

COMMUNITY ACTION AGENCY

MAY 2019 MEETING

**BOARD OF DIRECTORS &
HEAD START POLICY COUNCIL
SHARED GOVERNANCE MEETING**

THURSDAY, MAY 23, 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 &
HEAD START POLICY COUNCIL
SHARED GOVERNANCE MEETING**

2475 Center St NE

Salem OR 97301

May 23, 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.

I.	Welcome and Introductions	5:30
	1. Recite Mission and Vision statements	
II.	Public Comment	5:35
III.	Approval of Agenda	5:40
IV.	Consent Calendar	5:45
	1. April 2019 Full Board Meeting Minutes	
	2. May 2019 Program Directors' Reports	
	3. May 2019 Committee Minutes	
V.	Board Business	5:55
	1. Executive Director's Report	
	2. Financials – <i>Approval</i>	
VI.	Joint Governance Business	6:15
	1. Head Start Budget Revision Grant Amendment – <i>Approval</i>	
	2. Waiver of Non-Federal Share for the Early Head Start Expansion Grant - - <i>Approval</i>	
	3. Waiver of Non-Federal Share for the Head Start Duration Grant – <i>Approval</i>	
	4. ADDED: Head Start Policy Council Bylaws Update - <i>Approval</i>	
VII.	Adjournment	7:30

Next board meeting: Thursday, June 27, 2019

Mid-Willamette Valley Community Action Agency, Inc.
Board of Directors Meeting
April 4, 2019
MINUTES

ATTENDANCE:

Board of Directors:

Present:

Helen Honey	Nathan McClenny	Kevin Karvandi	Jon Weiner
Herm Boes	Steve McCoid		

Absent:

Erika Lanning	Jannautte Wagner	Jennifer Wheeler	Linda Bednarz
Katie Goodwin (Non-voting)	Glory Lyatuu (Non-Voting)		

Others Present:

Program Directors/Staff/Guests:

Jimmy Jones, Executive Director
Helana Haytas, Chief Operations Officer
Carlie Grosjacques, Human Resources Assistant

The meeting of the Board of Directors was called to order at 12:00pm by Executive Director Jimmy Jones. It was determined that a quorum was present.

I. Welcome and Introductions

Chief Operations Officer Helana Haytas welcomed everyone and introductions were made.

II. Public Comment

None were made.

III. Approval of Grant Increase

The board as a whole approved the older COLA budget, but there was a transposition error on one budget line item. The Early Head Start award is \$24,107, instead of the \$24,017 that was approved. Jimmy Jones proposed to approve a \$90.00 increase to match the \$24,107 award. No discussions or concerns were raised.

MOTION: To approve \$90.00 increase to the Head Start COLA grant made by Steve McCoid.

SECOND: Herm Boes

APPROVED: Unanimously approved

IV. Adjournment

The Board of Directors meeting was adjourned at 12:10pm.

Respectfully Submitted:

Carlie Grosjacques

Helen Honey, Board Secretary

Mid-Willamette Valley Community Action Agency, Inc.
Board of Directors Meeting
April 25, 2019
MINUTES

ATTENDANCE:

Board of Directors:

Present:

Erika Lanning	Jade Rutledge	Jon Weiner	Steve McCoid
Herm Boes	Jennifer Wheeler	Linda Bednarz	

Absent:

Helen Honey	Jannautte Wagner	Kevin Karvandi	Lyle Mordhorst
Nathan McClenny	Katie Goodwin	Glory Lyatuu	

Others Present:

Program Directors/Staff/Guests:

Jimmy Jones, Executive Director
April Cox, Director of Specialty Courts & Reentry Services
Rogelio Cortes, Weatherization Program Director
Sue Maxwell, Nutrition First Program Director
Eva Pignotti, Head Start/Early Head Start Program Director
Amy Schroeder, Office Specialist

The meeting of the Board of Directors was called to order at 5:35pm 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

Herm Boes welcomed and introduced Claire Muscutt, an Intern at SLF.

III. Approval of Agenda

No changes were made.

MOTION: To approve agenda made by Jon Weiner,

SECOND: Herm Boes.

APPROVED: Unanimously approved

IV. Consent Calendar

1. March 2019 Full Board Meeting Minutes

No discussions or concerns were raised

2. April 2019 Program Directors' Reports

No discussions or concerns were raised

3. April 2019 Committee Meeting Minutes

No discussions or concerns were raised

MOTION: To approve consent calendar made by Jon Weiner,

SECOND: Steve McCoid.

APPROVED: Unanimously approved

V. Board Business

- 1. New Board Member** – Jennifer Wheeler shared that although Lyle Mordhorst was unable to make tonight's meeting he still very much would like to become a board member.

MOTION: To elect Lyle Mordhorst to the Board of Directors made by Jon Weiner,

SECOND: Linda Bednarz.

