

COMMUNITY ACTION AGENCY

NOVEMBER 2018 MEETING

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

THURSDAY, NOVEMBER 15, 2018

**LOCATION:
COMMUNITY ACTION AGENCY
2475 CENTER ST NE
SALEM, OR 97301**



COMMUNITY ACTION PROMISE

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

Helping People Exit Poverty

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

2475 Center St NE
Salem OR 97301
November 15, 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.

I.	Welcome and Introductions	5:00
	1. Recite Mission and Vision statements	
II.	Public Comment	5:05
III.	Approval of Agenda	5:10
IV.	Consent Calendar	5:15
	1. October 2018 Full Board Meeting Minutes	
	2. November 2018 Program Directors' Reports	
	3. November 2018 Executive Director's Report	
	4. November 2018 Committee Minutes	
V.	Board Business	5:25
VI.	Joint Governance Business	5:30
	1. Head Start/Early Head Start Continuation Grant – <i>Approval</i>	
	2. Head Start/Early Head Start Duration Grant – <i>Approval</i>	
	3. Early Head Start/Early Head Start Child Care Partnership Expansion Grant – <i>Approval</i>	
VII.	Adjournment	7:30

Next board meeting: Thursday, January 24, 2019

Mid-Willamette Valley Community Action Agency, Inc.
Board of Directors Meeting
October 25, 2018
MINUTES

ATTENDANCE:

Board of Directors:

Present:

Erika Lanning	Jade Rutledge	Kevin Karvandi
Jennifer Wheeler	Linda Bednarz	Katie Goodwin
Herm Boes	Nathan McClenny	Jenny Wagner

Absent: Helen Honey Jon Weiner

Others Present:

Program Directors/Staff/Guests:

Jimmy Jones, Executive Director
Helana Haytas, HR Director
Ashley Hamilton, Interim CRP Program Director
Rogelio Cortes, Weatherization Program Director
Sue Maxwell, Nutrition First 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 5:42 pm by Board Chair Jennifer Wheeler. It was determined that a quorum was present.

I. Welcome and Introductions

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

II. Public Comment

- Herm Boes thanked Tricia Ratliff for hosting the October board meeting at Taylor's House.
- Linda Bednarz shared that she attended the Marion County "Giving People a Second Chance" community breakfast to celebrate the Marion County Re-Entry Initiative and the work being done at the De Muniz Resource Center.
- Jennifer Wheeler shared that she would like to see the Agency to consider additional fundraisers.

III. Approval of Agenda

The order of agenda items was rearranged.

MOTION: To approve agenda, as amended, made by Linda Bednarz

SECOND: Erika Lanning

APPROVED: Unanimously approved

IV. Consent Calendar

1. September 2018 Full Board Meeting Minutes

No discussions or concerns were raised

2. October 2018 Program Directors' Reports

No discussions or concerns were raised

3. October 2018 Committee Meeting Minutes

No discussions or concerns were raised

MOTION: To approve consent calendar made by Herm Boes,

SECOND: Nathan McClenny

APPROVED: Unanimously approved

V. Board Business

- 1. Executive Director Search** – Jennifer Wheeler and Helana Haytas shared with the board the Search Committee met earlier this week to discuss the candidates for the Executive Director position. We received a great deal of feedback on the two finalists from the meet and greet the previous week. The recruitment was a thoughtful process narrowing the pool of candidates each step of the way. The final recommendation of the Search Committee is to offer the Executive Director position to Jimmy Jones.

MOTION: To make an offer to Jimmy Jones for Executive Director of Community Action Agency made by Linda Bednarz

SECOND: Jade Rutledge

APPROVED: Unanimously approved

- 2. Elect New Policy Council Board Representative** – Jade Rutledge introduced Jenny Wagner as the new Head Start Policy Council representative to the board.

MOTION: To approve Jenny Wagner as the new Policy Council representative to the board made by Erika Lanning

SECOND: Nathan McClenny

APPROVED: Unanimously approved

- 3. Jade Rutledge Designation Change** – Jade informed the board that her Head Start Policy Council term has ended and they have elected a new parent representative to the board. She desires to remain on the board in another classification.

MOTION: To change Jade Rutledge's designation to low-income representative made by Kevin Karvandi

SECOND: Erika Lanning

APPROVED: Unanimously approved

- 4. Salem Chamber of Commerce Youth Leadership Member** – Linda Bednarz introduce Katie Goodwin from the Salem Chamber Youth Leadership Program. During the first year of the program, youth receive a comprehensive overview of the Salem-Keizer area. Students have a unique opportunity to meet face to face with community leaders and decision makers, and receive an introduction to community resources by way of tours, panels, and speakers. During the second

year, youth serve on a community board while being paired with a community mentor. The formal mentor relationship helps the student become accustomed to the rules and expectations of being a community leader. As a result, the student will gain insight to community issues, needs, and challenges.

