

# **COMMUNITY ACTION AGENCY**

**APRIL 2019 MEETING  
BOARD OF DIRECTORS**

**THURSDAY, APRIL 25, 2019**

**LOCATION:  
DE MUNIZ RESOURCE CENTER  
3940 AUMSVILLE HWY SE  
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**

De Muniz Resource Center  
3940 Aumsville Hwy SE  
Salem, OR 97301  
April 25, 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.1</b>                      | <b>5:40</b> |
| <b>IV.</b>  | <b>Consent Calendar</b>                            | <b>5:45</b> |
|             | 1. March 2019 Full Board Meeting Minutes pp.2-5    |             |
|             | 2. April 2019 Program Director Reports pp.6-21     |             |
|             | 3. April 2019 Committee Meeting Minutes p.22       |             |
| <b>V.</b>   | <b>Board Business</b>                              | <b>5:55</b> |
|             | 1. New Board Member – <i>Approval</i>              |             |
|             | 2. Executive Director’s Report                     |             |
|             | 3. City of Salem ARCHES Contract – <i>Approval</i> |             |
|             | 4. Financials - <i>Approval</i>                    |             |
|             | 5. Board Fundraising – <i>Discussion</i>           |             |
| <b>VI.</b>  | <b>Executive Session</b>                           | <b>7:00</b> |
| <b>VII.</b> | <b>Adjournment</b>                                 | <b>7:30</b> |

**Next board meeting: Thursday, May 23, 2019**

**Mid-Willamette Valley Community Action Agency, Inc.**  
**Board of Directors Meeting**  
**March 28, 2019**  
**MINUTES**

**ATTENDANCE:**

**Board of Directors:**

**Present:**

Erika Lanning	Jade Rutledge	Nathan McClenny
Jannautte Wagner	Kevin Karvandi	Linda Bednarz
Herm Boes	Jennifer Wheeler	Steve McCoid

**Absent:**

Jon Weiner	Helen Honey	Katie Goodwin	Glory Lyatuu
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**Others Present:**

**Program Directors/Staff/Guests:**

Jimmy Jones, Executive Director  
Helana Haytas, Chief Operations Officer  
Nancy Cain, Chief Financial Officer  
Kaolee Hoyle, Manager of Audit & Compliance  
Dana Schultz, Director of Program Development  
Ashley Hamilton, CRP Associate Program Director  
April Cox, CARS Program Manager  
Rogelio Cortes, Weatherization Program Director  
Sue Maxwell, Nutrition First Program Director  
Eva Pignotti, Head Start/Early Head Start Program Director  
Amy Schroeder, Office Specialist  
Lyle Mordhorst, Prospective Board Member  
Ryan Pasquarella, Grove, Mueller & Swank PC  
Brady Stutzman, Grove, Mueller & Swank PC

**The meeting of the Board of Directors was called to order at 5:30pm 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 and Consent Calendar**

The audit presentation was moved to be the first item.

**IV. Consent Calendar**

**1. February 2019 Full Board Meeting Minutes**

No discussions or concerns were raised

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

No discussions or concerns were raised

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

No discussions or concerns were raised

**4. March 2019 Committee Meeting Minutes**

No discussions or concerns were raised

**MOTION:** To approve agenda, as amended, and the consent calendar, as presented, made by Herm Boes,

**SECOND:** Jade Rutledge.

**APPROVED:** Unanimously approved

**V. Board Business**

**1. Audit Presentation by Grove, Mueller & Swank** – Ryan Pasquarella presented the 2018 Audit to the board. There were two significant deficiency findings: 1) MWVCAA did not prepare timely and accurate financial records and 2) The Agency did not document an internal review and approval of internal control structures. Both findings have been addressed with new procedures and processes put in place before the end of the audit cycle.

**MOTION:** To accept the 2018 annual audit made by Linda Bednarz,

**SECOND:** Kevin Karvandi.

**APPROVED:** Unanimously approved

**2. New Board Member** – Jimmy Jones welcomed Steve McCoid back to the board meeting. Steve attended the February meeting and spoke about his background and desire to give back to the community. He believed that serving on the MWVCAA board would be a good fit.

**MOTION:** To elect Steve McCoid to the Board of Directors made by Herm Boes,

**SECOND:** Erika Lanning.

**APPROVED:** Unanimously approved

**3. Executive Director's Report:**

- i. Jimmy introduced Lyle Mordhorst, newly elected Polk County Commissioner, who is interested in joining the board of directors.
- ii. Jimmy discussed the status of several funding priorities at the Oregon State legislature.
- iii. Jimmy highlighted the changes in the new master grant agreement with OHCS.
- iv. The DeMuniz Resource Center has moved offices within the Marion County Sheriff Office complex. An open house is scheduled for April 25, 2019 from 3:00-5:00pm and our April board meeting will be held there.
- v. ARCHES Sobering Center and Day Center construction update.
- vi. Jimmy discussed the agency's plan now that the audit is complete, and the next phase in closing the ODE letter of serious deficiency.