APPROVED: Unanimously approved

2. Executive Director's Report:

- a) Head Start Teacher Mandatory Report
- b) The De Muniz Open House held just prior to the start of the board meeting was very successful. Many attended and speakers included former Chief Justice Paul De Muniz, Marion County Sheriff Jason Myers, Dave Lorenz our partner at Goodwill, volunteer Rick Martel and Leo, a client who shared his story of how the program is helping him reach his goals
- c) Jimmy provided updates on the ARCHES Spend Down for 2017-2019, EHA/SHAP statues with Legislature, Taylor's House Funding, successful grants for ARCHES/CARS Workforce Development, the City of Salem's cuts to the HRAP and Jimmy described the construction of the Sobering Center

3. City of Salem ARCHES Contract:

- i. The City of Salem has provided ARCHES a grant from Urban Development for up to \$1.1 million to complete the ARCHES Project rehabilitation this summer

MOTION: To approve the City of Salem ARCHES contract made by Linda Bednarz,

SECOND: Steve McCoid.

APPROVED: Unanimously approved

4. Financials – Not available

5. Board Fundraising – Moved to a later meeting date

VI. Adjournment

The Board of Directors meeting was adjourned at 6:40pm.

Respectfully Submitted:

Amy Schroeder, Board Support

Helen Honey, Board Secretary



THE ARCHES PROJECT

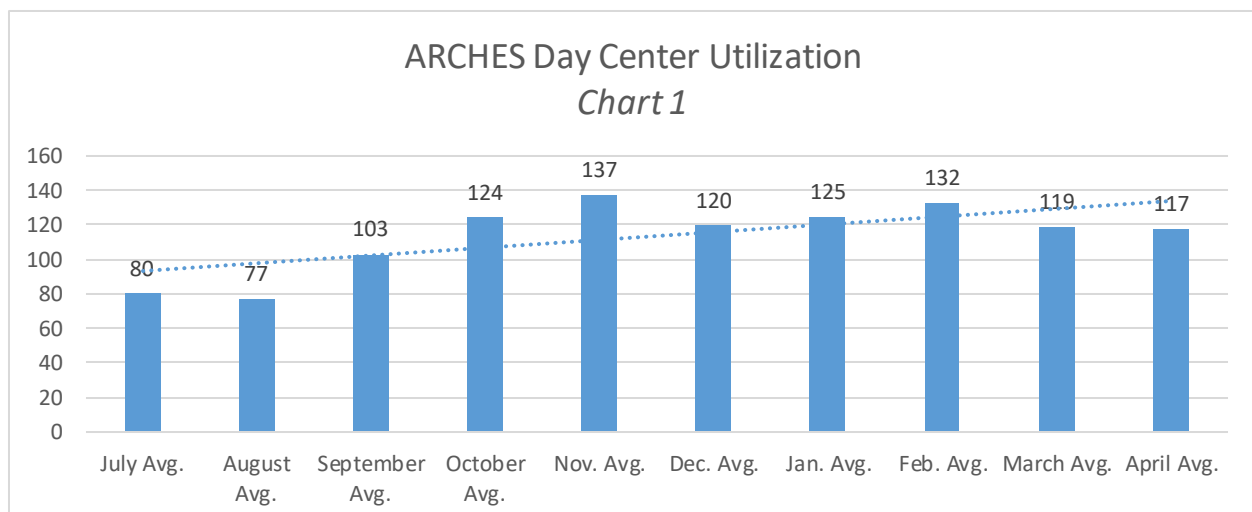
615 Commercial Street NE
Salem, Oregon 97301

CRP Board Report – May 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.

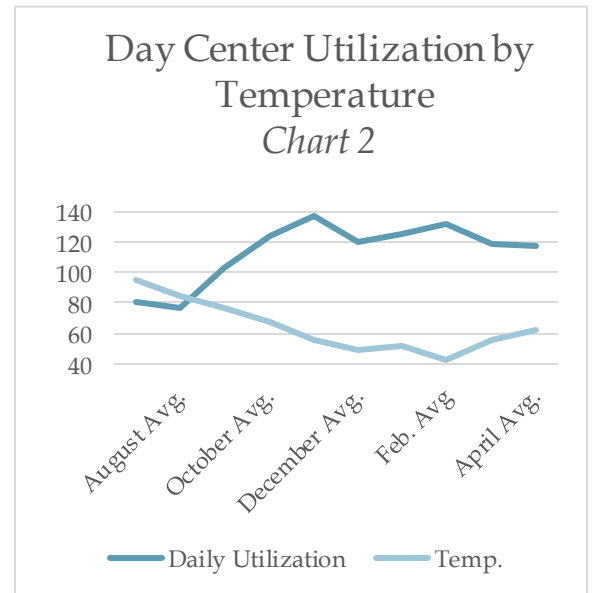
ARCHES Day Center:

Since opening day, the total number of duplicated Day Center visits is now 21,435 - with an average daily attendance rate remaining at 117. During April there was 2,583 duplicated visitors with an average daily utilization rate of 117. 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*.



