

COMMUNITY ACTION AGENCY

OCTOBER 2018 MEETING BOARD OF DIRECTORS

THURSDAY, OCTOBER 25, 2018

**LOCATION:
TAYLOR'S HOUSE
220 15th ST 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
Taylor's House
220 15th St SE, Salem OR 97301
October 25, 2018**

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.

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|-------------|---|-------------|
| I. | Welcome and Introductions | 5:30 |
| | 1. Recite Mission and Vision statements | |
| II. | Public Comment | 5:35 |
| III. | Approval of Agenda p.1 | 5:40 |
| IV. | Consent Calendar | 5:45 |
| | 1. September 2018 Full Board Meeting Minutes pp. 2-6 | |
| | 2. October 2018 Program Directors' Reports pp. 7-27 | |
| | 3. October 2018 Executive Director's Report | |
| | 4. October 2018 Committee Minutes pp. 28-30 | |
| V. | Board Business | 5:55 |
| | 1. Charitable Check Off Grant Application for HS – <i>Approval</i> | |
| | 2. Salem Chamber of Commerce Youth Leadership Members – <i>Approval</i> | |
| | 3. Director's Office Updates | |
| | a. Head Start Re-Finance | |
| | b. Audit Preparation | |
| | c. ODE Update | |
| | 4. Financials & 990 – <i>Approval</i> | |
| | 5. Potential Board Members | |
| | 6. Jade Rutledge Designation Change – <i>Approval</i> | |
| | 7. Elect New Policy Council Board Representative - <i>Approval</i> | |
| | 8. Executive Director Search - <i>Approval</i> | |
| VI. | Adjournment | 7:30 |

**Next board meeting: Tuesday, November 20, 2018
Joint Meeting with Head Start Policy Council**

Mid-Willamette Valley Community Action Agency, Inc.
Board of Directors Meeting
September 27, 2018
MINUTES

ATTENDANCE:

Board of Directors:

Present:

Erika Lanning	Jade Rutledge	Kevin Karvandi	Herm Boes
Helen Honey	Linda Bednarz	Nathan McClenny	

Absent:

Jennifer Wheeler	Jon Weiner
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Others Present:

Program Directors/Staff/Guests:

Jimmy Jones, Interim Executive Director
Nancy Cain, Chief Financial Officer
Helana Haytas, HR Director
Shaun Phillips, IT Director
Ashley Hamilton, Interim CRP Program Director
April Cox, CARS Transition Services Manager
Shannon Vandehey, CCR&R Program Director
Rogelio Cortes, Weatherization Program Director
Eva Pignotti, Head Start/Early Head Start Program Director
Tricia Ratliff, HOME Youth & Resource Center Program Director
Amy Schroeder, Executive Assistant

The meeting of the Board of Directors was called to order at 5:35 pm by Board Secretary, Helen Honey. It was determined that a quorum was present.

I. Welcome and Introductions

Board Secretary, Helen Honey 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

No changes were made.

MOTION: To approve agenda made by Nathan McClenny

SECOND: Linda Bednarz

APPROVED: Unanimously approved

IV. Consent Calendar

1. August 2018 Full Board Meeting Minutes

No discussions or concerns were raised

2. September 2018 Program Directors' Reports

No discussions or concerns were raised

3. September 2018 Executive Director's Report

No discussions or concerns were raised

4. September 2018 Committee Meeting Minutes

No discussions or concerns were raised

MOTION: To approve consent calendar made by Linda Bednarz

SECOND: Nathan McClenny

APPROVED: Unanimously approved

V. Board Business

- 1. DHS Contract ARCHES** – Ashley Hamilton informed the board that the partnership with DHS to provide two navigators for Fresh Start eligible families has been finalized with an executed contract in the amount of \$90,849.00. These navigators will allow us to develop a continuum of care model for DHS eligible clients, working with them from initial stages to housing placement. The positions have been filled with an anticipated program start date of October 1, 2018.

MOTION: To approve the contract with DHS for \$90,849.00 to hire two navigators for the Fresh Start program made by Helen Honey

SECOND: Jade Rutledge

APPROVED: Unanimously approved

- 2. Head Start/Policy Council Training on Shared Governance** – Eva Pignotti shared with the board that the newly elected Policy Council representatives and alternates will be trained on shared governance on Saturday, October 13, 9:00am – 12:00pm at the MWVCAA office. Board members are invited and encouraged to join this training. Interested members can email Eva.
- 3. ODE Update** – Jimmy Jones shared that we have not received a formal response from ODE to our letter. Nancy Cain shared they continue to work the finance plan and are making progress.
- 4. Taylor's House Update** – Tricia Ratliff thanked the board members that were able to attend the open house on September 11th. They continue to work on the house with additional "work parties" scheduled. They anticipate opening at the end of October or early November. She invited the board to tour the house in October and perhaps hold our next board meeting there.
- 5. ARCHES Update** – Jimmy Jones shared that while in the process of adding an ADA compliant walkway we were required by our federal funders to do a study on the property. It was discovered the property rests on an area of cultural and historical significance. Additional research will be conducted on how best to preserve the property moving forward with improvements.
- 6. Finance Department Update** – Nancy Cain informed the board that funders are requiring our Purchasing Policies to include disciplinary action if there are any violations to the policies. The language was added under the Overview.

Nancy also shared that our functional expense allocations were updated with the correct names of Programs and the direct charging of costs were updated to separate retirement from the insurance costs.

July 2018 financials were provided to the board for review.

MOTION: To approve changes to the Purchasing Policies and Functional Expense Allocations, as presented, made by Nathan McClenny

SECOND: Helen Honey

APPROVED: Unanimously approved

7. **Director's Office Update** – Jimmy Jones shared that we continue to restructure the Finance Department. A Grant Writer position has been opened to seek out future funding. We have also opened a position in Human Resources for a Recruiter. This position will help attract more qualified applicants to our programs.
8. **Re-Finance of Middle Grove & 2395 Center Street** – Jimmy Jones informed the board when we financed and re-financed Head Start properties at 2395 Center St NE, Salem OR 97301 and 4950 Silverton Rd NE, Salem 97305 (Middle Grove class site) there were balloon payments attached to the amortization schedule. The Office of Grants Management does not allow the use of federal funds for debt service, and balloon payments fall under that guise. They had originally cleared us to proceed, without realizing that they should not have done so. This has occurred at several Head Starts throughout the country. We have just started the process to refinance both sites and will be receiving three bids for appraising the properties.
9. **Homeless Updates**
 - a. ROCC – The future of the ROCC with CAPO as the collaborative applicant is somewhat unknown at this point. The Agency is working with CAPO, OHCS, and other partners to make sure that the COC continues to improve and provide resources to Marion/Polk.
 - b. Warming – Ashley Hamilton shared a new trigger point of 32 degrees has been set by the Warming Collaborative. Two churches, First Presbyterian and South Salem Friends Church, and the Salem Leadership Foundation property by the airport have all agreed to open each night under the new activation temperature. When examining the last three years of overnight low data, an average of 36 nights fall into activation range, with the months of December and January bearing the greatest volume.