MOTION: To approve Katie Goodwin as a youth Community Outreach Representative to the board from the Salem Chamber of Commerce Youth Leadership Program made by Linda Bednarz

SECOND: Erika Lanning

APPROVED: Unanimously approved

5. Charitable Check Off Grant Application for Head Start –

Eva Pignotti shared that the Head Start program is applying for a grant from the Oregon Head Start Association. The funds are from the Charitable Checkoff grant, where taxpayers can donate a dollar of their Oregon tax refund to Head Start. We are able to apply for funding for playgrounds for 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.

MOTION: To approve application for the Oregon Head Start Association Charitable Checkoff grant in the amount of \$11,000.00 made by Linda Bednarz

SECOND: Herm Boes

APPROVED: Unanimously approved

6. Director's Office Updates – Jimmy Jones updated the board on the following:

- a. 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.
- b. We are still working on gathering documents from the pre-audit checklist and will be ready for the auditors at the end of November.

7. Financials and 990 Update – This item deferred until Nancy Cain's return.

VI. Adjournment

The Board of Directors meeting was adjourned at 7:50pm.

Respectfully Submitted:

Amy Schroeder, Executive Assistant

Jennifer Wheeler, Board Chair



THE ARCHES PROJECT

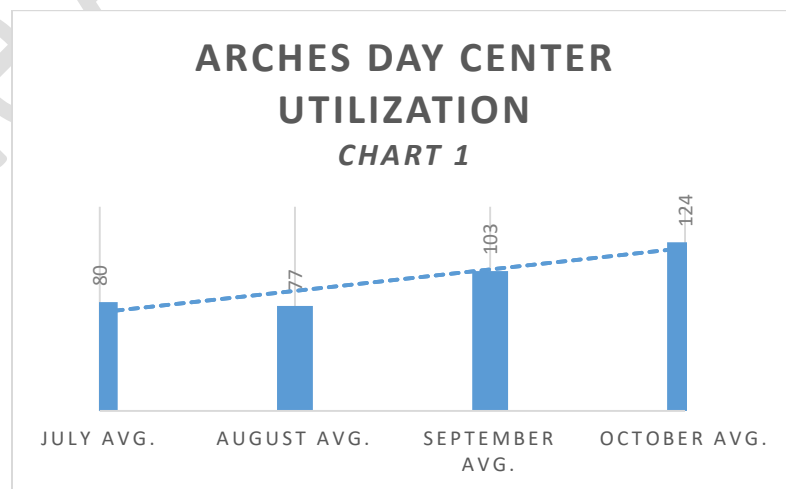
615 Commercial Street NE
Salem, Oregon 97301

CRP Board Report – November 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:

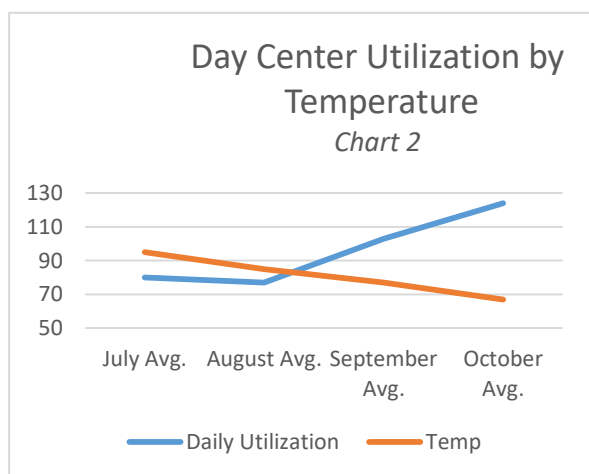
Since opening day, the total number of duplicated Day Center visits is now 7,067 - with an average daily attendance rate of 96. During the month of October there was 2,851 duplicated visitors with an average daily utilization rate of 124. This showcases a general increase of daily users, as depicted by *Chart 1*.



Community Resource Program

When examining the Top 5 Utilization Days for the ARCHES Day Center, four occurred during the last full week of October (*Table 1*). Two of which, were classified as rainy days. With only four wet days in October, this means that 50% of all rainy days resulted in an increase of Day Center attendance. When combined, the top five days saw 826 visitors, with an average daily utilization of 165. This is a measurable increase from last month's board report, and is 72% more than the overall October utilization average.

Top 5 Utilization Days <i>Table 1</i>	
Date	Daily Utilization
26-Oct	177
23-Oct	166
25-Oct	165
24-Oct	159
29-Oct	159



ARCHES continues to track daily Day Center attendance and daily temperature highs in order to identify a correlation between usage rates and weather conditions. As depicted by *Chart 2*, 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 continue to grow. ARCHES is committed to monitoring this behavior as we advance through the season.

