

# **COMMUNITY ACTION AGENCY**

## **OCTOBER 2019 MEETING BOARD OF DIRECTORS**

**THURSDAY, OCTOBER 24, 2019**

**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  
BOARD OF DIRECTORS  
AGENDA**

2475 Center St NE  
Salem OR 97301  
October 24, 2019

**Mission**

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

**Vision**

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

- |             |   |             |
|-------------|---|-------------|
| <b>I.</b>   | <b>Welcome and Introductions</b>  | <b>5:30</b> |
|             | 1. Recite Mission and Vision Statements   |             |
| <b>II.</b>  | <b>Public Comment</b>   | <b>5:35</b> |
| <b>III.</b> | <b>Approval of Agenda p. 2</b>  | <b>5:40</b> |
| <b>IV.</b>  | <b>Consent Calendar</b>   | <b>5:45</b> |
|             | 1. August 2019 Full Board Meeting Minutes pp. 3-7                                       |             |
|             | 2. September 2019 Program Director Reports pp. 8-24                                     |             |
|             | 3. September 2019 Executive Director's Report pp. 25-27                                 |             |
|             | 4. September 2019 Committee Meeting Minutes p.28  |             |
|             | 5. October 2019 Program Director Reports pp. 29-46                                      |             |
|             | 6. October 2019 Executive Director's Report   |             |
|             | 7. October 2019 Committee Meeting Minutes p. 47   |             |
| <b>V.</b>   | <b>Board Business</b>   | <b>5:55</b> |
|             | 1. Golf Marathon Presentation by ProFund Fundraising Solutions                          |             |
|             | 2. Executive Director's Report  |             |
|             | i. Sit/Lie Ordinance  |             |
|             | ii. Agency's Strategic Plan Update  |             |
|             | 3. Presentation on HOME Youth & Resource Center – Tricia Ratliff                        |             |
|             | 4. Financials – <i>Approval</i>   |             |
|             | 5. Budget – <i>Approval</i>   |             |
|             | 6. State Farm Head Start Disaster Preparedness Initiative Application – <i>Approval</i> |             |
|             | 7. Membership Committee   |             |
|             | 8. Program Committee  |             |
|             | 9. Executive Director Evaluation and Compensation                                       |             |
| <b>VI.</b>  | <b>Adjournment</b>  | <b>7:30</b> |

**Next board meeting: Thursday, November 21, 2019**

**Mid-Willamette Valley Community Action Agency, Inc.**  
**Board of Directors Meeting**  
**August 22, 2019**  
**MINUTES**

**ATTENDANCE:**

**Board of Directors:**

**Present:**

Jon Weiner (by phone)	Kevin Karvandi	Melissa Baurer	Herm Boes
Jennifer Wheeler	Linda Bednarz	Nathan McClenny	Shelaswau Crier
Steve McCoid			

**Absent:** Erika Lanning      Helen Honey      Jade Rutledge      Jannautte Wagner  
Lyle Mordhorst

**Others Present:**

**Program Directors/Staff/Guests:**

Jimmy Jones, Executive Director  
Helana Haytas, Chief Operations Officer  
Kaolee Hoyle, Chief Financial Officer  
Dana Schultz, Director of Program Development  
Ashley Hamilton, CRP/ARCHES Program Director  
Rogelio Cortes, Weatherization Program Director  
Sue Maxwell, Nutrition First Program Director  
Tricia Ratliff, HOME Youth & Resource Center Program Director  
Amy Schroeder, Office Specialist  
Hailee Vandiver, Donor Relations Coordinator

**The meeting of the Board of Directors was called to order at 5:50pm by Board Chair Jennifer Wheeler. It was determined that a quorum was present.**

**I.      Welcome and Introductions**

Board Chair Jennifer Wheeler welcomed everyone and introductions were made. The Agency's Mission and Vision statements were recited by all.

**II.     Public Comment**

None were made.

**III.    Approval of Agenda**

The Golf Marathon Presentation is being postponed to a future meeting.

**MOTION:** To approve agenda, as amended, made by Nathan McClenny,

**SECOND:** Steve McCoid.

**APPROVED:** Unanimously approved

**IV. Consent Calendar**

**1. June & July 2019 Full Board Meeting Minutes**

No discussions or concerns were raised

**2. August 2019 Program Directors' Reports**

No discussions or concerns were raised

**3. August 2019 Executive Director's Report**

No discussions or concerns were raised

**4. July & August 2019 Committee Meeting Minutes**

No discussions or concerns were raised

**MOTION:** To approve consent calendar made by Steve McCoid,

**SECOND:** Nathan McClenny.

**APPROVED:** Unanimously approved

**V. Board Business**

**1. Executive Director's Report**

a. Program presentations will be given every other month starting with the ARCHES Program this month.

b. Jimmy Jones and Dana Schultz introduced Hailee Vandiver our new AmeriCorps/VISTA Donor Relations Coordinator. She will assist the agency to develop a donor tracking system, determine donor patterns and help attract new donors. She will complete two small fundraising events during her time with the agency.

**2. ARCHES Presentation** – Program Director Ashley Hamilton gave a PowerPoint presentation highlighting the program's services.

**3. Continuum of Care Presentation** - Jimmy Jones gave a presentation on the Rural Oregon Continuum of Care, and the proposal to create a new local COC.

**4. Memorandum of Agreement on Local COC** – At the request of several board members, action on the MOA was tabled to a later meeting, pending additional information.

**5. Amended Bylaws** – The board has previously reviewed and discussed the proposed bylaw changes.

**MOTION:** To approve amended bylaws made by Steve McCoid,

**SECOND:** Linda Bednarz.

**APPROVED:** Unanimously approved

**6. Nutrition First USDA Continuation Grant** – Sue Maxwell presented the continuation grant application for \$440,280. Funds from the grant will support all areas of operation, including program activities and nutrition education.

**MOTION:** To approve the Nutrition First USDA Continuation Grant for \$440,280 made by Linda Bednarz,

**SECOND:** Kevin Karvandi.

**APPROVED:** Unanimously approved

**VI. Adjournment**

**The Board of Directors meeting was adjourned at 7:23pm.**

Respectfully Submitted:

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Amy Schroeder, Board Support

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Jennifer Wheeler, Board Chair

**Mid-Willamette Valley Community Action Agency, Inc.**  
**Board of Directors Meeting**  
**August 29, 2019**  
**MINUTES**

**ATTENDANCE:**

**Board of Directors:**

**Present:**

Jennifer Wheeler  
Herm Boes  
Erika Lanning  
Shelaswau Crier  
Linda Bednarz

Jon Weiner  
Lyle Mordhurst  
Nathan McClenny  
Melissa Baurer

Kevin Karvandi  
Steve McCoid  
Jade Rutledge  
Nathan McClenny

**Absent:**

Helen Honey

Jaunnette Wagner

**Others Present:**

**Program Directors/Staff/Guests:**

Jimmy Jones, Executive Director  
Helana Haytas, Chief Operations Officer  
Kaolee Hoyle, Chief Financial Officer  
Nancy Cain, Manager of Audit and Compliance  
Ashley Hamilton, CRP/ARCHES Program Director  
Diane Merry, ARCHES Program Manager  
Scott Eastburn, ARCHES Program Manager  
Carlie GrosJacques, Human Resources Assistant

**The meeting of the Board of Directors was called to order at 12:00 pm by Board Chair Jennifer Wheeler. It was determined that a quorum was present.**

**I. Welcome and Introductions**

Board Chair Jennifer Wheeler welcomed everyone and introductions were made.

**II. Public Comment**

None were made.

**III. Approval of Agenda**

Seek board approval to participate in the Development Council that will develop a new Marion-Polk Continuum of Care.

**MOTION:** To approve agenda, as amended, made by Jennifer Wheeler.

**SECOND:** Kevin Karvandi.

**APPROVED:** Unanimously approved

**IV. Discussion**

**MOTION:** To approve participation in the Development Council that will develop a new Marion-Polk Continuum of Care.

**SECOND:** Steve McCoid.

**APPROVED:** Unanimously approved

**V. Adjournment**

**The Board of Directors meeting was adjourned at 12:15pm.**

Respectfully Submitted:

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Carlie GrosJacques, HR Assistant

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Jennifer Wheeler, Board Chair



## THE ARCHES PROJECT

615 Commercial Street NE  
Salem, Oregon 97301

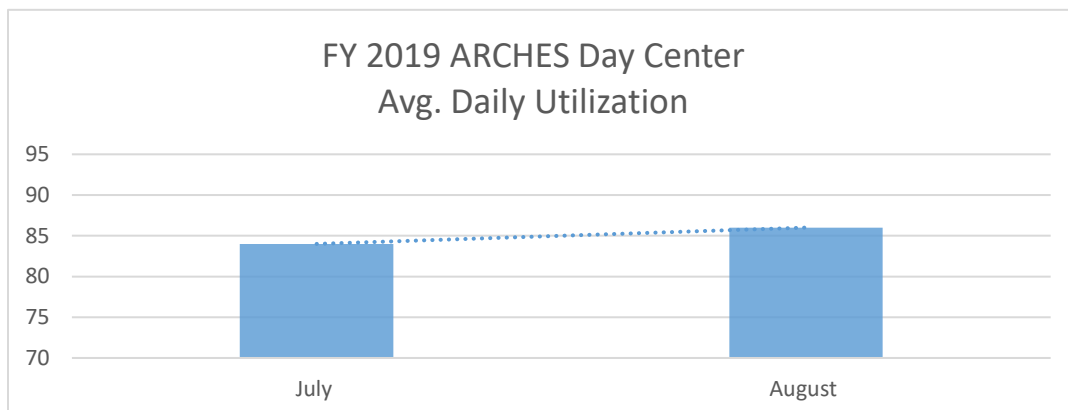
### CRP Board Report – September 2019

CRP administers MWVCAA’s homeless services and housing programs in Marion and Polk Counties. These programs are commonly called the “ARCHES Project.” Our services are located at 615 Commercial Street in Salem, as well as at the Dallas Resource Center in Polk County.

#### ARCHES Day Center:

Since opening day, the total number of duplicated Day Center visits is 28,909 - with an average daily attendance rate of 99. During the month of August, there was 1,723 duplicated visitors with an average daily utilization rate of 86. This is a 12% increase over August 2018’s average utilization rate of 77 daily visitors.

\* During the week of July 29 – August 2, the ARCHES Day Center was closed for renovations. As a result, no data regarding day sheltering was collected. This impacted the overall monthly attendance and average daily utilization.