Ashley also shared that the City of Salem may be able to reimburse churches for part of their utility bills during an activation to help ease cost of hosting a warming center. We will also be reaching out to Yellow Cab to further develop a transportation partnership as well.

Moving forward, a volunteer training session has been set for 6:00pm October 16, 2018 at ARCHES. Shannon Vandehey, program director for CCR&R offered their webinar service for the training session for those who are unable to attend in person.

- c. **PIT Count** – The PIT Count will take place on January 30, 2019. ARCHES is busy organizing the Count process.

10. 2018-19 Budget – Nancy Cain presented the Fiscal Year 2018-19 Budget to the board. Each program's budget has been approved by the Program Director. The budget does not include the DHS contract for ARCHES approved this board meeting, it will be added.

MOTION: To approve the fiscal year 2018-19 budget made by Helen Honey

SECOND: Jade Rutledge

APPROVED: Unanimously approved

11. Program Updates

- a. **Head Start/Early Head Start** – Eva Pignotti shared that classes began September 19th except for the Apple Blossom site, that one is expected to open next week. She also shared there may be a funding opportunity to increase EHS salaries which will help attract more applicants. They are also looking at expanding year-round services
- b. **IT Services** – Shaun Phillips shared that IT is working on updating the format of the agency website and should have a preview at the next board meeting.
- c. **Weatherization Services** – Rogelio Cortes shared they are working on building their client wait list. They will also be assisting Salem Leadership Foundation by making recommendations to improve energy efficiency of the Jaycee building
- d. **Child Care Resource & Referral** – Shannon Vandehey shared they have utilized a webinar service to conduct the child care provider trainings and are sharing them with other programs across the state.
- e. **ARCHES** – Ashley Hamilton shared that the day center usage is up to about 100 clients a day. They continue their coordinated outreach downtown including educating the public and businesses about homelessness.
- f. **Human Resources** – Helana Haytas shared that open enrollment just ended for the new plan year beginning October 1, 2018. This is the third year of conducting it online through the Paycom system. We have also opened a Recruiter position to help increase the number of qualified applicants.

12. CSBG Updates – Jimmy Jones shared that it's time for the annual organizational standards to be updated with OHCS. He has been working on uploading the acceptable documents to their website. This should be completed soon.

13. Executive Director Search Update – Helana Haytas informed the board that eight candidates were interviewed today. She will share with the search committee the recommendation of the interview panel.

VI. Adjournment

The Board of Directors meeting was adjourned at 7:38pm.

Respectfully Submitted:

Amy Schroeder, Executive Assistant

Helen Honey, Board Secretary



THE ARCHES PROJECT

615 Commercial Street NE
Salem, Oregon 97301

CRP Board Report – October 2018

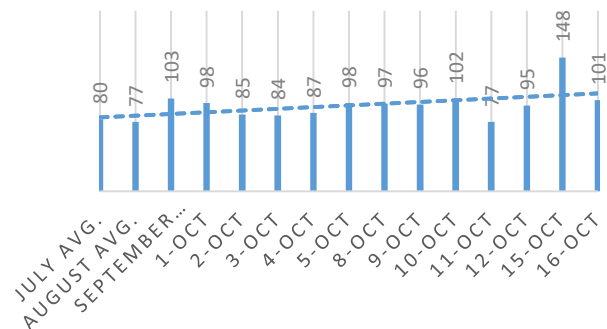
CRP administers MWVCAA's homeless services and housing programs in Marion and Polk Counties. These programs are commonly called the "ARCHES Project." Our services are located at 615 Commercial Street in Salem, as well as at the Dallas Resource Center in Polk County.

Day Center updates:

Since opening day, the total number of duplicated Day Center visits is 5,384 - with average daily attendance rate of 89. During the month of September there was 1,954 duplicated visitors with an average daily utilization rate of 103.

This showcases a general increase of daily users, as depicted by *Chart 1*.

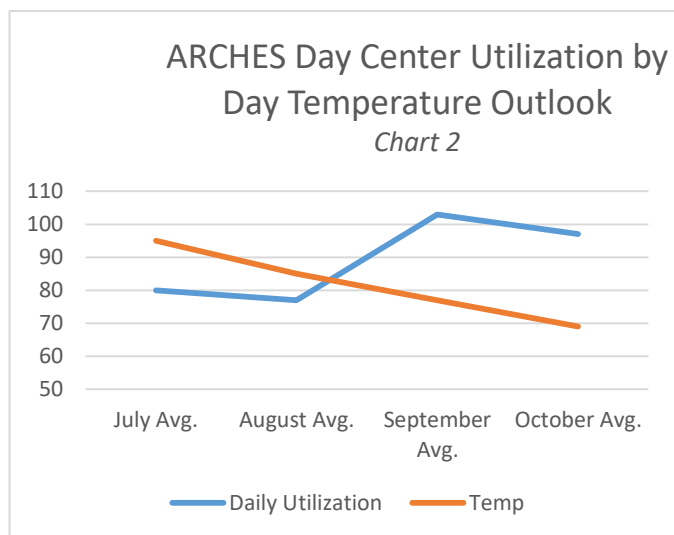
**ARCHES DAY CENTER
UTILIZATION
CHART 1**



Top 5 Utilization Days Table 1	
Date	Daily Utilization
15-Oct	148
24-Sep	144
28-Sep	131
19-Sep	129
27-Sep	128

When examining the Top 5 Utilization Days for the ARCHES Day Center, three occurred during the last week of September (*Table 1*). When combined, these five days saw 680 visitors, with an average daily utilization of 136.

Community Resource Program



In July 2018, ARCHES put forth the hypothesis that Day Center utilization would be greatly impacted by weather conditions, such as extreme heat or cold. Since that time, attendance rates have been compared to daily temperature highs in order to identify a correlation. As depicted by *Chart 2*, extreme heat did not seem to drive up Day Center utilization. However, as temperatures have cooled, there has been a significant increase in attendance.

