

COMMUNITY ACTION AGENCY

JANUARY 2017 ANNUAL MEETING BOARD OF DIRECTORS

THURSDAY, JANUARY 26, 2017

**LOCATION:
COMMUNITY ACTION AGENCY
2475 CENTER ST NE
SALEM, OR 97301**



COMMUNITY ACTION PROMISE

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

Helping People Exit Poverty

**COMMUNITY ACTION AGENCY
ANNUAL BOARD OF DIRECTORS MEETING
AGENDA**

2475 Center St NE
Salem OR 97301
January 26, 2017

Mission

Empowering people to change their lives and exit poverty by providing vital services and community leadership.

The Promise of Community Action

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

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|-------------|---|-------------|
| I. | Welcome and Introductions | 5:30 |
| II. | Public Comment | 5:35 |
| III. | Approval of Agenda p. 1 | 5:40 |
| IV. | Consent Calendar | 5:45 |
| | 1. Reaffirm November 2016 Full Board Meeting Minutes (Approved at January 2017 Executive Committee Meeting) pp. 2-3 | |
| | 2. January 2017 Program Directors' Reports pp.4-21, 25-27 | |
| | 3. January 2017 Deputy Director's Report p. 22 | |
| | 4. January 2017 Executive Director's Report p. 23 | |
| | 5. December 2016 and January 2017 Committee Minutes pp. 28-33 | |
| V. | Board Business | 5:55 |
| | 1. Audit Process Update | |
| | 2. Reaffirm Code of Ethics, Conflict of Interest & Board Commitment Statement | |
| | 3. Nominations for Officers | |
| | 4. Elections for Officers | |
| | 5. Renew Terms for Nathan McClenny, Linda Bednarz and Jeff Wood | |
| | 6. Board Member Participation in Head Start Selection Criteria Committee p. 35 | |
| | 7. Resubmission of Head Start Continuation Grant p.35 | |
| | 8. CCR&R School Readiness Playgroup Grant pp. 36-39 | |
| VI. | Adjournment | 7:30 |

Next board meeting: Thursday, February 23, 2017

Mid-Willamette Valley Community Action Agency, Inc.
Board of Directors Meeting
November 15, 2016
MINUTES

ATTENDANCE:

Board of Directors:

Present:

Erika Lanning	Jeff Wood	Nathan McClenny
Jon Weiner	Helen Honey	

Absent:

Glyn Arko	Herm Boes	Jennifer Wheeler	Linda Bednarz
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Others Present:

Program Directors/Staff/Guests:

Jon Reeves, Executive Director
Cyndi Leinassar, Deputy Director
Eva Pignotti, Head Start/Early Head Start Program Director
Julie Suefert, Head Start Education Specialist
Debra Devine, Head Start Operations Manager
Kyle Miller, Head Start Family Services Specialist
Nancy Zoltner, Head Start Health Specialist
Stacey Eli, Head Start Program Manager
Cassandra Hernandez, Head Start Mentor Teacher
Amy Schroeder, Executive Assistant
Head Start Policy Council

The meeting of the Board of Directors/Head Start Policy Council was called to order at 5:42 pm by Board Chair Jeff Wood. It was determined that a quorum was present.

I. Welcome and Introductions

Board Chair Jeff Wood welcomed everyone. Introductions were made for the Board and Policy Council. Jon Reeves introduced Jade Rutledge, the Policy Council's recommendation for Board representative.

II. Public Comment

Policy Council representative Kathryn Rhoades stated she had VROOM materials if anyone was interested.

III. Approval of Agenda

Added to the agenda was the election of the Policy Council Representative.

MOTION: To approve amended agenda made by Jon Weiner, seconded Helen Honey.

APPROVED: Unanimously approved

IV. Consent Calendar

1. Minutes of October 2016 Meeting

No discussions or concerns were made

2. November Head Start Board Report

No discussions or concerns were made

3. November Executive Director's Report

No discussions or concerns were made

4. November Committee Meeting Minutes

No discussions or concerns were made

MOTION: To accept consent calendar made by Helen Honey, seconded by Erika Lanning.

APPROVED: Unanimously approved

V. Shared Governance Business

- 1. Election of Policy Council Board Representative** – Jon Reeves informed the board that the Policy Council has elected Jade Rutledge to be the board representative. She is the parent representative for the Middle Grove site.

MOTION: To elect Jade Rutledge as the Policy Council Board Representative made by Nathan McClenny, seconded by Jon Weiner.

APPROVED: Unanimously approved

- 2. Federal HHS Continuation Grant** – Eva Pignotti went over the summary for the grant. The application period is for March 1, 2017 – February 28, 2018 and is due by December 1, 2016. Some of the changes implemented include:
 - a. A new survey collecting data during the enrollment process identifying the most critical needs to families
 - b. The Wilbur classroom site was moved to Middle Grove and the site is now being used for Mental Health Services
 - c. Participating in a newly formed group administered by the Early Learning Hub to create a more streamlined collaborative process of recruitment and application
 - d. Continued development of the transition process for parents and their children from birth to kindergarten

MOTION: To approve the Federal HHS Continuation Grant made by Helen Honey, seconded by Nathan McClenny.

APPROVED: Unanimously approved


- 3. Funding to Complete Middle Grove Kitchen** – Eva gave an update on the status of the kitchen renovation at the Middle Grove site. The original bid came in \$100,000 over the funding received for the renovation. If the additional funds are not received to finish the project Head Start will lose the funds already received in the form of reduced funding for next year. Eva informed she has asked the contractor to review the bid and see if cuts could be made and also asked if they would consider an in-kind donation for a tax deduction. She is waiting for their response.

The Policy Council and the Board discussed different fundraising ideas and agreed to create a committee to seek the additional funds needed. Eva will put together an informational letter describing the need that the committee can take to potential donors and volunteers.

VI. Adjournment

The Shared Governance/Board of Directors meeting was adjourned at 6:48pm.

Respectfully Submitted:


Amy Schroeder, Executive Assistant


Jeff Wood, Board Chair

CRP Community Action Reentry Services – De Muniz Resource Center

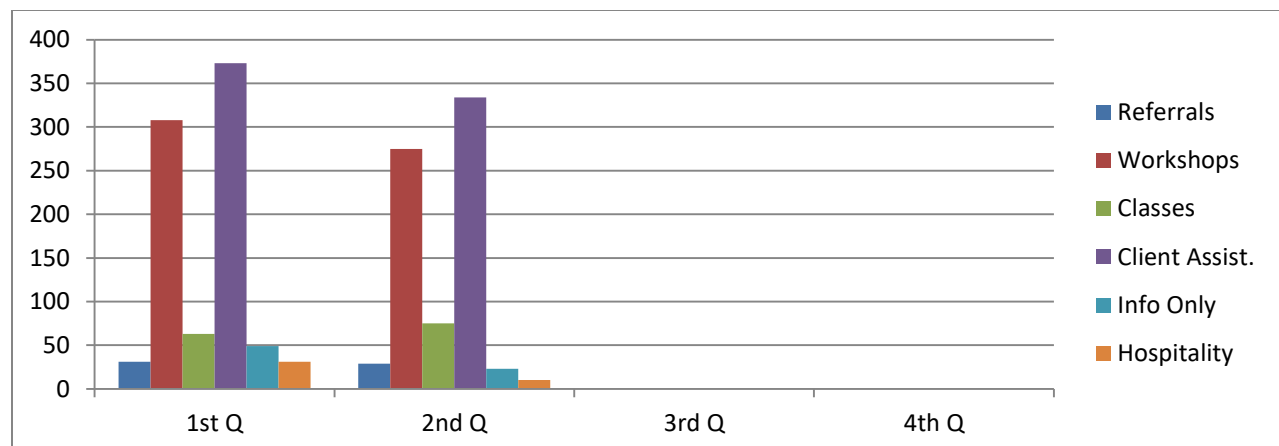
Program Year: 2016-17

Quarter: 1st **2nd** 3rd 4th

Description	MWVCAA Staff
The De Muniz Resource Center (DMRC) is a one-stop “reentry” center providing parenting and life skills courses, cognitive and motivation classes, Resource Navigation Services, direct assistance with transportation and job search, access to health insurance and legal services, and co-located resources delivered by different agencies and organizations. DMRC is an integral component of the Marion County Reentry Initiative, partnering with more than a dozen other agencies and organizations to rebuild lives, reduce recidivism, and promote public safety.	DMRC Transition Services Manager: <i>April Cox</i> DMRC Transitions Navigator: <i>Jack Tally</i> DMRC Transitions Assistant: <i>Steve Gutierrez</i> DMRC Office Assistant: <i>Jennifer Waldron</i>
	Funding
	DMRC services are funded through contracts with 1. Marion County Sheriff’s Office Parole and Probation Division and 2. United Way of the Mid-Willamette Valley. Community donations are also received periodically.