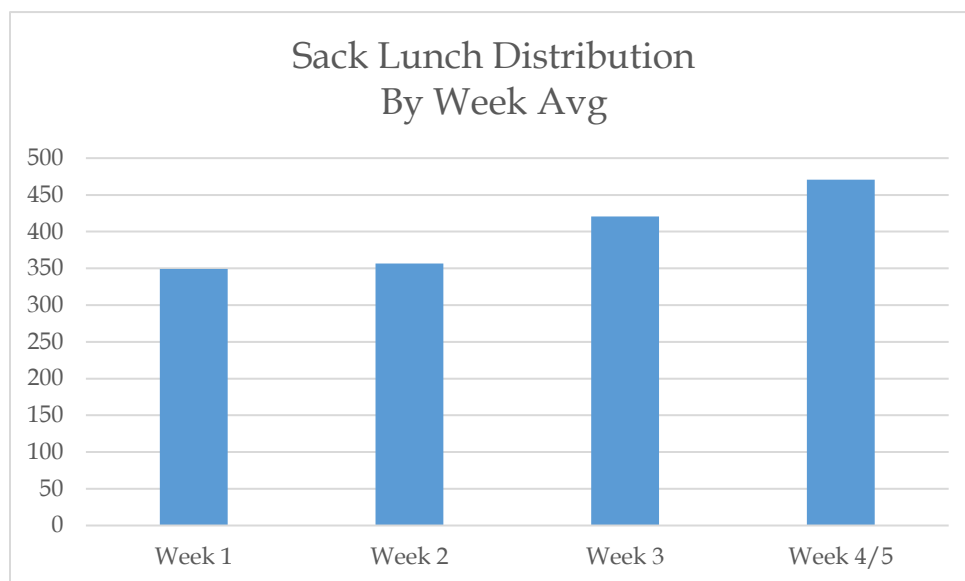


### ARCHES Basic Needs & Supportive Services:

Current utilization of Day Center Supportive Services has remained consistent. This is despite the Day Center closure in July / August. These services include: community mailboxes, sack lunches, hygiene kits, hair cut vouchers, and pet food. In all, ARCHES retains over 1000 active mailboxes, with an average of 240 client's accessing their mail per week, and distributing 154 pounds of pet food in August.

Basic Needs & Supportive Services						
Month	New client Mail Boxes	Checking Mail	Lunches	Calls	Pet Food	Hygiene & Hair Cuts
July Total	55	1031	1501	1357	78	51
August Total	85	1135	2244	1965	154	41
FY 2019 Total	85	2166	3745	3322	232	92
FY 2018 Total	750	9908	23145	17505	1863	403

The majority of delivered Supportive Services in August was distributing sack lunches (39%), as well as accepting incoming calls for resource referrals (35%). The general trend of increasing sack lunch distribution throughout the month continued in August, with 25% more lunches provided on week 4/5 (498) vs. week 2 (371).



## ARCHES Housing & Specialty Programs:

For the 2019 Fiscal Year, ARCHES will be reporting monthly on households and individuals served by housing stabilization programming. This data will be broken up into two segments. The first focusing on housing (*Table 1*), where all ARCHES programming which supplies prevention services, rental assistance, barrier removal, and deposits will be displayed. The second category is specialty programming (*Table 2*), this is inclusive of services that provide basic need supports, as well as self-sufficiency development.

During the month of August, 202 households (409 persons) received housing support, as well as 549 households (566 persons) engaging with ARCHES specialty services.

FY 2019 ARCHES Housing Programs							
<i>Table 1</i>							
Housing Programs	Households Served	Adults	Children	Households Searching	Newly Housed	Self-Sufficiency Exit	Total Unique Served
HOME TBA - RRH	27	36	38	1	0	0	74
Home TBA - Prevention	11	19	12	0	0	1	31
RRH+	<i>Program Pending</i>						
RRH	32	42	32	2	2	0	74
Diversion	1	1	0	0	0	1	1
DHS Fresh Start RRH	16	19	13	7	2	2	32
DHS Navigators	62	72	36	9	6	6	108
OHA-VRAP - RRH	68	85	7	5	2	0	92
ERA	37	50	2	4	0	2	52
Housing Assistance Program	14	20	6	1	0	0	26
VET DRF	46	54	2	6	1	3	56
HSP	43	62	78	0	24	4	140
Polk County RC - Prevention	4	5	8	0	0	4	13
Polk County RC - RRH /Diversion	15	18	8	0	0	15	29
Marion County RRH/Diversion	3	1	1	0	0	3	11
Marion County -Prevention	2	0	0	0	0	2	0
Mill City RC - Prevention	1	2	3	0	0	1	5
Mill City RC - Diversion	0	0	0	0	0	0	0
<b><i>TOTAL Served</i></b>	Households Served	Adults	Children	Households Searching	Newly Housed	Self-Sufficiency Exit	Total Unique Served
	382	486	246	35	37	44	744

FY 2019 ARCHES Specialty Programs						
Table 2						
Specialty Programs	Households Served	Adults	Children	Veterans	Fleeing DV	Total Unique Served
Coordinated Entry - Marion	328	376	269	40	154	765
Coordinated Entry - Polk	15	16	9	2	7	39
<b>Coordinated Entry - TOTAL</b>	<b>343</b>	<b>392</b>	<b>278</b>	<b>42</b>	<b>161</b>	<b>804</b>
Mobile Showers	47	47	0	3	0	47
Employment Navigation	6	6	0	0	0	6
Marion County VSO	888	888	1	888	0	889
Birth Certificates	1	1	0	0	0	1
RENT- Tenant Education	35	42	24	0	0	66
SOAR	1	1	0	0	0	1
<b>Total Served</b>	<b>Households Served</b>	<b>Adults</b>	<b>Children</b>	<b>Veterans</b>	<b>Fleeing DV</b>	<b>Total Unique Served</b>
	978	985	25	891	0	1010

### **CRP Success Story:** *Home Tenant Based Assistance*

*My client, S.A, was enrolled in the Home TBA program on October 21, 2018. At that time she was living with her husband and two children, a 2 year-old and a newborn. They were leasing an apartment within the City of Monmouth but had difficulties paying rent monthly.*

*S.A faced many challenges during the time she was enrolled in TBA. She started a good job, but was unable to retain it because her husband refused to watch their children. This was a dark time for S.A. However, her husband eventually left the household in February 2019. As a result, S.A seemed to be happier and was able to focus on herself and children.*

*Later, S.A decided to give her husband one more chance and after two nights back in the home he was arrested for 2nd degree assault and unlawful use of a weapon. On 7/20/2019 he was sentenced to 17 months in prison.*

*During her time with TBA, I worked extensively with S.A and her self-sufficiency action plan. She was always engaged; demonstrating a desire and drive to reach her goals. She is currently working a full-time job with reliable childcare. S. A recently received her housing voucher through WVHA and moved into a new unit that is owned by WVHA. She is very happy and very grateful for the assistance she received from Arches. She does not know what would have happened without the assistance. It was a wonderful experience working with S.A.*

*- Sean Sachs, Home TBA Case Manager*

### **Rural Resource Services:** *Marion and Polk Counties*

Rural Resource Services provide prevention funds for households experiencing an unexpected and unavoidable emergency in rural Marion and Polk Counties. These services, include: rent arrearages, utility shutoffs, as well as emergent utility and security deposits. Navigation and referral services are also a key feature of this program; creating linkages to external service providers in order to improve self-sufficiency for households moving forward.

During month of August, 10 households were assisted and avoided homelessness. While 333 referrals to community resources were tracked (*Table 3*).

Rural Resource Services - August 2019									
Table 3									
Resource Referrals								Direct Client Services	
County	Housing & Rent	Utilities	Security Deposits	Transportation	Food & Clothing	Medical	General	HHs Served	Money Spent
Polk Co.	15	3	6	26	34	0	2	9	\$ 4,659.00
Marion Co.	99	42	11	0	0	0	95	1	\$ 700.00
Total	114	45	17	26	34	0	97	10	\$ 5,359.00

### **Program Expansion & Grants:**

- ***Oregon Community Foundation (\$115,000.00) and Meyer Memorial Trust (\$126,000.00):*** ARCHES has progressed into the final review stages for two grant applications. Both are aimed at supporting operational costs associated with expanding ARCHES services through Resource Center programing: 1) Santiam Outreach Community Center, 2) Catholic Community Services Center (Portland Rd) – Opening January 2020. Each site acts as a gateway to ARCHES services – thereby broadening our service delivery model, while also providing Emergency Homeless Prevention supports (i.e rent arrearages, utility shuts off, and security deposits).
- ***Oregon Housing and Community Services (OHCS) - Permanente Supportive Housing (PSH) Pilot:*** In September, two applications were submitted to OHCS in attempts to be selected to participate in the State’s first PSH pilot program. Where awarded entities will participate in an extensive cohort that receives PSH styled technical assistance training. Upon conclusion of the program, funds are then provided to assist in the building and operating of PSH units. In collaboration, ARCHES applied with:

- 1) Salem Housing Authority: Development of 76 PSH units for Salem's most vulnerable Chronically Homeless.
- 2) Polk County Community Services: Development of 15 units in Dallas for homeless Veterans.

### **Other News:**

- ARCHES hosted a Vaccine and Licensing clinic for cats/dogs of person's who are experiencing homelessness. This was in partnership with Willamette Valley Animal Hospital, Marion County, Coalition advocating for Animals, and PAL - Prevent a Litter. In all, over 60 animals were seen. Households left with pet food, collars/leashes, jackets and sweaters, as well as microchips. Event was so successful that the team will be returning in 6 months.
- SOCC attended SIT, Mill City Chamber of Commerce, and City Council events in continued efforts to promote services. ARCHES Staff and the ROCC were also interviewed by KYAC, Santiam's local radio station.
- Salem Warming Network hosted three trainings: 2 Warming Center site reviews, and 1 Warming Academy for volunteers. Warming Academies will be held throughout the winter season, focusing on Trauma informed and client centered care.
- Veteran Stand-down was held on September 3<sup>rd</sup>, 2019 at Chemeketa. ARCHES and VSO were in attendance.
- The ARCHES Mod Pizza Fundraiser brought in an additional \$195.00 to unrestricted funding.
- ARCHES released their State Homeless Assistance Program (SHAP) Request for Proposals. These are funds to be allocated within Marion and Polk counties for the purpose of enhancing local shelter opportunities based upon National Best Practices. ARCHES is seeking to distribute \$600,000.00 in awards during the 19-21 Biennium.
- Salem Warming Network has introduced Sponsor the Mat. Whereby individuals and business can donate \$10/night in order to support warming Operations.