This general pattern leads ARCHES to believe that as the winter season progresses, our daily utilization rates will increase. ARCHES will continue to monitor this behavior as we advance through the season, and will be inclusive of additional data as we onboard new Day Center supportive services.

As of October 1, 2018 ARCHES began tracking service utilization through the distribution of ID cards. To date, 205 cards have been distributed. These cards enable the use of the HMIS system, Skanpoint, in order to track a wide range of Day Center supportive services (e.g. sheltering, phone calls, lunches, showers, and laundry). The ID card, coupled with the use of Skanpoint, will be the data reporting mechanism for the ARCHES Day Center.

ARCHES ID Card - Front



ARCHES ID Card - Back



Current utilization of Day Center supportive services has generally increased since August (*Table 2*). These services include: community mailboxes, sack lunches, hygiene kits, hair cut vouchers, and pet food. In all, ARCHES retains 861 active

Community Resource Program

mailboxes, with an average of 172 client's accessing their mail per week, and distributed 250lbs of pet food during September.

Day Center and Reception Services							
Table 2							
Date	New client Mail Boxes	Checking Mail	Lunches	Incoming Calls	Pet Food	Day Center Utilization	Hygiene & Hair Cuts
August Total	22		2397	1523		1699	
September Total	73	688	2238	1126	250	1954	20
10/1 -10/5 Weekly Total	32	219	545	448	47	452	18
10/8 - 10/12 Weekly Total	21	187	477	387	38	467	19
Overall Total	148	1094	5657	3484	335	4572	57

Co-Location Services updates:

- Marion County Health Department (MCHD) continues to visit ARCHES twice a month, providing screenings for HIV, Hepatitis C, and STDs. Beginning in November, they will also be providing Hepatitis A and Flu immunizations.
- The Marion County Health Department has supplied condoms since April 2018. To date, 6,380 condoms have been distributed via our public restrooms.
- Northwest Human Services provides medical transport services to their West Salem Clinic from ARCHES. They too have been providing Flu immunizations for Day Center guests.

New Initiatives: Coordinated Outreach and Case Coordination

SOAR - The SSI/SSDI Outreach Access and Recovery is an Oregon initiative designed to increase access to SSI/SSDI for eligible adults experiencing, or at risk of, homelessness. To be eligible, they must also have a co-occurring mental illness, medical impairment, and/or a substance use disorder. A SOAR certified case manager is equipped to assist individuals in applying for Social Security Administration's (SSA) disability programs. The inclusion of a SOAR representative greatly improves the effectiveness of an applications and/or appeal. Beginning in November 2018, ARCHES will begin accepting SOAR referrals from Coordinated Entry, as well as currently case managed households.

Community Resource Program

Program updates:

Warming - A new trigger point of 32 degrees has been set by the Warming Collaborative. Three churches (First Presbyterian, South Salem Friends Church, and Church at the Park) have agreed to open each night under the new activation temperature. When examining the last three years of overnight low data, an average of 36 nights fall into activation range. With the months of December and January bearing the greatest volume.

Volunteers Needed per Activation			
Table 3			
Site	Shift 1	Shift 2	Shift 3
First Presbyterian	9	6	9
South Salem Friends Church	7	5	7
Church at the Park	2	2	2
Total Volunteers Needed	18	13	18

To operate the network 18-49 (Table 3) volunteers are needed per night of activation depending on the number of shifts selected. On October 16, 2018 the Warming New Volunteer Training was held at First Presbyterian. With 134 in attendance, the warming network has now grown to 764 persons and is comprised of: community members, faith-based organizations,

city and hospital workers, as well as fellow social service partners. This training was recorded by CCTV and will be widely distributed in preparation of activation.

A new development to warming this year is subsistence payments to reimburse churches for warming related utilities. These are being provided by the City of Salem and Congregations Helping People. Additional community partners include: Cherriots for providing free bus rides to all warming locations, City of Salem Police Department for providing additional transportation, City of Salem Emergency Preparedness Department to determine nightly activation, The Humane Society for donating kennels, and Marion/Polk food share for gifting blankets.

Program Showcase: *Cascade Housing Program*

Cascade Housing Program (CHP) is the newest ARCHES housing initiative. For this program, households are pulled directly from Coordinated Entry; serving both individuals and families who are often the most vulnerable of Salem's citizens. CHP was designed to have wide eligibility parameters so that the majority of ARCHES clients could access, and be eligible for, this housing program. Since beginning in March 2018, 20 households serving 43 individuals, 24 of which are children, have been

Community Resource Program

housed in Marion & Polk County. This program offers rental assistance for up to 24 months paired with case management and resource referral assistance.

The housing stability offered by rent payments, combined with case management, for these 20 households has resulted in substantial self-sufficiency gains for all CHP households. Three adults have started their college education, three adults have gained employment, two adults are completing job readiness programs, and one parent is on the cusp of having her children returned to her care by DHS.

“One of my clients is a very frail elderly woman who was living in a truck for over two years with her adult son who was trying his best to care for her in that situation. When I met them they had been living in a single motel room for a couple of months which was being paid for by the hospital because she now needed to be on oxygen for her COPD and there was no way to connect the machine up to the truck. Their motel room was right next to I-5 and she struggled every day to catch her breath during rush hour, even with the oxygen machine on its highest setting and her son was overwhelmed by trying to take care of her. Since being housed her color has returned, her bedsores are dramatically improved, and she rarely needs her oxygen setting because she is doing so much better.”

- Christie Hughes, Cascade Housing Program Case Manager

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Polk County: September Services

Indicate the number of referrals made in each service area: Total 201

Homeless	5	Food	17
General Info	22	Medical	7
Rent	27	Clothing/Furniture	24
Utility	19	Mortgage	0
Security Deposit	18	Other MWVCAA	23
Shelter	10	Community Projects	2
Transportation	17	Donations	10

Polk County Direct Services

Funds	Housing Amount	Utilities Amount	Deposit Amount	Total HHs	Total Clients	Total Amount
EHA	\$ 2,951.00	\$ 818.14	\$ 1,173.83	13	84	\$ 4,942.97
COM	\$ 0.00	\$ 200.00	\$ 175.00	2	3	\$375.00
Total	\$ 2,951.00	\$ 1,018.14	\$ 1,348.83	15	87	\$ 5,317.97

Community Resource Program

Of the 15 households served in September, 12 were assisted by leveraging funds with partner agencies totaling \$2,762.22.

Community Trends in Service:

The dramatic increase in emergency financial assistance requests in Polk County has resulted in multiple partners reporting expedited spend down rates. As a response, ARCHES will be expanding their assistance caps by months end.