Snapshot

Individuals Served by Type of Service					
Type of Service	# of Individuals Served				
	Q1	Q2	Q3	Q4	YTD
TOTAL # of Hospitality Visitors	31	10			41
TOTAL # of Information Only Visitors	49	23			72
TOTAL # of Individuals receiving any Client Assistance	373	334			707
TOTAL # of Individuals in 1 or more Classes	63	75			138
TOTAL # of Individuals attending 1 or more Workshops	308	275			583
TOTAL # of Individuals receiving any Referral Services	31	29			60
TOTAL # of Individuals	491	436			927



Volunteers						
Type of Volunteer	Type of Data	Q1	Q2	Q3	Q4	YTD
College/University Interns	# of Volunteers	0	0			0
	# of Hours Provided	0	0			0
Jobs Plus	# of Volunteers	1	1			2
	# of Hours Provided	512	296			808
Community Volunteers	# of Volunteers	23	17			40
	# of Hours Provided	92.5	159.5			252
TOTAL	# of Volunteers	24	18			42
	# of Hours Provided	604.5	455.5			1060

Highlights	
Partnerships	<ul style="list-style-type: none"> • Collaboration with the Marion County Parole and Probation on the implementation of the new Women's Accelerated Reentry Program (beginning end of January 2017) • Collaboration with Mid-Valley Literacy Center, Corban University, and Chemeketa Community College to implement a GED tutoring program at De Muniz Resource Center (starting February 2017) • New partnership with Maps Credit Union providing financial literacy education to Transition Center clients • New internal partnership with ARCHES where Transition Center clients complete the application process for housing • Working together with Value Village to receive donations of clothing and reading glasses to support our clients • New partnership with the Marion County District Attorney's Child Support Enforcement Office to assist clients in making affordable child support payment arrangements • Continued partnerships with WorkSource Oregon, Goodwill Job Connections, Easter Seals, and Salem For All to assist our clients with employment, prosocial activities, and veteran services
Trends	<ul style="list-style-type: none"> • There is a focus on increasing the number of volunteers and volunteer hours at De Muniz which is highlighted in the number of community volunteer hours • Employment and education continues to be the biggest area of assistance performed by staff to serve the needs of the clients • Data reflects an increase in the number of clients participating in multiple classes and workshops
Emerging Issues	<ul style="list-style-type: none"> • The need for our center to add another navigator position • Continued focus on implementing proper security measures on client computers
Challenges:	<ul style="list-style-type: none"> • Serious lack of affordable and appropriate housing options for the reentry population • Using limited staff resources and constrained office space to accommodate all clients, programming, and assisting with space for partners and their programming

Other Highlights

- First time having the Parenting Inside Out class at Community Action's main office
 - De Muniz's navigator is facilitating the free 12 week program
- De Muniz is offering a new Artistic Expression group for female Transition Center clients (made possible by a donation from Salem Alliance Church and Salem For All)
- Continue to host weekly OHP application events
- Continue to host the Legal Clinic to provide free legal services to the reentry population
- Participation with the following:
 - Marion County Parole and Probation release orientation
 - Marion County Reentry Initiative Design Team
 - Family Building Blocks for the family support program
 - Marion County Jail Reentry Program

Detailed Information

Individuals Served by Type of Service						
Services	Description	# of Individuals Served				
		Q1	Q2	Q3	Q4	YTD
Hospitality Visitors	Coffee/visit only – no services	31	10			41
Information Only	Resource lists, brochures, etc.	49	23			72
Basic Needs Assistance	Food, clothing, housing, etc.	83	100			183
Clerical Assistance	Copier, fax, mail, phone, etc.	43	12			55
Computer Tutoring	Computer education	19	8			27
Education Assistance	Options and resources	47	38			85
Employment Assistance	Job search, resume, etc.	150	162			397
Health Insurance Clinic	OHP workshops provided by Northwest Human Services	174	137			311
Housing Assistance	Identifying and securing housing	5	10			15
I.D. Assistance	Birth Cert., I.D., Driver License	21	10			31
Legal Clinic	Provided by Willamette Univ. and Marion/Polk Bar Assn.	14	16			30
Navigator Coaching	In depth one-on-one coaching/success planning; various topics	159	107			266
Transportation Assistance	Bus passes, bicycles, etc.	88	53			141
Other Assistance		30	10			40
TOTAL # of Individuals Receiving 1 or More of these Services		373	357			730
Classes	Financial Literacy Class	0	14			14
	Motivation Class	10	8			18
	Non-Violent Communication	-	13			13
	Parenting Class	16	6			22
	RENT Class	9	7			16
	Specialty Topics	44	60			104
TOTAL # of Individuals in 1 or More Classes		63	75			138
Workshops/Panels	Comm. Opportunities panel	31	13			44
	DMRC Orientation	262	234			496
	Employment Orientation	102	62			164
	Employment Resources	60	82			142
	Legal	0	1			1
	Other Workshops	0	6			6
TOTAL # of Individuals Attending 1 or More Workshops		308	274			582
Referrals	Basic Needs	2	1			3
	Center for Hope & Safety	-	1			1
	Disability Services	1	-			1
	Education	3	2			5
	Employment	9	19			28
	Health/Mental Health/A&D	4	3			7
	Housing	9	2			11

	Identification	3	3			6
	Legal	2	-			2
	Parenting/Family	1	-			1
	Pro-Social Activities	2	-			2
	Transportation	1	1			2
	Veterans Services	3	-			3
	Other	9	-			9
TOTAL # of Individuals Receiving any Referral Services		31	29			60
GRAND TOTAL of Individuals		491	436			927

Class Enrollment & Graduation Rates						
		Q1	Q2	Q3	Q4	YTD
Financial Literacy Classes	# of class meetings	0	1			1
	# of clients enrolled	0	14			14
	# of clients graduated*	0	14			14
	% graduated*	0	100%			100%
Motivation Classes	# of class meetings	5	5			10
	# of clients enrolled	10	8			18
	# of clients graduated*	9	7			16
	% graduated*	90%	87%			89%
Parenting Class – Jail Reentry	# of class meetings	10	10			20
	# of clients enrolled	8	6			14
	# of clients graduated*	6	4			10
	% graduated*	75%	66%			71%
Parenting Class - Community	# of class meetings	24	0			24
	# of clients enrolled	9	0			9
	# of clients graduated*	5	0			5
	% graduated*	56%	0			56%
RENT Classes	# of class meetings	5	5			10
	# of clients enrolled	9	7			16
	# of clients graduated*	9	6			15
	% graduated*	100%	85%			94%
Non-Violent Communication	# of class meetings	5	5			10
	# of clients enrolled	6	16			22
	# of clients graduated*	3	13			16
	% graduated*	50%	81%			73%

*Class graduation date may not occur in every quarter

CCR&R PROGRAM REPORT

Shannon Vandehey

Program Director

Nov 2016-Jan 2017

Executive Summary of Activities: CCR&R biannual report/targets and Workplan are available upon request. Email: shannon.vandehey@mwwcaa.org

Have you checked out Child Care Resource & Referral of Marion, Polk & Yamhill Counties **Facebook** page and LIKED it? <https://www.facebook.com/pages/Child-Care-Resource-Referral-of-Marion-Polk-Yamhill/215367785176406> Also, check us out on **Twitter** at [@ChildCareInfo](#) Great information and resources available daily!

Opportunities

- Finalizing LOA proposal with Yamhill CCO/ Early Learning Hub, for School Readiness funds to start a playgroup in one of Yamhills hot spot communities. CCR&R will start the first parent/child play group in Sheridan. CCR&R will “interface” with the School District to talk about ways this playgroup can be aligned with the Sheridan kindergarten program, Engage New York curriculum/activities for some math and literacy activities. Yamhill Headstart has agreed to collaborate with CCR&R in the use of a Headstart classroom for this playgroup. Funds need spent by end of June 2017.
- CCR&R is awaiting LOA. We were asked to assist the Marion/Polk Early Learning Hub in School Readiness activities for Licensed Exempt (non-licensed) providers. CCRR will focus on providers who have and will be attending the Mandatory DHS Orientation. If providers commit to 3 visits by staff to explain how to use the curriculum kits, they will receive 3 Ready! For Kindergarten kits. In each kit there are toys and games that pertain to a certain age group. This is a free opportunity for these providers. CCR&R aims to target some of the most vulnerable populations to increase quality of care by introducing these kits modeling how to use them.

Challenges

- CCR&R Program Director was out for all of November due to surgery and recovery. Jenna Sanders was acting interim while I was out. Jenna did a wonderful job. I left feeling super comfortable that things were in capable hands. Jenna had support from HR and Jon reeves. I am truly thankful to everyone who helped me get through this difficult time. Jenna is amazing and I am truly thankful she is on my team.

- CCR&R RFP release was pushed back. It was originally due to be released early November, but it sounds like it they pushed it to January. As of the 16th we have not heard any news. Bidders conference/meeting will take place soon after release. Release will be through ORPIN.
- In November we went down one staff member. We posted the position in December and have finished interviews in January. We are extremely happy to bring Jeannie Suihkonen on board. She is currently working for A Family Place Relief Nursery in McMinnville. She brings years of experience in many early childhood settings, including Certified Family Child Care, Yamhill Headstart homevisitor, Nike Child Development Infant/toddler room and over 12 years working with the CCR&R as a contracted trainer. We are hoping to have her in the building beginning February 1st.
- CCR&R currently receives funding from the state Office of Child Care and DHS. We don't know what funding the RFP will bring, but as of the end June 2017 DHS funds will not be included. The Office of Child Care has extended all CCRR contracts to September 2017 to align more with the other state contracts. They have given us 3 months worth of additional funding to cover that, however DHS will not be included after June. DHS has consistently funded our program at about 110,000 per year. This will be a big blow to CCR&R system unless the Early Learning Division's legislative package passes. From what I understand there is possible additional funding for CCR&R's in that. CCR&R no longer is contracted to provide referrals to parents seeking child care, nor are we contracted to do updates to the providers in our database. 211 is now the central call for the State of Oregon. CCR&R's are to provide quality improvement support, technical assistance and training to child care providers.
- CCR&R's revised budget is due January 20th 2017.
- CCR&R's/MWVCAA Equity analysis is due June 2017

Energy Services October, November & December Program Report
Traia Campbell, Program Director

Executive Summary of Activities (Numbers served/service units/outcomes)

Energy Services households served in Oct, Nov & Dec: LIHEAP, OEA PGE & PP, OLGA & GAP

OCTOBER

Funding	HH	People	>6	60+	Disabled	@ or below 75% of poverty	Ave HH pmt
LIHEAP	912	1579	61	680	677	256 =27% of hh served	\$320.70
OEA PGE	313	1125	179	32	52	144 = 46% of hh served	\$424.29
OEA PP	65	232	33	8	14	36 =56% of hh served	\$423.30
OLGA	145	4030	33	77	73	55 = 38% of hh served	\$285.15
GAP	4	13	1	1	4	1 =25% of hh served	\$92.50
Total	1439	6979	307	798	820	492 =34% of hh's served	\$389.43