## SALEM WARMING NETWORK

*Our Mission: To Save Lives*

# Sponsor the Mat

*Each mat sponsored helps us provide a warm and safe place for our guests to go when temperatures become dangerous*

### SPONSORSHIP LEVELS

#### FOR INDIVIDUALS

<b>1 Mat</b>	Website Feature
<b>5 Mats</b>	Website Feature Tote Bag
<b>10 Mats</b>	Website Feature T-Shirt Recognition at Celebration

#### FOR BUSINESSES

<b>10 Mats</b>	Website Feature
<b>25 Mats</b>	Website Feature Recognition at Celebration
<b>100 Mats</b>	Website Feature Recognition at Celebration Gift on behalf of Network

**The cost to sponsor one mat for a single night is \$10**

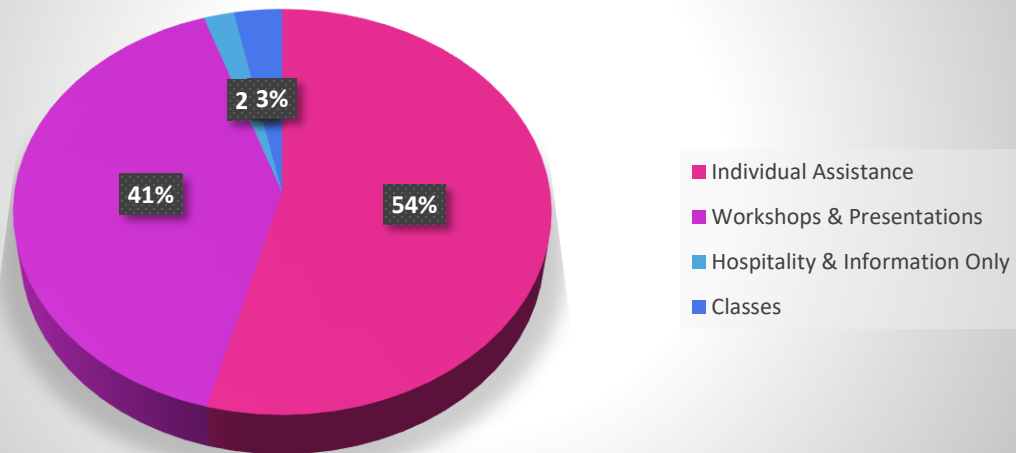
*To donate, visit or mail donation to:*

*ARCHES Project • 615 Commercial St. NE Salem, OR 97301*

*Please write Sponsor the Mat on check memo line or on envelope*

*For questions, contact: [kaylynn.gesner@mwvcaa.org](mailto:kaylynn.gesner@mwvcaa.org)*

## How the De Muniz Resource Center Served Clients in August



## Opportunities/Challenges

- ❖ De Muniz Resource Center served 203 clients in August
- ❖ 67 clients successfully got enrolled in the Oregon Health Plan from our site
- ❖ Education and employment was the focus of 46% of all services this month
- ❖ De Muniz Resource Center coordinates and hosts substance abuse support meetings which 63 clients took advantage of which totaled 92 occurrences for the month
- ❖ Employment Navigator continues to collaborate with Willamette Workforce Partnership on a new contract grant in which collaboration with WorkSource Oregon in Salem and Woodburn occurs
- ❖ Director is scheduled to attend the De Muniz Legal Clinic's annual fundraising event to support reentry in our community
- ❖ Director will serve as a table captain for the Marion County Reentry Initiative's Annual Breakfast event on October 1<sup>st</sup>
- ❖ Main challenge continues to revolve around budget shortages and being short staffed

## Volunteer Report

	# OF VOLUNTEERS	# OF HOURS DONATED
AUGUST	22	104

\*De Muniz Resource Center is funded through the Marion County Sheriff's Office and is contracted to serve clients in Marion County.

## CCR&R PROGRAM REPORT

Shannon Vandehey

Program Director

September 2019

### ***Executive Summary of Activities:***

#### **Opportunities/Challenges**

Received our budget amounts for the next biennium (current funding and new additional funds, Network funds). October 1 our budget amendments will all be combined into one contract. Working with fiscal on it for November submission deadline.

**Opportunity:** We held a Emergency Preparation Response and Recovery training for child care providers. The class was full within 2 days. 27 participants from all 3 Counties. The Marion and Polk Early Learning Hub sponsored the training with a set of Disaster prep materials for each child care provider.

**Opportunity:** CCRR Director will be attending a Dare To Lead training on October 3<sup>rd</sup> and 4<sup>th</sup> in Linn Benton. Program features:

- 16-hour curriculum designed by the Brené Brown Education and Research Group
- In-person, co-creative facilitation
- Videos of Brené made exclusively for the Dare to Lead™ program
- Small group and pair work
- Interactive and reflective exercises to practice the four skill sets of courage

#### ***Program Learning***

- What courageous leadership and cultures look like and what happens when courage is absent. Spoiler alert: Without courage, toxicity thrives.
- What gets in the way of us showing up as our whole selves and being brave. Spoiler alert: It's not fear.
- The four skill sets of courage and how to immediately begin building them and putting them into practice. Spoiler alert: This includes having tough conversations.

**Challenge:** We have opened a position for an Quality Improvement Specialist-Bilingual with an Infant/Toddler specialty as we heard from the state that we will be required to have a 1 FTE Infant/Toddler Specialist on staff. Position will remain open until filled.



# Energy Services August Program Report

Traia Campbell, Program Director

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

Energy Services households served in August: LIHEAP, OEA PGE & PP, OLGA & GAP

### August Marion & Polk completions

Funding	HH	People	>6	60+	Disabled	@ or below 75% of poverty	Ave HH pmt
LIHEAP	74	237	41	15	22	34 =45% of hh served	\$415.83
OEA PGE	275	788	125	94	99	123 = 44% of hh served	\$391.80
OEA PP	38	124	18	11	7	17 =44% of hh served	\$409.50
OLGA	45	161	32	9	6	19 = 42% of hh served	\$287.97
GAP	0	0	0	0	0	0 = 0% of hh served	\$0.00
<b>Total</b>	<b>432</b>	<b>1310</b>	<b>216</b>	<b>129</b>	<b>134</b>	<b>193 =44% of hh's served</b>	<b>\$405.71</b>

### July Marion & Polk completions

Funding	HH	People	>6	60+	Disabled	@ or below 75% of poverty	Ave HH pmt
LIHEAP	130	441	78	19	44	43 =33% of hh served	\$404.61
OEA PGE	256	780	124	63	78	95 = 37% of hh served	\$388.18
OEA PP	44	153	32	9	8	19 =43% of hh served	\$406.81
OLGA	76	263	22	18	23	19 = 25% of hh served	\$263.67
GAP	0	0	0	0	0	0 = 0% of hh served	\$0.00
<b>Total</b>	<b>506</b>	<b>1637</b>	<b>256</b>	<b>109</b>	<b>153</b>	<b>176 =34% of hh's served</b>	<b>\$399.87</b>

In August, Energy focused on preparing the office for program year 2020 which starts October 1, 2019. This included shredding previous years applications, updating processes and procedures, reviewing the updated LIHEAP and OEA manuals from OHCS, etc.

We continue to schedule LP and OEA PGE / PAC appointments but are careful to not over spend as the program year ends next month, September. At this time Energy is nearly out of LIHEAP funds, we continue to spend out OEA PGE but have remaining OEA PAC and OLGA funds. Requests for assistance remain steady but have decreased from July.

Energy began scheduling August OEA PGE and PAC appointments July 31, the last Monday of the month, in preparation for forward funding that will begin in October. Currently OEA PGE and PAC funding is received monthly restricting our ability to spend more than the amount received. Forward funding will allow Energy to make additional appointments October through March when the need is the highest. I plan to spend 11% direct client vendor funds monthly October through March and the remaining allocation April through September. Additional staff will be added to answer calls the last Monday of each month to reduce the hold time. Callers will receive a message while on hold when all appointments have been filled and given the choice to either stay on hold to be added to the monthly waiting list or hang up. Energy is not expecting to receive additional funding but we are hopeful this change in scheduling will simplify the process of making an appointment.

### August Marion & Polk completions

Funding	HH	People	>6	60+	Disabled	@ or below 75% of poverty	Ave HH pmt
LIHEAP	9	32	7	2	1	3 =33% of hh served	\$433.88
OEA PGE	3	8	3	1	1	0 = 0% of hh served	\$338.33
OEA PP	23	78	15	8	6	11 =47% of hh served	\$439.78
OLGA	9	40	7	2	0	4 = 44% of hh served	\$326.11
GAP	0	0	0	0	0	0 = 0% of hh served	\$0.00
<b>Total</b>	<b>44</b>	<b>158</b>	<b>32</b>	<b>13</b>	<b>8</b>	<b>18 =40% of hh served</b>	<b>\$404.00</b>

**HEAD START PROGRAM REPORT**  
**Eva Pignotti**  
**September 2019**

- 1. Attendance Reporting:** If the overall attendance for any program falls below 85%, an analysis must be completed to justify the causes for low attendance.

**August 2019 Attendance**

Program Option and County	Percentage
PreK Marion County	80.23%
PreK Polk County	72.64%
PreK Full Day DHS Subsidized (Marion County only)	77.34%
PreK Overall	64.20%
EHS Marion County	74.48%
EHS Polk County	83.15%
EHS Full Day DHS Subsidized (Marion County only)	85.71%
EHS Overall	80.62%
EHS CCP Marion County	***
EHS CCP Polk County	***
EHS CCP Overall	***

\*\*\* We are unable to produce the attendance data for August for the EHS CCP program because one family child care provider, who elected to end her contract on 8/19/19 has not submitted the required information. We will report on this data once it has been obtained.

**Attendance Analysis**

**Early Head Start Child Care Partnerships - July 2019**

For the month of July 2019 the EHS Child Care Partnerships program attendance was 80.91%. The top reasons for absences included: vacation/family day (31%), sick children (19%), and 9% of the absences were due to approved extended leave requests.

Several families took summer vacations, there was some illness that went around for some families and then there was a child who got severe burns and had a 2 week extended leave and another child that we did an extended leave due to the teens parents taking them out of state for a period of time. The injured child has returned and the other Teen parent we are working with individually to their circumstance.

### **Early Head Start - July 2019**

For the month of July 2019 the Early Head Start program attendance was 79.26%. The top reasons for absences included: unexcused absences (19%), sick child (13%) and vacation/family day (10%).

Several families took vacations during the month. Since we started to analyze the reasons why parents were keeping children home when they weren't sick, the number of unexcused absences has increased as we have parents who say 'I just kept my child home', without offering a valid reason. The EHS Teachers continue to work with families to excuse their child's absence from school. The program will continue to educate families on the importance of sending their child to school unless they are sick. The new Attendance Monitor should help the program with educating families and staff by sending our resources and working closely with families on finding plans that work for both the parents and the program.

### **Early Head Start - August 2019**

For the month of August 2019 the Early Head Start program attendance was 80.62%. The top reasons for absences included: unexcused absences (22%), sick child (16%) and vacation/family day (18%).

Several families took vacations during the month. Since we started to analyze the reasons why parents were keeping children home when they weren't sick, the number of unexcused absences has increased as we have parents who say 'I just kept my child home', without offering a valid reason. The EHS Teachers continue to work with families to excuse their child's absence from school. The program will continue to educate families on the importance of sending their child to school unless they are sick. The new Attendance Monitor should help the program with educating families and staff by sending our resources and working closely with families on finding plans that work for both the parents and the program.

### **Head Start Preschool - August 2019**

For the month of August 2019 the Preschool Program attendance was 64.20%. The top reasons for absences included: approved extended leave (34%), unexcused absences (24%), and sick child (11%).

Approved extended leaves are primarily used when a family requests time for vacations or upcoming family circumstances known by the family ahead of time. This year families with children in summer duration classes were encouraged to have their children who are transitioning into kindergarten attend a week long Jump Start Kindergarten Boot Camp program offered by Salem Keizer School District. The program approved extended leave requests for this time away from school as it was in the best interest of the children and helped to support kindergarten readiness.