**4. Financials** – Nancy Cain presented the financial statements ending January 31, 2019 to the board.

**MOTION:** To accept financial statements ending January 31, 2019 made by Jade Rutledge,

**SECOND:** Linda Bednarz.

**APPROVED:** Unanimously approved

- 5. Accounting & Financial Policies and Procedures** – Nancy Cain presented the newly updated Finance Policies and Procedures to the board. They were reviewed by Finance staff, Administration and the Executive-Finance Committee for comment. The full board received a copy for review prior to the meeting.

**MOTION:** To approve the updated Accounting & Financial Policies and Procedures made by Jaunnette Wagner,

**SECOND:** Steve McCoid.

**APPROVED:** Unanimously approved

- 6. ODE Funding for 2019-2020** – The Head Start program will submit the Oregon Head Start Prekindergarten Request for Funding for Program Year 2019-2020 by April 15, 2019 to request funding for 456 preschool children. The amount of the grant funds will be based on the prior year's funding level of \$4,145,496, but may be adjusted by the state once the legislative session has ended and a new budget has been approved. This request will include certification of the accounting system, advance payment certification, and a signed Board guarantee of assurances.

Phase 2 of the process will be completed and brought to the Board for approval prior to the due date of August 31, 2019. At that time, the actual funding amount will be known.

**MOTION:** To approve the Oregon Head Start Prekindergarten request for funding for Head Start 2019-2020 in the amount of \$4,145,496 made by Linda Bednarz,

**SECOND:** Steve McCoid.

**APPROVED:** Unanimously approved

- 7. Request for Waiver of Non-Federal Non-Federal Share for EHS CCP 2018-19 Grant** - Head Start is required to provide 20% in matching funds from a non-federal source for each dollar we receive from the Department of Health & Human Services, unless a waiver is granted. We are able to meet this requirement for the Head Start and Early Head Start grant because we receive funding from the Oregon Department of Education for that grant. However, the EHS CCP grant receives no state funding, and it is a struggle to meet the non-federal share requirements with donations and volunteer time.

**MOTION:** To approve the Request for Waiver of Non-Federal Share for Early Head Start Child Care Partnerships in the amount of \$254,722 made by Jade Rutledge,

**SECOND:** Linda Bednarz.

**APPROVED:** Unanimously approved

- 8. Early Head Start Child Care Partnership Continuation Grant** – Eva presented the annual application for ongoing funding to our Early Head Start Child Care Partnerships program. This funding provides operating funds for 60 infant/toddler slots, including salaries and fringe costs for staff, and funds designated for training and technical assistance. The grant also includes the cost of providing staff with a 1.77% cost of living adjustment (COLA). This is a non-competitive grant. Funding amounts are: Program Operations - \$1,008,140; Training & Technical Assistance - \$23,892; and COLA - \$17,844 for a total of \$1,049,876.

**MOTION:** To approve the Continuation Grant and COLA application for Early Head Start Child Care Partnerships for 2019-2020 in the total amount of \$1,049,876 made by Kevin Karvandi,

**SECOND:** Steve McCoid.

**APPROVED:** Unanimously approved

- 9. AmeriCorps Vista Volunteer** – Dana Schultz shared she has put together a service project for a Donor Relations Coordinator thru the AmeriCorps Vista Volunteer program. This is a one-year program for a full-time volunteer. The volunteer receives a monthly stipend paid for (in part) by the Agency.

**VI. Adjournment**

**The Board of Directors meeting was adjourned at 6:54 pm.**

Respectfully Submitted:

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Amy Schroeder, Board Support

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Jennifer Wheeler, Board Chair



## THE ARCHES PROJECT

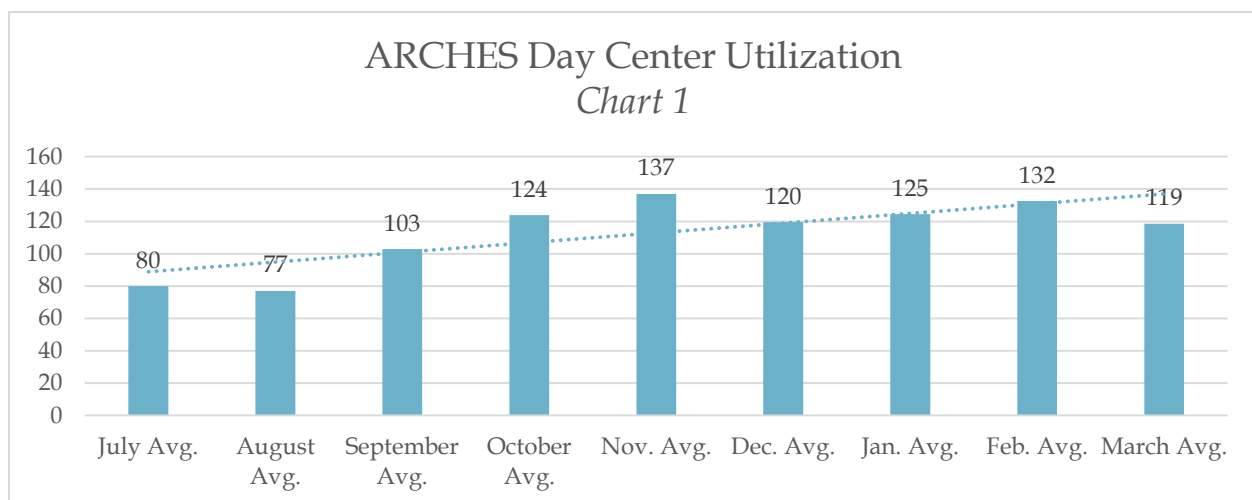
615 Commercial Street NE  
Salem, Oregon 97301