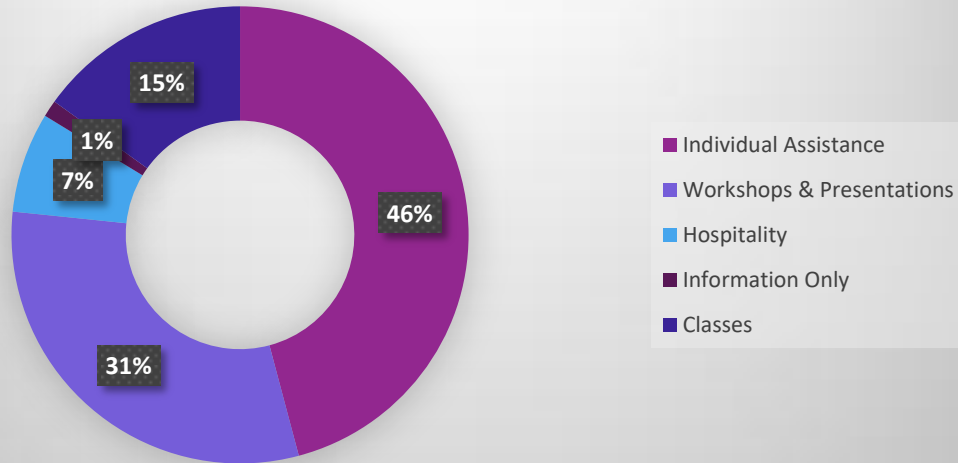
Other News:

- ARCHES staff attended the annual Oregon Coalition on Housing and Homeless conference. They also presented on successes in Coordinated Entry, Health & Housing, and general program/operational structure. The presentation was well received with many requests for coaching or guidance from across the state to help develop similar programming.
- The Next Generation: CSBG training was attended. This depicted a new annual reporting style to be enacted in January 2019. The focus is still ROMA oriented. However, there will be a general shift to both qualitative and quantitative data. Department heads will be hearing from ARCHES within the coming months to prepare for the new reporting structure.
- ARCHES has created a new Crisis and Safety plan to which all staff have been trained. Scenarios have been practiced with implementation beginning immediately.

De Muniz Resource Center

April Cox, Program Manager
September 2018

How De Muniz Served Clients in September



Opportunities/Challenges

- ❖ De Muniz served 188 clients in September
- ❖ 42 clients successfully got enrolled in the Oregon Health Plan from our site
- ❖ Education and employment was the focus of 33% of all services this month
- ❖ Housing & basic needs was the focus of 29% of all services this month
- ❖ Hosted our second annual resource fair for Transition Center inmates that was successful- 23 community partners participated and 70+ inmates were served
- ❖ The next 12 week Parenting Inside Out parenting class started this month serving community clients and a few inmates
- ❖ De Muniz staff participated in the Second Chance Job Fair with Goodwill
- ❖ Manager presented to Shangri-La staff-educated them on the best way to serve their clients with criminal backgrounds and informed about De Muniz's services available
- ❖ Main challenges are limited space and addressing the funding gap for this fiscal year

Volunteer Report

	# OF VOLUNTEERS	# OF HOURS DONATED
SEPTEMBER	37	129.5

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

CCR&R PROGRAM REPORT

Shannon Vandehey

Program Director

October 15, 2018

Executive Summary of Activities: Quarter 4 data not available yet.

Number of all licensed programs:

QTR 1 Marion 391	QTR 2 Marion 382	QTR 3 Marion	QTR 4 Marion
Polk 80	Polk 78	Polk	Polk
Yamhill 92	Yamhill 95	Yamhill	Yamhill

Number of Exempt (non-licensed) programs:

QTR 1 Marion 60 Polk 11 Yamhill 15	QTR 2 Marion 65 Polk 11 Yamhill 16	QTR 3 Marion 63 Polk 13 Yamhill 15	QTR 4 Marion Polk Yamhill
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Spark Programs by Type - QTR 3 April-June

County	Report	License Type	# Licensed	C2Q	3-Star	4-Star	5-Star	Spark Total
Marion	Q3	CC	94	38	3	3	3	47
Marion	Q3	CF	79	14	7	6	10	37
Marion	Q3	RF	191	19	9	2	1	31
Marion	Q3	HS	18	4	0	0	12	16
County TOTAL			382	75	19	11	26	131
Polk	Q3	CC	20	4	2	0	4	10
Polk	Q3	CF	17	5	3	1	0	9
Polk	Q3	RF	36	3	1	4	0	8
Polk	Q3	HS	5	0	0	0	5	5
County TOTAL			78	12	6	5	9	32
Yamhill	Q3	CC	18	8	0	0	0	8
Yamhill	Q3	CF	32	6	4	3	3	16
Yamhill	Q3	RF	40	3	2	1	2	8
Yamhill	Q3	HS	5	0	0	0	5	5
County TOTAL			95	17	6	4	10	37
Grand Total			555	104	31	20	45	200

Opportunities

- CCR&R Program Director and Project Manager attended the 2018 Child Care Aware Leadership Summit in Colorado in October. Brought back a lot of great information on Child Care Disaster Prep. We were able to attend a great presentation by Dr. Gilliam about children and dis-enrollment in child care due to behavior struggles.
- Jenna and Shannon are participating with the gracious approval of Headstart in attending the yearlong TraumaSmart Training. We are very excited about this and feel this will be extremely useful in the current work we are doing with providers on a daily basis, as well as, with our Inclusive Child Care Program.
- Bertha Camacho, our ECE Specialist I was invited by our Early Learning Division funders to attend the ERS (Environmental Rating Scales) Conference in San Diego. The state is looking into switching to this assessment system for Spark, in place of and/or in combination with CLASS.
- CCRR Program Director will be attending the Early Learning Researchers Roundtable in Troutdale on October 17th. It is a great event where Oregon Early Learning researchers come together with community stakeholders to discuss Early Learning topics. This year the will focus will be on 1) Family, Child and Teacher/Provider Health and Well-being; 2) Innovative Efforts to Improve Early Learning Quality through Professional Development; and 3) Oregon's Strategic Plan for Early Learning.
- Program Director will be completing Lead Learn Excel cohort October 24th and 25th. Bertha Camacho has begun attending the second state cohort. It is an approach to professional development and coaching early learning professionals. The state won a grant to bring this to Oregon through Ounce.
- Early Learning Division was approved additional dollars by the eboard for Early Learning. We understand that a portion of that money will be coming back to CCR&R's. We don't know in what form or how. That will be determined soon.
- We are in our 3rd round of hosting Clackamas Community College early learning credit courses for Spanish speaking providers. It is very popular and has had steady attendance, each cohort has maxed out at about 30-35 individuals.
- Assisting the agency with the Great Oregon Shake Out once again. We will run the drill and hand out tickets to those we see participating in the drill (Drop Cover and Hold on). After the drill, we will all meet in the conference room to debrief and hand out disaster prep materials. Tickets will be used for a raffle for 2 staff to win a 72 hour Disaster prep go bag.