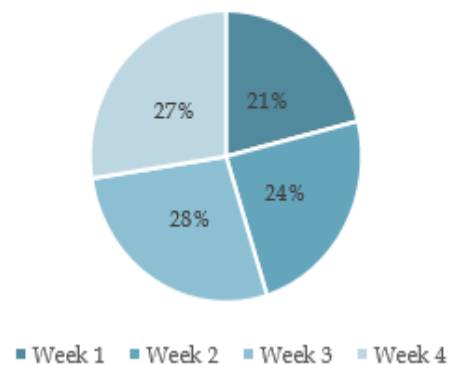
Community Resource Program

- Day Center Trend 1 – Daily Visitors: The Top 5 Utilization Days for the ARCHES Day Center remains unchanged. 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 April. As *Table 1* shows, throughout the month, from week 1 through week 4, Day Center utilization drastically increases. 27% of all sign-ins continue to occur during the last week of a given month.



Weekly Analysis of Day Center Utilization				
<i>Table 1</i>				
Month	Week 1	Week 2	Week 3	Week 4/5
August Avg	69	78	81	87
Sept. Avg	58	89	116	128
Oct Avg.	90	93	130	160
Nov. Avg	114	149	151	152
Dec. Avg	109	133	120	110
Jan Avg.	83	107	136	104
Feb avg.	138	114	136	141
March Avg.	111	114	131	120
April Avg.	105	113	131	122
By Week Avg	97	110	126	125
By Week Total	877	990	1132	1124

Percentage of Day Center utilization throughout the month



Community Resource Program

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 6% 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 291 client's accessing their mail per week, and distributing 149 pounds of pet food in April.

Basic Needs & Supportive Services							
Table 2							
Date	New client Mail Boxes	Checking Mail	Lunches	Incoming Calls	Pet Food	Hygiene & Hair Cuts	CE Assessments
August Total	22		2397	1523			
September Total	73	688	2238	1126	250	20	213
October Total	109	887	2604	1894	238	51	259
November Total	97	709	2366	1559	196	32	180
December Total	65	893	2005	1428	134	45	137
January Total	80	1142	2185	1680	224	37	159
February Total	68	979	2224	1418	193	72	137
March Total	56	1139	1943	1598	161	35	151
April Total	66	1165	1775	1814	149	19	190
Overall Total	570	6437	17962	12226	1396	292	1426

CRP Success Story: ARCHES Housing Program

"Billy" has been a frequent visitor of our day center for the last 4 years. Prior to homelessness he had been successfully self-employed. However after experiencing a debilitating injury he left his long-term medical facility homeless. "Billy" had attempted to look for housing on his own, but struggled to fill full this need due to his limited disability income.

When asked if there were any other barriers preventing him from gaining housing, he shared, "After you've been homeless for a while, you change. You start having a different mentality. You accept homelessness, and it's hard to flip it back around. You try to be accepted in the community. But you're just accepted as a homeless person, and that's all you'll ever be. It's almost harder to get into a place, and get back on your feet, than it is to remain homeless."

Community Resource Program

Through continued support of the ARCHES community “Billy” gained volunteer experiences. As a result he was able to find employment; no longer needing Social Security benefits. After engaging with our ARCHES coordinated entry system, he was referred to the ARCHES Housing Program (AHP). “Billy” was contacted the same day and quickly began looking for housing. With the guidance, support, and advocacy of AHP “Billy” located a home. Within 8 days after program enrollment “Billy” was able to move into his new apartment.

When asked what the housing experience was like him, the client stated, “It’s amazing to have my own place. And now I can be an example to other people. This is another opportunity to show that this works - ARCHES works. If I can do this anyone can.” He added that things will be different for him this time because, “I’m not committed to the downtown homeless anymore. I’m committed to helping myself; I can give 100%. I deserve to give this my all.”

- Holly Newman, ARCHES Housing Program, Case Manager

Program Showcase: *Fresh Start – Navigators*

Implemented in October 2018, The Fresh Start Navigator – Supportive Services (FSN) program is a partnership with Marion County DHS Child Welfare. The program was developed to fill gaps between transitional services and housing readiness for families. Family re-unification supported through housing stability is its goal.