A pattern that has started to develop when examining Day Center utilization is an increase in attendance towards the end of a month. As *Table 2* shows as the time progresses throughout the month, from week 1 through week 4, Day Center utilization drastically increases. In fact, 32% of all sign-ins occur during the last week of a given month (*Chart 3*). ARCHES suspects that this is attributed to clients spending their monthly allocation of SNAP and/or Social Security benefit, but still needing to access basic needs resources

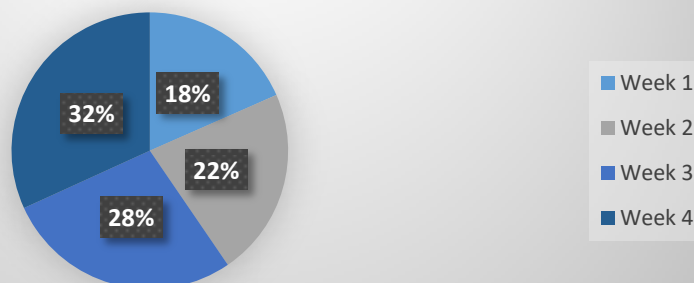
Day Center Utilization by Week of the Month <i>Table 2</i>				
	Week 1	Week 2	Week 3	Week 4
August Avg	69	78	81	87
Sept. Avg	58	89	116	128
Oct Avg.	90	93	130	160
By Week Avg	72	87	109	125

Community Resource Program

By Week Total	217	260	327	375
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Percentage of Day Center Utilization by Week of the Month

Chart 3



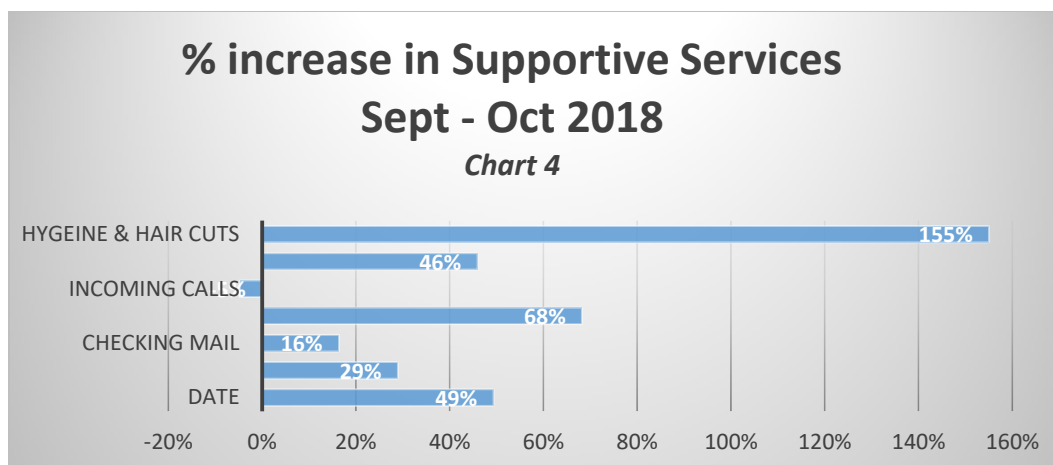
Current utilization of Day Center Supportive Services has considerably increased since August (*Table 4*). On average, Supportive Services offered at ARCHES saw a 51% increase from last month (*Chart 4*). These services include: community mailboxes, sack lunches, hygiene kits, hair cut vouchers, and pet food. In all, ARCHES retains 913 active mailboxes, with an average of 180 client's accessing their mail per week, and distributed 51 haircut vouchers and hygiene kits during the month of October.

Day Center and Reception Services

Table 4

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
October Total	109	887	2604	1894	238	2851	51
Overall Total	204	1575	7239	4543	488	6504	71
% increase Sept - Oct	49%	29%	16%	68%	-5%	46%	155%

Community Resource Program



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 be providing Hepatitis A and Flu immunizations.
- The Marion County Health Department has supplied condoms since April 2018. To date, 6,632 condoms have been distributed via our public restrooms.
- *Veteran Service Officer Program:*

Marion County Veteran's Service Program Report of Activities FY 2018-2019 Quarter One (July - September 2018)

Total In-office Interviews	Total Out of Office Interviews	Total Interviews for Quarter
218	13	231

Claims/ APPEALS/ BENEFIT AWARDS	
Original USDVA Form - 526, 527, or 534 filed	138
All other new claims	29
Original USDVA Form - 1010EZ	1
NODs/VA form - 9s	9
Total Claims Recovered during Quarter	\$744,844.39

INTERNAL ARCHES REFRRALS	
ARCHES Veteran Programs -> VSO	21
VSO -> ARCHES Veteran Programs	7
Number of VSO Walk-ins during Quarter	776

Community Resource Program

Program Showcase: *ARCHES Housing Program (AHP)*

ARCHES Housing Program (AHP) is a HUD Rapid Re-Housing program designed to guide participants out of homelessness and into long term self-sufficiency. This program offers rental assistance in Marion and Polk Counties for up to 24 months, and is paired with case management services.