### CRP Board Report – April 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.

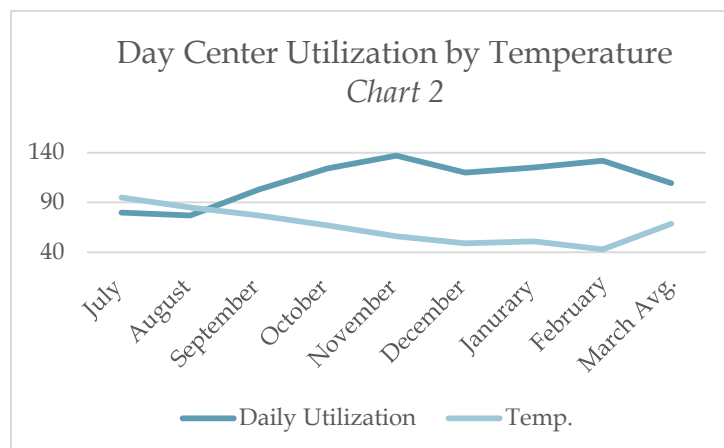
#### ARCHES Day Center:

Since opening day, the total number of duplicated Day Center visits is now 18,852 - with an average daily attendance rate of 117. During March there was 2,490 duplicated visitors with an average daily utilization rate of 119. The general trend of increasing daily utilization seems to have tapered, with November and February being the highest month's to-date, as depicted by *Chart 1*.



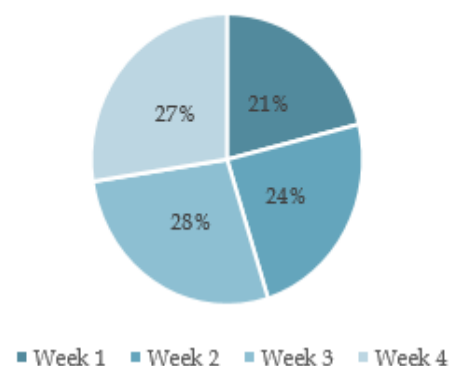
## Community Resource Program

- Day Center Trend 1 – Daily Visitors: The Top 5 Utilization Days for the ARCHES Day Center remains unchanged over the month of January. With our highest utilization day occurring on October 26, 2018 at 177 unique visitors.
- Day Center Trend 2 – Temperature: ARCHES continues to track Day Center attendance and temperature highs in order to identify a correlation between usage rates and weather conditions. As depicted by *Chart 2*, during cold weather month's average daily utilization increased. As warmer weather has arrived, visits have declined.
- Day Center Trend 3 – Time of the Month: The pattern of increased Day Center utilization towards the end of a month continued through March. As *Table 1* shows, throughout the month, from week 1 through week 4, Day Center utilization drastically increases. In fact, 27% of all sign-ins occur during the last week of a given month.



Weekly Day Center Utilization <i>Table 1</i>				
Month	Week 1	Week 2	Week 3	Week 4/5
August	69	78	81	87
September	58	89	116	128
October	90	93	130	160
November	114	149	151	152
December	109	133	120	110
January	83	107	136	104
February	138	114	136	141
March	111	114	134	120
Weekly Avg	97	110	126	125
Weekly Total	772	877	1004	1002

Percentage of Day Center utilization throughout the month



- Day Center Client Success Story:



## Community Resource Program

“We have a regular Day Center guest who is highly mobility impaired due to loss of limbs. His primary source of transportation is via a skateboard. However, this past month his skateboard was stolen. As a result he was unable to access vital services, including our Day Center. This meant he was missing community meals as well as medical appointments.”

“After speaking with Day Center staff, they committed themselves to finding a way to help. Together staff were able to determine what style of board would work best and where to purchase it. Then by using available donation funds staff were able to purchase a new skateboard. “

“This process had profound results beyond improving mobility. Staff have spent months trying to connect with this guest in order to move him through the Coordinated Entry process. However, he was always resistant and never opted to participate. But after this event a trusting rapport was developed; he willingly participated in the assessment process so that possible housing options could be explored.”

