



Oregon Child Development Coalition  
**Board of Directors Meeting Final Agenda & Decision Minutes –FINAL APPROVED**  
**Saturday, April 20, 2024**

**OCDC, Central Office, Wilsonville, OR & Teams Meeting added for remote attendance**

**FINAL AGENDA & DECISION MINUTES:**

**Updated: 4/25/2024**

**April 20, 2024 BOD Meeting Minutes Final Draft Handout-C was presented for approval at the May 2024 BOD Meeting as part of the Consent Agenda & the following motion approved these minutes.**

**Motion:** Juan Preciado, Presiding Board Chair called for a motion to accept & approve Consent Agenda item noted as Handout-C. Grant Baxter made the motion & Dan Quinones seconded. Vote unanimous, in favor. The motion approved.

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

Grant Baxter Presiding Board Chair called the meeting to order & presided over the meeting.

Board Members present: Grant Baxter, Juan Preciado, Amber Robinson, Dan Quinones, Patty Cuevas, & Javier Gonzalez (Amber's Alternate who is a non-voting attendee). Quorum established.

Board Members excused: Cynthia Rojas, Ingrid Anderson, Jesse Torres, & Matthew Colley were not in attendance & excused prior to the meeting.

OCDC Staff present: Donalda Dodson, Executive Director; Debby Shallenberger, Sr. Executive Assistant; Dennis Julian, Deputy Director; Greg Funk, IT Manager, Juan Escobar, Director Quality Assurance, Martha Molitor, Senior Interpreter/Translator, Tong Lee, Director Finance, and Tracey Adams, Director Human Resources.

	Time	Topic	Handout	Status or Comments	Action/Decision
		SurfacePro 4set up for OCDC BOD Member, IT Support from OCDC IT Staff			
#1	9:00am	Ashland Center Presentation & Tour (40 Minutes) Presenter: Geoff Lowry	No Handout	Informational	Geoff Lowry took the Board & OCDC Staff in attendance on a tour of all the Ashland Center buildings (2 in total, main building with attached Gym & separate wing).
#2	9:25am	Board Roll Call			Noted on Page 1, see above.
#3	9:26am	Request to ADD any NEW items to this BOD Meeting Agenda (5 Minutes)	N/A	Informational	Grant asked the Board if they had any items to add to this meeting's agenda:



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	<b>Presenter: Grant Baxter, Board Co-Chair, Presiding</b>			<ul style="list-style-type: none"> <li>Juan Preciado requested an Executive Session at the end of the meeting.</li> <li>Patty Cuevas wanted to comment on Breakfast &amp; Lunch.</li> <li>Amber Robinson wanted to make sure she had time to provide update on Board Retreat.</li> </ul>
<b>#4</b>	9:28am Consent Agenda for BOD Approvals (5 Minutes) <ul style="list-style-type: none"> <li>Final Draft March 16, 2024 BOD Meeting Minutes (English &amp; Spanish versions)</li> </ul> <b>Presenter: Grant Baxter</b>	C 2-Handouts	Review/Approval (1 Motion)	<p>Donalda &amp; Grant asked for the Board Members input or questions on the one Consent Agenda item. The other Board members requested time to read the item and after a couple of minutes, Grant asked again for the Board's approval on the Consent Agenda item.</p> <p><b>Motion:</b> Grant Baxter, Presiding Board Chair called for a motion to accept &amp; approve Consent Agenda item noted above as Handout-C. Patty Cuevas made the motion &amp; Amber Robinson seconded. Vote unanimous, in favor. The motion approved.</p>
<b>#5</b>	9:30am Board Communication Update: What's new at OCDC since last BOD Meeting (10 Minutes) <b>Presenter: Donalda Dodson</b>	No Handout	Informational	<p>Donalda provided the Board with several items on 'What's new at OCDC':</p> <ul style="list-style-type: none"> <li>Regional Conferences &amp; growers in Hermiston.</li> </ul> <p>Other attendees provided their inputs:</p> <ul style="list-style-type: none"> <li>The child incident in February.</li> <li>Juan Preciado wanted to know if other Board members could attend one of the next 3 remaining Regional meetings. Dan said attending our Regional</li> </ul>



