

# **COMMUNITY ACTION AGENCY**

**JUNE 2019 MEETING  
BOARD OF DIRECTORS**

**THURSDAY, JUNE 27, 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  
June 27, 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</b>                                     | <b>5:40</b> |
| <b>IV.</b>  | <b>Consent Calendar</b>                                       | <b>5:45</b> |
|             | 1. May 2019 Full Board Meeting Minutes                        |             |
|             | 2. June 2019 Program Director Reports                         |             |
|             | 3. June 2019 Executive Director's Report                      |             |
|             | 4. June 2019 Committee Meeting Minutes                        |             |
| <b>V.</b>   | <b>Board Business</b>   | <b>5:55</b> |
|             | 1. Executive Director's Report                                |             |
|             | 2. Financials – <i>Approval</i>                               |             |
|             | 3. 401k Plan Amendment – <i>Approval</i>                      |             |
|             | 4. Agency Insurance Presentation: Matt Lokan, Bliss Insurance |             |
| <b>VI.</b>  | <b>Adjournment</b>  | <b>7:30</b> |

**Next board meeting: Thursday, July 25, 2019**

**Mid-Willamette Valley Community Action Agency, Inc.**  
**Board of Directors Meeting**  
**May 23, 2019**  
**MINUTES**

**ATTENDANCE:**

**Board of Directors:**

**Present:**

Jade Rutledge	Jennifer Wheeler	Jon Weiner	Helen Honey
Herm Boes	Linda Bednarz	Steve McCoid	

**Absent:**

Erika Lanning	Jannautte Wagner	Kevin Karvandi	Lyle Mordhorst
Nathan McClenny			

**Others Present:**

**Program Directors/Staff/Guests:**

Jimmy Jones, Executive Director  
Nancy Cain, Chief Financial Officer  
Kaolee Hoyle, Manager of Audit & Compliance  
Ashley Hamilton, CRP Associate Program Director  
Shannon Vandehey, CCR&R Program Director  
Eva Pignotti, Head Start/Early Head Start Program Director  
Amy Schroeder, Office Specialist  
Jamie Smith, Salem Leadership Foundation Intern

**The meeting of the Board of Directors was called to order at 5:33pm 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**

Amy Schroeder informed the board of the Wellness Committee's annual rummage sale on May 24, 2019. This is their annual fundraiser to be able to do wellness activities for staff throughout the year. All were invited.

**III. Approval of Agenda**

No changes were made.

**MOTION:** To approve agenda made by Jon Weiner,

**SECOND:** Jade Rutledge.

**APPROVED:** Unanimously approved

**IV. Consent Calendar**

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

No discussions or concerns were raised

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

No discussions or concerns were raised

**3. May 2019 Committee Meeting Minutes**

No discussions or concerns were raised

**MOTION:** To approve consent calendar made by Herm Boes,

**SECOND:** Helen Honey.

**APPROVED:** Unanimously approved

**V. Board Business**

**1. Executive Directors Report –**

- a. Auditors Meeting – Met with Grove, Mueller and Swank to go over how the audit went this year; much improved over last year. They recommend that we build our cash reserves.
- b. Exploring cost allocation method – Jimmy Jones and Nancy Cain talked about other administration cost methodologies that the agency might pursue next year.
- c. ARCHES – Ashley Hamilton spoke about the renovations for the rehab center, they are coming along and hope to open mid-August. She shared they purchased a truck to tow the mobile shower unit with. She also had a sketch of the vinyl wrap that will be on it. The unit should be operational by the end of the month.
- d. New outreach downtown in the morning – ARCHES is doing street outreach in the downtown.
- e. New resource center in Mill City – The Agency will open an outreach office in Mill City this fall.
- f. RV Park in Falls City – ARCHES in partnership with Polk CDC and Falls City is pursuing a grant to purchase a rehab the Green Acres RV Park in Falls City.

**2. Financials -** Nancy Cain presented the financial statements ending February 28, 2019 to the board.

**MOTION:** To approve financial statements made by Jon Weiner,

**SECOND:** Linda Bednarz.

**APPROVED:** Unanimously approved

**VI. Joint Governance Business – Meeting began at 6:17pm**

- 1. Head Start Budget Revision Grant Amendment -** 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.

**MOTION:** To approve budget revision amendment to move \$22,414 from facility maintenance to equipment made by Jon Weiner,

**SECOND:** Steve McCoid.

**APPROVED:** Unanimously approved

**2. Waiver of Non-Federal Share for the Early Head Start 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.

**MOTION:** To approve waiver for Early Head Start non-federal share for expansion grant made by Jade Rutledge,

**SECOND:** Helen Honey.

**APPROVED:** Unanimously approved

**3. Waiver of Non-Federal Share for the Head Start 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.

**MOTION:** To approve waiver for Head Start non-federal share for duration grant made by Herm Boes,

**SECOND:** Linda Bednarz.

**APPROVED:** Unanimously approved

**4. Head Start Policy Council Bylaws Update -** The Policy Council amended their by-laws concerning the level of involvement required in individual staff hiring and termination.

