOD Meeting Minutes FINAL DRAFT. The Board member who called for the motion, cannot also make/made the motion. To ensure the vote is accurate it was agreed upon by the group to conduct a revote.  The NEW Motion/revote reads as follows and will be reflected in the May 20, 2023 BOD Meeting Minutes FINAL DRAFT Handout-H:  <b>Motion:</b> Grant Baxter Board Co-Chair called for a motion to re-approve May 20, 2023, BOD Meeting



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				<i>Minutes FINAL DRAFT Handout-H as presented at the June BOD Meeting for approval. Juan Preciado made the motion and Dan Quinones seconded. Vote unanimous, in favor. The motion approved.</i>
	<b>Other Topics from BOD Discussed:</b>			<p><i>Dan Quinones wanted to know if we had any information of the exposure to pesticides in Ontario at our Nyssa Facility. At present, there doesn't seem to have any impact to our staff, children, or families.</i></p> <p><i>Juan Preciado requested a copy of the approved OCDC BOD By-Laws to be shared with all Board members.</i></p> <p><i>The Board requested OCDC BOD Picture Badge, so when they attend a meeting at other facilities or outside venues, they are there representing themselves as an OCDC BOD member.</i></p>
#15	1:07pm	<b>AJDOURN MEETING</b>		<p><b>(1 Motion)</b></p> <p><b>Motion:</b> <i>Grant Baxter Board Co-Chair called for a motion to Adjourn August 19, 2023, BOD Meeting. Ingrid Anderson made the motion and Dan Quinones seconded. Vote unanimous, in favor. The motion approved.</i></p> <p><i>Meeting ended at approximately 1:10pm.</i></p>

Next BOD Meeting is scheduled for September 16, 2023, and will be a combined BOD and PC meeting at the OCDC Central Office, Wilsonville, OR.