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				<p>Conference helps keep the Board more visible to OCDC Staff.</p> <ul style="list-style-type: none"><li>• Dan Quinones questioned staff &amp; personnel issues relating to not trusting. Donalda confirmed we have a Code of Behavior (conduct) that all staff need to adhere to. Staff feel fearful not because of retaliation but because they do not want other staff members to think ill of them.</li><li>• Tracey Adams added we do not have a PIP (Process Improvement Plan) and this is something her team is working on &amp; looking to implement in the future.</li><li>• Dennis Julian said Kari Johnson is rolling out a new initiative “Take 5”, which will help staff when they need to take additional time to collect their thoughts.</li><li>• Patty Cuevas shared her concerns about the staff member who won more than one raffle prize &amp; how it was very embarrassing for the person to be called out in front of all attendees.</li></ul>	
#6	10:02am	Human Resources Strategy (30 Minutes) Presenter: Tracey Adams and Donalda Dodson	Printed Handout	Informational	<p>Tracey provided all attendees a printed copy of the electronic version she shared. This is a 3-year plan with implementation starting right away. She is using the RACIE Model to support decision making &amp; ownership.</p> <p>The current Human Resources structure will be changed to support this new HR Strategy &amp; at present we have 3 HR staff members who are being trained as Human Center of</p>



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				Design Leaders & will help train staff on the new HR Strategy.  Tracey asked the Board for input on the HR Metrics. The Board seems very excited to see the HR team has a roadmap & plan moving forward to structure the group to support OCDC & future growth.
10:42am	<b>BREAK</b>			
#7 10:59am	<p>Finance Committee Reports for February 2024 (30 Minutes) (presented at Finance Committee Meeting on 4/10)</p> <ul style="list-style-type: none"> <li>Grant Activity Narrative, February 2024 (English only)</li> <li>Grant Activity Narrative Report &amp; Projections, February 2024 (English only)</li> <li>Finance Packet Report, February 2024 (English &amp; Spanish versions)</li> </ul> <p>Presenter: Tong Lee</p>	<p>E</p> <p>F</p> <p>G</p> <p>2-Handouts</p>	<p>Review/Approval (1 Motion)</p>	<p>Tong provided input on the Grant Activity Narrative, Handout-E. He reminded the Board we are only 2-months into the year, so the YTD figures will flush out as the year unfolds &amp; more months are included. At present, he reported we should have a positive variance on all grants when the full year figures are compiled.</p> <p>After some discussion on a few items Tong &amp; Donalda asked for the Board's approval on the 3 Handouts, -E, -F, &amp; -G, if there were no further questions.</p> <p><b>Motion:</b> Grant Baxter, Presiding Board Chair called for a motion to accept &amp; approve Finance Committee Reports for February 2024 items noted above as Handout-E, -F, &amp; -G consisting of Grant Activity Narrative, Grant Activity Narrative &amp; Projections, &amp; Finance Packet Report. Amber Robinson made the motion &amp; Dan Quinones seconded. Vote unanimous, in favor. The motion approved.</p>



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#8	11:28am	Board Approval on 2024-2025 Year 1 Region X EHS-CCP Goals & Objectives (English & Spanish versions) (15 Minutes) Presenter: Donalda Dodson	A 2-Handouts	Review/Approval (1 Motion)	Donalda provided the Board with an overview of why these 2 topics need the Board Review & Approval. These Goals & Objectives are taken from the OCDL Strategic Plan.  The PC meeting will take place before the end of April to review the RX EHS-CCP Goals & Objectives because they need to be submitted before the next Board meeting.  Donalda asked for the Board to provide their approval, pending the PC vote at their special meeting*.
		Board Approval on 2025 MSHS Goals & Objectives (15 Minutes) (English & Spanish versions) Presenter: Donalda Dodson	B 2-Handouts	Review/Approval (1 Motion)	<b>Motion:</b> Grant Baxter, Presiding Board Chair called for a motion to accept & approve <u>contingent upon</u> Policy Council approval of the 2024-2025 Year 1 Region X EHS-CCP Goals & Objectives, Handout-A* & Board Approval on 2025 MSHS Goals & Objectives, Handout-B. Amber Robinson made the motion & Patty Cuevas seconded. Vote unanimous, in favor. The motion approved.  *NOTE: The OPK/EHS/HV Policy Council voted on a Zoom Meeting, email & text April 29, 2024 to approve the 2024-2025 Year 1 Region X EHS-CCP Goals & Objectives, Handout-A. Eleven (11) members voted in favor of fifteen (15) elected members. Motion carries.
#9	11:38pm	Region X Grant Opportunity, Board Review & Approve Concept ONLY (10 Minutes) Presenter: Donalda Dodson	No Handout	Review/Approval (1 Motion)	Donalda provided the Board with a new RX Expansion Proposal Grant opportunity Shanda Chroust-Mason is working on to support 50 additional children in Klamath Falls, Nyssa, and Adrian centers. There is a total of \$2.7M available for 4 states in this Grant and we are proposing the usage of over half that amount. Submission due date