NOVEMBER

Funding	HH	People	>6	60+	Disabled	@ or below 75% of poverty	Ave HH pmt
LIHEAP	623	1695	185	248	286	250 =40% of hh served	\$369.63
OEA PGE	300	1025	172	50	81	153 = 49% of hh served	\$419.19
OEA PP	85	267	32	19	28	36 =35% of hh served	\$394.43
OLGA	139	406	47	60	57	53 = 36% of hh served	\$279.04
GAP	63	250	27	11	16	69 = 38% of hh served	\$116.25
Total	1210	3643	463	388	468	561 =46% of hh served	\$394.42

December

Funding	HH	People	>6	60+	Disabled	@ or below 75% of poverty	Ave HH pmt
LIHEAP	712	2203	282	221	208	271 =38% of hh served	\$374.39
OEA PGE	384	1416	218	64	88	147 = 38% of hh served	\$411.36
OEA PP	104	351	46	25	33	50 =48% of hh served	\$405.00
OLGA	72	276	42	31	21	20 = 27% of hh served	\$284.44
GAP	34	109	12	4	9	12 =35% of hh served	\$108.41
Total	1306	4355	600	345	359	500 =38% of hh's served	\$396.92

Opportunities/Challenges

Energy Services 2017 program year began Monday October 3, 2016. LIHEAP senior / disabled and OEAP appointments were scheduled Monday for the new program year; 366 LIHEAP senior / disabled and 174 OEAP. In previous years, Energy began scheduling LIHEAP general public appointments December 1 and appointments began January 2. This year Energy began scheduling LIHEAP general public appointments November 1 and appointments started November 5; 294 appointments were scheduled Tuesday November 1. Starting the energy assistance programs early has increased production, reduced the number of disconnected accounts and enabled clients to pay down their account balances prior to the colder winter months.

OHCS and Energy Services implemented program changes in 2016 and 2017 to help assure allocated Energy Assistance funds are expended during the program year. Due to multiple mild winters and lower than usual requests for assistance, Energy rolled over LIHEAP and OEAP 2016 funds to 2017. Some of the program changes include; increased outreach efforts, reviewing and increasing crisis payment amounts, permitting assistance from LIHEAP and OEAP, implementation of LIHEAP and OEAP cooling program, completing pilot to assist seniors on housing with 1 time payment, elimination of reduced subsidized payments in 2017 (all eligible applicants on housing are now eligible for full regular payment), early 2017 program start dates, additional intake staff, etc. Energy started program year 2017 strong, the number of appointments/completions and weekly payment batches to utilities have increased. Example: October 2015 680 LIHEAP, October 2016 912, an additional 232 applicants helped in October 2016. All funding completion totals Oct 2015 1080 & Oct 2016 1439, Nov 2015 952 & Nov 2016 1210 and Dec 2015 952 & Dec 2016 1306.

The first quarter of program year 2017, Energy Services has greatly increased the percentage of LIHEAP and OEAP payments to clients and vendors. As of the end of December Energy has spent nearly 50% of the 2017 LIHEAP allocation. Last year we did not reach this percent until well into June. Our OEAP spend down is going well too, PGE over 46% spent and PAC over 45%. I estimate LIHEAP to be spent by the end of March. OEAP is received monthly, Energy is working to spend down the roll over balance then maintain the monthly allocation.

Weatherization Program Report
Rogelio Cortes, Program Director
January 26th 2017

1. Executive Summary of Activities (Numbers Served/Service Units/Outcome)

- 8 (two four plexes)BPA units completed
- 40 units completed in Silvertowne ECHO

2. Challenges or Concerns:

- The majority of the Wx work is completed by contractors and over the years we have to created great relationships with them. We continue to see a lack of response from a few of them as private sector work increases. Two reasons for the delay in our projects from these contractos:1. The private sector pays higher prices for same type of work. 2. Private sector can usually pay invoices in a shorter timeframe.

-We had been able to counter those effects as we were also trying to have a minimal payment turn around and by having a continuous flow of work year round. We need to continue to work with our current and new contractors in these areas so that we can count on their services in the future. Throughout the State we are noticing a decline of interested qualified and experienced contractors seeking to work with low income WX.

I would like explore other avenues on how to retain current contractors and/or grow our pool of contractors. This includes Main measure Wx contractors to specialty contractors.

3. Opportunities:

- We have the opportunity to increase the completions of gas heated homes as they offer a rebate for measures that are cost effective with their program. We are setting our sights on completing 60-90 homes that are gas heated. This can help us increase our leverage funding. Historically we have completed from 25-45 per year. Last year we completed 43 gas homes.

-We are still working with Silvertowne management to see how we might move forward with Phase II. This will be 44 units that we could WX in ECHO territory.

**NUTRITION FIRST
PROGRAM REPORT
Sue Maxwell, Program Director
January 20, 2017 (Oct, Nov, Dec)**

1. Executive Summary of Activities (Numbers Served/Service Units/Outcomes)

- For the months of October, November, and December, we signed on 21 new providers (9 OCC registered/certified and 12 DHS listed) and closed 36, for a total of 541 homes.
- 338 homes were visited in October, November and December. October, the beginning of our fiscal year, saw the arrival of a new nutritional training unit for providers and children. We always do a yearly update of our handbook, and are required to provide the Annual Records Training in the home the first quarter. Laura also designed a new unit on winter squash, so providers were given the handbook, the records training, and lots of handouts for winter squash recipes and the nutritional benefits of squash. Providers also received a small shoulder bag for storing their phone while on walks with children (we filled the bags with hand sanitizer).
- Approximately 2,704 children were visited in the last three months. Children were read a book titled “Sophie’s Squash” and received stickers, stamps and coloring sheets designed to complement the provider training unit described above.

2. Opportunities

- Six of the seven staff of Nutrition First attended the California CACFP Roundtable annual training conference in sunny Palm Springs, CA. It was a good conference, although most of the talk was about the new USDA mandates taking place in October 2017. We have to take care while training providers that they must follow the new regulations, but not until October of this year – so they don’t even get to practice, or their meals using the new regs will be disallowed.
- We are all having to hustle this month, due to the poor driving conditions the last 6 weeks or so. Provider visits cannot have more than six months elapse between visits.

HEAD START PROGRAM REPORT

Eva Pignotti
January 2017

1. Executive Summary of Activities The overall attendance percentage needs to be at 85%. If it falls short in any one month a justification needs to be documented.

	September 2016	October 2016	November 2016	December 2016	January 2017	February 2017
Part Year (PreK) Attendance	90.07%	88.46%	84.07%	82.39%		
Full Day (PreK) DHS Subsidized Attendance	94.39%	94.50%	91.39%	78.24%		
EHS Attendance	92.19%	88.72%	85.38%	76.31%		
EHS CCP Attendance	87.78%	85.31%	80.35%	67.58%		
	March 2017	April 2017	May 2017	June 2017	July 2017	August 2017
Part Year (PreK) Attendance						
Full Day (PreK) DHS Subsidized Attendance						
EHS Attendance						
EHS CCP Attendance						

Head Start Children Enrolled *	793
Current Waiting List	116
Early Head Start Children Enrolled *	96
Current Waiting List	124
EHS-Child Care Partnership Enrolled *	60
Current Waiting List	3

*Includes slots vacant for less than 30 days

	December 2016	
USDA Meal Reimbursements	Number of Meals Served	Amount Reimbursed
Breakfast	4,387	\$ 7,501.77
Lunch	4,413	\$13,945.08
Snack	428	\$ 368.08
Cash In Lieu		\$ 1,104.99
Total Reimbursement	9,228	\$22,892.92

Middle Grove Kitchen Renovation

Office of Head Start approved the carryover balance request and released \$471,484 for use in renovating the kitchen at Middle Grove. The event non-event fundraiser made \$1,075. The January 6 food truck event made \$104. Middle Grove parents are working on additional fundraisers to earn money toward the full cost of the kitchen.

Budget and Cost Cutting Updates

Two staff who were in positions slated to be eliminated have been interviewed and hired to fill the two new Office Technician positions. One person has resigned from the program. We are hoping to hear soon about our EHS expansion application, which will create additional positions that could be potential placements for the remaining three staff whose positions will end on January 27.

REPORTE DEL PROGRAMA DE HEAD START
Eva Pignotti
Diciembre 2016

1. Resumen ejecutivo de actividades (Números servidos/unidades de servicios/Resultados)

- El porcentaje de asistencia en general necesita estar en 85%. Si baja el porcentaje en algún mes, una justificación debe ser documentado.