**MOTION:** To approve Head Start Policy Council amended bylaws made by Linda Bednarz,

**SECOND:** Steve McCoid.

**APPROVED:** Unanimously approved

**VII. Joint Governance Adjournment**

**The Joint Governance meeting was adjourned at 6:43pm.**

**VIII. Return to Regular Board Business**

- 1. Executive Director Employment Policy –** Jennifer Wheeler stated that the Board needs to create a policy regarding the hiring, evaluation, compensation and termination of the Executive Director position. She asked for volunteers to create a committee to accomplish this task. Members include: Linda Bednarz, Steve

McCoid, Jade Rutledge and Helen Honey. They will inquire with Kevin Karvandi to see if he is interested. Jon Weiner volunteered his employment law consultation services.

**IX. Adjournment**

**The board meeting was adjourned at 6:58pm.**

Respectfully Submitted:

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Amy Schroeder, Board Support

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Helen Honey, Board Secretary



## THE ARCHES PROJECT

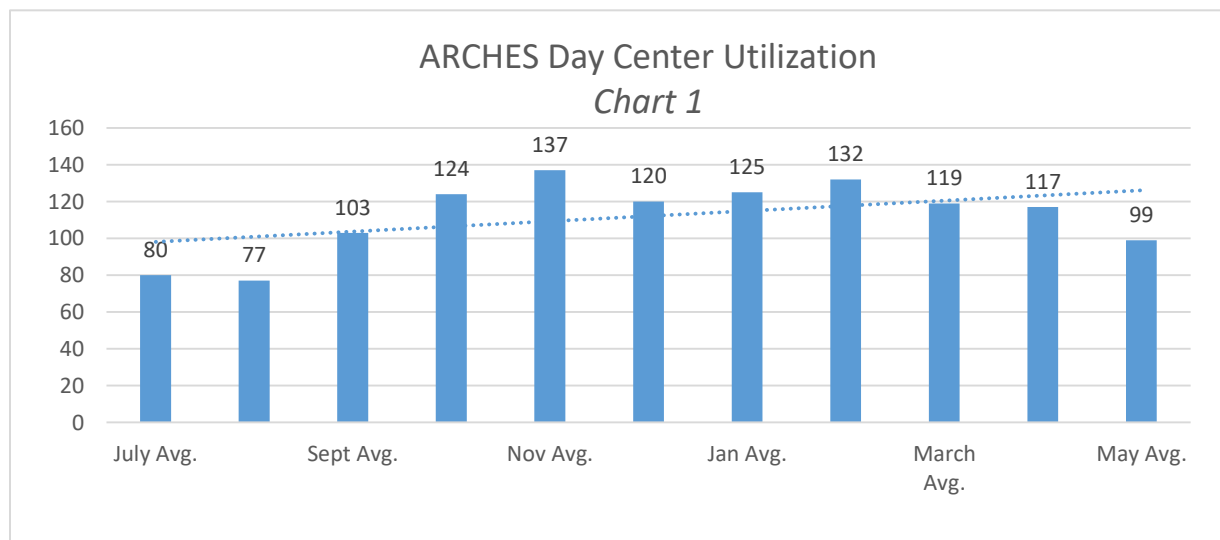
615 Commercial Street NE  
Salem, Oregon 97301

### CRP Board Report – June 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:

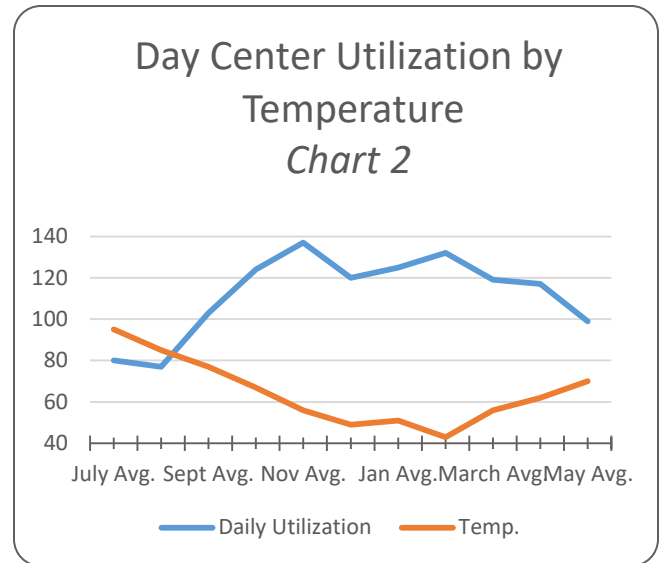
Since opening day, the total number of duplicated Day Center visits is now 23,704 - with an average daily attendance rate of 119. During May there was 2,269 duplicated visitors with an average daily utilization rate of 99. The general trend of increasing daily utilization seems to have tapered, with November and February being the highest month’s to-date, as depicted by *Chart 1*.