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				<p>is 5/10/2024. There was some discussion with no major questions.</p> <p>Dan Quinones said we need to look at new local populations of Guatemalan immigrants moving to Marion county.</p> <p>Donalda asked the Board to approve continuation of this process to submit the application and will provide the Board with more details on the actual proposal and budget at the next Board meeting.</p> <p><b>Motion:</b> Grant Baxter, Presiding Board Chair called for a motion to accept and approve continuation of the submission of Region X Expansion Proposal Grant Opportunity, Concept ONLY, No Handout. Dan Quinones made the motion and Amber Robinson seconded. Vote unanimous, in favor. The motion approved.</p>	
#10	11:50am	Training, Board Roles & Responsibilities from Governance Manual (15 Minutes) (English & Spanish versions) Presenter: Donalda Dodson	D 2-Handouts	Informational/ Discussion	Donalda reviewed with the Board the 3 legal standards of Duty: The Duty of Care, the Duty of Obedience, and the Duty of Loyalty. There was some discussion with no major questions.
#11	12:01pm	Update on Change in Scope (20 Minutes) <ul style="list-style-type: none"><li>Washington County (LDO Conversion)</li><li>OPK</li><li>Agency</li></ul> Presenter: Donalda Dodson	No Handouts	Informational	Donalda provided an update on the Washington County LDO Conversion that was submitted and we are waiting on response from the State and expected to hear something before the end of the month. We have kids on the waitlist and there has been a teacher shortage, so we are looking to change both of these with the conversion. The Washington County request is not extensive and should be easier. We





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				are still waiting on the Federal COLA notice, so more changes will come after this has been received.	
#12	12:16pm	Enrollment Plan Updates (15 Minutes) <ul style="list-style-type: none"><li>Region X Early Head Start-Child Care Partnerships (English only)</li><li>Migrant Seasonal Head Start Under Enrollment (English only) shared at March Board Meeting</li></ul> Presenter: Juan Escobar	H	Informational	Juan Escobar presented Handout-H for our Region X EHS-CCP Full Enrollment Plan. We have had a lack of staff and eligible children. OCDC has created a Policy Council Advisory Committee relating to eligibility to help prioritize the qualification process. The big test for OCDC will come during the summer months. The Dalles will be going to California for outreach and recruitment of qualified families. With the change in eligibility, we understand over income families can be served, we need to prioritize everyone so we are supporting Migrant requirements before other criteria.  Handout-I was presented to the Board at the March Board meeting, so there was not much discussion on this item.  Juan will present new Enrollment Qualification Process to the Board at the May meeting.  Dan Quinones said we need to continue to look at H2A workers to ensure those families are included in our recruitment efforts.
		Eligibility Criteria (30 Minutes) Presenter: Juan Escobar	No Handout	Informational	
	12:45pm	LUNCH			
#13	1:22pm	HR Committee Report for March & April 2024 (10 Minutes) (presented at HR Committee Meeting on 3/14 & 4/11) Presenter: Dan Quinones & Donalda Dodson	NO Handout Verbal Report	Informational	Dan Quinones was absent from April HR Committee Meeting, so Donalda provided and update on this subject. OFLA (Oregon Family Leave Act) and Ambrosi will be working on OCDC policy updates to reflect changes. There was an OSHA complaint that has been responded to.



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				<p>Torte Claim from an October incident that involved a child of one of our staff members who attends the program, DHS investigated and deemed unfounded, and case was closed.</p> <p>We are continuing to work on our Agency Change in Scope.</p>
#14	1:35pm	Change in OCC Rules (15 Minutes) Presenter: Donalda Dodson	No Handout	<p>Informational</p> <p>There are 2 rule changes that impact OCDC:</p> <ul style="list-style-type: none"> <li>Child Incident Reports have a new timeline for reporting and must be reported within 18 hours of the incident.</li> <li>Children riding bikes or trikes must wear helmets, no exceptions. We have 2 locations that are test piloting the processing (Jefferson and Nyssa) before fully rolled out.</li> </ul>
#15	1:42pm	Executive Director Report for April 2024 (15 Minutes) (English only) Presenter: Donalda Dodson	J	<p>Informational</p> <p>Donalda reviewed her Executive Director Report with the Board. There was discussion with no major questions.</p>
#16	1:54pm	Update on Recommendations for Fiscal Rep to Board & Update on Ingrid Anderson's request for LOA (10 Minutes) Presenter: Juan Preciado & Board; & Donalda Dodson	N/A	<p>Informational &amp; Motion to Accept LOA Request</p> <p>Donalda let the Board know the person she reached out to for the Fiscal Rep Board position is not available.</p> <p>Juan Preciado said they also need to find a grower along with a Fiscal Rep.</p> <p>Donalda asked the Board to approve Ingrid Anderson's request for a Leave of Absence (LOA) from April to September for personal reasons. Donalda assured the Board, Debby Shallenberger would support the Board during Ingrid's LOA relating to secretarial duties.</p> <p><b>Motion:</b> Grant Baxter, Presiding Board Chair called for a motion to accept and approve Ingrid Anderson's</p>