AHP households are pulled directly from Coordinated Entry; serving individuals and families who are designated as homeless or chronically homeless. AHP staff provide extensive case management services that focus on: addressing and eliminating barriers to housing, budget management, job readiness, employment, as well as assistance in accessing services for mental health, addictions, physical health and food insecurity. Since July 1, 2017, AHP has housed over 61 households serving 136 individuals, 57 of which are children.

“One of my clients is an older gentleman that became homeless and addicted to methamphetamines. Prior to becoming housed through HUD-RRH he experienced many legal and medical issues that seemed insurmountable for him at the time. He shared feelings of worthlessness and spiritual emptiness due to the events that took place after his divorce and mental-health breakdown. “

Since becoming housed in January 2018, he reports not having used methamphetamines, and that he has become personally motivated to stay clean. He has expanded his circle of friends, and has found community at the church he attends. Recently he recorded an album with the church band, which will hopefully lead to paid gigs. He is actively working on his physical and emotional health on a daily basis by swimming, gardening, and attending his counseling, doctor and dental appointments. Furthermore, he is volunteering, paying off his fines, and actively working towards obtaining gainful employment. “

“Although he still has many more obstacles to overcome, he has made much progress in the 10 months that he has been housed. I’m excited to see where he will be at the completion of this program!”

-Holly Newman, ARCHES Rapid Re-housing Program Case Manager

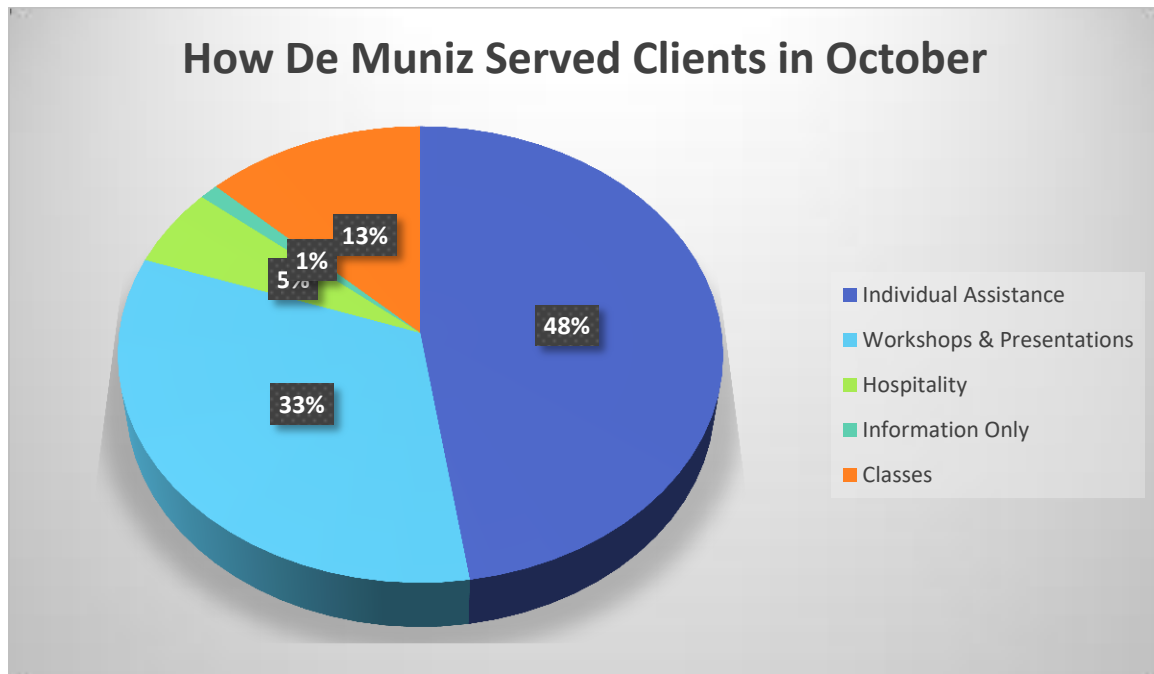
Community Resource Program

Other News:

- Marion County Veteran Service Officer Program achieved their first accredited Officer. This will further streamline veteran services and is considered to be a valuable addition to the team state-wide.
- The Housing Authority and ARCHES partnership for the “Salem’s Hardest to House initiative” (Homeless Rental Assistance Program) has officially placed 100 clients as of November 2, 2018. Over the last 16 months, the program boasts a success rate of 91.7%.
- ARCHES hired a new Program Manager to accommodate the departments ever growing services, as well as installed an additional Middle Manager position. This is one of many strategic changes to improve operational capacity in recent months; plans continue to develop a more robust management structure.