Challenges

- October tends to be a crazy month for conferences, staff development training, and reporting. Trying to keep caught up with the day to day has been difficult. Staff are stretched pretty thin. Hoping things will start slowing down a bit.

Energy Services September Program Report

Traia Campbell, Program Director

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

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

September Marion & Polk County completions

Funding	HH	People	>6	60+	Disabled	@ or below 75% of poverty	Ave HH pmt
LIHEAP	6	19	1	3	7	1 =17% of hh served	\$360.83
OEA PGE	243	675	97	68	87	98 = 40% of hh served	\$387.76
OEA PP	36	95	9	9	14	17 =47% of hh served	\$393.33
OLGA	64	218	26	17	23	30 = 47% of hh served	\$304.14
GAP	0	0	0	0	0	0 =0% of hh served	\$0.00
Total	349	1007	133	97	131	146 =42% of hh's served	\$380.64

August Marion & Polk County completions

Funding	HH	People	>6	60+	Disabled	@ or below 75% of poverty	Ave HH pmt
LIHEAP	170	600	98	37	44	60 =35% of hh served	\$394.05
OEA PGE	316	999	160	88	88	131 = 42% of hh served	\$408.00
OEA PP	57	194	35	11	19	26 =46% of hh served	\$426.67
OLGA	73	261	40	24	17	25 = 34% of hh served	\$311.74
GAP	0	0	0	0	0	0 =0% of hh served	\$0.00
Total	616	2054	333	160	168	242 =36% of hh's served	\$409.57

October -September 2018 program year Marion & Polk County completions

Funding	HH	People	>6	60+	Disabled	@ or below 75% of poverty	Ave HH pmt
LIHEAP	6245	17957	2387	2345	2403	2593 =42% of hh served	\$381.29
OEA PGE	3959	12206	1744	1137	1339	1558 = 39% of hh served	\$400.57
OEA PP	738	2226	295	238	251	322 =44% of hh served	\$408.97
OLGA	1443	4703	554	491	464	553 = 38% of hh served	\$297.11
GAP	189	605	66	61	64	71 =38% of hh served	\$116.40
Total	12574	37697	5046	4272	4521	5097 =41% of hh's served	\$396.94

September was the last month of Energy's 2018 program year. Staff spent a lot of time in the community sharing program updates for the 2019 program year. We completed LIHEAP, OEA and OLGA applications with the last of our 2018 funds.

Staff evaluations were completed in September. Job descriptions and salaries were evaluated and updated to align with the updated salary scale. Energy posted open positions for Eligibility Specialist, 2 full time benefited and 1 temporary non benefited and 1 temporary non benefited bilingual Office Specialist. We were able to select 4 great candidates for the open positions, our team is now complete and ready for the 2019 program year.

OHCS projects 2019 LIHEAP and OEAP funding will be similar to 2018, no great fluctuations are expected. Energy received OEAP funds the first of October and immediately opened appointments to PGE & PP customers in Marion and Polk counties. It is unknown when the 2019 LIHEAP funds will be released. LIHEAP funds are generally received by agencies in early October but we have received them as late as November in past years. Energy began scheduling LIHEAP appointments for senior and/or disabled households the first week in October. Even though LIHEAP 2019 funds have not yet been received Energy reserved approximately 10% of 2018 LIHEAP funds as start up for the new program year.

September Polk County completions

LIHEAP	4	7	0	2	3	1 =25% of hh served	\$371.25
OEA PGE	3	9	3	1	1	2 = 67% of hh served	\$431.67
OEA PP	24	64	5	6	9	13 =54% of hh served	\$404.38
OLGA	8	31	4	1	5	3 = 38% of hh served	\$296.63
GAP	0	0	0	0	0	0 =0% of hh served	\$0.00
Total	39	111	12	10	18	19 =49% of hh's served	\$402.43

October -September 2018 program year Polk County completions

Funding	HH	People	>6	60+	Disabled	@ or below 75% of poverty	Ave HH pmt
LIHEAP	750	2124	242	288	334	332 =44% of hh served	\$383.09
OEA PGE	57	167	15	26	26	25 = 44% of hh served	\$394.47
OEA PP	348	1074	147	103	116	148 =43% of hh served	\$412.39
OLGA	149	452	42	56	52	57 = 38% of hh served	\$285.40
GAP	19	52	4	7	5	6 =32% of hh served	\$119.42
Total	1323	3869	450	480	533	568 =40% of hh's served	\$396.65

Weatherization Program Report
Rogelio Cortes, Program Director
October 25th 2018

1. Executive Summary of Activities (Numbers Served/Service Units/Outcome) since beginning of Year 2018.

- Have completed a total of 65 projects.
- 31 Gas homes completed since beginning of the year
- 34 Electric homes completed since beginning of the year
- 6 projects completed in Polk county
- 59 projects completed in Marion County

2. Challenges or Concerns:

We have been busy as we have increased project completions. On top of that we are still working on transitioning to a better database to help gather and track data. We have been working with many spreadsheets and databases that we have been searching and thinking of building a database that can streamline the process and reduce the multiple data entries that we do per project. We are currently exploring one that seems to be a good candidate but won't know until we run through more samples to find any bugs before fully diving in.

3. Opportunities:

I am proud to announce that Governor Kate Brown has proclaimed October 30th as Weatherization day. With that say we will be hosting our 1st Weatherization Open house that same day. I want to use this to emphasize and recognize the great work that the Weatherization program and staff carry out. I would like to invite all board members, community members and anyone interested to join us and learn a bit more about weatherization. Please see attachments for more information.

Celebrate

Join us for a day of Activities,
Food, Fun and Door Prizes!

WEATHERIZATION DAY



SAVING ENERGY IS A BRIGHT IDEA!

TUESDAY OCTOBER 30, 2018

COMMUNITY ACTION WEATHERIZATION PROGRAM

This event will help you gain the knowledge and resources for weatherizing your home, helping reduce your utility bill AND save you money!

The public is welcome
and encouraged to attend

Sign up for services
if income eligible

Vendors and Community Resources

Noon to 2:00 pm.