	Septiembre 2016	Octubre 2016	Noviembre 2016	Diciembre 2016	Enero 2017	Febrero 2017
Asistencia Parte del Año (Preescolar)	90.07%	88.46%	84.07%			
Asistencia Día Completo (Preescolar) Subsidiada del DHS	94.39%	94.50%	91.39%			
Asistencia de EHS	92.19%	88.72%	85.38%			
Asistencia de EHS CCP	87.78%	85.31%	80.35%			
	Marzo 2017	Abril 2017	Mayo 2017	Junio 2017	Julio 2017	Agosto 2017
Asistencia Parte del Año (Preescolar)						
Asistencia Día Completo (Preescolar) Subsidiada del DHS						
Asistencia de EHS						
Asistencia de EHS CCP						

Niños de Head Start Inscritos*	793
Lista de Espera Actual	107
Niños de Early Head Start Inscritos *	96
Lista de Espera Actual	119
Niños de EHS-Child Care Partnership Inscritos *	60
Lista de Espera Actual	3

*Incluye los espacios vacíos por menos que 30 días

	Noviembre 2016	
Rembolsos de comidas de USDA	Numero de Comidas servidas	Cantidad Rembolsada
Desayuno	10,973	\$18,763.83
Almuerzo	11,016	\$34,810.56
Botana	716	\$ 615.76
Cash In Lieu		\$11,016.00
Rembolso Total	22,705	\$56.723.83

HOME Youth & Resource Center
Tricia Ratliff
October 2016 – January 2017

Executive Summary of Activities:

- **Runway & Homeless Youth (RHY)**
 - o Received and acted on 91 run reports from Salem Police Department and 20 from Keizer Police Department.
 - o Connected with 48 families via phone calls. 9 came in for services.
 - o Reunited to permanent connections: 37 youth returned home.
 - o Worked with 23 homeless youth via case management. (Combined number of both runaway youth from run reports and homeless youth with no run report)
 - o Connected with 26 youth via Street Outreach
- **Day Shelter:**
 - o 227 individual youth made 1843 total visits
 - o 2163 meals were served (includes lunch, snack & dinner)
 - o 102 new youth accessing services
- **Youth Empowerment Program (YEP)**
 - o 28 youth participated at some level (duplicated number)
 - o 15 youth attended job skills development workshops
 - o 15 youth attended financial literacy workshops.
 - o 10 youth attended field trips to higher education and or to local businesses.
- **Emergency Overnight Shelter for Minors:**
 - o Our collaboration with the Rural Oregon Continuum of Care (ROCC), Jackson Street Youth Services, DHS, local government and RHY service providers in a total of 9 counties (urban and rural) was **unsuccessful in applying for HUD's Youth Homelessness Demonstration Program** grant. The team remains committed to collaborating and improving services with current resources to its ability.
 - o Continuing to explore the issue of commercial sexually exploited children (CSEC). In the beginning stages of forming a partnership with Safety Compass.
 - o As a result of one of our presentations to the Mid-Willamette Homeless Initiative Taskforce the securing of a building is in progress. A local domestic violence shelter is moving locations and is working to transfer the property over to Community Action. Decades ago this property was essentially given to the domestic violence shelter by the City of Salem and they have agreed to let it remain a shelter only now for a different

population – homeless minors. The building is ideal in location and set up. Approximately \$60,000 -100,000 is needed in updates (roof, plumbing, siding etc). Next step after officially acquiring the property and upgrades is to secure programmatic funding.

- **Volunteer / Intern:**
 - o 5 Volunteers served 171 hours.
- **Marion County Juvenile Therapy Courts:**
 - o Attending one or both FATC and STAR courts weekly.
 - o **Successfully worked with court coordinator to establish weekend UA's** for STAR court. This serves as a trial run for FATC court.
 - o There has been a rotation of judges making Cheryl Pellegrini judge for both STAR and FATC
 - o STAR court is revamping their program moving from a stringent **structure where youth either are “red” or “green” and receive sanctions on “red” weeks to a strength based point system model. The team is committed to this change and has started the planning process to make the switch soon.**

Challenges and Opportunities:

- The exterior HOME Improvements are 95% done! Waiting for good weather for touch up painting and to install the gutters.
- Continuing to work with IT to improve our database and WIFI onsite. Supplies have been purchased and new IT Director is setting an install schedule. Youth and staff are extremely grateful for the mini grant that allowed for these upgrades.
- As minors who receive services at HOME went to the warming center, I worked as many nights as I could. Youth voiced their appreciation for having a familiar face. Over the past few months we have had both adult and youth sleeping on our doorstep regularly throughout the weeks. This is a great demonstration of the need for a minor emergency shelter and fuel to keep moving toward this goal.
- Staff transition in our Shelter Coordinator position. Currently working new staff through the on boarding process.

Youth Stories:

“Sally”, 14, came to us through the recommendation of her friend who had participated in the Youth Empowerment Program (YEP) last year. Sally was staying with her friend’s family to remove herself from a toxic living situation. Determined to better her future, Sally worked with her PO to enroll in the Students in Transition Educational Program (STEP – McKinney Vento) to get as much support for herself as the community as to offer. She worked closely with not only our YEP coordinator, but also with our

Runaway and Homeless Youth (RHY) coordinator to get the documents she would need for her self-sufficiency; birth certificate and social security card. Sally also advocated for her health by getting on OHP through resources we offer here at HOME.

During her time in YEP Sally was great at communicating her needs and balancing her responsibilities, all while raising her grades in school. She was in our culinary internship and showed passion towards developing menus and eager to help out with any tasks needed. She has hopes to work in a restaurant and has gained the skills that will help her get there. We will continue to support her goals through aftercare in the program.

DEPUTY DIRECTOR REPORT
Cyndi Leinassar, Deputy Director
January 2017

1. Executive Summary of Activities (Numbers Served/Service Units/Outcomes)

2016/2017 Emergency Warming Center – All I can say is WOW it's been cold! Last year we activated only 4 nights and so far this season we have activated 17 nights. We have hosted upwards of 169 guests during these nightly activations: 115+ at our site the old Dept. of Energy building on Marion St. and 50+ at the old DeLon BMW location on Commercial run by UGM.

Each night we have 60 volunteer shifts and hundreds of volunteers gave thousands of hours of services so far this season. In addition the donation of time, this community has provided an outpouring of donations. We use on average 150 coffee cups, 200 disinfecting wipes, 250 trash bags, give out 200+ clothing items, not to mention the volume decaf coffee, sugar, creamer, bouillon, and tea bags every night. Multiply all of these numbers by 17 nights and you can see the resources needed to maintain the Center.

Special shout out to:

1. First Christian Church not only hosted our first activation this season within their church facility, but when their tenant Oregon Department of Energy moved out, they offered up the DOE building for use. First Christian went above and beyond opening this facility and with the support of their staff and parishioners they helped make these activations our most successful to date.
2. City of Salem moved heaven and earth to allow the Center to be operated in their leased facility, the old DeLon BMW location. The facility first being overseen by Community Action and then by UGM through these first three activations. In addition the City has provided trash removal services at both sites. The trash volume is overwhelming and with the City's assistance we were able to manage this necessary task daily.
3. Finally, when driving conditions made it difficult for volunteers to come in for their shifts, Willamette Valley Yellow Cab volunteered to transport volunteers to and from the Center free of charge.

There are so many other organizations, businesses, and community members to thank. It has taken a village and our village stepped up in so many and valuable ways. Internally I couldn't have done this without Amy Schroeder. Her behind the scenes organization of volunteers and communication briefs with the public were invaluable. Thank you Amy!

Boards:

Salem Police Foundation – Breakfast with the Chief is scheduled for February 22, 2017

Marion County Children and Families Commission – I am the new chair of the Commission and will serve a 2 year term in this capacity.

EXECUTIVE DIRECTOR'S REPORT COMMUNITY ACTION AGENCY


January 26, 2017


OUR MISSION

Empowering people to change their lives and exit poverty by providing vital services and community leadership.

OUR VISION


All people are respected for their infinite worth and supported to envision and reach a positive future.


 We have submitted the Organizational Standards documents to meet requirements and received feedback from Oregon Housing and Community Services that numerous additional documents were required. In order to show comprehensively that we meet each standard, we needed to display proof in multiple ways in each category. We have resubmitted and are now much closer to a final product for the first round requirements. We have a few areas left to address and we appreciate the Board and Program Directors work in helping us provide up-to-date documents and evidence. The Organizational Standards process will be an ongoing effort to keep updated. We will keep you posted as the process continues.

 We are working with Kelli Gassman from Corban University. She is the Assistant Professor of Business and Marketing. We are generating projects to engage her students in real world opportunities that will be mutually beneficial to us and the students. These are some of the ideas that we are working toward:

- Organization Wide Customer Satisfaction Survey (Spring 2017)
- Promotional Plan for Homeless Awareness Campaign (Fall 2017)
- Website Content & Functionality Plan (Fall 2017)
- Organization Wide Marketing Strategy (proposed timeline - Spring 2018)
- Head Start Policy Council Recruitment Video
- Fundraising Marketing and Implementation

More ideas were generated at our Director's Meeting on Wednesday the 18th that could become part of the ongoing strategies. This partnership with Corban could benefit multiple programs and the agency as a whole over the next few years.

 We have our new IT Director on board. His name is Shaun Phillips. He has hit the ground running, assessing our agency's current IT situation and needs. Since beginning his work here, he has helped us realize savings in our cell phone usage and configuration, reduced costs in our Network systems and found ways to obtain appropriate substitutes for email hosting, antivirus software and other system changes that will save us several thousand dollars per year. This is great timing as we work to be a leaner and more efficient organization.

 The Finance Department is working with our Consultants from Wipfli and continuing to prepare for the annual audit. We should know early the week of January 23rd as to when the audit will be rescheduled to. The team has been working weekends and evenings to ensure that end of year financials are reconciled.

COMMUNITY ACTION AGENCY

**JANUARY 2017 ANNUAL MEETING
BOARD OF DIRECTORS**



BOARD PACKET ADDITION #1

COMMUNITY RESOURCE PROGRAM (CRP) REPORT

Carmen Hilke

October 2016

Year: July 1, 2016 – June 30, 2017

- ☐ Quarter 1 (July 1st – September 30th)
☒ Quarter 2 (October 1st – December 31st)
☐ Quarter 3 (January 1st – March 31st)
☐ Quarter 4 (April 1st – June 30th)

Housing Assistance Programs:

Outcome 1: Obtain permanent and affordable housing (reported quarterly)

Outcome 2: Maintain permanent housing for 6 months (reported annually at the end of the fiscal year)

-Outcomes from SHAP & ESG sub-recipient agencies will be reported annually at the end of the fiscal year.