“Day Center staff work every day to build trusting relationships with participants; so that they can feel safe, heard, and respected. Sometimes this process can take over a year; sometimes a major event will act as the catalyst while other times it originates from continual compassion. This development is critical in the Coordinated Entry process; the Day Center is a gateway to it all.

- Breezy Aguirre, ARCHES Program Manager

### **ARCHES Basic Needs & Supportive Services:**

Current utilization of Day Center Supportive Services has remained consistent (*Table 2*). On average, Supportive Services offered at ARCHES have seen a 10% increase since September. These services include: community mailboxes, sack lunches, hygiene kits, hair cut vouchers, and pet food. In all, ARCHES retains nearly 1000 active mailboxes, with an average of 212 client’s accessing their mail per week, and distributing 161 pounds of pet food in March.

#### **Basic Needs & Supportive Services**

*Table 2*

## Community Resource Program

Date	New Client Mail Boxes	Checking Mail	Lunches	Incoming Calls	Pet Food	Hygiene & Hair Cuts	CE Assessments
August	22		2397	1523			
September	73	688	2238	1126	250	20	213
October	109	887	2604	1894	238	51	259
November	97	709	2366	1559	196	32	180
December	65	893	2005	1428	134	45	137
January	80	1142	2185	1680	224	37	159
February	68	979	2224	1418	193	72	137
March	56	1139	1943	1598	161	35	151
<b>Overall</b>	<b>570</b>	<b>6437</b>	<b>17962</b>	<b>12226</b>	<b>1396</b>	<b>292</b>	<b>1236</b>

### **Program Showcase:** *Employment Navigation*

In August 2018, the Employment Navigator position was incorporated to ARCHES supportive services; with program operations formally beginning in February 2019. This program is in collaboration with Willamette Workforce Partnership (WFP), whereby the navigator assists clients in accessing available WFP programs such as WorkSource, Voc Rehab, and Res Care. This assistance is accomplished through referrals from ARCHES Case Managers and Coordinated Entry. The primary focus of this program is to assist clients in gaining or maintaining stable income; with the long term goal being to supportive self-sufficiency and housing stabilization.

As of April 17, 2019 the Employment Navigator program is well under way. Since the program's onset, there have been sixteen referrals by ARCHES staff: Two of the referred clients have interviews, one client opted out of assistance, another is in vocational rehab, and one (a success story) has been recently hired, the others are within the employment search in progress.

- *Employment Navigation success story:*

“Client was a forty two year old female, single parent, with several barriers to employment: a history of drug abuse, her housing was due to expire in less than two months, and was currently working on her GED. During our first meeting, she expressed being apprehensive and was embarrassed to keep an interview appointment with a fast food company. After much discussion, it was revealed that she was nervous about re-engaging with the work force. It was apparent that she was having second thoughts about it. “

“While at the WorkSource office, she received coaching services. This helped her to see the long term impact of this opportunity and that this was just a stepping

## Community Resource Program

stone to greater successes. After practicing interview questions and suggestions on what attire to wear to the interview, the client felt secure about herself and confident that she would do well."

"The next day, client reported via email with much elation; she was offered the job! At this point, communication will be kept with client for one more month for encouragement and updates."

- Oscar Izaguirre, ARCHES Employment Navigator

### **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 the household moving forward. During month of March, 22 households were assisted and avoided homelessness. While 365 referrals to community resources were made (*Table 3*).

Rural Resource Services - March 2019									
Resource Referrals								Direct Client Services	
County	Housing & Rent	Utilities	Security Deposits	Transportation	Food & Clothing	Medical	General	HHs Served	Money Spent
Polk Co.	50	32	23	13	38	2	27	20	\$ 8,243.00
Marion Co.	58	31	5	0	0	0	86	2	\$ 2,370.12
Total	108	63	28	13	38	2	113	22	\$ 10,613.12

### **Other News:**

- ARCHES submitted the annual CSBG reports on behalf of MWVCAA.
- Staff attended a ROMA Implementer training in Seattle.
- ARCHES and MWVCAA staff assisted in the implementation of the Annual Homeless connect. Where 425 homeless individuals were served.
- Renovations of the ARCHES location are currently underway. Demolition of the first floor is almost complete. Interior framing of the expanded Day Center and fire suppression system installation are the next major elements in the rehab timeline. Substantial project completion is still estimated to be August 2019.
- United Way anticipates the delivery of the mobile shower unit in May 2019.

## Community Resource Program

- The Veteran Service Office Program is moving to 780 SE Commercial St. Salem, OR 97301. Opening day will be May 6<sup>th</sup>, 2019. Until then, service interruptions are not anticipated. However, if they occur, please call 503-399-9080 ext.4402.