* Program Information * DIY Weatherization *
* Energy Savings Education *
* Conservation Demonstration *

3:00 pm – 6:00 pm

For more information or to reserve a booth/space

Please call:

Weatherization Program

(503) 315-7055 or email

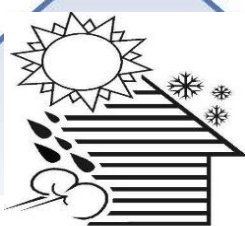
nency.ibarra@mwvcaa.org

This event is brought to you by

Community Action Agency

Weatherization Assistance Program

This Is A FREE Event



Tuesday

October 30, 2018

12:00 pm – 6:00 pm

Weatherization Program

2551 Pringle Rd SE

Salem Or. 97302

CAA Weatherization provides eligible households full
scale home energy conservation services.



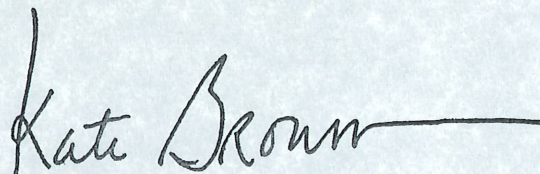
STATE OF OREGON
PROCLAMATION
OFFICE OF THE GOVERNOR

- WHEREAS:** All Oregonians, especially those living at or below the federal poverty level, should have the opportunity to live in energy-efficient, healthy, safe, and comfortable homes; and
- WHEREAS:** The Weatherization Assistance Program, administered by Oregon Housing and Community Services in cooperation with the state's network of local service providers, weatherized over 1,300 homes during the 2018 program year, resulting in significant energy savings and freeing up income for participants, many of whom are senior citizens, children, and people with disabilities; and
- WHEREAS:** This program uses advanced technologies to improve energy affordability through such measures as attic, floor, and wall insulation; reduced air leakage; repaired or replaced unsafe heating systems; and improved ventilation systems – thereby providing a safer, healthier, and more efficient home with improved indoor air quality and reduced energy expenditures; and
- WHEREAS:** The Weatherization Assistance Programs not only assists families working toward economic stability, but also contributes to entire communities by eliminating carbon emissions, reducing dependence on foreign oil, stimulating local economies, creating jobs, and stabilizing neighborhoods.
- NOW,
THEREFORE:** I, Kate Brown, Governor of the State of Oregon, hereby proclaim **October 30, 2018** to be

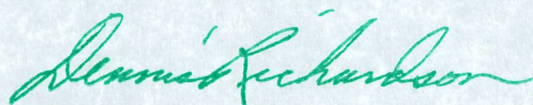
WEATHERIZATION DAY

in Oregon and encourage all Oregonians to join in this observance.

IN WITNESS WHEREOF, I hereunto set my hand and cause the Great Seal of the State of Oregon to be affixed. Done at the Capitol in the City of Salem in the State of Oregon on this day, September 25, 2018.



Kate Brown, Governor


Dennis Richardson, Secretary of State



Nutrition First
Sue Maxwell, Program Director
October 18, 2018

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

- ✓ For the month of September, we signed on 9 new providers (9 OCC registered/certified and 0 DHS listed) and closed 20, for a total of 459 homes.
- ✓ We serve 8 counties. **We are seriously considering expanding into the Portland area and picking up a few more counties. We have 6 homes waiting to transfer to us. Even more driving, but we need the income from the new homes and feel good about offering our services in more areas – and happy that providers are seeking us out!**
- ✓ 146 homes were visited in September. We began a new educational unit for this quarter called “Picky Eating II”, as we did a similar unit 6 years ago, but providers are always asking us for ways to get the day care children to eat what is served. We hand out lots of written material, recipes that are kid-approved, ways to cut food into fun shapes, and ideas for cooking – and gardening – with children. We also handed out more information on whole grains and low sugar cereals and yogurts, as these are now required. We also provide a story for kids (Dora’s Zucchini) and matching color sheets and stickers. Providers are given a gel pack in the shape of an apple for children’s “owies”.
- ✓ Approximately 1,168 children were visited in the last month.

2. Opportunities

- ✓ Five of us just returned late last night from a USDA conference in California. USDA offered many of the workshops, and the 500 or so CACFP folks there were able to make our likes – and dislikes – known. One of those dislikes is that after a full year of multiple changes in food program regulations, the feds now want in-home child care providers to measure and weigh ounces of grains and other foods. Even more providers will feel like quitting when this regulation is implemented.
- ✓ We also learned that family child care homes have steadily decreased by 9% each year since 2010 (across the country). And that only 47% of all food program sponsors are fully funded by sponsor administration funds (federal). The rest of the programs are subsidized by a larger agency. I am very happy that my program is self-funded, although this budget year is extremely tight. It will get better with increased providers.

HEAD START PROGRAM REPORT

Eva Pignotti

October 2018

- 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.

September 2018 Attendance

Program Option and County	Percentage
PreK Marion County Part Year	90.10%
PreK Polk County Part Year	91.65%
PreK Full Day DHS Subsidized (Marion County only)	88.73%
PreK Overall	90.04%
EHS Marion County	82.61%
EHS Polk County	91.66%
EHS Full Day DHS Subsidized (Marion County only)	87.50%
EHS Overall	86.71%
EHS CCP Marion County	88.38%
EHS CCP Polk County	96.30%
EHS CCP Overall	88.89%

When attendance for a program is below 85%, the program is required to do an analysis of the reasons for low attendance. The attendance for Head Start, Early Head Start and Early Head Start Child Care Partnerships dropped below 85% several times during the summer of 2018. Analysis for the reasons for low attendance are as follows:

Early Head Start Child Care Partnerships Attendance Analysis

June Attendance: 82.68%

Top absence reasons: sick children (31%), parent kept child home (11%), transportation issue (9.5%), and family vacations (6.9%). There were several children with hand, foot and mouth disease in one center, as well as other small virus that hit some children. Extra cleaning and disinfecting of toys and materials was done to help combat some of this. Staff worked to help parents understand that if children do not have an excludable sickness they should come to school. Parents keeping children home when it is the parent or sibling who was sick was another factor affecting attendance. The Salem Keizer Teen Parent program had school bus services issues that took a while to be resolved, causing children to miss school. During the summer months there are always parents taking vacations from work or school. These are documented through approved extended leave requests.

July Attendance: 84.95%

Top absence reasons: parent kept child home (36%), sick children (18%), and family vacations (14%). Staff continued to work with parents on the decision to keep their child home. It is a struggle when teen parents have time off from school to get them to send their children to school. There was a significant improvement in absences due to children being

sick. Family vacations continued to happen during July. These are documented through approved extended leave requests.