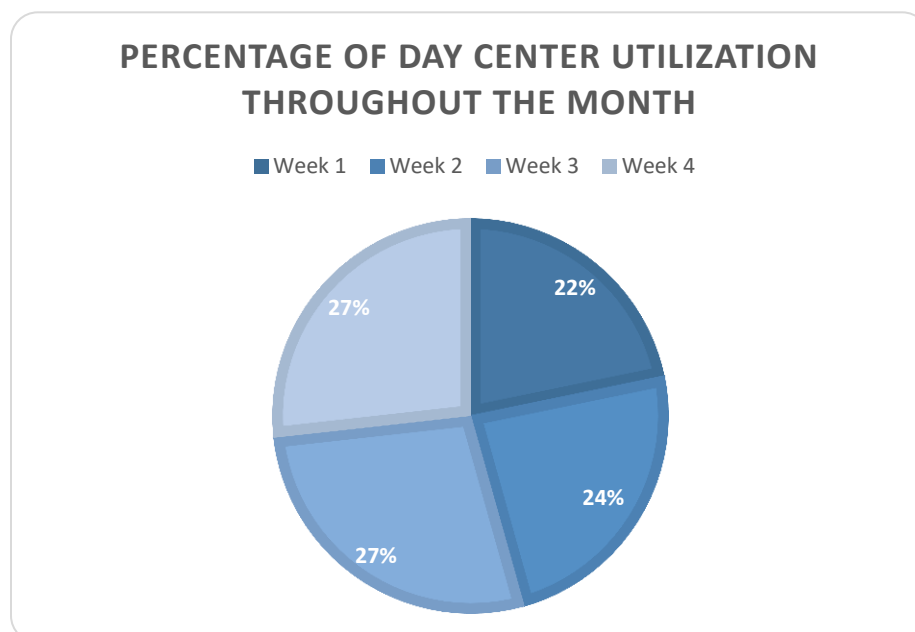
## Community Resource Program

- 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 continue to decline.



- 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.





## 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 29% increase since September. 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 274 client's accessing their mail per week, and distributing 169 pounds of pet food in April.

Basic Needs & Supportive Services							
Table 1							
Date	New client Mail Boxes	Checking Mail	Lunches	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	2826	1894	238	51	259
November Total	97	709	2144	1559	196	32	180
December Total	65	893	1886	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
May Total	64	1374	1975	1872	169	44	153
<b>Overall Total</b>	<b>700</b>	<b>8976</b>	<b>21593</b>	<b>15912</b>	<b>1714</b>	<b>355</b>	<b>1579</b>

## Community Resource Program

### **CRP Success Story:** *Fresh Start – DHS Housing Program*

“I met with this young couple who both were in recovery; trying to make a new start for their family. Recently they had been reunified with their two young children and were couch surfing to avoid being on the street. Both parents were working and had arranged their schedules so one of them was always home for the children, sacrificing time together for the sake of making sure their children were properly cared for.”

“The household had limited rental history, and due to addiction they owed several thousand dollars in damages and unpaid rent to their previous landlord. Unable to pay for past damages their credit and rental history were impacted. After program enrollment, we partnered closely with and DHS and made a plan of action.”

“I advised the couple to communicate with their former landlord in order to set up a repayment arrangement that suited their budget. We then worked together to write a letter explaining their barriers and how they were working to set up payment arrangements in hopes of turning their situation around. After that, we focused on housing placement. To assist, I called a landlord connection; someone who I knew would work with folks who presented with credit barriers. Luckily, they had recently acquired an apartment complex in the area where the couple wanted to live.”

“The landlord agreed to meet with the clients and complete an application. She called me two days later and said that she was approving them to move into the apartment. I was fortunate enough to be the one to inform the couple that they had a new home. Recently I did a 6 month follow up with the household and they are still in the apartment. They even recently added one more member to the family as they welcomed baby number three.”

- *David Peak, Fresh Start Case Manager*

### **Program Update:** ARCHES Veteran Department

- *Veteran Services: 20 Households assisted*

ARCHES Veteran Services underwent expansion the last quarter of this fiscal year. One of which was the addition of a second Veteran Services Manager to

## Community Resource Program

accommodate program development; with a focus on building capacity to absorb new Veteran opportunities. An additional feature of this expansion is the offering of Veteran specific clinical services within current and future Veteran programs. This service will be made available by the end of summer 2019. ARCHES is also working to expand shelter services in Marion and Polk Counties for Female Veterans experiencing homelessness.

ARCHES has recently been on the forefront of coordinating a Veteran Administration (VA) initiative known as Operation Welcome Home; this is a nationwide movement to end Veteran homelessness. ARCHES is working with the community to coordinate efforts in the hopes of reaching functional zero in Marion and Polk counties. Staff also attended the annual 12 mile Operation Enduring Warrior Ruck March and provided multiple aid stations throughout the march.