**WE'RE  
MOVING**

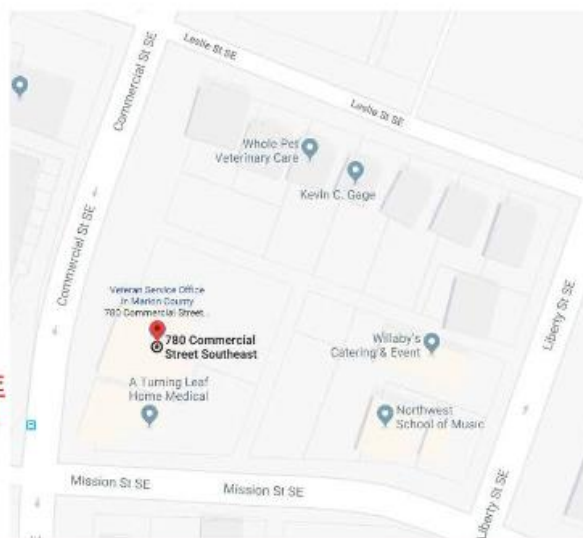


The Veterans Service Office  
in Marion County will be  
relocating! **May 6, 2019**

Come see us in our new location:  
**780 Commercial Street SE, Ste 302**  
**Salem, OR 97301**  
**971-707-4400**

**Housing  
issues will  
still be  
handled  
through  
ARCHES**

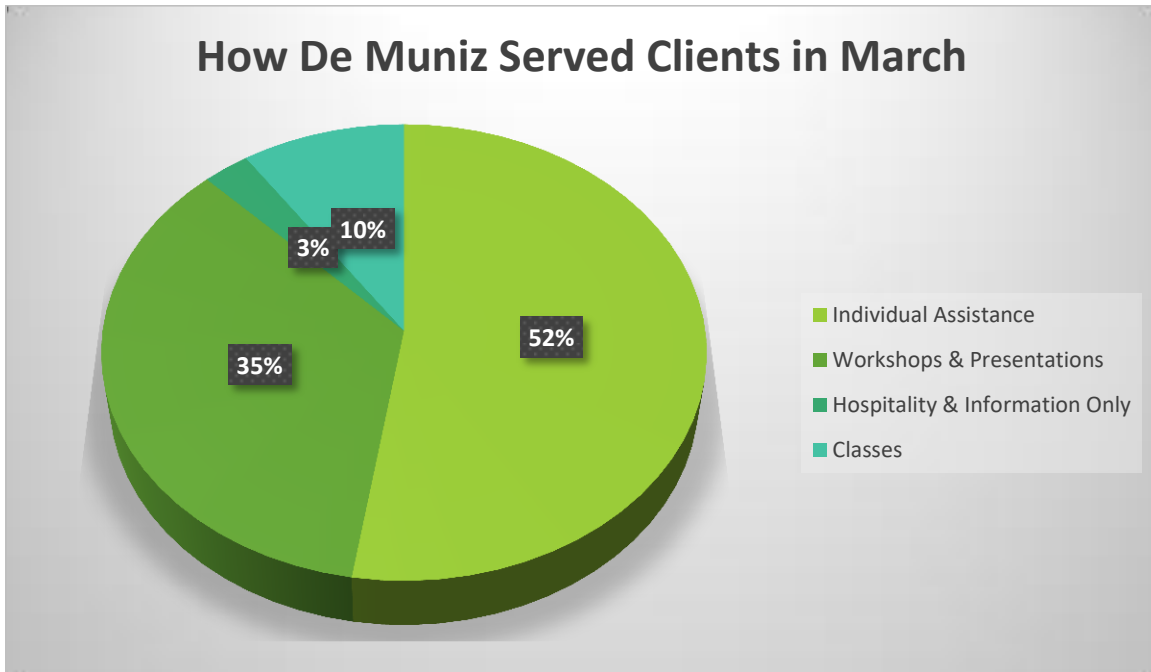
**615 Commercial St NE**  
**Salem Oregon 97301**



# De Muniz Resource Center

April Cox, Director

March 2019



## Opportunities/Challenges

- ❖ The Resource Center officially moved into our new space!
- ❖ De Muniz served 144 clients in March (the center was closed for a week due to moving)
- ❖ 48 clients successfully got enrolled in the Oregon Health Plan from our site
- ❖ Education and employment was the focus of 57% of all services this month
- ❖ Housing & basic needs was the focus of 26% of all services this month
- ❖ De Muniz coordinates and hosts substance abuse support meetings which 56 clients took advantage of which totaled 106 occurrences for the month
- ❖ Volunteers assisted 8 individuals with GED tutoring for a total of 30 hours this month
- ❖ Staff continue to collaborate closely with Goodwill to offer employment workshops to our inmate clients
- ❖ **Open house is scheduled for Thursday April 25<sup>th</sup> 3:00-5:00 @ 3940 Aumsville Hwy.**

## Volunteer Report

	# OF VOLUNTEERS	# OF HOURS DONATED
MARCH	23	95

\*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

March 2019

***Executive Summary of Activities: Next report available in May.***

### **Opportunities**

The Early Learning Division still hasn't received back the contracts from procurement. We are looking into May for the new dollars. Although the state gave the go ahead to start hiring. We have already done that, as we had personnel dollars to spend down in our current budget. Again, new dollars will go towards:

### **Direct Support to Field**

- Expand by adding new networks through the CCR&R (We will formalize the Russian Network we have been running for 3 years, and we are in talks into starting a Certified Family/Certified Center Director's Network).
- Incentives and support to child care providers for recruitment and retention.