August Attendance: 83.38%

Top absence reasons: sick children (24%), family vacations (23%), parent kept child home (20%). It is a struggle to get teen parents to send their children to school when the teen is on summer break, but staff continue to work with them. Family vacations continued to happen during August. These are documented through approved extended leave requests. A lot of children were hit with a summer virus this month as well.

Early Head Start Attendance Analysis

June Attendance: 83.62%

Top absence reasons: sick children (36%), parent kept child home (14%), unexcused (14%). Quite a few children have been sick and has required vigilance of handwashing at the site for staff and for children. This and sanitizing the site and toys has helped to keep children healthier. Parents have also kept their children home, and we are hearing that this is due to the older siblings being out of school and parents wanting all children at home. EHS is a year round program and parents struggle in the summers to be motivated to send their younger children to school when the older ones are at home. The unexcused absences are when the staff did not hear from the family about the reason or were not able to contact them. These are the hardest to know why the child has missed school. Often the phone call is forgotten. More information for parents about calling the school for absences will help to alleviate this.

July Attendance: 83.4%

Top absence reasons: sick children (27%), parent kept child home (18%), child appointments (15%). The absences due to sick children have decreased, but there are still significant absences for that reason. When children were absent because of family vacations, the staff did not document their absence reason as 'family vacation', instead lumping these days into 'parent kept home'. This is a staff training issue. Family vacations do take place a lot during the summer months, and are documented with approved extended leave requests. The child appointments absence rate is surprisingly high. We have been pressing parents to get their children's required medical and dental visits completed, so that may be a contributing factor.

August Attendance: 83.33%

Top absence reasons: sick children (24%), unexcused (14%), family vacations (13%). Sick children continue to be an attendance concern, but such young children are legitimately sick with all the standard childhood ailments. Family vacations are documented through approved extended leave requests. The high number of unexcused absences in August, as we also saw in June, represent a concern with both staff training and follow through, and parent training that children's absences must be excused. This will be more intentionally addressed in the new school year.

Head Start Attendance Analysis

July Attendance: 82.93%

Top absence reasons: parent kept child home (35%), family vacations (32%) and sick children (22%). Parent keeping children home was the highest reason, which is often because children have other siblings at home who are not attending school during the summer months. The program will continue to educate families of the importance of sending their children to school on a regular basis. Family vacations take place during the summer months for our working families who attend the full-day full-year program (the only pre-k site that is open during the summer). These absences are documented through approved extended leave requests.

Sick children was included in the list of absence reasons again. Sickness with children is inevitable. During the summer month's allergy season is at its highest, however sicknesses come in different forms. The program will continue to use the three step cleaning process. Deep cleaning of locations is done during the summer months helping the classrooms becoming germ free, and constant washing up of hands is encouraged and monitored. The Full Day Full Year classroom will be moving to another location that will be partially remodeled, painted and adding new furniture and rugs, should help with having a clean new environment.

- 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 September 2018

Program Option and County	Funded	Filled
PreK Marion County Part Year	653	625
PreK Polk County Part Year	120	119
PreK Full Day DHS Subsidized (Marion County only)	20	19
PreK Overall	793	763
EHS Marion County	54	45
EHS Polk County	34	27
EHS Full Day DHS Subsidized (Marion County only)	8	8
EHS Overall	96	80
EHS CCP Marion County	53	52
EHS CCP Polk County	7	5
EHS CCP Overall	60	57

Waiting List September 2018

Programs do not maintain waiting lists during the month of August because dropping children are not replaced during the last 30 days of the school year.

Program Option and County	Number
PreK Marion County Part Year	102
PreK Polk County Part Year	12
PreK Full Day DHS Subsidized (Marion County only)	8
PreK Overall	122
EHS Marion County	47
EHS Polk County	6
EHS Full Day DHS Subsidized (Marion County only)	6
EHS Overall	59
EHS CCP Marion County	2
EHS CCP Polk County	0
EHS CCP Overall	2

	September 2018	
USDA Meal Reimbursements	Number of Meals Served	Amount Reimbursed
Breakfast	3,171	\$ 5,676.00
Lunch	3,215	\$10,641.65
Snack	292	\$ 265.72
Cash In Lieu		\$ 755.52
Total Reimbursement	6,678	\$17,338.98

The Head Start program is applying for a grant from the Oregon Head Start Association, which will be presented for approval at the Board meeting. The funds are from the Charitable Checkoff, where taxpayers can donate a dollar of their Oregon tax refund to Head Start. We are able to apply for funding for playgrounds or health and safety issues. The funding amount will depend on the number of programs that apply, and we are requesting \$11,000 for playground equipment to develop our art and music playground at Middle Grove. If awarded, the grant will allow us to purchase a set of outdoor music structures that provide opportunities for children to explore music and rhythm, a 10' x 4' framed polycarbonate wall that will be attached to the gazebo for group mural painting, a sensory table, an outdoor storage cabinet, a project table and art and music supplies.

November is the first shared governance meeting with the Board of Directors and the Policy Council meeting together. The meeting will be on Thursday, November 15, with dinner at 5:00 and the meeting starting at 5:30.

On October 13, we conducted our annual Policy Council training. Kevin, Nathan and Jon from the Board of Directors attended. The Policy Council members were trained on the basics of shared governance and the PC executive officers were elected. The executive committee will receive extensive training on how to run meetings and governance responsibilities on October 23 at a training provided by the Oregon Head Start Association. A new PC representative to the Board was elected, Jaunnette Wagner from our Buena Crest site will be attending the Board meetings starting in October.