- Marion County Veteran Service Office (VSO)

The Marion County Veteran Service Office received an additional financial allocation from a pass through with Marion County. This allowed for the purchase of a VSO vehicle. Since April, 2 additional Veteran Service Officers have been hired - rounding out the VSO team at 4 total. This will allow for expanded service delivery into rural Marion County. Starting in 2019, the VSO has brought \$388,863.63/month in back-claim VA benefits into Marion County for veterans, widows, and disabled children

- OHA- Veteran Rental Assistance (VRAP): Assisted 33 households

“Turning 21, an American milestone, often includes libations, and for one young man, an indecent exposure conviction. Some places that means your name in the paper and a laugh at your expense, but in other jurisdictions, it can mean registering for life as a registered sex offender, or RSO.

Being a RSO will often keep you homeless, it is usually an automatic “no”! Imagine living for over 40 years for one inebriated mistake. Now, you have serious health issues that require constant access to electrical power, but no one will rent to you because you are a RSO. One incident when you turned 21 made you a leper for life.

There is no cure for leprosy, but there are miracles. When I learned about the client’s predicament, I was prepared to argue his case to potential property owners since the offense was minor and so old. However, before I did that I wanted to know more, so I contacted the Oregon State Police to verify the charge and offender level. Imagine the client’s surprise to get a call and a letter from the State

## Community Resource Program

Police, they could not find the charge and he did not have to register. For the first time in over 40 years, my client received a miracle and he was “free”, the cloud over his head was gone. Today, with the help of Michelle Justice, the Peer Support Specialist, housed at last!

- John Huddle, VRAP Coordinator

### **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 May, 20 households were assisted and avoided homelessness. While 264 referrals to community resources were made (*Table 2*).

Rural Resource Services - May 2019									
Table 2									
Resource Referrals								Direct Client Services	
County	Housing & Rent	Utilities	Security Deposits	Transportation	Food & Clothing	Medical	General	HHs Served	Money Spent
Polk Co.	26	24	8	17	18	6	13	14	\$ 5,701.00
Marion Co.	48	21	7	0	0	0	76	6	\$ 5,351.00
Total	74	45	15	17	18	6	89	20	\$ 11,052.00

At the Polk County Resource Center, \$5,266 were utilized as match funds with co-located community partners. These relationships include: Polk County Service Integration Teams, The Salvation Army, Family Promise, Dallas Ministerial Association, United Way, and Polk County VSO. Leveraging is a key element of services at PCRC, this stretches client services dollars (maximizing households served) while reducing overhead costs.

### *Polk County Resource Services: Client Success Story*

“This past month a homeless couple come into the resource center for deposit assistance as a result of some unforeseen events. Due to this emergent need, the resource center had to come together quickly to get the funds needed to secure the unit and ultimately keep this couple from being homeless again. The couple did not have any children under 18, making our task more difficult as this eliminated several of our partners from being able to leverage with us. However,

## Community Resource Program

our efforts resulted in leveraged funds of \$1,800.00. This would not have happened if our partners had not raised their cap amount and we had all worked together diligently as a team.”