De Muniz Resource Center

April Cox, Program Manager
October 2018



Opportunities/Challenges

- ❖ De Muniz served 206 clients in October
- ❖ 45 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 40% of all services this month
- ❖ Navigators participated in Dave's Killer Bread Reentry Simulation in Portland
- ❖ De Muniz staff attended the tenth annual Marion County Reentry Initiative's Breakfast fundraiser
- ❖ Navigator served as a panel member and participant in the Willamette Restorative Justice event
- ❖ De Muniz continues to serve the Jail Reentry cohort 14 through programming and support in partnership with Marion County Sheriff's Office and Bridgeway Recovery Services
- ❖ Main challenges are limited space and addressing the funding gap for this fiscal year

Volunteer Report

	# OF VOLUNTEERS	# OF HOURS DONATED
OCTOBER	15	64

*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

- 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.
- 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 4th 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.
- November we are having our first Annual statewide CCRR Child Care Business Conference in The Dalles, Oregon. 157 child care providers have registered. Super exciting!

Challenges

- Quarterly reports, training plans and Workplans for our ELD main contract are due at end of November. It makes for stressful month.

Energy Services October Program Report

Traia Campbell, Program Director

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

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

October Marion & Polk County completions

Funding	HH	People	>6	60+	Disabled	@ or below 75% of poverty	Ave HH pmt
LIHEAP	805	1451	61	598	668	224 =28% of hh served	\$318.08
OEA PGE	371	1055	117	130	214	156 = 42% of hh served	\$377.84
OEA PP	87	259	30	27	34	44 =51% of hh served	\$397.41
OLGA	116	290	19	72	61	34 = 29% of hh served	\$262.22
GAP	2	6	1	1	1	2 =100% of hh served	\$150.00
Total	1381	3061	228	828	978	460 =33% of hh's served	\$364.44

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

Energy began our 2019 program year October 1 with opening LIHEAP appointments for households with Senior and/or Disabled members. We opened the office and phones at 7am to assist clients and prevent lines as in previous years. A total of 460 LIHEAP appointments were scheduled in 10 hours for the first 10 days; October 3 through 16. The 1st was a Monday so 120 OEA appointments were also made. Energy reserves LIHEAP appointments in October and part of November to serve our vulnerable population of Seniors and Disabled households in Marion and Polk county. LIHEAP general public appointments will be scheduled beginning November 1.

HHS released 99% of 2019 LIHEAP funding to OHCS in mid October. A 99% release of funds is a highly unusual occurrence as 10% is usually held until the later in the year as contingency funds. Energy's 2019 LIHEAP funding is similar to 2018 and I estimate Energy will have LIHEAP funds available through at least March of 2020.

As of the end of October Energy had LIHEAP, OEA PGE and PAC, OLGA and GAP funds available for residents of Marion and Polk Counties. Our LIHEAP appointments have been filled through the middle of December, OLGA appointments are scheduled up to 2 weeks out as funding allows, OEA appointments are scheduled weekly and GAP is offered to all of these scheduled appointments as needed. Energy opened the 2019 program year strong and we will continue to provide assistance to our community as funding allows.

October 2018 Polk County completions

Funding	HH	People	>6	60+	Disabled	@ or below 75% of poverty	Ave HH pmt
LIHEAP	89	160	4	75	65	29 =33% of hh served	\$319.61
OEA PGE	5	13	0	2	3	1 = 20% of hh served	\$357.00
OEA PP	40	106	12	15	10	21 =53% of hh served	\$400.25
OLGA	15	35	2	11	5	6 = 40% of hh served	\$259.00
GAP	0	0	0	0	0	0 =% of hh served	\$0.00
Total	149	314	18	103	83	57 =40% of hh's served	\$358.95