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				<b>request for LOA, No Handout. Dan Quinones made the motion and Patty Cuevas seconded. Vote unanimous, in favor. The motion approved.</b>
<b>#17</b>	1:57pm Discuss Plan of Action to support Board Self-Assessment Plan & Update on Progress of Self-Assessment Areas for Improvement (15 Minutes) Presenter: Donalda Dodson	N/A	Discussion	Donalda asked the Board if they wanted to continue the previous Self-Assessment Plan and move forward with the 3 responses previously received in 2023, start over, or cancel and restart later in the year for 2025. The Board would like to start over. We will email them the Self-Assessment Plan and the consolidated results will be reviewed at the August Board Meeting.
<b>#18</b>	2:03pm Update on October Board Training Retreat (10 Minutes) Presenter: Amber Robinson	N/A	Informational	<p>Amber said the Board confirmed they would like to have the October Training Retreat moved to August and they are set on Hood River. The dates would be 8/15 &amp; 8/18 travel days with the Family Retreat portion on 8/16 and the Training portion on 8/17. It was recommended by the Board to move the location from The Dalles to our Parkdale center. This is OCDC very first center and it would be a good photo opportunity for the Board and OCDC staff in attendance. T&amp;TA trainers availability will need to be confirmed for the date change to August.</p> <p>The Board was disappointed in the November Training Retreat held last year at a Lincoln City hotel because there was no group/family activities for everyone to get together with the exception of the dinner on Saturday night. The Board would like to have something in line with what the PC does for the parents Family Retreat. Donalda said we would look into the requirements to support the request for the Board to help determine what was possible.</p>



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				Patty Cuevas and Juan Preciado recommended a group family event at Lost Lake, which is close to both Hood River and Parkdale. They would like to play volleyball, cook carne asada and have fond memories to look back on as a Board.	
#19	2:45pm	Update on OCDC BOD Governance Manual Progress (20 Minutes) Presenter: Donalda Dodson & Ingrid Anderson	N/A	Informational	Debby and Donalda provided the Board with an overview of the printed Handouts she distributed: <ul style="list-style-type: none"><li>• Section 4 could use Board input.</li><li>• Sections 1, 2, and 3 were provided to the Board for review, no input required.</li><li>• All 4 Sections have been updated, reformatted, branded, and reviewed by Donalda.</li><li>• The remaining Sections 6 to 12, will need only input from the Board on Section 6. The other Sections will be finalized and shared at the May Board Meetings.</li><li>• The goal is to have the Final printed 3-ring binder Governance Manual presented to the Board at the July meeting. Pages will be printed double sided, 3-hole punched with Section Indexes and sub-Section divider pages. This format and set up will allow for printed updates to the Governance Manual to be shared with the Board to take home and remove the older version to replace with the newer version.</li></ul>
#20	2:53pm	Request BOD Agenda Items to ADD to next BOD Meeting Agenda (5 Minutes)	N/A	Informational	Donalda asked for any new items to be added to the next Board Meeting. No input received.



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		Presenter: Donalda Dodson			Patty Cuevas said she was not aware that breakfast was being served at this Board meeting and asked that this be noted on the Agenda or in the communication for the meeting. She also asked that the address for the Board meeting be included, so the Board members can plan out their trip.
#21	2:55pm	Executive Session called by Board	N/A	N/A	The remaining 2 OCDC Staff members, Dennis Julian and Debby Shallenberger, were asked to leave the Board Meeting so the Executive Session could take place.
		<b>AJDOURN MEETING</b>			

**Next BOD Meeting is scheduled Saturday, May 18, 2024 at Central Office, Wilsonville and is a COMBINED Board & Policy Council Meeting.**