Unexcused absences are difficult to analyze. The Family Educators and site staff will continue to work with families to excuse their child's absence from school. The program will continue to educate families on the importance of sending their child to school unless they are sick. The new Attendance Monitor should help the program with educating families and staff by sending our resources and working closely with families on finding plans that work for both the parents and the program.

Sick children was the third top reason for low attendance in our program this month. We encourage families not to send their children to school sick. During the summer months, there are still common colds and flu virus's lurking around. To help combat germs the program will continue its practice of using the three step cleaning process to help eliminate germs. The program also has scheduled cleaning of sites, by professionals after school is out, helping with the getting rid of germs.

2. **Enrollment Reporting:** Programs must be full within 30 days of the start of the school year and continue to fill vacant slots within 30 days of the vacancy **until 30 days before the end of the year**. Numbers reported include slots vacant for less than 30 days.

### Enrollment August 2019

Program Option and County	Funded	Filled
PreK Marion County Part Year	653*	74
PreK Polk County Part Year	120*	16
PreK Full Day DHS Subsidized (Marion County only)	20	17
PreK Overall	793*	107
EHS Marion County	54	54
EHS Polk County	34	34
EHS Full Day DHS Subsidized (Marion County only)	8	8
EHS Overall	96	96
EHS CCP Marion County	52	51
EHS CCP Polk County	8	7
EHS CCP Overall **	60	58

\* During the summer months, only duration and full day full year pre-school classes are in operation. 98 Marion, 20 Polk, and 138 total enrollment is the goal during June, July and August.

## Waiting List August 2019

Program Option and County	Number
PreK Marion County Part Year	115
PreK Polk County Part Year	6
PreK Full Day DHS Subsidized (Marion County only)	13
PreK Overall	134
EHS Marion County	59
EHS Polk County	11
EHS Full Day DHS Subsidized (Marion County only)	3
EHS Overall	73
EHS CCP Marion County	8
EHS CCP Polk County	0
EHS CCP Overall	8

	August 2019	
USDA Meal Reimbursements	Number of Meals Served	Amount Reimbursed
Breakfast	1,672	\$3,076.48
Lunch	1,761	\$6,005.01
Snack	346	\$ 325.24
Cash In Lieu		\$ 418.24
<b>Total Reimbursement</b>	<b>3,779</b>	<b>\$9,824.97</b>

## Program Updates:

The Middle Grove parking lot paving job is winding down. Most of the asphalt is down, striping is coming next. The lighting will be later in September as the poles take a long time to ship, but we expect to have the lighting installed by the end of September.

Staff are back from summer layoff and engaged in pre-service activities such as training, setting up classrooms and home visiting families. We are excited to begin our first year serving over 1,000 children!

Bus driver positions are still not filled and we will have to begin the school year with several classes identified as not having a bus until we have someone hired and trained to do the driving. Based on enrollment data, and the number of families who have agreed to self transport, we are pulling the bus transportation temporarily from Woodburn, Cascade & Santiam Center, Middle Grove 1 and Middle Grove 4. We sincerely hope this is a temporary situation!

**HOME Youth & Resource Center – Board Report  
September 2019**

<b>2019 Executive Summary</b>													
	<b>J</b>	<b>F</b>	<b>M</b>	<b>A</b>	<b>M</b>	<b>J</b>	<b>J</b>	<b>A</b>	<b>S</b>	<b>O</b>	<b>N</b>	<b>D</b>	<b>total</b>
<b>Runaway &amp; Homeless Youth (RHY)</b>													
Salem Run Reports Received & Acted On	21	41	14	39	63	18	45	24					
Keizer Run Reports Received & Acted On	6	9	4	5	5	2	11	2					
Reunited To Permanent Connections	20	25	9	21	22	6	18	0*					
Families Connected With	16	20	12	17	30	8	20	0*					
Youth Connected With Via Street Outreach (duplicated)	0	5	1	0	4	0	0	0					
RHY Case Managed	2	2	5	3	5	5	2	1					
Non- RHY Case Managed	0	1	1	1	0	1	2	1					
<b>Drop In Day Shelter (Stationary Outreach)</b>													
Unduplicated Youth Served	108	95	107	96	119	94	125	97					
Total Visits	722	439	477	441	494	364	541	493					
Total Meals (lunch, snack & dinner)	844	571	593	529	526	432	626	592					
Youth New To Services (intakes)	18	11	24	26	19	14	32	11					
<b>Youth Empowerment Program (YEP)</b>													
Youth Participated At Some Level (duplicated)	16	18	9	9	9	5	20	16					
Attended Job Skills Development Workshops	12	12	1	0*	0*	0*	16	9					
Attended Financial Literacy	8		5	0*	0*	0*	16	0*					
Attended Education & Business Field Trips	9		3	0*	0*	0*	0*	8					

	J	F	M	A	M	J	J	A	S	O	N	D	total
Taylor's House (Supportive Emergency Shelter)													
Youth Served (residents: monthly = duplicated. Total/ annual = unduplicated)	11	12	9	13	14	12	11	12					
Total Nights of Service	154	143	221	242	284	209	169	192					
Community Support													
Number of Volunteers / Interns	8	6	17	7	6	6	4	2					
Total Number of Volunteer / Intern Hours	173	190	252	152	179	88	66	14					
Key	0* = Activity Not Offered								X* - Did Not Collect Data				

### **Drop In:**

- Received letter of intent to award \$200,000 over the next biennium to the Drop In for our Youth Empowerment Program (YEP). This program provides paid work experience, job training, mentorship and savings match for youth ages 11-18, with a targeted emphasis on runaway, homeless and street youth. This additional funding will allow us to expand the program in terms of services provided and staff facilitating them. Funding starts October 1<sup>st</sup>.

### **Taylor's House:**

- Continuing to see a consistent need for emergency services as well as transitional housing options for minor youth.

### **Other:**

- Mark your calendars for the HYRC Birthday Bash! On December 5<sup>th</sup> from 4-7pm we will be celebrating 25 years of offering services at the Drop In and 1 year anniversary of Taylor's House. Public will be welcomed at Taylor's House during this time while clients enjoy a youth focused celebration at the Drop In. Heads up that we will be inviting board member volunteers to take an active role in the event. Stay tuned for more information.
- Challenge on Youth Homelessness initiative is increasing in visible activity again. While leadership has been working behind the scenes, group meetings are taking place on Sept. 27<sup>th</sup> with stakeholders (MOU signers) and early October (core team).
- As a member of the Oregon Alliance of Children's Programs, staff is heavily participating in advocacy efforts asking OHCS to intentionally invest in youth homelessness. Currently the state (in various forms) only contributes about 10% of the funding required to operate current services, not taking into account expansion needs. Oregon consistently ranks in the top national percentages in terms of homeless youth while the state only invests approximately 3 million to serve its 20,000+ homeless youth. Our primary messages are (1) this population is underserved (2) population is equally vulnerable as the adult homeless population while having unique vulnerabilities (3) there is a link between youth and adult homelessness. As part of getting ahead of the adult homeless crisis, the youth and family population needs to be addressed

adequately. If you are interested in joining these advocacy efforts please let me know, would love to work side by side board members!





# EXECUTIVE DIRECTOR'S REPORT

## MID-WILLAMETTE VALLEY

## COMMUNITY ACTION AGENCY

September 21, 2019

### 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.*

The past month has been a good one for the agency. The slowdown from the state's late contract matter has been left behind. Our construction and rehab projects are proceeding on schedule, and we started a new programmatic year for Head Start with our All Staff meeting on September 13<sup>th</sup> out in Polk County.

The Agency was awarded \$200,000 from the Youth Development Council's Youth Development Division for the Drop-In program at HYRC. This grant was written by Dana Schultz, and based on the tremendous work of Tricia Ratliff and her staff. The funding directly supports the youth employment program at the Drop-In. This was the first new major grant we've received for the Drop-In in the past few years. We were also only a few points away from being funded by this same group for our work at Taylor's House. We're getting feedback on that grant application and plan to target this opportunity again for the 2021-2023 biennium.

The Agency will ask the Board to take a bit more involvement in the oversight of program policies and procedures. We plan to recreate the Program Committee at the Board level, and seek a more formal oversight practice, given the growing legal complexity of much of our work. We face considerable licensing requirements with DHS and Child Welfare generally, as part of our Head Start, HYRC, and ARCHES programs especially. A Program Committee would provide a third level of review (program, executive, and board) for programmatic P&P and help us keep compliance and liability considerations in focus.

The Agency will make Diversity, Equity, and Inclusion work a priority in 2019-2020. We have an Equity Committee that has been meeting for many months. We also plan to contract with Capacity Building Partnerships (a Portland area consulting firm that specializes in DEI work) to develop an agency wide DEI assessment and a capacity building plan including training sessions (the cost of this work will in part be supported by grant work that Dana Schultz has done). In addition we have had our employment attorney review our pay structures for pay equity issues,

and made adjustments where they need to be made. And lastly this DEI work will play a central role in the development of a strengths-based succession plan, one that identifies talented people within each program and develops them (through a Leadership Academy/Mentor model) as future leaders for the agency. Agencies frequently fall back on transition and turnover as a defense for when things go poorly. But transition is inevitable, and thus should be part of good strategic planning.

Our Finance team completed the 2017 401K audit in September. We expected that audit would be poor, based on the conditions the agency faced in that year, and it was. There was a material weakness finding, as there had been in the 2016 401K audit (401K audits run the January 1-December 31 calendar years). Kaolee and her team are now preparing the 2018 401K audit and we expect significant improvement. We have also scheduled the annual single audit for November with an expected completion date of 12/31. Those three strategic items (401K Audit, annual Single Audit, and the transition to the di minimis rate) are part of Finance's 90 day goals to close the last quarter of this calendar year.

Our Operations team started a new benefits year with Open Enrollment this month. HR had largely been a one-woman show for several years, but with recent staff hires and capacity building measures, we have a much improved HR department. We paid a great deal of attention to the rebuild in Finance in 2018. What was less well understood was that our operations side also had significant vulnerabilities. In many ways, those vulnerabilities were just as grave a threat as the deficiencies in Finance. I expect that there will be considerable improvement in this department as we move into 2020. In addition to open enrollment changes and the new benefits year, we are also completing the new EEOC reports, which combines a bit of 2017 and 2018 into a single year. Pay has to be reported on separate reporting functions apart from the traditional and standard hours worked report, for each EEO category and ethnicity, by each location of business, with separate reports for sites with 50+ employees and a special headquarters report. It's a busy month for this department.

The first Development Council meeting for the creation of a new local Continuum of Care will be held on Tuesday, September 24<sup>th</sup> here in Salem. The Development Council includes Cathy Clark (Mayor of Keizer), Tom Pessemier (City Manager from Independence), Scott McClure (City Manager from Monmouth), Chuck Bennett (Mayor of Salem), Chris Hoy (Salem City Council), Kristin Retherford (Head of Urban Development, City of Salem), Christy Perry (Superintendent of Salem-Keizer Schools), Lyle Mordhurst (Polk County Commissioner), Colm Willis (Marion County Commissioner), Ron Hays (United Way), Dan Clem (Union Gospel Mission), Michael Langley (Confederated Tribes of the Grand Ronde), and MWVCAA. The Council is chartered with creating the governance structure for a new COC. The day-to-day work has largely been accomplished by Jan Calvin and former Marion County Commissioner Janet Carlson, both working on contract for the Council of Governments. We have been consulting and providing information to this effort as requested. Oregon Housing and Community Services has agreed to be the new HMIS lead agency for the new local COC.