Nutrition First
Sue Maxwell, Program Director
November 8, 2018

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

- ✓ For the month of October, we signed on 13 new providers (6 OCC registered/certified and 7 DHS listed) and closed 16, for a total of 457 homes.
- ✓ We currently serve 8 counties and have plans to expand into other counties.
- ✓ 114 homes were visited in October. Our Annual Records training (a required training) began this month. We are combining it with a training on water – it is not a reimbursable item, but providers are mandated to offer water at all times. So we have a 30-day water challenge that the providers can do with their daycare kids (or their own families), and we are giving out water glasses, water magnets, lots of water resources; in addition to our brand new handbook and colorful lists of the only chicken nuggets, corn dogs, fish sticks, and meatballs allowed. We prefer homemade, but many providers like to serve these items because they are easy – and kids, unfortunately, are used to these foods. All of those items require a Product Formulation Statement or they cannot be served. So Carmen took it upon herself to write to the manufacturers for the statement – then providers have to submit a picture of the box or bag, along with the UPC code, in order to claim the item. It's a lot of work, for them and for us.
- ✓ Approximately 914 children were visited in the last month. We read them a story about Potter the Otter (who loves water). They also receive color pages and water stickers to round out the training.

2. Challenges

- ✓ Five of us were able to attend 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. But one casualty is that we won't be able to attend the Chicago National Child Care Conference this year – this is the really good one, so I'm sad to miss it.

HEAD START PROGRAM REPORT
Eva Pignotti
November 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.

October 2018 Attendance

Program Option and County	Percentage
PreK Marion County Part Year	87.57%
PreK Polk County Part Year	90.65%
PreK Full Day DHS Subsidized (Marion County only)	94.17%
PreK Overall	88.24%
EHS Marion County	88.07%
EHS Polk County	88.30%
EHS Full Day DHS Subsidized (Marion County only)	86.11%
EHS Overall	87.27%
EHS CCP Marion County	87.33%
EHS CCP Polk County	93.55%
EHS CCP Overall	87.28%

- 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 October 2018

Program Option and County	Funded	Filled
PreK Marion County Part Year	653	639
PreK Polk County Part Year	120	117
PreK Full Day DHS Subsidized (Marion County only)	20	20
PreK Overall	793	776
EHS Marion County	54	54
EHS Polk County	34	34
EHS Full Day DHS Subsidized (Marion County only)	8	8
EHS Overall	96	96
EHS CCP Marion County	53	52
EHS CCP Polk County	7	6
EHS CCP Overall	60	58

Waiting List October 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	120
PreK Polk County Part Year	17
PreK Full Day DHS Subsidized (Marion County only)	8
PreK Overall	145
EHS Marion County	52
EHS Polk County	7
EHS Full Day DHS Subsidized (Marion County only)	7
EHS Overall	66
EHS CCP Marion County	2
EHS CCP Polk County	0
EHS CCP Overall	2

	October 2018	
USDA Meal Reimbursements	Number of Meals Served	Amount Reimbursed
Breakfast	12,312	\$22,038
Lunch	12,530	\$41,474
Snack	1,706	\$ 1,552
Cash In Lieu		TBA*
Total Reimbursement	26,548	\$65,065.24

**October is the month on which USDA bases our budget. There is a process involved in providing them with data to make these assessments and build their budget. Some issues on the ODE end of the process have created a delay. Once it has been finalized, we will know our Cash in Lieu amount.*

TraumaSmart: Last month some Head Start and Early Head Start staff went through the TraumaSmart Academy. These staff have been identified as our coaches and parent trainers. We have created a Trauma Informed Care Team, with representation from line staff in every position, to serve as an advisory group for implementation and ongoing use of TraumaSmart in our program. All staff will receive Module 2 training on November 30 or December 1.

We expect to begin the parent portion of the training, with a curriculum called Smart Connections, in January. This training will be offered multiple times on varying schedules to allow all our parents the opportunity to attend. There is work being done in our partnership with the Marion Polk Early Learning Hub to open up Smart Connections to parents who are not connected with Head Start. Funding for these additional sessions will be provided by the Hub, as well as community support with facilities, food and child care for the sessions.

Summary of Governing Body Approval Items - November 2018

Early Head Start (EHS) & EHS Child Care Partnerships (EHS CCP) Expansion Grant Application – Due November 30, 2018:

An opportunity to apply for funds from the Department of Health and Human Services was announced for the purposes of increasing the number of children served in birth to three programs. Our program has both EHS and EHS CCP, and both are very small, with the needs far outweighing the opportunities for families. This application, if awarded, will increase EHS by 32 slots, served in our federally approved Locally Designed Option of 2 class days per week, 3.5 hours per day, with 22 home visits per year. The slots would be placed in our existing Dallas, Independence, Edgewater and Appleblossom sites, doubling the capacity at each site. These classes will receive bus transportation, and the purchase of two buses is included in the start-up funds.

For EHS CCP our request is for funding of 20 slots for children to be placed in family child care homes. The program provides five days per week, 10 hours per day of services to children of working parents. Four new family child care providers would be contracted to provide services to most of these children, with a few slots going to some of our current contractors who are able to increase their slots.

