



**FINAL AGENDA and DECISION MINUTES:**

**Updated: 11/20/2023**

November 18, 2023 BOD Meeting Minutes Final Draft were presented for approval at the February 17, 2024 Meeting as part of the Consent Agenda and the following motion approved these minutes.

**Motion:** Grant Baxter, Presiding Board Chair called for a motion to accept and approve 3 Consent Agenda which included the Final Draft November 18, 2023 Meeting Minutes Final Draft Handout-A. Ingrid Anderson made the motion and Patty Cuevas seconded. Vote unanimous, in favor. The motion approved.

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

Ingrid Anderson Presiding Board Chair and Board Secretary (filling in for Grant Baxter and Juan Preciado) called the meeting to order and presided over the meeting.

Board Members present: Amber Robinson, Cynthia Rojas, Dan Quinones, Ingrid Anderson, Jesse Torres, and Matthew Colley. Quorum established. Grant Baxter, Juan Preciado, and Patricia Cuevas 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; Amy Lovelace, Early Childhood Education Specialist Supervisor, Tong Lee, Director Finance; and Traci Brown, Trauma Informed Practice Specialist.

Time	Topic	Handout	Status or Comments	Action/Decision
	TEAMS MEETING REMOTE ATTENDANCE, NO SurfacePro set up needed.			
#1	9:00am	Board Roll Call		Noted above.
#2	9:07am	Consent Agenda for BOD Approvals (5 Minutes) <ul style="list-style-type: none"> <li>Final Draft October 21, 2023 BOD Minutes</li> <li>NMSHSA &amp; MSHS March-2024 Meeting Agendas</li> <li>Form 990 Report (support OCDC Audit Report)</li> </ul>	A B & B.1 I & J	Review/Approval (1 Motion) Ingrid reviewed the definition of Consent Agenda based on information shared with the BOD when Handouts were emailed and asked if there were any questions on the 3 items noted. BOD members in attendance had no questions. Donalda asked for the Board's approval on the Consent Agenda Items.



Time	Topic	Handout	Status or Comments	Action/Decision
	Presenter: Donalda Dodson			<b>Motion:</b> Ingrid Anderson, Presiding Board Chair and Board Secretary called for a motion to accept and approve all 3 Consent Agenda items noted above Handout-A, -B, -B.1, -I, and -J. Matthew Colley made the motion and Jesse Torres seconded. Vote unanimous, in favor. The motion approved.
#3	9:14am Review OCDC BOD Governance Manual Progress (60 minutes) Presenter: Donalda Dodson  <i>*NOTE: BOD was provided a printed copy of 'under construction' Governance Manual at previous meeting.</i>	NO Handouts*	Informational	Donalda opened a discussion with the Board about reviewing the 'Blue' items listed on Table of Contents previously shared with the Board. There are (9) items that primarily pertain to Board Governance, supporting their Roles and Responsibilities. She recommended to include some additional items that were shared by Juan Carlos Tarango at the Board Training Retreat on 11/4 and also include the Boards recommendations for information to be included.
#4	9:45am Finance Committee Reports for September 2023 (Narrative and Finance Packet) (30 Minutes) AND O9CM009860.03 Budget Modification #2 2023 MHS/EHS Presenter: Donalda Dodson and Tong Lee (11/8 FC Meeting was cancelled.)	C & G  K	Review/Approval  (2 Motions)	Tong lead a discussion of Handout-C and -G. Matt Colley wanted to know if the Narrative, Handout-C included the percentage of the grant currently used, primarily are we on Budget/Target based on expenditures? Per Tong and Donalda, lower enrollment, currently at 63%, would put us under budget based on salary expenditures for unfilled positions.  Handout-K is a Budget Modification request to reallocate funds for unfilled positions towards other projects, Equipment and Contracted Services, as noted in the handout. This Budget Modification request will also support the 'Change of Scope' request we are working on preparing.  Donalda ask the Board for approval of the Finance Committee Reports for September 2023 (Narrative and



Time	Topic	Handout	Status or Comments	Action/Decision
				<p>Finance Packet) Handout-C &amp; -G AND 09CM009860.03 Budget Modification #2 2023 MHS/EHS Handout-K.</p> <p><b>Motion:</b> Ingrid Anderson, Presiding Board Chair and Board Secretary called for a motion to accept and approve 09CM009860.03 Budget Modification #2 2023 MHS/EHS Handout-K. Jesse Torres made the motion and Cynthia Rojas seconded. Vote unanimous, in favor. The motion approved.</p> <p><b>Motion:</b> Ingrid Anderson, Presiding Board Chair and Board Secretary called for a motion to accept and approve Finance Committee Reports for September 2023 (Narrative and Finance Packet) Handout-C &amp; -G. Matt Colley made the motion and Jesse Torres seconded. Vote unanimous, in favor. The motion approved.</p>
10:03am	<b>BREAK</b>			
#5	10:12am Child Outcomes for OPK, PSP and Maternal, Infant, Early Childhood Home Visiting (MIECHV) Grant Programs (30 minutes) Presenter: Amy Lovelace	E	Informational	Handout discussed.
#6	11:02am Update on TIP, Training and Data (30 minutes) Presenter: Traci Brown	F & H	Informational	Handout discussed.
#7	12:10pm HR Committee Report for November (10 minutes) Presenter: Dan Quinones and Donalda Dodson	NO Handout	Informational	<p>Dan Quinones provided a verbal report of items discussed at Board HR Committee Meeting on 11/9.</p> <p>Per Donalda Board only needs to accept verbal report, no vote or motion required. The Board accept verbal report.</p>



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Time	Topic	Handout	Status or Comments	Action/Decision
#8 12:16pm	Executive Director Report for November (15 minutes) Presenter: Donalda Dodson	D	Informational	Handout discussed.
#9 12:25pm	Request BOD Agenda Items to ADD to next BOD Meeting Agenda (5 minutes) Presenter: Donalda Dodson	N/A	Informational	<p>Donalda asked if the Board had any agenda items to add to the next Board Meeting in February 2024. It was unanimously agreed for the Board Governance Manual to be added and include all new items referenced Item #3 of this report. There are some carry over items from the November Agenda which will also be added to the February 2024 BOD Meeting.</p> <p>Amber Robinson wanted to add a report from Juan and her relating to the NMSHSA Annual Conference being held in March 2024 at the April BOD Meeting. She also will be reporting on the NHSA's Parent and Family Engagement Conference taking place in New Orleans, LA from 12/4 to 12/7/2023 at the February BOD meeting.</p> <p>Ingrid would like all attendees to be mindful of allotted time for agenda items, so we are not missing the opportunity to discuss other agenda items and/or force them to be condensed or carried forward to another meeting due to time constraints.</p>
#10 12:33pm	<b>AJDOURN MEETING</b>			<p><b>Motion:</b> Ingrid Anderson Presiding Board Chair and Board Secretary called for a motion to Adjourn November 18, 2023, BOD Meeting. Amber Robinson made the motion and Jesse Torres seconded. Vote unanimous, in favor. The motion approved.</p> <p>The meeting ended at approximately 12:35pm.</p>

Next BOD Meeting will be held on Saturday, February 17, 2024, from 9:00am – 3:00pm, OCDC Central Office, Wilsonville, OR

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