### **Infrastructure**

- Invest in current staff to encourage retention
- Invest in new Quality Improvement Staff to support providers.

We have hired a new Bilingual Quality Improvement Specialist and soon to be Master Trainer. Her name is Cassandra Hernandez. She worked for CAA Head Start for a number of years and was recently working for Family Building Blocks. She decided to come back to the Agency, and we are very excited about that. She started March 18<sup>th</sup>.

We have hired two new Program Support people. One is Tanya Kirk who started April 5<sup>th</sup>. She will be doing provider update calls, support and program outreach. She was recently a 4 Star rated Family Child Care provider and an active member of our child care provider Network. The other individual, Patricia Gonzalez, will start May 1<sup>st</sup>. She is currently a Certified Family Child Care provider with a Bachelors in ECE. She is a 4 Star rated program as well. We will lose 2 great providers in the field, but gain some highly experienced ladies who know what it is to be licensed and star rated. Patricia will start as Program Support and work her way into a Quality Improvement Specialist and a Master Trainer.

CCR&R Director and Program Manager will be attending the Rise Up Region X CAA Conference in Spokane April 22<sup>nd</sup>-April 25<sup>th</sup>. I will also be sending 2 staff to the BUILD conference in June.

We have partnered with the WOU Early Childhood Program to hold a WOU EC Programs Overview day. We will be recruiting those who may have an AA or AAOT, or 90 credit hours to come to WOU and attend an orientation to WOU's ECE Program options. Lunch will be provided. CCRR will sponsor a SET 2 training on Inclusive Classrooms after the orientation. Raffle prizes will be available. This is set for April 27<sup>th</sup>. Registration is through CCRR.

Working with the Early Learning Hub of Marion and Polk Counties on the translation of 10 of our English trainings. They are funding this opportunity to get these already created trainings

translated to Spanish and Russian. In addition, we are working with them on Disaster Preparation training and materials (Go bags) for child care providers. More to come.

We will be attending the Polk County Fam Jam event at Polk County Fairgrounds. CCR&R will have a table with outreach materials and provide crazy hair colors as the activity to draw families. We also worked with Polk County Outreach in the TIE Conference for child care professionals in March.

### **Challenges**

We have had to rework our office space due hiring of additional staff. Shannon and Jenna moved upstairs. Bertha moved out of her office so Finance could have another space. It has been a challenge juggling all that, but the staff have been super flexible, and helpful in organizing, arranging and purging so we can create a positive work environment for all with the space we have. We really appreciate Agency senior staff in allowing us additional space, as we know it's not easy to come by.

Energy Services March Program Report  
Traia Campbell, Program Director

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

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

**March 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	729	2233	300	263	211	251 =34% of hh served	\$371.76
OEA PGE	370	1110	164	119	118	126 = 34% of hh served	\$378.99
OEA PP	76	191	17	40	29	31 =41% of hh served	\$372.70
PGE							
Special	50	162	17	16	21	16 =32% of hh served	\$385.34
OLGA	165	568	84	55	32	54 = 33% of hh served	\$262.92
GAP	78	251	32	26	16	22 =28% of hh served	\$119.28
<b>Total</b>	<b>1468</b>	<b>4515</b>	<b>614</b>	<b>519</b>	<b>427</b>	<b>500 =34% of hh's served</b>	<b>\$374.48</b>

**February 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	721	2336	324	215	228	248 =34% of hh served	\$377.95
OEA PGE	254	773	108	83	103	77 = 30% of hh served	\$383.47
OEA PP	67	170	22	38	35	20 =30% of hh served	\$366.12
PGE	132	393	50	43	48	40 =30% of hh served	\$372.50
OLGA	16	51	4	5	3	5 = 31% of hh served	\$260.94
GAP	24	103	21	5	3	13 =54% of hh served	\$109.92
<b>Enter</b>	<b>1214</b>	<b>3826</b>	<b>529</b>	<b>389</b>	<b>420</b>	<b>403 =33% of hh's served</b>	<b>\$375.85</b>

Energy's 2019 file review from OHCS was rescheduled to March 12-14. A total of 50 2019 applications were evaluated for accuracy and to ensure all program guidelines were followed appropriately. The compliance officer did not observe any deficiencies and no corrective action was required. There were two files with small errors that did not change payments but were areas to discussed with staff to ensure the errors are not repeated. Energy's overall rating was again above average, way to go team.