HOME Youth & Resource Center
October 2018

2018 Executive Summary													
	J	F	M	A	M	J	J	A	S	O	N	D	total
Runaway & Homeless Youth (RHY)													
Salem Run Reports Received & Acted On	30	18	26	44	20	30	26	24	27				
Keizer Run Reports Received & Acted On	1	1	0	5	4	3	8	4	2				
Reunited To Permanent Connections	10	6	13	8	6	11	12	19	13				
Families Connected With	16	10	14	13	10	13	20	23	18				
Youth Connected With Via Street Outreach	12	12	6	7	23	11	4	0	0				
RHY Case Managed	6	4	4	4	6	4	0	2	2				
Non- RHY Case Managed	3	3	1	0	0	2	1	0	0				
Drop In Day Shelter (Stationary Outreach)													
Unduplicated Youth Served (Year total is duplicated)	99	96	133	119	123	132	125	166	123				
Total Visits	548	489	645	700	788	583	609	905	614				
Total Meals (lunch, snack & dinner)	679	604	810	865	947	665	673	1001	739				
Youth New To Services (intakes)	19	26	29	28	17	24	27	35	29				
Youth Empowerment Program (YEP)													
Youth Participated At Some Level (duplicated)	20	18	19	27	26	17	22	20	18				
Attended Job Skills Development Workshops	15	9	8	17	11	7	12	9	5				
Attended Financial Literacy	12	3	8	11	3	2	13	0*	5				
Attended Education & Business Field Trips	0*	0*	9	7	8	0*	0*	7	0*				
Community Support													
Number of Volunteers / Interns (Year total is duplicated)	8	6	6	6	5	4	4	4	3				
Total Number of Volunteer / Intern Hours	130	252	260	212	244	187	187	233	43				
Polk County @ Time of Intake													
RHY served	5	2	2	1	1	0	1	1	1				
Drop In served	4	5	6	7	9	14	8	14	11				
YEP served	1	1	0	1	1	1	1	3	2				
Key	0* = Activity Not Offered							X* - Did Not Collect Data					

Marion County Juvenile Therapy Courts (FATC & STAR):

- Continue to attend court and staff meetings. Provide support and connection to social services as well as grant management.

Taylor's House

- Continuing to finish final repairs and maintenance.
- Continuing to work on licensing and DHS contract. In communication with the city to confirm and clearly state fire safety requirements. Based on licensing requirements and current code we do not believe we are required to install a full sprinkler system. Lenity Architecture, Duncan Construction, and HYRC Program Director are working with city staff. Shaun Phillips is helping to collect bids in proactive efforts in the case that we will be required to install a sprinkler system. If indeed we are this will greatly impact our timeline and budget.
- We have 1 vacant position to be filled. Shelter Manager and Program Director will work together to fill this position if it is still vacant when we start operation.

The Challenge: Youth Homelessness:

- The Mid-Valley Council of Governments has agreed to host the Challenge work moving forward. COG is approving the new MOU soon and then it will move onto community partners to sign.
- Continue to meet with partners in regards to youth coordinated entry as part of the CELC collaborative. Northwest Human Services HOST program has agreed to join us in participating. National cohort in-person meeting will be in February as part of the National Alliance to End Homelessness conference in San Diego.

General:

- Updating program promotional material
- Recruiting for a second Drop In Support staff to work weekends and holidays.
- Moving both Taylor's House and Drop In staff through best practice training in accordance to licensing requirements.
- For the first time in 24 years HOME Youth & Resource Center is able to transport youth in their own program van! In collaboration with LuLay Car Connection and local funders we were able to purchase a 2017 Dodge Caravan that will be shared between the two sites to provide reliable transportation to appointments, meetings, pro-social activities, education and much more.

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
October 11, 2018

ATTENDANCE

Committee Members Present: Jennifer Wheeler, Board Chair; Jon Weiner, Board Vice-Chair; Helen Honey, Secretary; Jade Rutledge, Board Member; Kevin Karvandi, Board Member

Staff: Jimmy Jones, Interim Executive Director; Nancy Cain, CFO; Helana Haytas, HR Director; Amy Schroeder, Executive Assistant

The meeting of the Executive & Finance Committee started at 7:30am. It was determined that a quorum was present.

1. **E-Trade Account** – Nancy Cain shared that there is a donor who wants to donate some Microsoft shares to the agency. To do so we have set-up an E-Trade account to make the transaction. As of this time, the transfer has not been made. If it does move forward, leadership will seek board approval to execute the sale.
2. **ODE Update** – Jimmy Jones shared that we have received an official response from ODE in regards to the general Nutrition First audit, but not the letter of serious deficiency. Most of the Nutrition First findings and concerns have been resolved and closed. The three that remain open will be addressed by Friday.
3. **Finance Department** - Nancy Cain informed the committee that she is in the process of reviewing applications for the Manager of Audit & Compliance position.
4. **Audit Presentation Update** – Nancy Cain shared that we have received a draft of the amended 990 from our auditors for last year. In the meantime, they are gathering documents for this year's audit.
5. **401k Update** – 401K Audit Response is due by October 15. Finance staff is working to have those items submitted.
6. **HSES/HHS Update** – The Agency has submitted a LOI for an expansion grant for Head Start, which would allow us to move closer to providing year round head start services.
7. **Head Start Re-Finance** –Jimmy Jones shared that the appraisal for the Middle Grove Head Start location came in high enough over the balance owed to be able to pay off the loan for the Head Start property at 2395 Center St NE, Salem, and create a single mortgage for the Middle Grove property that will place the agency in compliance with HHS, which insisted that we refinance those properties to remove balloon payments included in the original amortizations. The Agency is seeking three loan quotes to submit to HHS for approval.

8. **CAPO Update** – Jimmy Jones attended the October CAPO meeting in Salem, which was largely dedicated to OHCS and the ROCC.
9. **City of Salem Programs Update** – Jimmy Jones shared that we continue to work with the City to complete the environmental review prior to Phase II construction on the ARCHES 615 Commercial site.
10. **October Full Board Meeting Draft Agenda** – Added was financial statements and the 990.
11. **Financials & Credit Card Expenditure Review** – Nancy Cain shared these were not ready in time for the meeting. She will forward the financial statements to the board prior to the full board meeting and will bring the Visa statements to the next committee meeting.

Meeting adjourned at 8:55 am.

Mid-Willamette Valley Community Action Agency, Inc.
Board of Directors Meeting
October 18, 2018
SPECIAL MEETING MINUTES

ATTENDANCE:

Board of Directors:

Present:

Helen Honey Kevin Karvandi Jennifer Wheeler

Absent: Jon Weiner

Others Present: Helana Haytas, HR Director

The Special Meeting of the Board of Directors' Executive Director Search Committee was called to order at 10:46 am by Board Chair Jennifer Wheeler. It was determined that a quorum was present.

I. Welcome

Board Chair Jennifer Wheeler welcomed everyone.

II. Board Search Committee was called into Executive Session at 10:48 am.

Executive Director Search Discussion

III. Board Search Committee Ended Executive Session and returned to Open Session at 11:05 am.

MOTION: To make recommendation to the full Board of Directors to employ the Candidate discussed in Executive Session as the new Executive Director of MWVCAA, by Helen Honey

SECOND: Kevin Karvandi

APPROVED: Unanimously approved

IV. Adjournment

The Board of Directors Executive Director Search Committee meeting was adjourned at 11:07 am.

Respectfully Submitted:

Helana Haytas, HR Director

Jennifer Wheeler, Board Chair