[Households Served]

	Households (HH) served			Households (HH) exited		In Permanent Housing (PH) at exit		
	New HH enrolled this QTR	Total HH served this QTR	Total HH served YTD	Total HH exited this QTR	Total HH exited YTD	Of HH exited, total in PH this QTR	Of HH exited, total in PH at exit YTD	YTD % of HH exited residing in PH at exit
ARCHES Rapid Re-Housing Program (<i>HUD CoC</i>)	3	32	32	4	7	3	6	86%
Marion County Tenant Based Assistance Program (<i>HOME TBA</i>)	4	14	14	4	8	7	7	88%
Polk County Tenant Based Assistance Program (<i>HOME TBA</i>)	6	16	16	3	7	7	7	100%
Supportive Services for Veteran Families (<i>SSVF</i>)	13	35	35	4	6	2	4	67%
Housing Assistance Program (<i>ESG</i>)	0	17	19	0	2	0	2	100%
Housing Assistance Program (<i>New EHA</i>)	4	9	14	1	1	1	1	100%
Housing Assistance Program (<i>EHA Vet DRF</i>)	4	11	13	2	4	2	4	100%
RENT Tenant Education Program (<i>HUD CoC</i>)	17	120	124	9	11	8	10	91%
Fresh Start Program – Case Management (<i>DHS Child Welfare</i>)	13	28	34	11	11	9	9	82%
Fresh Start Program – Tenant Education (<i>DHS Child Welfare</i>)	10	10	18	8	8	6	6	75%

TOTAL (Households)	74	292	319	46	65	45	56	89%
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Information & Referral Calls/Office visits:

	QTR	YTD
ARCHES Project	2499	5034
Marion County Resource Center	510	1448
Polk County Resource Center	684	2117
TOTAL	3693	8599

Emergency Assistance:

[Households served]

Program	Eviction Prevention Assistance		Security Deposit Assistance		1 st Month's Rent Assistance		Utility Shut-off Prevention		Transportation Assistance		Other Assistance	
	QTR	YTD	QTR	YTD	QTR	YTD	QTR	YTD	QTR	YTD	QTR	YTD
Marion County Resource Center	1	4	0	0	1	1	0	0	0	0	1	3
Polk County Resource Center	3	10	3	3	1	5	4	4	0	0	0	0
TOTAL	4	14	3	3	2	6	4	4	0	0	1	3

ARCHES Homeless Day Center:

Services	QTR	YTD
Total number of Day Center visits	4518	7418
-Average daily attendance	56	56
-Total number of NEW Day Center participants	75	137
Hot lunches served	1665	2954
-Average daily hot lunches served	48	48
Sack lunches dispensed	1014	2107
Total number of individuals accessing mail services	340	650
-Total number of NEW clients signing up for mail services	30	61
Total number accessing pet food assistance (could be a duplicated count)	540	1131
-Total estimated pounds of pet food distributed	640	1320

CRP Volunteer/Intern Supports:

	QTR	YTD
Number of Volunteers	2	4
-Total Volunteer hours	360	757
Number of Interns	1	1
-Total Intern hours	120	120

Community Resource Program

Challenges or Concerns:

We have a need for more unrestricted funds to support programs. We need to actively seek out funds for the Coordinated Entry Project when the New EHA funds end June 30, 2017, (3 full-

time positions), and funds to sustain the increased level of day center services currently funded by the New EHA funds ending June 30, 2017.

Many clients that come to the Resource Center for emergency assistance have zero income or are on a fixed income and cannot sustain self-sufficiency so they are not eligible for one time emergency assistance.

RENT - The transition of the HUD funding for the RENT Program to the New EHA funds is only available until the end of June 2017. We are exploring other possibilities to keep this important program running.

Fresh Start – We have are continuing receive referrals from DHS and assisting families in securing housing.

Opportunities:

ARCHES Housing Program – We are beginning to utilize the Coordinated Entry Waitlist and working out a system for selection that is appropriate for the RRH program.

RENT - We are looking forward to expanding the parameters with the RENT Program to include those households that are not only homeless but can be at risk of becoming homeless.

Fresh Start – We are utilizing the New EHA funds to obtain housing for our DHS clients and reunifying families with this program

Mid-Willamette Valley Community Action Agency, Inc.
Board of Directors Executive Committee Meeting
December 8, 2016
MINUTES

ATTENDANCE:

Committee Members Present: Herm Boes, Vice Chair

Committee Members Present by Phone: Jeff Wood, Board Chair; Jennifer Wheeler, Secretary

Staff: Jon Reeves, Executive Director; Cyndi Leinassar, Deputy Director; Amy Schroeder, Executive Assistant

The meeting of the Executive Committee started at 3:00pm. It was determined that a quorum was present.

1. **Executive Director Evaluation** – Jeff informed all that the Executive Director evaluation had been completed and reviewed by the whole board. The evaluation will be delivered to Jon at a later date.
2. **Executive Director Compensation** – Jeff informed the Committee the compensation has been reviewed and agree to keep compensation as is.

MOTION: To approve the Executive Director evaluation and compensation made by Jennifer Wheeler, seconded by Herm Boes.

APPROVED: Unanimously approved

3. **Board Officers** – Jeff informed the Committee his duties with the Sheriff's Office will be changing and it's highly likely he will no longer be on the Board. He shared though that the Sheriff wants to stay involved and will most likely designate another representative. Herm and Jennifer said they are willing to stay on as officers.
4. **Board Member Terms** – Cyndi shared that the terms for Nathan McClenny, Linda Bednarz and Jeff Wood (if he was continuing) are up and will need reappointed.
5. **Update on Audit** – Jon shared the audit has been postponed to mid-January. Time is still needed to gather the requested documents for the auditors; this list was sent to Kathy Chase prior to her leaving the agency, and it looks as if it wasn't forwarded to someone before her departure from the agency.
6. **Funding Opportunities** – Jon presented four funding opportunities:
 - a. **Oregon Community Foundation Community Grant** – This \$37,000 grant will add a bilingual receptionist at the CRP Dallas Resource Center to deliver consistent high-quality intake and follow-up for clients.

MOTION: To approve the application of the Oregon Community Foundation Community Grant of \$37,000 made by Jennifer Wheeler, seconded by Herm Boes.

APPROVED: Unanimously approved

- b. **Spanish Speaking Childcare Provider training from Yamhill Community Care.** This \$7,500.00 grant will help the Child Care Resource & Referral program to

offer trainings to Spanish speaking child care providers in Yamhill County to assist them in licensure, quality improvement and eventual QRIS rating.

MOTION: To approve the application of the Yamhill Community Care Grant of \$7,500 for Spanish speaking childcare training made by Herm Boes, seconded by Jennifer Wheeler.

APPROVED: Unanimously approved

- c. Beyond Housekeeping from Yamhill Community Care. This \$7,529.50 grant will help the Child Care Resource & Referral program to offer trainings, support and resource kits to licensed child care providers in Yamhill County.

MOTION: To approve the application of the Yamhill Community Care Grant of \$7,529.50 to offer trainings and supplies to licensed child care providers in Yamhill County made by Herm Boes, seconded by Jennifer Wheeler.

APPROVED: Unanimously approved

- d. City of Salem General Fund Grant. This \$88,679 grant will be divided by the CRP and HOME Youth & Resource Center programs (\$58,679 and \$30,000 respectively) to fund a total of three staff positions (two for CRP, one for HOME). The positions will be dedicated to the First-Step-to-Services to increase service coordination.

MOTION: To approve the application of the City of Salem General Fund Grant of up to \$110,000 to fund three staff positions for CRP and the HOME Youth & Resource Center made by Herm Boes, seconded by Jennifer Wheeler.

APPROVED: Unanimously approved

- e. City of Salem Community Development Block Grant. This \$50,000 grant will fund one Youth Empowerment Program Coordinator position and client services involved with the program.

MOTION: To approve the application of the City of Salem Community Development Block Grant of up to \$50,000 to fund one Youth Empowerment Program Coordinator position and client services for the HOME Youth & Resource Center made by Herm Boes, seconded by Jennifer Wheeler.

APPROVED: Unanimously approved

7. **City of Salem Grant Resolutions** - Jon presented two resolutions to the Committee that must be signed and submitted with the two City of Salem grants above. Jeff will sign and return the documents for submission with the grants.
8. **Organizational Standards** – Jon presented two draft procedures that are requirements of the Organizational Standards:
 - a. Customer Satisfaction Data Collection – To define the methods that will be employed throughout the year to collect, analyze and understand customer satisfaction. This will allow Community Action Agency and its programs to assess effectiveness of services. The procedure applies to all CAA programs and services as a method to determine satisfaction levels, quality of services,

and ultimately prioritize improvements that are most important to our constituents.

MOTION: To approve the Customer Satisfaction Data Collection Procedure made by Jennifer Wheeler, seconded by Herm Boes.

APPROVED: Unanimously approved

- b. Strategic Planning Process - This document provides guidance on how Community Action Agency conducts our Strategic Plan process.

MOTION: To approve the Strategic Planning Process made by Jennifer Wheeler, seconded by Herm Boes.

APPROVED: Unanimously approved

Meeting adjourned at 4:01pm.

Mid-Willamette Valley Community Action Agency, Inc.
Board of Directors Executive Committee Meeting
January 12, 2017
MINUTES

ATTENDANCE:

Committee Members Present: Jeff Wood, Board Chair ; Herm Boes, Vice Chair

Absent: Jennifer Wheeler, Secretary

Staff: Jon Reeves, Executive Director; Amy Schroeder, Executive Assistant

The meeting of the Executive Committee started at 5:10pm. It was determined that a quorum was present.

1. **Officer Positions** - Jeff informed the Committee his duties with the Sheriff's Office will be changing and it's highly likely he will no longer be on the Board. He shared though that the Sheriff wants to stay involved and will most likely designate another representative. Jon said he spoke with Helen Honey and Jon Weiner and both were interested in stepping into these positions. He will email the rest of the board to see if others are interested in serving in this capacity.
2. **Annual Board Meeting Agenda** - The annual meeting agenda was reviewed.
3. **Discussion of Agency Position** - The finance team is working with the Consultants from Wipfli as we are reconciling our June year end financials. This is a good double check as we prepare for our audit and align everything to move forward with solid monthly reconciliations of accounts to ensure our financial statements are timely and accurate. We will be able to notify the Board of the new dates for the rescheduled audit very soon.
4. **Salem Health Community Partnership Grant** – Jon shared with the Committee a funding opportunity through Salem Health. The grant of \$25,000 is for the “Vouchers for Kids” program designed to provide restorative dental care to uninsured children residing in Polk County. It will also provide funding for two dental surgery days that will address the needs of those children with the most complex and pressing dental care needs. This program will be administered by either our Community Resource Program or Head Start.