## Other News and Notes:

- We continue to search for a Development Director. In September we made an offer to one candidate, but she chose to stay with her current position. We have interviewed several other strong applicants, but have not yet found the right fit for the agency. The position is posted and remains open, with the intent of filling it sometime this fall.
- Tricia and I have been participating in the Oregon Alliance's attempts to promote the need for reliable and regular state funding for Runaway and Homeless Youth projects in Oregon. We presented at the September meeting of the Housing Stability Council, with the hope of getting on the full HSC agenda for October and making a bigger push at the state legislature in the short session. We are generating some results. At the last OHCS presentation during the legislative days session earlier this month, legislators expressed interest in finding ways to fund more youth projects.
- Our Weatherization Program received its final annual monitoring report this month. There were no findings nor concerns expressed in that monitoring. We're all very proud of the tremendous and professional work that Rogelio puts into our WX program.
- September talks and trainings offered: Mid-Valley Older Adult group, Corvallis Housing First, and Polk County CDC.
- Homeless issues will be at the forefront of public discourse this fall. The agency is doing a great deal to combat homelessness in our area, but even with our expanded resources and facilities, the need remains high and outpaces our resources, which are increasingly spread thin across a variety of needs, and the increasing expectation from state and local government that more is done to provide services to chronic unsheltered homeless who are not yet housed. Our new day center and housing programs will play an important role in solving homelessness (and providing services) here in Marion-Polk, as will a new CoC. There has been a great deal of public interest in a local continuum. It is highly unlikely that a new CoC will attract an immediate influx of federal dollars. What it will do, however, is allow this community to slowly build its base without that base being torn away to other parts of the state, and it will require agencies and local governments to work together on the homeless problem in a way that is more similar to what you would find in Wilsonville or Eugene. There will also be a great deal of public conversation this fall about the proposed sidewalk ordinance. The Agency does not pick sides, favor one partner over another, or promote or lobby against legislation or proposed ordinances. We do have, however, have an ethical obligation to promote the interests of our clients and to inform the public of the consequences of public policy choices. There are interesting days ahead on this issue.

**Mid-Willamette Valley Community Action Agency, Inc.**  
**Board of Directors Executive & Finance Committee Meeting**  
**September 12, 2019**

**ATTENDANCE**

**Committee Members Present:** Jennifer Wheeler, Board Chair; Jade Rutledge, Board Member; Kevin Karvandi, Board Member

**Absent:** Jon Weiner   Helen Honey

**Staff:** Helana Haytas, Chief Operations Officer; Kaolee Hoyle, CFO; Amy Schroeder, Accounting Office Specialist

**The meeting of the Executive & Finance Committee started at 5:32pm. It was determined that a quorum was present.**

- 1. Executive Director's Program Updates** – Jimmy Jones was attending another event therefore there were no updates at this time.
- 2. Other Business** - Jennifer Wheeler inquired into the status of the committee to develop an Executive Director hiring, evaluation and compensation process. Helana Haytas will follow up with Helen Honey and give a status report at the full board meeting.
- 3. Financials** – Financial statements were not available. Kaolee Hoyle presented on the 12/31/2017 401(k) audit, and gave a status update on the progress for the 6/30/2019 Single Audit.
- 4. September 2019 Full Board Meeting Draft** – The Golf Marathon presentation will be added to this month's agenda. The board is considering the time of year in which to conduct the fundraiser.
- 5. Credit Card Expenditure Review** – Completed by Jennifer Wheeler, Jade Rutledge and Kevin Karvandi.

**Meeting adjourned at 6:16pm.**

Respectfully Submitted:

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Amy Schroeder, Office Specialist

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Jennifer Wheeler, Board Chair



## THE ARCHES PROJECT

615 Commercial Street NE  
Salem, Oregon 97301

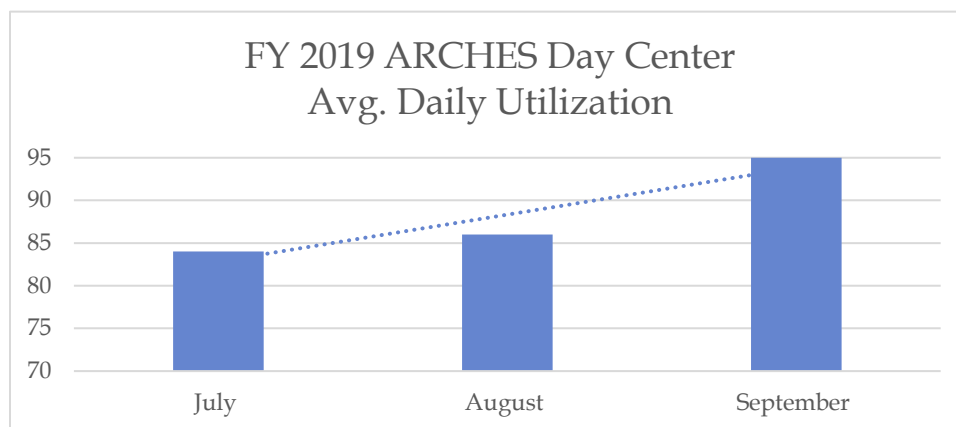
### CRP Board Report – October 2019

CRP administers MWVCAA's homeless services and housing programs in Marion and Polk Counties. These programs are commonly called the "ARCHES Project." Our services are located at 615 Commercial Street in Salem, as well as at the Dallas Resource Center in Polk County.

#### ARCHES Day Center:

Since opening day, the total number of duplicated Day Center visits is 30,900 - with an average daily attendance rate of 101. During the month of September, there were 1,991 duplicated visitors with an average daily utilization rate of 90.

Compared to Quarter One (Q1) in 2018, ARCHES saw 1,170 more visitors in Q1 of 2019. This is despite the 1 week day center closure during July 29 – August 2. This demonstrates an increase in Day Center utilization during this fiscal year.



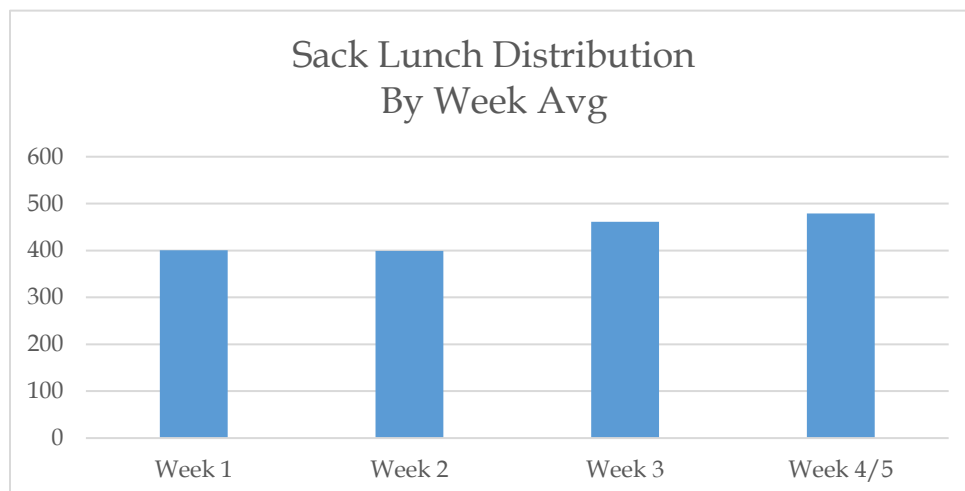
## Community Resource Program

### ARCHES Basic Needs & Supportive Services:

Current utilization of Day Center Supportive Services has remained consistent during Q1 2019. These services include: community mailboxes, sack lunches, hygiene kits, hair cut vouchers, and pet food. In all, ARCHES retains over 1000 active mailboxes, with an average of 224 client's accessing their mail per week, and distributed 170 pounds of pet food in September.

Basic Needs & Supportive Services						
Month	New client Mail Boxes	Checking Mail	Lunches	Calls	Pet Food	Hygiene & Hair Cuts
July Total	55	1031	1501	1357	78	51
August Total	85	1135	2244	1965	154	41
September Total	72	895	2026	1467	170	53
FY 2019 Total	212	3061	5771	4789	402	145
FY 2018 Total	750	9908	23145	17505	1863	403

The majority of delivered Supportive Services in September was distributing sack lunches (40%), as well as accepting incoming calls for resource referrals (33%). The general trend of increasing sack lunch distribution throughout the month was disrupted in September, with only 2% more lunches provided on week 4/5 (496) vs. week 2 (484). This shows an elevated need for lunch services by the second week of the month, a trend that is new to ARCHES Supportive Services data. In all, 5,219 sack lunches were provided during Q1 2019.



## Community Resource Program

### ARCHES Housing & Specialty Programs:

For the 2019 Fiscal Year, ARCHES will be reporting monthly on households and individuals served by housing stabilization programming. This data will be broken up into two segments. The first focusing on housing (*Table 1*), where all ARCHES programming which supplies prevention services, rental assistance, barrier removal, and deposits will be displayed. The second category is specialty programming (*Table 2*), this is inclusive of services that provide basic need supports, as well as self-sufficiency development.

During the month of September, 233 households (496 persons) received housing support. This is a 15% increase of households served over August 2019, and a 30% increase over July 2019.

<b>September ARCHES Housing Programs</b>							
<i>Table 1</i>							
<b>Housing Programs</b>	<b>Households Served</b>	<b>Adults</b>	<b>Children</b>	<b>Households Searching</b>	<b>Newly Housed</b>	<b>Self-Sufficiency Exit</b>	<b>Total Unique Served</b>
RRH+	12	13	6	0	0	0	19
RRH	49	65	47	1	0	2	112
Diversion	6	6	0	2	4	4	6
DHS Fresh Start RRH	22	26	14	0	0	6	40
DHS Navigators	22	26	14	0	0	6	40
HSP	42	58	84	0	12	16	142
OHA-VRAP - RRH	35	43	5	1	2	0	48
VET DRF	20	28	1	2	2	1	29
Polk County RC - Prevention	3	3	4	N/A	N/A	3	7
Polk County RC - Diversion	14	18	15	N/A	N/A	14	33
Marion County - Diversion	2	3	2	N/A	N/A	2	5
Marion County - Prevention	4	8	4	N/A	N/A	4	12
Mill City RC - Prevention	1	1	0	N/A	N/A	1	1
Mill City RC - Diversion	1	2	0	N/A	N/A	1	2
<b>TOTAL Served</b>	<b>Households Served</b>	<b>Adults</b>	<b>Children</b>	<b>Households Searching</b>	<b>Newly Housed</b>	<b>Self-Sufficiency Exit</b>	<b>Total Unique Served</b>
	233	300	196	6	20	60	496

In regards to engagement with ARCHES specialty services, 460 persons (or 448 households) were tracked. To date, the Veteran Service Office Program and Coordinated Entry are two of ARCHES' highest volume specialty programming.