- *Shiana Weaver, ARCHES Program Manager*

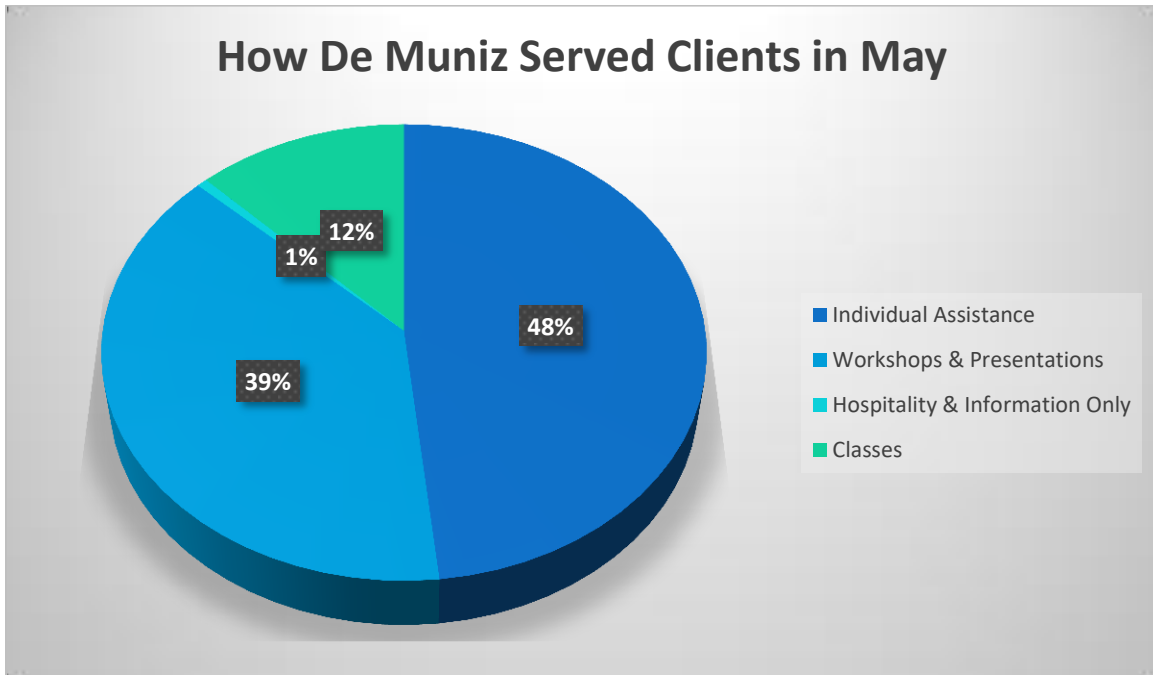
### **Other News:**

- ARCHES completed their Master Grant Application for Oregon Housing and Community Service funds for fiscal year 2019-2021.
- Staff attended the Rural Oregon Continuum of Care Annual Conference.
- State Housing Assistance Program (SHAP) sub-recipients underwent annual monitoring for program and fiscal compliance.
- ARCHES purchased two program vehicles: 1 truck for the mobile shower unit, and another SUV to facilitate outreach for the Veteran Service Officer Program.
- Staff attended meetings in Woodburn and Mill City to discuss resource center expansion locations. Mill City site is set to open in summer 2019.
- Warming Network Staff visited Lincoln City and Eugene Warming centers to learn about their operations and to share experiences.
- Renovations of the ARCHES location are currently underway. Demolition of the first floor is almost complete. Fire Suppression installation of the second floor will conclude in 2 weeks. Excavation of the parking lot began in May. New HVAC and climate control systems were also installed. Substantial project completion is now estimated to be September 2019.
- United Way anticipates the delivery of the mobile shower by the end of June 2019.

# De Muniz Resource Center

April Cox, Director

May 2019



## Opportunities/Challenges

- ❖ More than 60 inmate clients took advantage of our employment resource fair. We had 13 employers and 6 community resources attend and provide opportunities to the clients.
- ❖ De Muniz Resource Center served 202 clients in May
- ❖ 60 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
- ❖ De Muniz Resource Center coordinates and hosts substance abuse support meetings which 62 clients took advantage of which totaled 108 occurrences for the month
- ❖ Volunteers assisted 4 individuals with GED tutoring for a total of 21 hours this month
- ❖ Staff continue to collaborate closely with Goodwill to offer employment workshops and mock interviews to our inmate clients
- ❖ 131 clients worked directly with De Muniz volunteers and/or community providers this month
- ❖ 20 bus passes were issued to clients in May

## Volunteer Report

	# OF VOLUNTEERS	# OF HOURS DONATED
MAY	26	105

\*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

June 2019

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

This is a great opportunity but also a challenge. CCR&R Amended Work Plan and Budget for the additional \$495,000 we will be receiving, have been submitted to the Early Learning Division for approval. We should be seeing the contract this week some time. (July-September only \$104,000 can be expended) Along with \$75,000 from current funds which end in September. The challenge: Any unspent from the \$104,000 will be rolled over into a new biennial contract. The Early Learning Division is in the process of changing the fiscal year back to June-July. This has been a complicated process for us, as well as fiscal, with all the changing/overlapping timelines. Trying to wrap our heads around how much and when we can and can't expend has been time consuming.

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.

CCR&R is gearing up for up and coming events: Riverfront Family Fun Fest in August and possibly the Dallas Family Night Out. CCR&R has a table with information on our services, how to find quality child care, as well as, recruitment fliers for those who might be interested in starting up a family child care of their own. We will have a family fun activity-Crazy Hair Colors. This has been a hit lately so we would like to continue with it. We purchase washable hair color spray. The kids love it!

In the midst of training 3 new staff. They are doing very well. Very eager to learn. The team is happy to have the help. It has taken a lot of pressure off current staff, as they were going up and beyond by doing the work of 1-2 additional people. We had 6 staff covering 3 counties. It shows the dedication and teamwork that my staff has built. We are finally back up to what we had for staff prior to 2008, which was 10. Current staff have wrapped around the new staff and are super supportive with answering questions and walking them through processes.

June 11<sup>th</sup> Lynette Fraga, Executive President of Child Care Aware, of America is coming to Oregon for a meeting in Portland, and decided she wanted to come visit CCR&R's. Child Care Aware is the Child Care Resource & Referral National Association and houses the Naccraware database that Oregon uses, to manage child care provider data for parent referrals and regional data reports, among other things. WOU Central Coordination for Child Care Resource & Referrals is hosting her. We assisted by lining up one of our Spanish quality child care providers in Independence for her to tour, as well as, the WOU Child Development Center. Afterwards she will meet with statewide CCR&R Directors and Early Learning Division folks to learn more about our work throughout the state. Very excited that she wants to come visit.