Since operations began, FSN has assisted 45 families (67 individuals) in working toward their goals of housing-readiness and self-sufficiency. FSN’s dedicated work has encouraged individuals to engage with service delivery systems and to thrive. With help from the Navigators, clients succeed in attaining: birth certificates and state IDs, finding employment, securing healthcare coverage, and completing the ARCHES RENT classes. The majority of participants have met most, if not all, of their goals and are seeing success in other dual-enrolled programs. Though it is not a housing program in itself, six of the families that have utilized the Navigator services have attained housing.

- *Fresh Start Navigation success story:*

“When we first started working with this particular client, he was living in a motel room with his two school-aged children. He had a history of victimization, no criminal record, and no history of substance abuse. He was a loving father and a hardworking man. During enrollment, he expressed to us wanting to stay in his current school district; allowing his to remain in school with their friends, as well as to continue with their school activities. Later he shared that his children had already been through enough having lost their mother. He was dedicated to protecting what little they had. “

Community Resource Program

“We did everything we could to get him housed as quickly as possible. He was in our program for 4 months – and in that time, we gathered letters of self-advocacy and we kept our eye out for apartments in the area he was requesting to live. Thankfully, we found one and it was within his budget! We called the leasing agent before we sent him over – we shared his story with her and she instantly wanted him as a tenant. We heard a week later we were informed that he was approved! We called him immediately to share the good news. He’d been having a hard time that week and this was the news he needed to hear. To prepare for move-in we gathered a list of things he needed for his new apartment. Today he is working full-time to continue supporting himself and his two kids.”

- Paula and Esperanza, ARCHES Fresh Start Navigators

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 April, 26 households were assisted and avoided homelessness. While 238 referrals to community resources were made (*Table 3*).

Rural Resource Services - April 2019									
Resource Referrals								Direct Client Services	
County	Housing & Rent	Utilities	Security Deposits	Transportation	Food & Clothing	Medical	General	HHs Served	Money Spent
Polk Co.	24	20	21	25	23	11	21	23	\$ 11,114.00
Marion Co.	30	18	4	0	1	0	40	3	\$ 2,297.00
Total	54	38	25	25	24	11	61	26	\$ 13,411.00

Other News:

- ARCHES was notified of a \$77K CDBG award from the City of Salem to facilitate the areas winter warming network. Grant begins July 1, 2019.
- ARCHES was awarded \$50K from Willamette Valley Work Force Partnerships to continue their Employment Navigation project.
- Staff attended the Region X: Rise Up conference in Spokane.

Community Resource Program

- Renovations of the ARCHES location are currently underway. Demolition of the first floor is almost complete. Fire Suppression installation is underway with excavation of the parking lot beginning in May. Substantial project completion is still estimated to be August 2019.
- United Way anticipates the delivery of the mobile shower unit in May 2019.
- The Veteran Service Office Program has moved to 780 SE Commercial St. Salem, OR 9 7301. Operations are ongoing with clients being seen at the new location.

ARCHES Project Housing Numbers
(Numbers in Red 100% Allocated for FY)