## Community Resource Program

<b>September ARCHES Specialty Programs</b>						
<i>Table 2</i>						
<b>Specialty Programs</b>	<b>Households Served</b>	<b>Adults</b>	<b>Children</b>	<b>Veterans</b>	<b>Fleeing DV</b>	<b>Total Unique Served</b>
Coordinated Entry - Marion	155	173	106	10	84	279
Coordinated Entry - Polk	3	3	0	0	0	3
<b><i>Coordinated Entry - TOTAL</i></b>	<b>158</b>	<b>176</b>	<b>106</b>	<b>10</b>	<b>84</b>	<b>282</b>
Mobile Showers	3	3	0	3	0	3
Employment Navigation	0	0	0	0	0	0
Marion County VSO	431	431	0	431	0	431
Birth Certificates	0	0	0	0	0	0
RENT- Tenant Education	14	17	9	0	0	26
SOAR	0	0	0	0	0	0
<b>Total Served</b>	<b>Households Served</b>	<b>Adults</b>	<b>Children</b>	<b>Veterans</b>	<b>Fleeing DV</b>	<b>Total Unique Served</b>
	448	451	9	434	0	460

### **Program Update:** *Coordinated Entry (CE)*

The CE assessment process has seen expansive development in the last few months. One of CE's goals for the 2019-2020 year has been to grow MWVCAA's geographical foot print; enhancing our service pathway to all corners of Marion and Polk County. We started this by offering a training to any and all community partners in the area that were interested in being an emergency access point for Coordinated assessment. These trainings were held in August. With 35 participants in attendance, we were able to share CE principles to a wide network of service providers. As a result, CE is now working with Marion County, Vet care, and a local family shelter. This collaboration ensures a centralized access point to care, and facilitates a broadened network of homeless services.

The CE assessment team has also began to perform street and camp-based outreach. They have been able to go out into camps and assess persons that are unable to make it into the ARCHES facility. In addition, CE teams have been conducting outreach on the streets of downtown Salem. Following-up with persons that have already been assessed and seeing if there is any way to help with emergency supplies or basic needs. ARCHES is now taking requests from community partners to come out to a safe and agreed upon location to hold assessments offsite. This is beneficial specifically for persons that might struggle to get into ARCHES.

There will be continued growth in the upcoming months as we roll out new data element standards. This will be inclusive of promotional material detailing partnerships



## Community Resource Program

with community partners to develop and maintain coordinated assessment processes specific to persons fleeing DV and Minors.

### **CRP Success Story:** *Coordinated Entry (CE)*

*On 8/23/2019, the CE team went out into homeless camps in order to perform outreach and provide CE assessments. We drove to a few camps per our schedule, but then decided to make an unplanned stop. As we started on a trail towards the water front we didn't find anyone right away. But then we heard someone pounding on metal. We called out and a man responded. After climbing deeper into the bushes we came across a man named A.D. He introduced himself and let us know that his wife, P.D, was there as well. We later learned that P.D was blind.*

*The camp was very deep in the bushes. The couple had built a fence in a circle and lined it with tarps around their tent. It appeared that they had been there for quite some time by the amount of stuff acquired. Both were very welcoming and happy that someone was willing to talk to them about their needs. P.D was very clear about the one thing she desperately needed. A clock. Since becoming blind she had a hard time telling time. So her top request was for wind up clock with an exposed front panel so she could tell time by tracing it with her fingers.*

*The couple kept apologizing for their appearance and attributed it to using a nearby stream to bathe and wash their clothing. During our visit here were 2 kittens running around. The couple seemed to find great joy in sharing their space with them. I completed the CE assessment on the both of them, and then provided a new tent. Something that A.D stated they desperately needed.*

*About a week later we went out again to find P.D and A.D. We wanted to let them know that we were going to help them make a VAT appointment. A ride had even been arranged. When we left A.D stated "You guys are following through on everything you have said that you would, thank you." And he shook our hands thankfully.*

*By 9/30/2019, ARCHES was invited to attend the move in of P.D and A.D into their very own place! We met them in West Salem at their new apartment alongside Salem Housing Authority and Inside Out Ministries. Everyone had come together with new furniture, cleaning supplies, a food box, and bedding and even a litter box their kittens. They were so thankful and shocked by the amount of kindness they had been shown from their community.*

*- Lisa Brunson, Coordinated Entry Specialist*

### **Rural Resource Services:** *Marion and Polk Counties*

## Community Resource Program

Rural Resource Services provide prevention funds for households experiencing an unexpected and unavoidable emergency in rural Marion and Polk Counties. These services, include: rent arrearages, utility shutoffs, as well as emergent utility and security deposits. Navigation and referral services are also a key feature of this program; creating linkages to external service providers in order to improve self-sufficiency for households moving forward.

During month of September, 23 households were assisted and avoided homelessness. This totaled \$19,645 in prevention services; which is 3x more than the July 2019 output. During this same time, 208 referrals to community resources were tracked.

Rural Resource Services - September 2019									
Resource Referrals								Direct Client Services	
County	Housing & Rent	Utilities	Security Deposits	Transportation	Food & Clothing	Medical	General	HHs Served	Money Spent
Polk Co.	18	1	12	33	32	0	7	17	\$ 14,167.00
Marion Co.	32	19	2	5	5	3	39	6	\$ 5,478.00
Total	50	20	14	38	37	3	46	23	\$ 19,645.00

### **Program Showcase:** *Salem Warming Network*

Salem Warming Network is preparing for the start of a new winter warming season. Activations will occur anytime the overnight low reaches 32 degrees or below from November 1, 2019 – March 31, 2020. This year to accommodate for the over 85% nightly utilization rate, MWVCAA has added a fourth center just outside the downtown coordinator, Capitol Park Wesleyan Church. This increases the Salem Warming Network bed capacity to over 300 per night.

This season, warming efforts are being supported by CDBG funds provided by the City of Salem. Also, MWVCAA is currently waiting on award notifications from Oregon Housing and Community Services for an additional \$150,000.00. If approved, these funds would support Salem based initiatives, while also facilitating warming expansions into rural Marion/Polk counties, as well as youth sheltering.

In order to operate all four sites of the network, 70 volunteers per night are needed. To boost volunteer engagement, MWVCAA and our warming partners are hosting a variety of trainings. These are mandatory for anyone interested in helping at a warming center location.

## Community Resource Program

Detailed information on how to become a volunteer, donate, or general FAQs can be found at the Salem Warming Network website: <https://salemwarming.weebly.com/>

OCT

TRAINING CALENDAR

S	M	T	W	T	F	S
		1	2	3 <ul style="list-style-type: none"> <li>• 12PM: VOLUNTEER TRAINING</li> <li>• 2:30PM: SITE TRAINING @ CHURCH AT THE PARK</li> </ul>	4	5
6	7	8	9 <ul style="list-style-type: none"> <li>• 12:30PM: VOLUNTEER TRAINING</li> <li>• 3PM: SITE TRAINING @ CAPITAL PARK</li> </ul>	10	11	12 <ul style="list-style-type: none"> <li>• 8AM VOLUNTEER TRAINING</li> <li>• 10:30AM: SITE TRAINING @ FIRST PRESBYTERIAN</li> </ul>
13	14 <ul style="list-style-type: none"> <li>• 9AM SITE TRAINING @ FRIENDS CHURCH</li> <li>• 11:30AM VOLUNTEER TRAINING</li> </ul>	15	16 <ul style="list-style-type: none"> <li>• 3PM SITE TRAINING @ FIRST PRESBYTERIAN</li> <li>• 5:30PM VOLUNTEER TRAINING</li> </ul>	17	18	19
20	21 <ul style="list-style-type: none"> <li>• 5:30PM SITE TRAINING @ CAPITAL PARK</li> </ul>	22	23	24 <ul style="list-style-type: none"> <li>• 3PM SITE TRAINING @ FRIENDS CHURCH</li> <li>• 5:30PM VOLUNTEER TRAINING</li> </ul>	25 <ul style="list-style-type: none"> <li>• 9AM SITE TRAINING @ FIRST PRESBYTERIAN</li> <li>• 11:30AM VOLUNTEER TRAINING</li> </ul>	26
27	28	29	30	31		

### Other News:

- ARCHES released their SHAP (State Homeless Assistance Program) Request for Proposal. These are funds to be allocated within Marion and Polk counties for the purpose of enhancing local shelter opportunities based upon National Best Practices. MWVCAA has \$300,000/year (or \$600,000 per biennium) in possible allocations. To-date 11 applicants have applied with over 1 million dollars in requests. Award decisions are expected by the end of October 2019.

## Community Resource Program

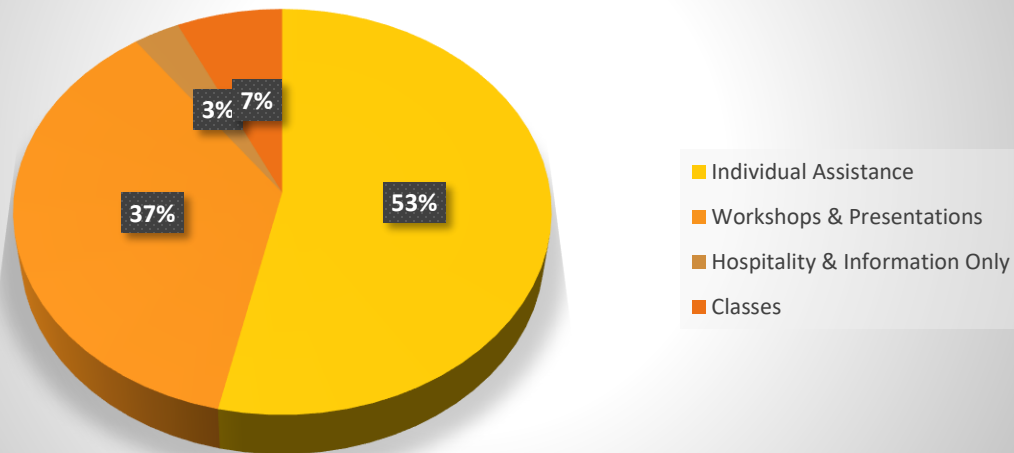


- Staff participated in the annual Out of the Darkness walk hosted by The American Foundation for Suicide Prevention.
- On September 16<sup>th</sup>, ARCHES and Warming volunteers won the City of Salem Mayor Merit award. This was made possible thanks to 329 volunteers donating over 6,500 hours of service to the initiative during the 2018/2019 season.
- ARCHES is currently hiring for a variety of positions: Case Managers, Day Center and Warming Shelter representatives, as well as an Outreach Coordinator.