Energy Services May Program Report  
Traia Campbell, Program Director

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

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

**May 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	555	1629	235	174	155	206 = 37% of hh served	\$373.91
OEA PGE	434	1299	198	127	141	156 = 36% of hh served	\$392.58
OEA PP	51	131	15	22	18	23 = 45% of hh served	\$381.86
OLGA	102	346	48	31	28	37 = 36% of hh served	\$228.81
GAP	0	0	0	0	0	0 = 0% of hh served	\$0.00
<b>Total</b>	<b>1142</b>	<b>3405</b>	<b>496</b>	<b>354</b>	<b>342</b>	<b>422 = 37% of hh's served</b>	<b>\$382.78</b>

**April 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	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 = 45% of hh served	\$267.57
GAP	15	61	3	2	6	6 = 40% of hh served	\$103.87
<b>Total</b>	<b>1111</b>	<b>3333</b>	<b>428</b>	<b>354</b>	<b>328</b>	<b>430 = 39% of hh's served</b>	<b>\$377.79</b>

Northwest Natural awarded Energy with an extra \$50,000 OLGA allocation in May. These funds are in addition to our monthly OLGA allocation and will be used for outreach this summer. Oregon Housing & Community Services OPUS team provided a spreadsheet of 2019 program year LIHEAP recipients that are NWN customers but requested LIHEAP be issued to their electric company. From October to May Energy served a total of 1194 NWN households of which 1138 received assistance with electric. We have begun reviewing the 1138 households and are finding that over 90% have already received OLGA assistance this season. Energy will continue outreach efforts for NWN customers that have not received OLGA assistance in Program year 2019.

Requests for energy assistance continued to be high through May. Funding levels are insufficient to meet the needs of the community, state wide agencies are only able to assist approximately 18% of the eligible population. I predict LIHEAP 2019 funds will be fully depleted by the end of next month. At the end of May Energy had remaining OEA Pacific Power funds to assist Marion and Polk Counties but OEA PGE funds were gone by the third week of May.

Energy and City of Salem are continuing discussions regarding our collaborative partnership to update their current utility rate relief program. City Council authorized the expansion of the current wastewater rate assistance from 193 to 1765. Funding was increased from \$30,000 to \$250,000 to assist their most vulnerable customers, priority to senior and disabled households. Energy has confirmed eligibility for 55 of these customers and an additional 440 to be added to the program. Further discussions regarding the process of determining eligibility of the remaining 138 current and 1132 new clients and compensation for services continues. Updates will be provided as we move forward.

**April 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	68	186	19	21	16	34 = 50% of hh served	\$381.32
OEA PGE	11	36	3	1	2	9 = 82% of hh served	\$479.55
OEA PP	23	60	7	7	7	13 = 57% of hh served	\$407.61
OLGA	11	33	4	3	2	5 = 45% of hh served	\$283.45
GAP	0	0	0	0	0	0 = 0% of hh served	\$0.00
<b>Total</b>		<b>315</b>	<b>33</b>	<b>32</b>	<b>27</b>	<b>113 = 36% of hh served</b>	<b>\$422.83</b>



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

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

- ✓ For the month of May, we signed on 7 new providers (4 OCC registered/certified and 3 DHS listed) and closed 9, for a total of 460 homes.
- ✓ 109 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 872 children were visited during the month.

**2. Challenges**

- ✓ Even with our expanding into the Portland area, it continues to be a struggle to gain enough providers to pay our bills (and no, we haven't had to borrow from any other MWVCAA program). I have laid off one part time staff and reduced the hours by half for another staff person.
- ✓ When we met with CCR&R and OCC last month, one of the OCC certifiers told me that her caseload was reduced by 7 in just one month (due to child care providers obtaining other work). It is state and country-wide.
- ✓ My staff continue to be rock stars though, even though our menu processing duties have increased for all of us, due to less staff.

**HEAD START PROGRAM REPORT**  
**Eva Pignotti**  
**June 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.

**May 2019 Attendance**

Program Option and County	Percentage
PreK Marion County Part Year	79.87%
PreK Polk County Part Year	84.63%
PreK Full Day DHS Subsidized (Marion County only)	89.29%
PreK Overall	80.35%
EHS Marion County	84.04%
EHS Polk County	87.43%
EHS Full Day DHS Subsidized (Marion County only)	94.04%
EHS Overall	88.11%
EHS CCP Marion County	83.39%
EHS CCP Polk County	72.87%
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 May 2019**

Program Option and County	Funded	Filled
PreK Marion County Part Year	653	618
PreK Polk County Part Year	120	114
PreK Full Day DHS Subsidized (Marion County only)	20	20
PreK Overall	793	752
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 May 2019

Program Option and County	Number
PreK Marion County Part Year	106
PreK Polk County Part Year	15
PreK Full Day DHS Subsidized (Marion County only)	14
PreK Overall	135
EHS Marion County	61
EHS Polk County	12
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

	May 2019	
USDA Meal Reimbursements	Number of Meals Served	Amount Reimbursed
Breakfast	10,914	\$19,536.06
Lunch	11,100	\$36,741.00
Snack	1,689	\$ 1,536.99
Cash In Lieu		\$ 2,608.50
<b>Total Reimbursement</b>	<b>23,703</b>	<b>\$60,422.55</b>

### Head Start Attendance Analysis – Absences for May 2019

For the month of May 2019 the Head Start program attendance was below the required 85%. The attendance percentage rate for the Head Start program was at 80.35%.