This is a competitive grant, which, if funded, will allow us to serve families from our large EHS waiting list.

EHS Annual Operating Budget	\$ 518,058
EHS One-Time Start-Up Budget	\$ 204,854
EHC CCP Annual Operating Budget	\$ 457,781
EHS CCP One-Time Start-Up Budget	\$ 133,704
Total Expansion Application	\$1,314,397

Request for Waiver of Non-Federal Share for EHS CCP 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. We easily meet this requirement for our grants that operate Head Start and Early Head Start because we have a large funding amount for that grant from Oregon Department of Education. For the EHS CCP grant, there is no state funding, and that program struggles to meet non-federal share requirements. Non-federal share comes in the form of donations and volunteer time. Volunteer time in the EHS CCP program is minimal, because the majority of volunteer hours come from parents. All the parents in the EHS CCP Expansion will be employed full-time, and will have very little time to donate to the program. For this reason, we are requesting a waiver of non-federal share with the EHS CCP Expansion Grant:

Non-Federal Share Waiver Requested for Operating Budget	\$114,445
Non-Federal Share Waiver Requested for Start-Up Budget	\$ 33,426
Total NFS Waiver Requested	\$147,871

Head Start & Early Head Start Continuation Grant Application – Due December 1, 2018

This is the annual application for ongoing funding to our Head Start and Early Head Start programs. This funding provides operating funds including salaries and fringe costs for staff, and funds designated for training and technical assistance. This is a non-competitive grant.

Head Start Operations	\$3,873,586
Head Start Training & Technical Assistance	\$ 47,620
Early Head Start Operations	\$1,361,876
Early Head Start Training & Technical Assistance	\$ 32,277
Total 2019-2020 HHS Funding	\$5,425,459

Head Start Duration Grant Application – Due December 1, 2018

An opportunity to apply for funds from the Department of Health and Human Services was announced for the purposes of increasing the number of hours of service children receive in the Head Start Preschool program. Head Start Performance Standards state that programs should strive to meet the goal of having 40% of classes offering 1,380 hours per year of services.

The Silverton Road class, serving families with working or student parents, is running five days per week, 6.5 hours per day, and is very close to meeting the duration target. With the Duration grant, we will identify this site as a part-year Duration site and incorporate bus services. To best meet the needs of families, and to avoid the summer ‘drift’ that happens when children are out of school during the summer, our program has identified six additional classes that currently run part-year part-day as Duration classes that will run five days per week, 4.5 hours per day, in a year-round model. The sites identified for year-round part-day Duration are Edgewater, Center Street, Lancaster, Middle Grove 4, 5 and 7. The Outreach site, which serves high needs homeless families is currently running five days per week, 6.5 hours per day in a part-year model. We will identify Outreach as a Duration site that will run four days per week, 7.5 hours per day in a year-round model. These classes will all have bus transportation provided, and the purchase of two buses is included in the start-up funds.

This is a competitive grant, which, if funded, will improve our ability to meet the needs identified in our community assessment and make significant progress toward meeting the Performance Standards.

Head Start Annual Operating Budget for Duration	\$1,057,366
Head Start Duration Start-Up Budget	\$ 417,420
Total Duration Application	\$1,474,786

HOME Youth & Resource Center
November 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	40			
Keizer Run Reports Received & Acted On	1	1	0	5	4	3	8	4	2	3			
Reunited To Permanent Connections	10	6	13	8	6	11	12	19	13	11			
Families Connected With	16	10	14	13	10	13	20	23	18	11			
Youth Connected With Via Street Outreach	12	12	6	7	23	11	4	0	0	3			
RHY Case Managed	6	4	4	4	6	4	0	2	2	1			
Non- RHY Case Managed	3	3	1	0	0	2	1	0	0	0			
Drop In Day Shelter (Stationary Outreach)													
Unduplicated Youth Served (Year total is duplicated)	99	96	133	119	123	132	125	166	123	109			
Total Visits	548	489	645	700	788	583	609	905	614	601			
Total Meals (lunch, snack & dinner)	679	604	810	865	947	665	673	1001	739	670			
Youth New To Services (intakes)	19	26	29	28	17	24	27	35	29	18			
Youth Empowerment Program (YEP)													
Youth Participated At Some Level (duplicated)	20	18	19	27	26	17	22	20	18	24			
Attended Job Skills Development Workshops	15	9	8	17	11	7	12	9	5	3			
Attended Financial Literacy	12	3	8	11	3	2	13	0*	5	8			
Attended Education & Business Field Trips	0*	0*	9	7	8	0*	0*	7	0*	8			
Community Support													
Number of Volunteers / Interns (Year total is duplicated)	8	6	6	6	5	4	4	4	3	5			
Total Number of Volunteer / Intern Hours	130	252	260	212	244	187	187	233	43	100			
Polk County @ Time of Intake													
RHY served	5	2	2	1	1	0	1	1	1	1			
Drop In served	4	5	6	7	9	14	8	14	11	11			
YEP served	1	1	0	1	1	1	1	3	2	3			
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.
- Starting to evaluate cost – benefits of our role as Marion County Treatment Court grant admins.