Energy finished spending the one time Portland General Electric (PGE) donation in March. These funds allowed Energy to assist a total of 188 households from our OEA PGE waiting list; these PGE customers would not have been served without these funds. We are grateful, without these funds Energy would have been out of OEA PGE funding by the 15th of March.

At the end of March Energy's last temporary worker's 6 month term ended. We appreciate his openness to learning a new skill and wish him the best.

**February 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	85	237	21	37	25	33 =39% of hh served	\$364.82
OEA PGE	7	17	0	6	4	3 = 43% of hh served	\$374.29
OEA PP	42	106	7	23	14	17 =41% of hh served	\$374.76
PGE							
Special		0	0	0	0	0 =0% of hh served	\$0.00
OLGA	17	50	8	4	7	4 = 24% of hh served	\$261.59
GAP	8	23	1	2	2	3 = 38% of hh served	\$135.00
<b>Total</b>	<b>159</b>	<b>433</b>	<b>37</b>	<b>72</b>	<b>52</b>	<b>60 =38% of hh served</b>	<b>\$371.29</b>



**Nutrition First**  
**Sue Maxwell, Program Director**  
**April 16, 2019**

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

- ✓ For the month of March, we signed on 9 new providers (6 OCC registered/certified and 3 DHS listed) and closed 5, for a total of 453 homes. Yay, we opened more homes than we closed!
- ✓ 127 homes were visited in March. The snow days in February really had us packing in the visits in March!
- ✓ A new educational training started in February. This time, Potter the Otter (the book we read to the children) makes a healthy lunch for all his friends with veggies and fruits from the Farmer's Market. Kids get to name the fruits and vegetables and we discuss their likes or dislikes. Children are given color sheets and stickers to correspond with the nutritional unit. Providers are given some excellent training tools called CACFP Meal Sets. They are sets of colorful, full-size brochures depicting meals and snacks for the four age groups: infants, 1-2 year olds, 3-5 year olds, and 6-18 year olds. The pictures are great, because both providers and kids like to look at them, and the meal sets give them new and different food ideas and most importantly, an idea of the proper portion size within those age groups.
- ✓ Approximately 1,016 children were visited in the month.

**2. Challenges**

- ✓ One more part-time staff was laid off, effective this week. The rest of my staff is scrambling to recruit more providers. Most of the Nutrition First staff has been here for 20 years or more, and they will do everything they can to keep our program strong. I do have the best staff!
- ✓ Three of us attended the ODE Annual Training held at Chemeketa last week. We learned some useful tools. Also discovered that USDA is loosening their regulations surrounding foods such as popcorn, dried meats (pepperoni and jerky), and hominy. These foods are not presently allowed, but will be acceptable sometime in 2020. Currently, if someone writes pepperoni pizza on their menu, we have to disallow that meal, even though we are aware that the pizza also has cheese as a protein.

## HEAD START PROGRAM REPORT

Eva Pignotti

April 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.

### March 2019 Attendance

Program Option and County	Percentage
PreK Marion County Part Year	78.39%
PreK Polk County Part Year	81.49%
PreK Full Day DHS Subsidized (Marion County only)	76.25%
PreK Overall	78.04%
EHS Marion County	84.35%
EHS Polk County	78.47%
EHS Full Day DHS Subsidized (Marion County only)	77.07%
EHS Overall	79.57%
EHS CCP Marion County	82.46%
EHS CCP Polk County	88.89%
EHS CCP Overall	83.11%

- 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 March 2019

Program Option and County	Funded	Filled
PreK Marion County Part Year	653	652
PreK Polk County Part Year	120	120
PreK Full Day DHS Subsidized (Marion County only)	20	20
PreK Overall	793	793
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	53	52
EHS CCP Polk County	7	6
EHS CCP Overall	60	58

### Waiting List March 2019

Program Option and County	Number
PreK Marion County Part Year	106
PreK Polk County Part Year	12
PreK Full Day DHS Subsidized (Marion County only)	14
PreK Overall	132
EHS Marion County	64
EHS Polk County	8
EHS Full Day DHS Subsidized (Marion County only)	3
EHS Overall	75
EHS CCP Marion County	6
EHS CCP Polk County	0
EHS CCP Overall	6

	March 2019	
USDA Meal Reimbursements	Number of Meals Served	Amount Reimbursed
Breakfast	7,471	\$13,373.09
Lunch	7,591	\$25,162.21
Snack	1,130	\$ 1,028.30
Cash In Lieu		\$ 1,783.88
<b>Total Reimbursement</b>		<b>\$41,311.48</b>

### Program Updates

The program was awarded both the Head Start Duration grant for extended services to preschool children, and the expansion grant for Early Head Start and EHS Child Care Partnerships. Plans are being implemented to begin the duration services on June 10, 2019 for 118 preschool children who will attend school over the summer. The expansion grant will be implemented in phases, with new slots being filled starting in the fall. Program leadership is engaged in seeking new family child care providers to join the EHS Child Care Partnerships team.