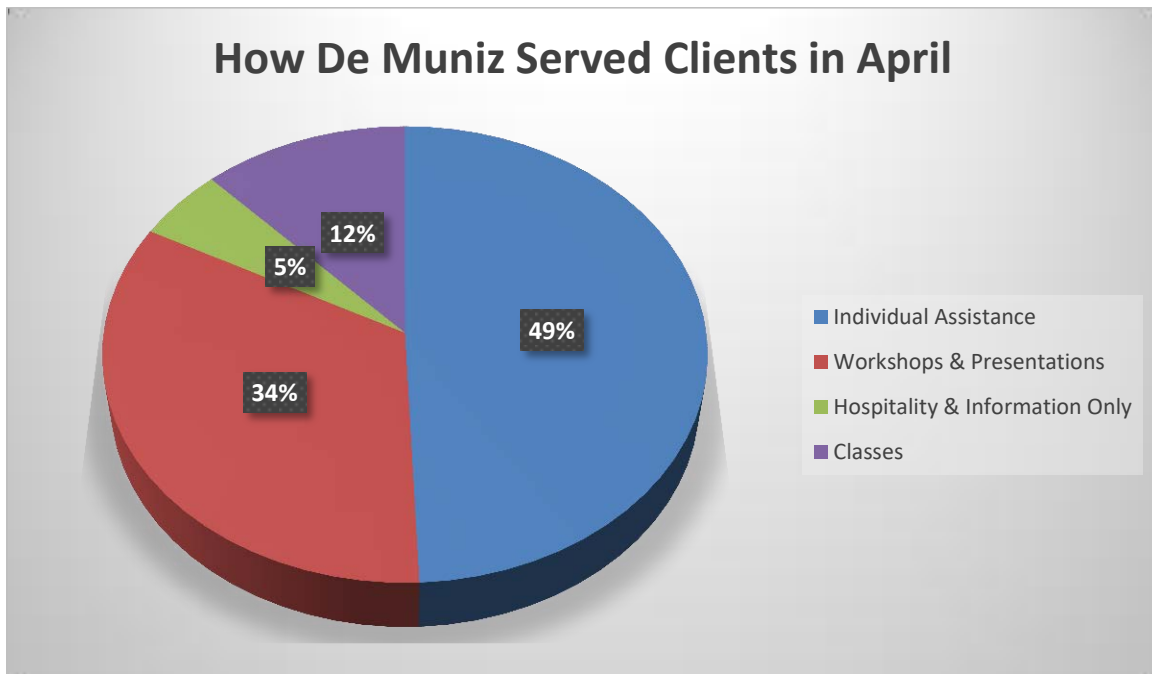
		Quarter 4 (Month 1 of 3)										
		APRIL 2019 Housing Activity						Key Performance Metrics				
Core Programs	Program Type	Households Served	Adults	Children	Households Searching	Housholds Housed	Total Unique Served	SPDAT Average	SPDAT Median	SPDAT Low	SPDAT High	Household Exits to PH
HUD ARCHES - RRH	RRH/DIV	30	43	20	0	30	62	8.11	8	4	16	8
HUD ARCHES - Diversion		20	29	15	20	11	44					
DHS Fresh Start RRH		10	12	5	3	3	7	5	5	5	5	3
DHS Navigators		35	42	29	4	3	71	11	11	11	11	1
RENT	RRH/PRV	13	19	12	1	1	31	12	12	12	12	1
HOME TBA		19	25	13	0	19	38	9.41	10	4	13	1
LIRHF	PRV	0	0	0	0	0	0	-	-	-	-	-
Cascade Housing Project	RRH/DIV	14	18	16	0	11	34	9.27	9	6	13	1
Polk County Resource Center	PRV/DIV	24	24	20	0	24	44	PR	PR	PR	PR	13
Marion County Resource Center	PRV	4	8	8	0	0	16	PR	PR	PR	PR	4
OHA-VRAP	RRH	36	48	5	2	34	53	9.42	9.5	4	14	1
ERA	RRH/DIV	4	5	0	0	4	5	9.5	9.5	9	10	0
Housing Assistance Program	RRH/PRV	9	12	3	0	0	15	8.66	8.5	5	13	0
Lottery Vet	RRH/PRV	0	0	0	0	0	0	-	-	-	-	-
VET DRF		8	9	0	1	7	9	8.63	9	6	12	0
HSP		9	12	18	1	8	30	16.5	16.5	13	20	0
Expanded HSP	DIV/PRV							5.83 (P)	5 (P)	2 (P)	15 (P)	1
		15	18	42	3	12	60	7.5	7.5	4	14	3
								7.6 (P)	6 (P)	17 (P)	3 (P)	1
Coordinated Entry - Diversion	DIV	0	0	0	0	0	0	-	-	-	-	-
Totals		250	324	206	35	167	519	8.94	9	4	20	38

P = Prevention SPDAT

De Muniz Resource Center

April Cox, Director

April 2019



Opportunities/Challenges

- ❖ Over 70 guests attended the De Muniz Resource Center's open house including 7 speakers during the event. Maps Credit Union sponsored the event with a \$250 reimbursement donation.
- ❖ De Muniz served 174 clients in April
- ❖ 49 clients successfully got enrolled in the Oregon Health Plan from our site
- ❖ Education and employment was the focus of 53% of all services this month
- ❖ De Muniz coordinates and hosts substance abuse support meetings which 79 clients took advantage of which totaled 170 occurrences for the month
- ❖ Volunteers assisted 3 individuals with GED tutoring for a total of 24 hours this month
- ❖ Staff continue to collaborate closely with Goodwill to offer employment workshops to our inmate clients
- ❖ 114 clients worked directly with De Muniz volunteers and/or community providers this month
- ❖ 26 bus passes were issued to clients in April

Volunteer Report

	# OF VOLUNTEERS	# OF HOURS DONATED
APRIL	21	115

*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

May 2019

Executive Summary of Activities:

Opportunities:

Statewide CCR&R's are working with WOU and the Early Learning Division to look at what data is currently being collected, what needs to be collected for our contacts, community partners and our work, and where we might get data for some of the questions that are being asked about early childhood professionals we serve. Current data doesn't tell our story and has not been useful in our work. Extensive work has been happening with the help of a consultant to develop our data/quarterly report questions to present to the ELD for consideration.

I requested several months ago for help from WOU/ELD to assist in a wage analysis for CCR&R's and their staff across the state. This has never been done. I am very excited that they have responded and are also very interested in this and will begin the work. This will be extremely helpful for CCR&R's in our future hiring and ensuring staff are earning a livable wage.