The top reasons for absences during the month of May included: Bus transportation being cancelled by the program (28.54%), sick child (20.13%) and unexcused absences (10.25%). Bus transportation being cancelled by the program was the top reason for absences during the month of May. The program continues to cancel bus transportation on a rotating basis, so it does not affect only one class. The program was able to hire one bus driver and a bus driver trainee, but there is still a need for additional bus drivers.

Children being sick was another reason for the program's low attendance during the month of May. The program will continue to use the three step cleaning process, and continue with the practice of hand washing to decrease the spread of germs.

The third highest absence reason is unexcused absences. An absence is considered unexcused when the parent does not call to let staff know the child will be missing school. Staff call the families and try to find out the reason for the absence, but sometimes parents do

not respond by the time the attendance is turned in. Unexcused absences are rarely one of the top reasons, but it is an option for staff to use when parents/guardians do not excuse their child's absence. The program will continue to try and educate the parents/guardians on the importance of sending their child to school, and that if the child is absent to please call and excuse the child's absence.

### **Early Head Start Child Care Partnerships Attendance Analysis Absences for May 2019**

For the month of May 2019 the EHS Child Care Partnerships program attendance was below the required 85%. The attendance percentage rate for the EHS Child Care Partnerships program was at 80.68%.

The top reasons for absences during the month of May included: Sick child (29.77%), sick family member (14.88%) and vacation (13.49%)

Children being sick was by far the biggest reason for the program's low attendance during the month of May. The majority of children at the teen centers and in one provider's facility had a virus that was going around. Parents of the children in the teen parent program also had a number of days of sickness. Hopefully for the summer months they will have less illness and children will have improved attendance.

# EXECUTIVE DIRECTOR'S REPORT

## MID-WILLAMETTE VALLEY

## COMMUNITY ACTION AGENCY

JUNE 18, 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.*

As we close the fiscal year this month, we have a moment to pause and reflect on where we are, where we've been, and what we have left to do. The Agency is 52 years old this summer and we have been through a great deal of turmoil the last few years. In the past year alone, we've overcome some enormous systemic challenges, produced a better audit, closed the letter of serious deficiency, and rebuilt our administrative team. None of this would have been possible without the commitment and devotion of our leadership in finance and operations, and the enormous sacrifices of so many, from the board down to our line-staff, to turn around what was a serious situation in early 2018. Recovering from that gives us the opportunity to continue to build our infrastructure, refine our new systems, policies, and procedures, and seize new opportunities that come our way. These changes have allowed us to refocus attention on what has always been right about Community Action, the tremendous work put in by our staff across the agency, to help abate poverty and prevent the generational trauma that we find so frequently when conditions of want and need are allowed to endure. When we help clients with energy payments, prepare their children for school, find housing for a homeless family, weatherize someone's home, make certain that children are able to eat well, or shelter a homeless youth, the agency demonstrates the original covenant made by the Community Action movement with the people they were chartered to serve.

Some threats remain. Most critically the agency needs to rebuild its cash reserves and strengthen our systems. We need to invest in training, development, and technology, and to make this agency the employer of choice for social service professionals in Salem. We need to make certain that our pay and compensation structures are progressive for our staff, and not locking another generation into poverty. Much remains to be done, but I am more optimistic now than I have been at any time in the last two years. There's precious little that's gone wrong with the agency that cannot be fixed by the very many profoundly great things that are right with the agency.

Summer in social services is often a slower time. But our work remains steady. We are preparing to begin construction on a new parking lot for the Middle Grove facility, which will include new striping for the lot, speed bumps, and new lighting as well. Those renovations are being funded courtesy of

development dollars through the Office of Head Start, as part of our successful duration and continuation grants that will allow us to provide classes for more students, for longer periods of the year. Our total Head Start placements will reach 1,000 as a result of these grants. Region X has provided us with considerable technical assistance in order to stand up this new work.

The renovations at the ARCHES Project continue on schedule. Substantial completion is due at the end of August or early September. Of late, the contractors have been replacing the water and sewer lines with ones with much greater capacity, replacing the 25-year-old HVAC system with new more efficient modern units, and finishing the internal water lines and sprinkling systems. In total, the rehab will cost more than \$1.8 million, financed primarily by the State of Oregon and the City of Salem. When completed, the new facility will host showers, laundry, a commercial kitchen for warm meals, a sobering center, expanded day center services (including some weekends and expanded daily hours), lockers, and connections to all of our housing and homeless services, funded by 33 different grants. ARCHES is also opening a new co-location facility (in partnership with the Recovery Outreach Community Center) in Mill City, and a co-location office for family assessments and services on Portland Road, in partnership with Catholic Community Services.