# De Muniz Resource Center

April Cox, Director  
October 2019

## How the De Muniz Resource Center Served Clients in September



## Opportunities/Challenges

- ❖ De Muniz Resource Center served 212 clients in September
- ❖ 36 clients successfully got enrolled in the Oregon Health Plan from our site
- ❖ Education and employment was the focus of 41% of all services this month
- ❖ De Muniz Resource Center coordinates and hosts substance abuse support meetings which 77 clients took advantage of which totaled 171 occurrences for the month
- ❖ Employment Navigator and Director continue working closely to build a strong collaboration with Oregon Employment Department, South Coast Business Employment Corporation, and Willamette Workforce Partnership which involves a lot of problem solving to address barriers our clients face when working with these partners
- ❖ Director served as a table captain for the Marion County Reentry Initiative's Annual Breakfast event
- ❖ Main challenge continues to revolve around budget shortages and being short staffed

## Success Story (new section)

We had a great success story this month. Jonathan is a client that has been incarcerated for about 11 months in the past two years. He was a regular client of ours during his lengthy incarceration. Jonathan received an array of services from our staff and center. He attended several classes and earned certificates (for completion) for problem solving skills, emotional regulation, success planning, journaling, and prosocial relationships. He also completed our employment workshops which include mock interviews, computer skills, and resume tips. Staff worked with Jonathan on creating a professional resume.

# De Muniz Resource Center

April Cox, Director  
October 2019

After his release, Jonathan interviewed for a technical construction position which specializes in pipe repair. He presented his certificates of completion he received from our center during his interview. He was hired and was able to receive a higher pay grade due to his accomplishments with us. He now works for the Union and is earning over \$24/ hour with a bright future for advancements. He also shared with us that he is having great success within his interpersonal relationships including his significant other and feels empowered because he is now being a good father to his children. We are very proud of Jonathan and feel fortunate that he took the time to call us to let us know that we helped him be successful.

## Volunteer Report

	# OF VOLUNTEERS	# OF HOURS DONATED
SEPTEMBER	18	74.5

\*De Muniz Resource Center is funded through the Marion County Sheriff's Office and is contracted to serve clients in Marion County.

**CCR&R PROGRAM REPORT**  
Shannon Vandehey-Program Director  
October 2019

**Opportunities/Challenges**

Received an amendment to our budget that adds \$125,000. These funds are budget amounts for the next biennium, that where Network funds that had originally been distributed through the Early Learning Hubs and are now with the CCR&R. October 1 all our budget amendments will all be combined into one contract. Working with fiscal on it for November submission deadline.

**Opportunity:** Organized the agency Great Oregon Shake-Out Drill on October 17<sup>th</sup>. We have been doing this drill for around 5 years. We usually give away 2, 72 hour backpack/go bags. This year we gave away 10 solar crank radio's that have built in flashlights and 3 sets of twin bucket emergency toilet lids to help get staff started on their 2 weeks ready kits. We went around the room and asked what they have done to prepare, or will do to prepare if they have not. I emailed to all staff the 12 month disaster prep list. You can build your kits one month at a time. I have attached for the Board as well.

**Opportunity:** We have finally hired our full CCR&R team, ending with an EC Infant/Toddler Specialist. We have grown from a program that was struggling with limited funds and 6 staff (covering 3 counties) to increased funding and up to 10 staff. It has taken a large amount of pressure off the team and has allowed us to focus on some things that have had to be put on the back burner.

**Opportunity:** CCR&R current and new child care provider networks running in 3 counties. Involves coordinated peer to peer support, quality improvement, training, Technical assistance and program assessment and coaching.

\*Marion Network-English (Coordinator Lauren Josi)-**will be participating in state FCCN pilot.**

Marion Network-Spanish (Coordinator Cassandra Hernandez)

Marion Network-Russian (Coordinator Olga Arshilovich)

Center Director's Network (Coordinator Jenna Sanders) **\*NEW**

\*Polk Network-English (Coordinator Lauren Josi) **will be participating in state FCCN pilot.**

Polk Network-Spanish (Coordinator Gisella Morales)

\*Yamhill Network-English (Coordinator Jenna Sanders) **will be participating in state FCCN pilot.**

Yamhill Network-Spanish (Coordinator Cassandra Hernandez) **\*NEW**

**Infant/Toddler Specialist will be jumping between all networks to incorporate Infant/Toddler training and support throughout.**

**Challenge:** Budgets are due November 14<sup>th</sup>, 2019.

**Challenge:** Onboarding new staff.

**Challenge:** Transition from providing (required) Child Care Provider Overview to new/potential family child care providers, to the reformatted Intro to Registered Family Child Care (IRF) Parts 1 (online) 30min., and Part 2 (Face to Face) 3 hrs with CCRR and Office of Child Care Licensor. As with all things new, there are the start-up struggles. Reason for reformat was to weed out people who aren't particularly ready to watch children (regulation wise) through the online portion and send those who are serious to the face to face portion. In addition, Providers were often overwhelmed with too much information, so the state formed a committee of stakeholders to look at the training/materials and revised. October 1 was go live date.



# Energy Services September Program Report

## Traia Campbell, Program Director

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

Energy Services households served in September: LIHEAP, OEA PGE & PP, OLGA & GAP

#### **September Marion & Polk completions**

<b>Funding</b>	<b>HH</b>	<b>People</b>	<b>&gt;6</b>	<b>60+</b>	<b>Disabled</b>	<b>@ or below 75% of poverty</b>	<b>Ave HH pmt</b>
LIHEAP	106	333	45	29	47	41 =38% of hh served	\$385.33
OEA PGE	273	744	123	110	107	113 = 41% of hh served	\$367.34
OEA PP	45	118	14	17	19	17 =37% of hh served	\$357.24
OLGA	51	149	10	17	16	21 = 41% of hh served	\$270.19
GAP	0	0	0	0	0	0 = 0% of hh served	\$0.00
<b>Total</b>	<b>475</b>	<b>1344</b>	<b>192</b>	<b>173</b>	<b>189</b>	<b>192 =44% of hh's served</b>	<b>\$369.97</b>

#### **August Marion & Polk completions**

<b>Funding</b>	<b>HH</b>	<b>People</b>	<b>&gt;6</b>	<b>60+</b>	<b>Disabled</b>	<b>@ or below 75% of poverty</b>	<b>Ave HH pmt</b>
LIHEAP	74	237	41	15	22	34 =45% of hh served	\$415.83
OEA PGE	275	788	125	94	99	123 = 44% of hh served	\$391.80
OEA PP	38	124	18	11	7	17 =44% of hh served	\$409.50
OLGA	45	161	32	9	6	19 = 42% of hh served	\$287.97
GAP	0	0	0	0	0	0 = 0% of hh served	\$0.00
<b>Total</b>	<b>432</b>	<b>1310</b>	<b>216</b>	<b>129</b>	<b>134</b>	<b>193 =44% of hh's served</b>	<b>\$405.71</b>

#### **PY 2019 - October -September completions**

<b>Funding</b>	<b>HH</b>	<b>People</b>	<b>&gt;6</b>	<b>60+</b>	<b>Disabled</b>	<b>@ or below 75% of poverty</b>	<b>Ave HH pmt</b>
LIHEAP	6453	18207	2351	2560	2605	2489 =38% of hh served	\$369.36
OEA PGE	4136	12341	1735	1323	1547	1641 = 39% of hh served	\$383.80
OEA PP	687	1949	232	261	262	280 =40% of hh served	\$384.84
OLGA	1459	4755	563	518	471	536 = 36% of hh served	\$266.44
GAP	189	656	93	45	47	77 = 40% of hh served	\$116.40
<b>Total</b>	<b>12924</b>	<b>37908</b>	<b>4974</b>	<b>4707</b>	<b>4932</b>	<b>5023 =44% of hh's served</b>	<b>\$379.33</b>

September was the last month for Energy's 2019 program year. We had LIHEAP, OEA PGE and PAC funds along with OLGA available to assist the community. Staff had an opportunity to review and update documents and procedures in September for the 2020 year beginning in October while assisting the last households of 2019.

Energy began recruitment for 3 temporary 6 month positions, 1 Office Specialist and 2 Eligibility Specialists in September. We successfully hired staff for all 3 open positions, Energy's team now includes 11 members. We began hiring for seasonal staff through the agency last season, prior Energy utilized local temporary staffing agencies.

Energy began working with a new telephone system in September. We are all learning what the new system offers and how to best utilize it. There are some aspects of the new system which are great and others not so much. I will update as we move forward into our 2020 program year.

#### **September Polk completions**

<b>Funding</b>	<b>HH</b>	<b>People</b>	<b>&gt;6</b>	<b>60+</b>	<b>Disabled</b>	<b>@ or below 75% of poverty</b>	<b>Ave HH pmt</b>
LIHEAP	14	42	5	3	3	5 =35% of hh served	\$386.42
OEA PGE	5	6	0	3	0	2 = 75% of hh served	\$296.00
OEA PP	20	57	7	7	9	7 =35% of hh served	\$376.05
OLGA	7	12	3	3	2	3 = 42% of hh served	\$250.00
GAP	0	0	0	0	0	0 = 0% of hh served	\$0.00
<b>Total</b>	<b>46</b>	<b>117</b>	<b>15</b>	<b>16</b>	<b>14</b>	<b>17 =40% of hh served</b>	<b>\$352.82</b>



**Nutrition First**  
**Sue Maxwell, Program Director**  
**October 14, 2019**

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

- ✓ For the months of August and September, we signed on 19 new providers (16 OCC registered/certified and 3 DHS listed) and closed 31, for a total of 445 homes.
- ✓ The number of closures is to be expected this month – 23 of the closures were in September, which is often the month that child care providers will return to working outside the home, or simply lose their day care children because they are returning to school.
- ✓ Nutrition First staff traveled 5,696 miles during these two months. That equates to \$3,303.68 in mileage costs, which is a large part of my budget. And of course, the more counties we pick up, the more mileage will have to be reimbursed.
- ✓ 245 homes were visited in August and September.
- ✓ A new educational training started in June. This unit stresses the importance of protein for healthy bodies, and all the different ways to include protein in our diets, even if meat is not consumed. Meats, fish and poultry, dried beans and peas, eggs and yogurt, cheese and tofu are all great sources of protein. Providers are given laminated fact cards on all the different proteins and how to cook them. They also receive a large “Vary Your Protein” resource and a “Go Lean with Protein” pencil. Children receive protein coloring sheets and crossword puzzles for the older kids, along with fish stickers (protein), and are read a book called *The Good Egg*.
- ✓ Approximately 2,160 children were visited during the two months.

**2. Challenges**

- ✓ Final grant was submitted last week. Of course, this was version #3, as they never, ever accept it on the first run. ☺
- ✓ All other documents and provider uploads are due tomorrow. They are waiting to be submitted to ODE’s data base, but there are glitches at the state level. I also sent approximately 130 pages of documentation.
- ✓ ODE asked me to speak at today’s ODE/Sponsor Conference Call – they like Nutrition First’s system for tracking DHS eligibility and wanted me to share it with the other sponsors in the state. Again, ODE is happy with the high level of integrity in this program.