## HOME Youth & Resource Center – Board Report April 2019

[illegible]

	J	F	M	A	M	J	J	A	S	O	N	D	total
Taylor's House (Supportive Emergency Shelter)													
Youth Served (residents)	x	x	x										
Total Nights of Service	x	x	x										
Community Support													
Number of Volunteers / Interns	8	6	17										
Total Number of Volunteer / Intern Hours	173	190	252										
Polk County @ Time of Intake													
RHY served	2	1	0										
Drop In served	8	5	3										
YEP served	1	1	1										
Taylor's House	0	0	1										
Key	0* = Activity Not Offered						X* - Did Not Collect Data						

### **Marion County Juvenile Therapy Court (STAR):**

- Continue to attend court and staff meetings. Provide support and connection to social services as well as grant management.
- Active in the agencies county therapy court support team.

### **Taylor's House**

- From Dec. 14<sup>th</sup> 2018 to March 11 2019 we served 23 unique youth and provided 377 nights of shelter.
- Continuing to do community outreach and increase awareness of the new service.
- Continuing to improve policies and procedures now that we have a few months of operations to evaluate and reflect on.
- Staff retention in management positions has served to be challenging. Working with HR to address.
- Evaluating and improving data collection. Will start to include detailed data in future reports.

### **The Challenge: Youth Homelessness:**

- Actively participating in the ROCC (rural Oregon continuum of care) workgroup applying for the HUD YHDP (youth homeless demonstration project) grant again. Our work on the 100 Day Challenge is vital to this process.

**General:**

- Addressing staffing structure improvements and budget management with HR and Finance.

**Client Story:** \* *Youth's identifiers have been removed and or edited to protect their privacy.*

“Frank” is an 18-year-old transgender youth with a history of running away, sex trafficking, and was most recently in a foster care placement before being sent to detention. Frank came to the Drop In to say hi to staff and inform us about the progress he’s made. Since being released from detention, Frank completed his degree, enrolled in school at Chemeketa, and is currently living in his own apartment. He’s feeling really good about his life right now and wanted to let us know how proud he is of the positive changes he’s been making.

“Hank” has lived a life of barriers for years; emancipated at age 16, experienced multiple forms of abuse due to belonging to the LGBTQ+ community, chronically homeless, and disabled with a degenerative condition leaving him wheelchair dependent. Much more than a checklist of stats Hank is a smart, determined, resourceful young adult who is a great advocate for both himself and his peers. Hank came to HOME Youth & Resource Center from Polk County looking for shelter. Prior to Taylor’s House starting operations Hank camped out on the Drop In steps at night. In searching for legal, and less traumatizing, ways to earn money Hank soon became involved in the YEP program and was one of the first residents at Taylor’s House. Defeated in thinking he couldn’t find a job he enjoyed and was compatible with his special abilities, Hank was starting to lose sight of his long term goals. After 3 months of excelling in his internship Hank was offered a full staff position in the Salem Keizer Education Foundation program continuing his work at the elementary school. During the same time Hank transitioned from Taylor’s House to an apartment with two roommates. Staff applaud Hank for building resilience, being open to new positive experiences and achieving his goals.



**Mid-Willamette Valley Community Action Agency, Inc.**  
**Board of Directors Executive & Finance Committee Meeting**  
**April 11, 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 7:41am. It was determined that a quorum was present.**

**1. Director's Update on Programming** – Jimmy updated the board on the following:

- a. Board Diversity – The board recognized the need to promote diversity in its constituency and it will keep those goals in mind in the consideration of future members.
- b. ODE Serious Deficiency Closed – We received a letter from ODE formally closing the letter of serious deficiency. Jimmy commended Nancy and the Finance staff for all their hard work they put into our Corrective Action Plan and audit.
- c. ARCHES Rehab Update – The remodel continues to move forward. The City of Salem has provided ARCHES with a \$1.1 million grant to fund the final pieces of the construction, which will include a sobering center.
- d. Head Start Grants - The agency has received both the duration and expansion grants formally from the Office of Head Start, which will add about \$2 million in funding for our Head Start program, taking our total head start placements to over 1,000. Another grant for \$500,000 will allow us to complete the renovations to the parking lot at Middle Grove.
- e. CARS – The Re-Entry program has moved into its new building. The program will have an open house on April 25<sup>th</sup>.
- f. HOME/Taylor's House – Jimmy shared that Taylor's House continues to look for more funding opportunities.
- g. Development of Human Resources Department – Jimmy shared that we are in need of increasing staff in the HR department.

**2. Financials** – Financial statements were not available; will be presented at full board meeting.

**3. April 2019 Full Board Meeting Draft Agenda** – Board fundraising was added to the agenda.

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

**Meeting adjourned at 8:42 am.**