When we acquired Taylor's House last summer we had not yet finalized a long-term plan for funding the operations for that desperately needed shelter. Over the last few months we have secured a DHS contract that will cover half of the operations, and state funding that can be used for the other half. In combination with growing donations, the operations costs of Taylors are essentially a solved problem at this point. Tricia continues to do extraordinary work with this facility, serving endangered homeless and runaway youth.

After spending most of last fall rebuilding our Finance Department, we have restructured our Human Resources and operations side this spring. Historically, Human Resources was the province of essentially just the Director, and a handful of temporary and Jobs Plus workers. Considering we are running an agency of 340 employees in an increasingly sophisticated and onerous legal environment, that model was a serious threat to the agency's long-term operations. So this spring we have hired three new folks in Human Resources, all with four-year degrees, which in time will give us a level of competency and professionalism in that work that was gravely needed.

#### Other Notes:

- Ashley Hamilton has been hired as the permanent Program Director of the ARCHES Project.
- The Agency is partnering with NEDCO to explore the pursuit of a Permanent Supportive Housing grant from OHCS, later this summer. Such a facility would provide congregate housing for the highest needs homeless in Salem.
- The Agency is working with Falls City, Polk CDC, and other partners to explore a renovation grant for the RV Park in Falls City.
- Several programs in the Agency are working to support an effort by Immanuel Lutheran Church in Woodburn to establish a co-location center in that city, based on the successful Dallas Resource Center model operated by Polk County.
- The ARCHES Project provided training on Coordinated Entry in a rural environment to CAPO, and continues to consult with various communities around the state on the best practice

implementation of homeless services; and continues to collaborate with the City of Salem on its signature homeless program, HRAP.

- The Agency, at the request of Marion County, the City of Salem, and other elected bodies in our region, has provided technical assistance and policy recommendations for the potential establishment of a new Continuum of Care, which would likely be housed at the Council of Governments.
- The budgets for the OHCS suite of programs have made it through the legislature. The two primary homeless services funds, EHA and SHAP, which fund not only ARCHES but HOME and CARS, have been expanded by 25% to a combined \$50 million statewide. Just four years ago these funds were only \$5 million a year, and now they are \$25 million per year. The expansion of these supports have in part been driven by our work here in Salem. Historically the network faced a difficult road in the Senate, but the work we've done around the state the last two years in particular has helped the network overcome those hurdles.
- Finally, the Agency is updating its documentation on all its CSBG reporting requirements this summer, which will require board consideration and approval of our by-laws and other governing and policy documents. Those will be provided to the Board over the course of the next two meetings, and this is a good opportunity to examine where we might make some targeted and meaningful changes in certain areas.

**Mid-Willamette Valley Community Action Agency, Inc.**  
**Board of Directors Executive & Finance Committee Meeting**  
**June 13, 2019**

**ATTENDANCE**

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

**Absent:** Jon Weiner   Helen Honey

**Staff:** Jimmy Jones, Executive Director; Helana Haytas, Chief Operations Officer; Kaolee Hoyle, Manager of Audit & Compliance

**The meeting of the Executive & Finance Committee started at 5:35pm. It was determined that a quorum was present.**

- 1. Executive Director's Program Updates – Jimmy Jones shared:**
  - a. The Agency is in better financial shape than it was six months ago, and much better than it was 12 months ago.
  - b. If we adopt the 10% de minimis, it will have to be effective 10/1/2019. We continue to explore the implications of an administrative cost change. Currently MWVCAA has the lowest administrative rate in the entire network, at about 4.8%.
  - c. Development Director – The Agency continues to have conversations with candidates for a full-time Development Director, who would start sometime this summer.
  - d. Currently building Admin infrastructure – 3 new employees in HR, all with four year degrees. The last remaining administrative branch that needs a rebuild is the IT department, which will be examined in detail this summer.
  - e. Taylor's House – DHS contract is complete, providing \$150 per bed, per night for DHS referrals. Produces an estimated \$14k - \$15k/month in funding from DHS Bed Contract.
  - f. ARCHES renovation/sobering center – expected to complete in August, there is currently no contract in place to operate the sobering center but there's a couple of uses we can make of it in the meantime, especially as a warming center and "highest needs" day center sub-division.
  - g. The VSO office moved up the street to a new location on Commercial.
  - h. The agency is opening a co-location facility in Mill City with the Recovery Outreach Community Center; and a family assessment center at the Catholic Community Services office on Portland road.
- 2. Financials – Kaolee Hoyle presented the financial statements ending March 31, 2019.**
- 3. June 2019 Full Board Meeting Draft**
- 4. Credit Card Expenditure Review**

**Meeting adjourned at 6:17pm.**

Respectfully Submitted:

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Kaolee Hoyle, Manager of Audit & Compliance

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Jennifer Wheeler, Board Chair