Still waiting for new additional dollars to come from ELD. We received notice that the contracts have come out of procurement and are working their way through DOJ. Dollars will go to:

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 two new Program Support people. One is Tanya Kirk who started April 5th. 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, Started May 1st. She was a Certified Family Child Care provider with a Bachelors in ECE and 4 Star rated program as well. Both were active members of our child care networks. We will lose 2 great providers in the field, but gain some highly experienced ladies who knows 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 Project Manager attended the Rise Up Region X CAA Conference with our CAA partners in mischief in Spokane April 22nd-April 25th. Some great information was gained on leadership, Trauma Informed Care and Equity. I will also be sending 2 staff to the BUILD conference in June.



We partnered with the WOU Early Childhood Program to hold a WOU EC Programs Overview day. We recruited EC professionals 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 was provided. CCRR sponsored a SET 2 training on Inclusive Classrooms after the orientation. Raffle prizes were given. 16 people attended and received one on one help with their transcripts and next steps into the program. 6 stayed and attended the free SET 2 training on Creating Inclusive Classrooms.

Continuing work with the Early Learning Hub of Marion and Polk Counties on the translation of 10 of our English trainings into Spanish. They are funding this opportunity to get these already created trainings translated to Spanish and possibly Russian. In addition, we are working with them on Disaster Preparation training and materials (Go bags) for child care providers. More to come.

CCRR has supported both Early Learning Hubs in their ELD Monitoring visit. Jenna attended Yamhill CCO's last month as she is the co-facilitator of the Hub Council. We also attended Marion and Polks on May 10th, with several staff to talk about our child care networks and talk to them about our strong partnerships.

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.

Trying to train 3 staff at once has been challenging but I have a fabulous staff that support me though all of this. I am so proud of this team and am excited to see what these new personalities and skills will bring to the group.

Energy Services April Program Report

Traia Campbell, Program Director

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

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

April Marion & Polk completions

Funding	HH	People	>6	60+	Disabled	@ or below 75% of poverty	Ave HH pmt
LIHEAP	504	1506	219	167	137	193 =38% of hh served	\$378.96
OEA PGE	410	1194	154	128	129	154 = 38% of hh served	\$386.81
OEA PP	67	168	12	27	23	26 =39% of hh served	\$367.61
OLGA	115	404	40	30	33	51 = 44% of hh served	\$267.57
GAP	15	61	3	2	6	6 =40% of hh served	\$103.87
Total	1111	3333	428	354	328	430 =39% of hh's served	\$377.79

March Marion & Polk completions

Funding	HH	People	>6	60+	Disabled	@ or below 75% of poverty	Ave HH pmt
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	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
Total	1468	4515	614	519	427	500 =34% of hh's served	\$374.48

Energy received OEA PGE and PP rollover funds in April which allowed us to add appointments to weekly OEA schedules. In program year 2020 OEA PGE and PP funds will be allocated yearly instead of monthly, total funding amounts will not change only how agencies receive the funding. Forward funding will allow Energy to review and update how OEA appointments are currently scheduled. We plan to increase the number of OEA appointments October - April when the need for assistance is highest and less appointments will be scheduled May - September when requests are much lower. The Energy team is currently discussing how to best make the OEA scheduling updates; one option would be to change scheduling from weekly to monthly. Additional staff would be available to schedule appointments on a designated date for the following month. By adding reception staff we are hopeful to reduce clients time on hold. Changes to scheduling will be posted on the agency webpage, with partners and throughout the community.

Last October Energy began offering evening appointments to clients that found it difficult to attend appointments earlier in the day. The later appointments have proven to be beneficial to clients that are unable to leave work early. Currently the Energy office is open Monday, Wednesday, Friday 8 to 5 and Tuesday, Thursday 8 am to 6 pm.

Energy's Outreach Specialist attends multiple monthly meetings with partners throughout Marion and Polk counties providing updates on Energy's current funding status and program updates. Beginning in April we began including other Energy staff to attend the meetings also to learn more about the services provided throughout the community and meet partners.

April Polk completions

Funding	HH	People	>6	60+	Disabled	@ or below 75% of poverty	Ave HH pmt
LIHEAP	58	170	27	23	21	18 =31% of hh served	\$386.81
OEA PGE	4	7	0	4	3	0 = 0% of hh served	\$338.75
OEA PP	32	77	4	15	13	12 =38% of hh served	\$361.25
OLGA	12	54	2	2	6	2 = 17% of hh served	\$268.75
GAP	4	18	1	2	4	0 = 0% of hh served	\$128.75
Total	110	326	34	46	47	32 =38% of hh served	\$362.27

Nutrition First
Sue Maxwell, Program Director
May 14, 2019

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

- ✓ For the month of April, we signed on 12 new providers (9 OCC registered/certified and 3 DHS listed) and closed 3, for a total of 462 homes. Yay, we opened more homes than we closed! (Second month in a row)
- ✓ 139 homes were visited in April.
- ✓ 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 1,112 children were visited during the month.