MOTION: To approve the application for the Salem Health Community Partnership Grant in the amount of \$25,000.00 made by Herm Boes, seconded by Jeff Wood.

APPROVED: Unanimously approved

5. **Catholic Community Services TANF Grant** – Jon shared with the Committee a funding opportunity through Catholic Community Services. The grant of up to \$35,000 is to implement the “Fostering Hope for a Better Future” (FHBF) project. It will provide targeted customized wraparound direct services and supports to eligible FHBF families. Services may include: home visiting, parenting education, coaching, resource referral, energy assistance, Head Start, child care resource & referral and self-sufficiency skill building.

MOTION: To approve the application for the Catholic Community Services TANF Grant of up to \$35,000.00 made by Herm Boes, seconded by Jeff Wood.

APPROVED: Unanimously approved

6. **November 2016 Board Meeting Minutes** – Eva Pignotti is in need of the approved board meeting minutes from November for federal funders. Since we did not have a December full board meeting they have not been approved yet.

MOTION: To accept the November 2016 full board meeting minutes made by Herm Boes, seconded by Jeff Wood.

APPROVED: Unanimously approved

7. **City of Salem Grant for Home Youth & Resource Center** - Jon shared with the Committee a funding opportunity through the City of Salem. The grant of \$600.00 is to go toward the “One Thousand Soles Kick-Off” event, the Youth Empowerment Program and CREW activities.

MOTION: To approve the application for the City of Salem grant of \$600.00 for HYRC activities made by Herm Boes, seconded by Jeff Wood.

APPROVED: Unanimously approved

Meeting adjourned at 6:21pm.

Mid-Willamette Valley Community Action Agency, Inc.
Board of Directors Finance Committee Meeting
January 12, 2017
NOTES

ATTENDANCE:

Committee Members: Helen Honey

Absent: Jeff Wood, Erika Lanning

Staff: Jon Reeves, Executive Director; Carol Matteson, CFO; Amy Schroeder, Executive Assistant.

The meeting of the Finance Committee began at 4:07 pm. It was determined that a quorum was not present.

- 1. Visa Review** – Helen completed the Visa card review.
- 2. Finance Department Consultant Visit Overview** – Jon shared we had put out a bid for a consultant through ORPIN. Only one bid was received however was highly qualified as they have audited Community Action Agency's nationwide and are leading authority on Head Start Standards and requirements. These Consultants were selected from Wipfli
- 3. Audit Preparation Progress** - Jon shared the audit has been postponed until we have all of our accounts reconciled. Time is still needed to gather the requested documents for the auditors. The Board will be notified once we have new dates selected.

Meeting adjourned at 4:57pm.

COMMUNITY ACTION AGENCY

**JANUARY 2017 ANNUAL MEETING
BOARD OF DIRECTORS**



BOARD PACKET ADDITION #2

Resubmission of Continuation Grant

The Head Start program has made changes to the organizational structure which requires the 2017-2018 continuation grant to be revised and resubmitted. The initial continuation grant application was previously approved at the joint Board of Directors and Policy Council meeting on November 15, 2016.

Organizational structure changes include changing Lead Teacher positions to Teacher positions and removing supervisory duties; transitioning supervision of all classroom staff to Regional Team Resource Specialists; transitioning supervision of Family Educators to the Family Services Specialist; and a reduction in positions among non-classroom staff to support the implementation of new systems for procurement and purchasing, data entry, application processing and intake. Eight non-direct service positions were removed from the structure and three new positions were added into the structure.

The corresponding changes to the budget and narrative provide the details of the organizational restructure and shift funding in the amount of \$233,602 from salaries to line item expenditures in the Head Start and Early Head Start budgets. These line items include costs for leasing and maintaining facilities, janitorial contracts, classroom supplies, staff and child recruitment.

Recruitment of Board Members for Selection Criteria Committee

It is time for the Head Start program to develop selection criteria for the upcoming school year. This criteria is developed in committee comprised of parents of enrolled children. The pre-school committee includes partners and parents from Salem Keizer Head Start. The Early Head Start committee includes parents from EHS and the EHS Child Care Partnerships programs.

It is our request to have a member of the Board of Directors at each of the committee meetings. The role of the Board member and program leadership is to facilitate, observe, and guide the process for parents to develop the criteria in a consensus-based model. The two meetings can be attended by the same Board member or by two different members.

Pre-School Selection Criteria Committee: February 1, 2017, 5:00 – 8:00 p.m.
MWVCAA Administrative Office. Dinner provided

Early Head Start Selection Criteria Committee: February 3, 2017, 6:00 – 8:00 p.m.
MWVCAA Administrative Office. Dinner provided

FUNDING OPPORTUNITY

Date: _____

Program/Director: _____

Grant: _____

Funding Agency: _____

Amount of Grant: _____

Application Due: _____

New Grant: _____ Yes _____ No

Continuation Grant: _____ Yes _____ No

Formal Board Approval: _____ Yes _____ No

Policy Council Approval: _____ Yes _____ No

Purpose of Grant: _____

Partners: _____

Action Taken: _____

School Readiness Proposal

School readiness play groups for child care providers and parents/caregivers

Child Care Resource and Referral of Marion, Polk and Yamhill counties wants to provide school readiness play groups for children 0-5 in 2 hotspots, Dayton and Sheridan, for 1.5-2 hours twice monthly for each site. Recruitment will include licensed and unlicensed child care providers (especially providers caring for children through DHS) and parents (as well as focusing on parents on wait lists with Head Start).

An educator skilled in Early Childhood and teaching adults will facilitate the play groups. The facilitator will help demonstrate and model: scaffolding, positive interactions, cultural sensitivity, language development, transition tools, etc..

Each play group session will incorporate a basic structure that will include: snack, music, reading and a theme. Handouts of skills/activities that build on theme will be available for providers/parents/caregivers to take home after each session.

The areas of the 2014-2018 Early Learning Hub Strategic plan that these play groups will address are:

- Increase in Kindergarten Assessment Scores in each domain by demographic group.
- Decrease in disparities in Kindergarten Assessment scores for children of color and children from low-income families.
- Increase in number of children served in hot spots .
- Increase in the number of children and families served by DHS who are receiving early learning, parent education and family support services.

The structure of the play group will incorporate research based skills, for school success, that improve the caregivers and children's school readiness, exposure and knowledge. Areas that will be focused on are: social and emotional, early math skills and language and literacy. Some of the research based skills that will be integrated into the play groups will include:

Mindfulness

Mindfulness can help children improve their abilities to pay attention, to calm down when they are upset and to make better decisions. In short, it helps with emotional regulation and cognitive focus http://www.huffingtonpost.com/sarah-rudell-beach-/8-ways-to-teach-mindfulness-to-kids_b_5611721.html

<http://www.mindfulschools.org/about-mindfulness/research/>.

Movement and music

Successful experiences in music help all children bond emotionally and intellectually with others through creative expression in song, rhythmic movement, and listening experiences (<http://www.nafme.org/about/position-statements/early-childhood-education-position-statement/early-childhood-education/>)

Math and math concepts

Research on children's learning in the first six years of life demonstrates the importance of early experiences in mathematics. An engaging and encouraging climate for children's early encounters with mathematics develops their confidence in their ability to understand and use mathematics.<http://www.nctm.org/earlychildhoodmath/>

Mathematical thinking is cognitively foundational¹, and children's early knowledge of math strongly predicts their later success in math.² More surprising is that preschool mathematics knowledge predicts achievement even into high school.³ Most surprising is that it also predicts later reading achievement even better than early reading skills
<http://www.du.edu/kennedyinstitute/media/documents/math-in-the-early-years.pdf>

Language and Literacy

By 3 years of age, there is a 30 million word gap between children from the wealthiest and poorest families. A recent study shows that the vocabulary gap is evident in toddlers. Read to children daily, taking time to go over new words. Look for books with illustrations that provide clues to word meanings. <http://www.naeyc.org/tyc/article/the-word-gap>

Access to community and early childhood resources will be available at each play group.

Examples of resources that will be available are:

- VROOM flyers
- ASQOregon flyers
- YES Imagination library sign up cards
- Information on Parenting classes in communities
- Inclusive Child Care Program Flyers
- CCR&R Newsletter and Training Guide

Staff will have 1-2 Ipads available each session for parents who might wish to complete the ASQOregon online but do not have internet access or who want to access community resources.

Environment:

We will be partnering with Yamhill County Head Start to offer the play groups in developmentally appropriate locations. The classrooms are set up for children ages 0-5. We will be providing liability insurance through our agency's umbrella.

Actual Budget:

4,500 Staff Costs

1,250 Mileage

1,500 Snacks

2,000 Activities

1,500 Printing

1,250 Maintenance Supplies (Paper products/cleaning)

Total budget: \$12,000

COMMUNITY ACTION AGENCY

**JANUARY 2017 ANNUAL MEETING
BOARD OF DIRECTORS**



BOARD PACKET ADDITION #1

COMMUNITY RESOURCE PROGRAM (CRP) REPORT

Carmen Hilke

October 2016

Year: July 1, 2016 – June 30, 2017

- ☐ Quarter 1 (July 1st – September 30th)
☒ Quarter 2 (October 1st – December 31st)
☐ Quarter 3 (January 1st – March 31st)
☐ Quarter 4 (April 1st – June 30th)

Housing Assistance Programs:

Outcome 1: Obtain permanent and affordable housing (reported quarterly)

Outcome 2: Maintain permanent housing for 6 months (reported annually at the end of the fiscal year)

-Outcomes from SHAP & ESG sub-recipient agencies will be reported annually at the end of the fiscal year.