Taylor's House

- Repairs and maintenance are nearly complete. Fire and health inspections are scheduled to be complete early November. These inspections are a requirement to submit the full licensing application packet to DHS. Once DHS approves the application we could potentially receive our initial license before the end of November and start operations. The process to start operations is taking longer than originally expected but overall we are moving quickly in terms of raising funds, purchasing the house, repairing the house, hiring staff, program design and implementation. There have been pros and cons to our timeline.
- After steady communication and receiving a variance, the Fire Department concluded that we do not need to install a sprinkler system.
- We currently have 2 positions vacant – Youth Navigator (case management) and Youth Support Specialist (direct care staff).
- Needs: 2 new electric cooking ranges. We currently have gas ranges and we prefer electric for safety reasons.
- We are extremely grateful for both IT Director Shaun and the Head Start maintenance staff for their continuous support. Both teams have been an asset to the success of starting Taylor's House. We are also appreciative of Weatherization for allowing us to borrow their tools and store items in their warehouse until they are ready to be moved in. Of course we wouldn't be where we are at without finance and the executive leadership team either. Tony, Heather and Nancy have been a huge help in working through the budget, donations and bills. Thanks everyone!

The Challenge: Youth Homelessness:

- The Mid-Valley Council of Governments (COG) staff position responsible for coordinating homeless services recently became vacant. The COG remains committed to address youth homelessness but movement may be slower than planned due to the staff change.
- Continue to meet with partners in regards to youth coordinated entry as part of the CELC collaborative. Team is seeking official training on TAY-SPDAT (youth specific version of the widely accepted assessment tool) and exploring data in terms of what we already have and what we need in order to best serve the population in a coordinated way.

General:

- Promotional material is updated. Sending to printers.
- Approached by and met with both the Boys & Girls Club and IKE Box to discuss potential collaborations
- 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.
- Needs: Flooring material and funds for installment at the Drop In. Although carpet was replaced approximately 3 years ago it is worn out etc. Would like to move to hard wood throughout since it's easier to keep clean and hundreds of teens spend time at HOME each year.
- Worked with HR and Jimmy to confirm and implement volunteer background check requirements

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
November 8, 2018

ATTENDANCE

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

Absent: Helen Honey

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

The meeting of the Executive & Finance Committee started at 7:37am. It was determined that a quorum was present.

1. **ODE Update** – Jimmy Jones shared that ODE has not yet responded to our letter regarding the serious deficiency, but expects to hear soon.
2. **Audit Update** – Nancy Cain shared that we are in good shape and continue to work on preparing for the auditors who will be arriving later this month.
3. **City of Salem-ARCHES Proposal** – Jimmy Jones shared that he was approached by the City of Salem who informed him they would like to purchase the property at 615 Commercial St NE, Salem. They would in turn re-lease the building back to us for 20 years. This would save us considerable money that could then be put toward other ARCHES programs. After discussion it was determined that Jimmy will talk with them further about a commitment from the City to lease the building to us long term.
4. **Update of HOME & Taylor's House** – Jimmy Jones shared that Taylor's House should be ready to open by the end of November. We have been working to make final improvements to the building and have City of Salem fire and building codes issue a permit for operation. Jimmy also shared that the agency continues to work with DHS to complete an agreement to house certain DHS foster youth at Taylor's House.
5. **Agency 990** – Nancy Cain shared the Form 990 was submitted on time. It was emailed to the board earlier this month.
6. **September 2018 Financials** – These were completed and finalized and ready for submission to the Board as a whole. This is the first month that the financials have been submitted with the new Abilia system.
7. **SAM.gov** – The Agency renewed its federal account with SAM.gov. Changes in that process may require approval of some elements by the Board Chair.
8. **November 2018 Full Board Meeting Draft Agenda** – November's meeting will be a joint governance meeting with the Head Start Policy Council. It will be held on the Policy Council's regular meeting day of the third Thursday of the month. The Board will meet ahead of the beginning of the joint meeting to conduct any agency business that may need done.
9. **Credit Card Expenditure Review** - Visa review was completed by Jennifer Wheeler, Jade Rutledge and Jon Weiner.

Meeting adjourned at 8:50 am.