2. Challenges

- ✓ The food programs resumed their monthly conference calls with ODE specialists this week. We learned that USDA has continued to lessen their regulations regarding the serving of some food items. Effective today, providers can now serve corn meal, corn masa and hominy, and the meal and masa count as whole grain items. While this is wonderful news, particularly to Carmen's largely Latino caseload that makes their tortillas with corn masa, it is also really confusing and makes the food programs look like we are always changing the rules. We have spent the last year disallowing tortilla chips (which are a staple in child care homes) because they contained cornmeal or masa and lime. Now, not only are they claimable, but they also count as a whole grain. Sheesh, it's got us shaking our heads.

HEAD START PROGRAM REPORT

Eva Pignotti

May 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.

April 2019 Attendance

Program Option and County	Percentage
PreK Marion County Part Year	82.36%
PreK Polk County Part Year	84.92%
PreK Full Day DHS Subsidized (Marion County only)	91.00%
PreK Overall	82.01%
EHS Marion County	87.02%
EHS Polk County	78.22%
EHS Full Day DHS Subsidized (Marion County only)	93.08%
EHS Overall	85.37%
EHS CCP Marion County	79.77%
EHS CCP Polk County	87.07%
EHS CCP Overall	80.68%

- 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 April 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	792
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	52
EHS CCP Polk County	8	7
EHS CCP Overall	60	59

Waiting List April 2019

Program Option and County	Number
PreK Marion County Part Year	105
PreK Polk County Part Year	15
PreK Full Day DHS Subsidized (Marion County only)	14
PreK Overall	134
EHS Marion County	63
EHS Polk County	10
EHS Full Day DHS Subsidized (Marion County only)	4
EHS Overall	77
EHS CCP Marion County	9
EHS CCP Polk County	0
EHS CCP Overall	9

	April 2019	
USDA Meal Reimbursements	Number of Meals Served	Amount Reimbursed
Breakfast	10,919	\$19,545.01
Lunch	11,106	\$36,760.86
Snack	1,521	\$ 1,384.11
Cash In Lieu		\$ 2,609.91
Total Reimbursement	23,546	\$60,299.89

Attendance Analysis March 2019 & April 2019

During the month of March 2019, the Head Start Preschool, Early Head Start, and Early Head Start Child Care Partnerships programs had child attendance levels below the required 85% minimum. During the month of April 2019, the Early Head Start Child Care Partnerships and the Head Start Preschool programs had child attendance levels below the required 85% minimum. An analysis for the reasons for low attendance is presented as required by Federal Performance Standards:

EHS Child Care Partnerships March 2019 attendance rate was 83.11%. The majority of absences were due to children being sick (54%), parent keeping the child home (19%), and family members being sick (4.6%). The program has now made changes to the absence reason coding to dig in deeper to the 'parent kept home' category, which is always high on the list of absence reasons. The category was broken down into more specific reasons why a parent would choose to keep their child home from school so program staff can work with parents on these choices in an effort to increase their child's attendance at school.

EHS Child Care Partnerships April 2019 attendance rate was 80.68%. The majority of absences were due to children being sick (29.26%), family members being sick (14.85%), and

scheduled vacations (8.3%). Our use of the new absence reason codes for the 'parent kept home' category has helped us identify that these absences were vacation or 'family days' taken at the discretion of the parents.

Early Head Start March 2019 attendance rate was 83.11%. The majority of absences were due to children being sick (45%), parent keeping the child home (12%) and family members being sick (9.4%).

Head Start March 2019 attendance rate was 78.04%. The majority of absences were due to children being sick (36.45%), school bus transportation cancellation (15%), and child appointment (5.78%). Bus transportation being cancelled by the program continues to have a big impact on attendance. The program lost the transportation supervisor to retirement. While retirement is great, this left the program with yet another hole with bus drivers because the transportation supervisor was driving a bus for coverage. The program is currently advertising for Bus Drivers and Bus Driver trainees.

Head Start April 2019 attendance rate was 82.01%. The majority of absences were due to children being sick (27.51%), school bus transportation cancellation (21.96%) and child appointment (7.54%). The program has just successfully hired one new bus driver and one bus driver trainee, but also lost one bus driver to resignation.

HOME Youth & Resource Center – Board Report May 2019

[illegible]

	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	12									
Total Nights of Service	154	143	221	143									
Community Support													
Number of Volunteers / Interns	8	6	17	7									
Total Number of Volunteer / Intern Hours	173	190	252	152									
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				

Drop In:

- Mentor group, Brothers of Valor replaced flooring in hallway entry, living room and computer room. By mid-june they will complete computer room renovations and hopefully flooring in office and back hallway spaces. Primary funding for computer/education room updates is provided by Maps Credit Union.
- Youth Empowerment Program Coordinator continues to be on leave. Staff are maintaining the basic functions of the program.
- We were unsuccessful in our City of Salem grant application that would have funded an additional case manager at Taylor's House and sustained weekend/ holiday services at the Drop In.