[Households Served]

	Households (HH) served			Households (HH) exited		In Permanent Housing (PH) at exit		
	New HH enrolled this QTR	Total HH served this QTR	Total HH served YTD	Total HH exited this QTR	Total HH exited YTD	Of HH exited, total in PH this QTR	Of HH exited, total in PH at exit YTD	YTD % of HH exited residing in PH at exit
ARCHES Rapid Re-Housing Program (<i>HUD CoC</i>)	3	32	32	4	7	3	6	86%
Marion County Tenant Based Assistance Program (<i>HOME TBA</i>)	4	14	14	4	8	7	7	88%
Polk County Tenant Based Assistance Program (<i>HOME TBA</i>)	6	16	16	3	7	7	7	100%
Supportive Services for Veteran Families (<i>SSVF</i>)	13	35	35	4	6	2	4	67%
Housing Assistance Program (<i>ESG</i>)	0	17	19	0	2	0	2	100%
Housing Assistance Program (<i>New EHA</i>)	4	9	14	1	1	1	1	100%
Housing Assistance Program (<i>EHA Vet DRF</i>)	4	11	13	2	4	2	4	100%
RENT Tenant Education Program (<i>HUD CoC</i>)	17	120	124	9	11	8	10	91%
Fresh Start Program – Case Management (<i>DHS Child Welfare</i>)	13	28	34	11	11	9	9	82%
Fresh Start Program – Tenant Education (<i>DHS Child Welfare</i>)	10	10	18	8	8	6	6	75%

TOTAL (Households)	74	292	319	46	65	45	56	89%
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Information & Referral Calls/Office visits:

	QTR	YTD
ARCHES Project	2499	5034
Marion County Resource Center	510	1448
Polk County Resource Center	684	2117
TOTAL	3693	8599

Emergency Assistance:

[Households served]

Program	Eviction Prevention Assistance		Security Deposit Assistance		1 st Month's Rent Assistance		Utility Shut-off Prevention		Transportation Assistance		Other Assistance	
	QTR	YTD	QTR	YTD	QTR	YTD	QTR	YTD	QTR	YTD	QTR	YTD
Marion County Resource Center	1	4	0	0	1	1	0	0	0	0	1	3
Polk County Resource Center	3	10	3	3	1	5	4	4	0	0	0	0
TOTAL	4	14	3	3	2	6	4	4	0	0	1	3

ARCHES Homeless Day Center:

Services	QTR	YTD
Total number of Day Center visits	4518	7418
-Average daily attendance	56	56
-Total number of NEW Day Center participants	75	137
Hot lunches served	1665	2954
-Average daily hot lunches served	48	48
Sack lunches dispensed	1014	2107
Total number of individuals accessing mail services	340	650
-Total number of NEW clients signing up for mail services	30	61
Total number accessing pet food assistance (could be a duplicated count)	540	1131
-Total estimated pounds of pet food distributed	640	1320

CRP Volunteer/Intern Supports:

	QTR	YTD
Number of Volunteers	2	4
-Total Volunteer hours	360	757
Number of Interns	1	1
-Total Intern hours	120	120

Community Resource Program

Challenges or Concerns:

We have a need for more unrestricted funds to support programs. We need to actively seek out funds for the Coordinated Entry Project when the New EHA funds end June 30, 2017, (3 full-

time positions), and funds to sustain the increased level of day center services currently funded by the New EHA funds ending June 30, 2017.

Many clients that come to the Resource Center for emergency assistance have zero income or are on a fixed income and cannot sustain self-sufficiency so they are not eligible for one time emergency assistance.

RENT - The transition of the HUD funding for the RENT Program to the New EHA funds is only available until the end of June 2017. We are exploring other possibilities to keep this important program running.

Fresh Start – We have are continuing receive referrals from DHS and assisting families in securing housing.

Opportunities:

ARCHES Housing Program – We are beginning to utilize the Coordinated Entry Waitlist and working out a system for selection that is appropriate for the RRH program.

RENT - We are looking forward to expanding the parameters with the RENT Program to include those households that are not only homeless but can be at risk of becoming homeless.

Fresh Start – We are utilizing the New EHA funds to obtain housing for our DHS clients and reunifying families with this program

Mid-Willamette Valley Community Action Agency, Inc.
Board of Directors Executive Committee Meeting
December 8, 2016
MINUTES

ATTENDANCE:

Committee Members Present: Herm Boes, Vice Chair

Committee Members Present by Phone: Jeff Wood, Board Chair; Jennifer Wheeler, Secretary

Staff: Jon Reeves, Executive Director; Cyndi Leinassar, Deputy Director; Amy Schroeder, Executive Assistant

The meeting of the Executive Committee started at 3:00pm. It was determined that a quorum was present.

1. **Executive Director Evaluation** – Jeff informed all that the Executive Director evaluation had been completed and reviewed by the whole board. The evaluation will be delivered to Jon at a later date.
2. **Executive Director Compensation** – Jeff informed the Committee the compensation has been reviewed and agree to keep compensation as is.

MOTION: To approve the Executive Director evaluation and compensation made by Jennifer Wheeler, seconded by Herm Boes.

APPROVED: Unanimously approved

3. **Board Officers** – Jeff informed the Committee his duties with the Sheriff's Office will be changing and it's highly likely he will no longer be on the Board. He shared though that the Sheriff wants to stay involved and will most likely designate another representative. Herm and Jennifer said they are willing to stay on as officers.
4. **Board Member Terms** – Cyndi shared that the terms for Nathan McClenny, Linda Bednarz and Jeff Wood (if he was continuing) are up and will need reappointed.
5. **Update on Audit** – Jon shared the audit has been postponed to mid-January. Time is still needed to gather the requested documents for the auditors; this list was sent to Kathy Chase prior to her leaving the agency, and it looks as if it wasn't forwarded to someone before her departure from the agency.
6. **Funding Opportunities** – Jon presented four funding opportunities:
 - a. **Oregon Community Foundation Community Grant** – This \$37,000 grant will add a bilingual receptionist at the CRP Dallas Resource Center to deliver consistent high-quality intake and follow-up for clients.

MOTION: To approve the application of the Oregon Community Foundation Community Grant of \$37,000 made by Jennifer Wheeler, seconded by Herm Boes.

APPROVED: Unanimously approved

- b. **Spanish Speaking Childcare Provider training from Yamhill Community Care.** This \$7,500.00 grant will help the Child Care Resource & Referral program to

offer trainings to Spanish speaking child care providers in Yamhill County to assist them in licensure, quality improvement and eventual QRIS rating.

MOTION: To approve the application of the Yamhill Community Care Grant of \$7,500 for Spanish speaking childcare training made by Herm Boes, seconded by Jennifer Wheeler.

APPROVED: Unanimously approved

- c. Beyond Housekeeping from Yamhill Community Care. This \$7,529.50 grant will help the Child Care Resource & Referral program to offer trainings, support and resource kits to licensed child care providers in Yamhill County.

MOTION: To approve the application of the Yamhill Community Care Grant of \$7,529.50 to offer trainings and supplies to licensed child care providers in Yamhill County made by Herm Boes, seconded by Jennifer Wheeler.

APPROVED: Unanimously approved

- d. City of Salem General Fund Grant. This \$88,679 grant will be divided by the CRP and HOME Youth & Resource Center programs (\$58,679 and \$30,000 respectively) to fund a total of three staff positions (two for CRP, one for HOME). The positions will be dedicated to the First-Step-to-Services to increase service coordination.

MOTION: To approve the application of the City of Salem General Fund Grant of up to \$110,000 to fund three staff positions for CRP and the HOME Youth & Resource Center made by Herm Boes, seconded by Jennifer Wheeler.

APPROVED: Unanimously approved

- e. City of Salem Community Development Block Grant. This \$50,000 grant will fund one Youth Empowerment Program Coordinator position and client services involved with the program.

MOTION: To approve the application of the City of Salem Community Development Block Grant of up to \$50,000 to fund one Youth Empowerment Program Coordinator position and client services for the HOME Youth & Resource Center made by Herm Boes, seconded by Jennifer Wheeler.

APPROVED: Unanimously approved

7. **City of Salem Grant Resolutions** - Jon presented two resolutions to the Committee that must be signed and submitted with the two City of Salem grants above. Jeff will sign and return the documents for submission with the grants.
8. **Organizational Standards** – Jon presented two draft procedures that are requirements of the Organizational Standards:
 - a. Customer Satisfaction Data Collection – To define the methods that will be employed throughout the year to collect, analyze and understand customer satisfaction. This will allow Community Action Agency and its programs to assess effectiveness of services. The procedure applies to all CAA programs and services as a method to determine satisfaction levels, quality of services,

and ultimately prioritize improvements that are most important to our constituents.

MOTION: To approve the Customer Satisfaction Data Collection Procedure made by Jennifer Wheeler, seconded by Herm Boes.

APPROVED: Unanimously approved

- b. Strategic Planning Process - This document provides guidance on how Community Action Agency conducts our Strategic Plan process.

MOTION: To approve the Strategic Planning Process made by Jennifer Wheeler, seconded by Herm Boes.

APPROVED: Unanimously approved

Meeting adjourned at 4:01pm.

Mid-Willamette Valley Community Action Agency, Inc.
Board of Directors Executive Committee Meeting
January 12, 2017
MINUTES

ATTENDANCE:

Committee Members Present: Jeff Wood, Board Chair ; Herm Boes, Vice Chair

Absent: Jennifer Wheeler, Secretary

Staff: Jon Reeves, Executive Director; Amy Schroeder, Executive Assistant

The meeting of the Executive Committee started at 5:10pm. It was determined that a quorum was present.