**HEAD START PROGRAM REPORT TO BOARD OF DIRECTORS**  
**Eva Pignotti, Program Director**  
**October 2019**

**Attendance Reporting:** If the overall attendance for any program falls below 85%, an analysis must be completed to justify the causes for low attendance.

**Head Start Preschool**

	9/19	10/19	11/19	12/19	1/20	2/20	3/20	4/20	5/20	6/20	7/20	8/20
Regular	88.94%											
Subsidized	95.83%											

**Early Head Start**

	9/19	10/19	11/19	12/19	1/20	2/20	3/20	4/20	5/20	6/20	7/20	8/20
Regular	83.80%											
Subsidized	84.00%											

**Early Head Start Child Care Partnerships**

	9/19	10/19	11/19	12/19	1/20	2/20	3/20	4/20	5/20	6/20	7/20	8/20
Regular	83.83%											

**Enrollment Reporting:** Programs must be full within 30 days of the start of the school year and continue to fill vacant slots within 30 days of the vacancy until 30 days before the end of the year. Numbers reported include slots vacant for less than 30 days.

**Head Start Preschool**

	9/19	10/19	11/19	12/19	1/20	2/20	3/20	4/20	5/20	6/20	7/20	8/20
Regular (773)	748											
Subsidized (20)	20											

**Early Head Start**

	9/19	10/19	11/19	12/19	1/20	2/20	3/20	4/20	5/20	6/20	7/20	8/20
Regular (120)	84											
Subsidized (8)	5											

**Early Head Start Child Care Partnerships**

	9/19	10/19	11/19	12/19	1/20	2/20	3/20	4/20	5/20	6/20	7/20	8/20
Regular (80)	69											

## Waiting Lists

### Head Start Preschool

	9/19	10/19	11/19	12/19	1/20	2/20	3/20	4/20	5/20	6/20	7/20	8/20
Regular	66											
Subsidized	3											

### Early Head Start

	9/19	10/19	11/19	12/19	1/20	2/20	3/20	4/20	5/20	6/20	7/20	8/20
Regular	17											
Subsidized	0											

### Early Head Start Child Care Partnerships

	9/19	10/19	11/19	12/19	1/20	2/20	3/20	4/20	5/20	6/20	7/20	8/20
Regular	0											

## USDA Meal Reimbursements

	September 2019	
USDA Meal Reimbursements	Number of Meals Served	Amount Reimbursed
Breakfast	2,567	\$4,723.28
Lunch	2,568	\$8,756.88
Snack	236	\$ 221.84
Cash In Lieu		\$ 609.90
<b>Total Reimbursement</b>	<b>5,371</b>	<b>\$14,311.90</b>

## Program Updates:

The 2019-2020 Head Start Policy Council has been elected at parent meetings throughout the program's service area. The annual Policy Council training is scheduled for Saturday, October 19<sup>th</sup>, 8:00 – 2:00 at the central office. Members of the Board of Directors are invited and encouraged to participate in the spirit of shared governance. The next meeting of the governing bodies will be a shared governance meeting, with the Board and Policy Council meeting together for a portion of the meeting. Topics include the new five-year Head Start grant, complete with program goals and objectives. The meeting will be on the regular PC night, Thursday November 21<sup>st</sup>, and it is very important to have a quorum from each body to approve this major grant, which is due by December 1<sup>st</sup>.

The lights are on at Middle Grove, in the parking lot that is. This stage and the addition of stop, yield, and speed limit signs mark the completion of the project. Staff and parents are extremely happy with the result.

**HOME Youth & Resource Center – Board Report  
October 2019**

<b>2019 Executive Summary</b>													
	<b>J</b>	<b>F</b>	<b>M</b>	<b>A</b>	<b>M</b>	<b>J</b>	<b>J</b>	<b>A</b>	<b>S</b>	<b>O</b>	<b>N</b>	<b>D</b>	<b>total</b>
<b>Runaway &amp; Homeless Youth (RHY)</b>													
Salem Run Reports Received & Acted On	21	41	14	39	63	18	45	24	23				
Keizer Run Reports Received & Acted On	6	9	4	5	5	2	11	2	9				
Reunited To Permanent Connections	20	25	9	21	22	6	18	0*	0*				
Families Connected With	16	20	12	17	30	8	20	0*	0*				
Youth Connected With Via Street Outreach (duplicated)	0	5	1	0	4	0	0	0	14				
RHY Case Managed	2	2	5	3	5	5	2	1	1				
Non- RHY Case Managed	0	1	1	1	0	1	2	1	0				
<b>Drop In Day Shelter (Stationary Outreach)</b>													
Unduplicated Youth Served	108	95	107	96	119	94	125	97	112				
Total Visits	722	439	477	441	494	364	541	493	498				
Total Meals (lunch, snack & dinner)	844	571	593	529	526	432	626	592	555				
Youth New To Services (intakes)	18	11	24	26	19	14	32	11	23				
<b>Youth Empowerment Program (YEP)</b>													
Youth Participated At Some Level (duplicated)	16	18	9	9	9	5	20	16	11				
Attended Job Skills Development Workshops	12	12	1	0*	0*	0*	16	9	6				
Attended Financial Literacy	8		5	0*	0*	0*	16	0*	0*				
Attended Education & Business Field Trips	9		3	0*	0*	0*	0*	8	0*				

	J	F	M	A	M	J	J	A	S	O	N	D	total
Taylor's House (Supportive Emergency Shelter)													
Youth Served (residents: monthly = duplicated. Total/ annual = unduplicated)	11	12	9	13	14	12	11	12	13				
Total Nights of Service	154	143	221	242	284	209	169	192	204				
Community Support													
Number of Volunteers / Interns	8	6	17	7	6	6	4	2	2				
Total Number of Volunteer / Intern Hours	173	190	252	152	179	88	66	14	6				
Key	0* = Activity Not Offered X* - Did Not Collect Data												

### **Drop In:**

- Received letter of intent to award \$200,000 over the next biennium to the Drop In for our Youth Empowerment Program (YEP). This program provides paid work experience, job training, mentorship and savings match for youth ages 11-18, with a targeted emphasis on runaway, homeless and street youth. This additional funding will allow us to expand the program in terms of services provided and staff facilitating them. Funding starts October 1<sup>st</sup>.
  - o Update: In addition to providing improved client services this funding provides the opportunity to hire a YEP Manager. This position will take over the administrative duties of the program in addition to facilitating program expansion as we embark on co-operating a food cart with the Northwest Trauma Academy.
- Received a financial support from the Oregon Food Bank as well as the Marion Polk Food Bank to purchase a new industrial dish sanitizer used in both our meal service and YEP programming.
- Thank you Head Start maintenance team for cleaning our gutters! Very much appreciated.

### **Taylor's House:**

- Refining policies and procedures along with forms etc. Edits are based on our experience from the past year, feedback from DHS and further research of similar programs.

### **Other:**

- Mark your calendars for the HYRC 25<sup>th</sup> Anniversary! On December 5<sup>th</sup> from 4-7pm we will be celebrating 25 years of offering services at the Drop In and 1 year at Taylor's House. Public will be welcomed at Taylor's House during this time while clients enjoy a youth focused celebration at the Drop In. We are looking for 1 – 2 Board Members to guarantee attendance and serve as greeters. If you are interested please let us know.
- Challenge on Youth Homelessness initiative is increasing in visible activity again. We held a System Leader meeting (thank you Steve McCoid for attending) and will start back up with our Core Team meetings in October.
- As a member of the Oregon Alliance of Children's Programs, staff is heavily participating in advocacy efforts asking OHCS to intentionally invest in youth homelessness. Currently the state (in various forms)

only contributes about 10% of the funding required to operate current services, not taking into account expansion needs. Oregon consistently ranks in the top national percentages in terms of homeless youth while the state only invests approximately 3 million to serve its 20,000+ homeless youth. Our primary messages are (1) this population is underserved (2) population is equally vulnerable as the adult homeless population while having unique vulnerabilities (3) there is a link between youth and adult homelessness. As part of getting ahead of the adult homeless crisis, the youth and family population needs to be addressed adequately. If you are interested in joining these advocacy efforts please let me know, would love to work side by side board members!

- Please join us in educating the City of Salem on the needs of at-risk and homeless youth by completing their consolidated plan community survey and attending community forums.

<https://www.cityofsalem.net/Pages/addressing-affordable-housing-needs-in-our-community.aspx>

**Youth Story:** *\*youth names and identifiers have been changed to protect their identify*

“Troy” and “Simon” are brothers, 13 and 11 years of age, that began coming to the Drop In mid-summer. At the time they were living at a campsite with their dad. For the next while the boys would come visit the Drop In for their daily needs while staff at HOME and ARCHES would do case management with the dad. Troy and Simon became heavily involved at the Drop In by playing games with staff, going to camp with the Gladiators police-mentor group, and taking part in the youth-run Field Day as well consistently accessing resources such as clothing, hygiene items, and school supplies. At first their dad was hesitant to split up the family but he eventually decided to enroll the boys at Taylor’s House for their safety. Dad works closely with staff to ensure that the boys are getting everything they need and visits them nearly daily. Often he comes to Taylor’s House for dinner or to take the boys out to the park after school. It’s an honor to be trusted with his children and to serve as a temporary alternative to the trauma of living on the streets. We are confident that together HOME and ARCHES can help the family reunify in their own place someday soon.



**Mid-Willamette Valley Community Action Agency, Inc.**  
**Board of Directors Executive & Finance Committee Meeting**  
**October 10, 2019**

**ATTENDANCE**

**Committee Members Present:** Jennifer Wheeler, Board Chair; Helen Honey, Secretary; Kevin Karvandi, Board Member

**Absent:** Jon Weiner Jade Rutledge

**Staff:** Jimmy Jones, Executive Director; Nancy Cain, CFO; Kaolee Hoyle, Manager of Audit & Compliance; Amy Schroeder, Accounting Office Specialist

**The meeting of the Executive & Finance Committee started at 5:33pm. It was determined that a quorum was present.**

**1. Executive Director's Program Updates**

- a. We will receive a \$126,000 grant from Meyer Memorial Trust which will go towards housing stabilization program on Portland Road.
- b. HOME's Taylor's House received a \$200,000 grant from YDC.
- c. Energy program to start water assistance for the City of Salem.
- d. The new Continuum of Care has been created, and work is being done to develop its governance charter and structure.
- e. SHAP funding decisions will be announced shortly.
- f. MWVCAA is exploring creating a local CAHOOTS with United Way.
- g. We are still looking for a Development Director.
- h. The Warming Network is preparing to open beginning November 1<sup>st</sup> thru March 31<sup>st</sup>.
- i. Jimmy provided an update on the potential sale of the ARCHES building.

**2. Financials** - Financial statements were not available. They will be presented at the full board meeting.

**3. October 2019 Full Board Meeting Draft Agenda** – The agenda was reviewed. ProFund Fundraising Solutions will be making their presentation this month.

**4. Credit Card Expenditure Review** – Completed by Jennifer Wheeler, Helen Honey and Kevin Karvandi.

**Meeting adjourned at 6:50pm**

Respectfully Submitted:

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Amy Schroeder, Office Specialist

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Helen Honey, Board Secretary