Taylor's House

- 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.
- Shelter Manager position is now stable as we've promoted multiple positions from within and slightly changed the staffing structure of Taylor's House and the Drop In. Operations are going increasingly smoothly with this arrangement.
- Hosted Comcast employees for their annual "Comcast Cares" day. They completed multiple projects around the house. Their film crew was present to capture the story of Taylor's House and the progress made. I will share the final video link when it's available. Taylor's family was present and continues to give their support. Youth residents enjoyed a day at the beach with staff while volunteers were onsite.

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. = Grant was submitted prior to the deadline.
- Started collaboration with the Mid Valley Council of Governments (COG)'s contract staff Jan Calvin on continuing the Challenge initiative. An MOU has been signed at the executive level of participating agencies. We are making efforts to include Polk and Yamhill county youth serving programs as well. The intention is to better support a regional response to youth homelessness. We plan on having our first large meeting in the late summer / early fall.

Marion County Juvenile Therapy Court (STAR):

- Continue to attend court and staff meetings.

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



Mid-Willamette Valley Community Action Agency, Inc.
Board of Directors Executive & Finance Committee Meeting
May 9, 2019

ATTENDANCE

Committee Members Present: Jennifer Wheeler, Board Chair; Helen Honey, Secretary; Jade Rutledge, Board Member

Absent: Jon Weiner Kevin Karvandi

Staff: Jimmy Jones, Executive Director; Nancy Cain, CFO; Helana Haytas, Chief Operations Officer; Kaolee Hoyle, Manager of Audit & Compliance; Amy Schroeder, Accounting Office Specialist

The meeting of the Executive & Finance Committee started at 5:34pm. It was determined that a quorum was present.

- 1. Executive Director Report**
 - a.** The agency is considering changing method of administrative allocation rates to maximize agency flexibility and rebuild agency cash reserves.
- 2. Financials** – Kaolee Hoyle presented the financial statements ending February 28, 2019.
- 3. May 2019 Full Board Meeting Draft Agenda** – May is the joint governance meeting with the Head Start Policy Council. Agenda items to follow.
- 4. Credit Card Expenditure Review** – Completed by Jade Rutledge, Jennifer Wheeler and Helen Honey.

Meeting adjourned at 6:17pm.

Respectfully Submitted:

Amy Schroeder, Office Specialist

Helen Honey, Board Secretary

SUMMARY OF GOVERNING BODY APPROVAL ITEMS FOR HEAD START MAY 2019 SHARED GOVERNANCE MEETING

Early Head Start Waiver of Non-Federal Share for Expansion Grant: We are 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. When the Early Head Start and EHS Child Care Partnerships Expansion grant was approved, a waiver was requested and granted for the EHS Child Care Partnerships portion of the grant. The program needs to request a waiver for the Early Head Start portion of the grant as well. This is a new expansion, and we will not begin services to the 32 additional children until almost 8 months into the grant award period, so will not be able to accumulate sufficient volunteer time to meet the requirements for non-federal share.

Funding Category	Projected Funding
Non-Federal Share Waiver Requested for EHS Expansion	\$324,855

Head Start Waiver of Non-Federal Share for Duration Grant: We are 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. The Head Start program receives state funding that is used to meet this requirement. However, when the continuation grant was submitted in December 2018, the entire state funding amount was listed on the budget as non-federal share. Upon receiving approval of the Duration grant, it was learned that we could not use the state funding as non-federal share because it had already been allocated to the continuation grant. For future grant years the state funding will be allowable to claim as non-federal share for both awards.

Funding Category	Projected Funding
Non-Federal Share Waiver Requested for Duration Operating Budget	\$161,749
Non-Federal Share Waiver Requested for Start Up Budget	\$178,041
Total Non-Federal Share Waiver Requested	\$339,790

Head Start Budget Revision and Equipment Purchase: The Head Start program will submit a budget revision to the Federal operating grant in order to identify funds used to purchase equipment. The funds will be transferred from the facility maintenance line item to the equipment line item, in the amount of \$22,414. The equipment consists of a playground structure (\$16,414) and a commercial dishwasher (\$6,000) to be utilized at the newly leased Santiam Center site in Sublimity. Requires governing body approval of the equipment purchase and of the budget revision, which will also require consent from the Office of Head Start.

Policy Council By-Law Amendment: The Policy Council will discuss and vote on an amendment to their by-laws concerning the level of involvement required in individual staff hiring and termination. Board approval of the amended by-laws will also be required.