1. **Officer Positions** - Jeff informed the Committee his duties with the Sheriff's Office will be changing and it's highly likely he will no longer be on the Board. He shared though that the Sheriff wants to stay involved and will most likely designate another representative. Jon said he spoke with Helen Honey and Jon Weiner and both were interested in stepping into these positions. He will email the rest of the board to see if others are interested in serving in this capacity.
2. **Annual Board Meeting Agenda** - The annual meeting agenda was reviewed.
3. **Discussion of Agency Position** - The finance team is working with the Consultants from Wipfli as we are reconciling our June year end financials. This is a good double check as we prepare for our audit and align everything to move forward with solid monthly reconciliations of accounts to ensure our financial statements are timely and accurate. We will be able to notify the Board of the new dates for the rescheduled audit very soon.
4. **Salem Health Community Partnership Grant** – Jon shared with the Committee a funding opportunity through Salem Health. The grant of \$25,000 is for the “Vouchers for Kids” program designed to provide restorative dental care to uninsured children residing in Polk County. It will also provide funding for two dental surgery days that will address the needs of those children with the most complex and pressing dental care needs. This program will be administered by either our Community Resource Program or Head Start.

MOTION: To approve the application for the Salem Health Community Partnership Grant in the amount of \$25,000.00 made by Herm Boes, seconded by Jeff Wood.

APPROVED: Unanimously approved

5. **Catholic Community Services TANF Grant** – Jon shared with the Committee a funding opportunity through Catholic Community Services. The grant of up to \$35,000 is to implement the “Fostering Hope for a Better Future” (FHBF) project. It will provide targeted customized wraparound direct services and supports to eligible FHBF families. Services may include: home visiting, parenting education, coaching, resource referral, energy assistance, Head Start, child care resource & referral and self-sufficiency skill building.

MOTION: To approve the application for the Catholic Community Services TANF Grant of up to \$35,000.00 made by Herm Boes, seconded by Jeff Wood.

APPROVED: Unanimously approved

6. **November 2016 Board Meeting Minutes** – Eva Pignotti is in need of the approved board meeting minutes from November for federal funders. Since we did not have a December full board meeting they have not been approved yet.

MOTION: To accept the November 2016 full board meeting minutes made by Herm Boes, seconded by Jeff Wood.

APPROVED: Unanimously approved

7. **City of Salem Grant for Home Youth & Resource Center** - Jon shared with the Committee a funding opportunity through the City of Salem. The grant of \$600.00 is to go toward the “One Thousand Soles Kick-Off” event, the Youth Empowerment Program and CREW activities.

MOTION: To approve the application for the City of Salem grant of \$600.00 for HYRC activities made by Herm Boes, seconded by Jeff Wood.

APPROVED: Unanimously approved

Meeting adjourned at 6:21pm.

Mid-Willamette Valley Community Action Agency, Inc.
Board of Directors Finance Committee Meeting
January 12, 2017
NOTES

ATTENDANCE:

Committee Members: Helen Honey

Absent: Jeff Wood, Erika Lanning

Staff: Jon Reeves, Executive Director; Carol Matteson, CFO; Amy Schroeder, Executive Assistant.

The meeting of the Finance Committee began at 4:07 pm. It was determined that a quorum was not present.

- 1. Visa Review** – Helen completed the Visa card review.
- 2. Finance Department Consultant Visit Overview** – Jon shared we had put out a bid for a consultant through ORPIN. Only one bid was received however was highly qualified as they have audited Community Action Agency's nationwide and are leading authority on Head Start Standards and requirements. These Consultants were selected from Wipfli
- 3. Audit Preparation Progress** - Jon shared the audit has been postponed until we have all of our accounts reconciled. Time is still needed to gather the requested documents for the auditors. The Board will be notified once we have new dates selected.

Meeting adjourned at 4:57pm.

COMMUNITY ACTION AGENCY

**JANUARY 2017 ANNUAL MEETING
BOARD OF DIRECTORS**



BOARD PACKET ADDITION #2

Resubmission of Continuation Grant

The Head Start program has made changes to the organizational structure which requires the 2017-2018 continuation grant to be revised and resubmitted. The initial continuation grant application was previously approved at the joint Board of Directors and Policy Council meeting on November 15, 2016.

Organizational structure changes include changing Lead Teacher positions to Teacher positions and removing supervisory duties; transitioning supervision of all classroom staff to Regional Team Resource Specialists; transitioning supervision of Family Educators to the Family Services Specialist; and a reduction in positions among non-classroom staff to support the implementation of new systems for procurement and purchasing, data entry, application processing and intake. Eight non-direct service positions were removed from the structure and three new positions were added into the structure.

The corresponding changes to the budget and narrative provide the details of the organizational restructure and shift funding in the amount of \$233,602 from salaries to line item expenditures in the Head Start and Early Head Start budgets. These line items include costs for leasing and maintaining facilities, janitorial contracts, classroom supplies, staff and child recruitment.

Recruitment of Board Members for Selection Criteria Committee

It is time for the Head Start program to develop selection criteria for the upcoming school year. This criteria is developed in committee comprised of parents of enrolled children. The pre-school committee includes partners and parents from Salem Keizer Head Start. The Early Head Start committee includes parents from EHS and the EHS Child Care Partnerships programs.

It is our request to have a member of the Board of Directors at each of the committee meetings. The role of the Board member and program leadership is to facilitate, observe, and guide the process for parents to develop the criteria in a consensus-based model. The two meetings can be attended by the same Board member or by two different members.

Pre-School Selection Criteria Committee: February 1, 2017, 5:00 – 8:00 p.m.
MWVCAA Administrative Office. Dinner provided

Early Head Start Selection Criteria Committee: February 3, 2017, 6:00 – 8:00 p.m.
MWVCAA Administrative Office. Dinner provided

FUNDING OPPORTUNITY

Date: _____

Program/Director: _____

Grant: _____

Funding Agency: _____

Amount of Grant: _____

Application Due: _____

New Grant: _____ Yes _____ No

Continuation Grant: _____ Yes _____ No

Formal Board Approval: _____ Yes _____ No

Policy Council Approval: _____ Yes _____ No

Purpose of Grant: _____

Partners: _____

Action Taken: _____

School Readiness Proposal

School readiness play groups for child care providers and parents/caregivers

Child Care Resource and Referral of Marion, Polk and Yamhill counties wants to provide school readiness play groups for children 0-5 in 2 hotspots, Dayton and Sheridan, for 1.5-2 hours twice monthly for each site. Recruitment will include licensed and unlicensed child care providers (especially providers caring for children through DHS) and parents (as well as focusing on parents on wait lists with Head Start).

An educator skilled in Early Childhood and teaching adults will facilitate the play groups. The facilitator will help demonstrate and model: scaffolding, positive interactions, cultural sensitivity, language development, transition tools, etc..

Each play group session will incorporate a basic structure that will include: snack, music, reading and a theme. Handouts of skills/activities that build on theme will be available for providers/parents/caregivers to take home after each session.

The areas of the 2014-2018 Early Learning Hub Strategic plan that these play groups will address are:

- Increase in Kindergarten Assessment Scores in each domain by demographic group.
- Decrease in disparities in Kindergarten Assessment scores for children of color and children from low-income families.
- Increase in number of children served in hot spots .
- Increase in the number of children and families served by DHS who are receiving early learning, parent education and family support services.

The structure of the play group will incorporate research based skills, for school success, that improve the caregivers and children's school readiness, exposure and knowledge. Areas that will be focused on are: social and emotional, early math skills and language and literacy. Some of the research based skills that will be integrated into the play groups will include:

Mindfulness

Mindfulness can help children improve their abilities to pay attention, to calm down when they are upset and to make better decisions. In short, it helps with emotional regulation and cognitive focus http://www.huffingtonpost.com/sarah-rudell-beach-/8-ways-to-teach-mindfulness-to-kids_b_5611721.html

<http://www.mindfulschools.org/about-mindfulness/research/>.

Movement and music

Successful experiences in music help all children bond emotionally and intellectually with others through creative expression in song, rhythmic movement, and listening experiences (<http://www.nafme.org/about/position-statements/early-childhood-education-position-statement/early-childhood-education/>)

Math and math concepts

Research on children's learning in the first six years of life demonstrates the importance of early experiences in mathematics. An engaging and encouraging climate for children's early encounters with mathematics develops their confidence in their ability to understand and use mathematics. <http://www.nctm.org/earlychildhoodmath/>

Mathematical thinking is cognitively foundational¹, and children's early knowledge of math strongly predicts their later success in math.² More surprising is that preschool mathematics knowledge predicts achievement even into high school.³ Most surprising is that it also predicts later reading achievement even better than early reading skills <http://www.du.edu/kennedyinstitute/media/documents/math-in-the-early-years.pdf>

Language and Literacy

By 3 years of age, there is a 30 million word gap between children from the wealthiest and poorest families. A recent study shows that the vocabulary gap is evident in toddlers. Read to children daily, taking time to go over new words. Look for books with illustrations that provide clues to word meanings. <http://www.naeyc.org/tyc/article/the-word-gap>

Access to community and early childhood resources will be available at each play group.

Examples of resources that will be available are:

- VROOM flyers
- ASQ Oregon flyers
- YES Imagination library sign up cards
- Information on Parenting classes in communities
- Inclusive Child Care Program Flyers
- CCR&R Newsletter and Training Guide

Staff will have 1-2 Ipads available each session for parents who might wish to complete the ASQOregon online but do not have internet access or who want to access community resources.

Environment:

We will be partnering with Yamhill County Head Start to offer the play groups in developmentally appropriate locations. The classrooms are set up for children ages 0-5. We will be providing liability insurance through our agency's umbrella.

Actual Budget:

4,500 Staff Costs

1,250 Mileage

1,500 Snacks

2,000 Activities

1,500 Printing

1,250 Maintenance Supplies (Paper products/cleaning)

Total budget: \$12,000