



**JUNE 2021 MEETING  
BOARD OF DIRECTORS**

**THURSDAY, JUNE 24, 2021**

**LOCATION:**

**COMMUNITY ACTION  
WEATHERIZATION PROGRAM  
2551 PRINGLE RD SE  
SALEM, OR 97302**

**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 Changing Lives**

**COMMUNITY ACTION AGENCY  
BOARD OF DIRECTORS  
AGENDA**

Community Action Weatherization Program  
2551 Pringle Rd SE  
Salem, OR 97302  
June 24, 2021

Mission

**Empowering people to change their lives and exit poverty by providing vital services and community leadership.**

Vision

**All people are respected for their infinite worth and are supported to envision and reach a positive future.**

<b>I.</b>	<b>Welcome and Introductions</b>	<b>5:30</b>
<b>II.</b>	<b>Public Comment</b>	<b>5:35</b>
<b>III.</b>	<b>Approval of Agenda</b>	<b>5:40</b>
<b>IV.</b>	<b>Consent Calendar</b>	<b>5:45</b>
	1. May 2021 Full Board Meeting Minutes	
	2. June 8, 2021 Special Board Meeting Minutes	
	3. June 2021 Executive Director Report	
	4. June 2021 Director of Program Development Report	
	5. June 2021 Chief Financial Officer Report	
	6. June 2021 Chief Operations Officer Report	
	7. June 2021 Program Director Reports	
	8. June 2021 Committee Meeting Minutes	
<b>V.</b>	<b>Board Business</b>	<b>5:55</b>
	1. Taylor’s House Performance Improvement Plan - <i>Approval</i>	
	2. Executive Director’s Report	
	3. Financials – <i>Approval</i>	
<b>VI.</b>	<b>Adjournment</b>	<b>7:30</b>

**Next board meeting: Thursday, July 22, 2021**

**Mid-Willamette Valley Community Action Agency, Inc.**  
**Board of Directors Meeting**  
**May 27, 2021**  
**MINUTES**

**ATTENDANCE:**

**Board of Directors:**

**Present:**

Catherine Trottman	Jade Rutledge	Linda Bednarz	Shelaswau Crier
Erika Romine	Jon Weiner	Michael Vasquez	Steve McCoid
Helen Honey	Kevin Karvandi	RW Taylor	

**Absent:** Candi House Lyle Mordhorst Melissa Baurer

**Others Present:**

**Program Directors/Staff/Guests:**

Jimmy Jones, Executive Director  
Helana Haytas, Chief Operations Officer  
Kaolee Hoyle, Chief Financial Officer  
Breezy Aguirre, CRP/ARCHES Associate Program Director  
Eva Pignotti, Head Start/Early Head Start Program Director  
Tricia Ratliff, HOME Youth Services Program Director  
Alisa Tobin, HOME Youth Services Associate Program Director  
Amy Schroeder, Office Specialist  
Mandy Royse, Communications & Development Coordinator  
Laurel Dixon, Grant Writing Specialist  
Heidi Mason, Innova Legal Advisors  
Janet Carlson, MWVHA  
Carla Munns, MWVHA

**The meeting of the Board of Directors was called to order at 5:32 pm by Board Chair Jon Weiner. It was determined that a quorum was present.**

**I. Welcome and Introductions**

Board Chair Jon Weiner welcomed everyone and introductions were made.

**II. Public Comment**

None were made.

**III. Approval of Agenda**

No changes were made.

**MOTION:** To approve agenda made by Steve McCoid,

**SECOND:** Jade Rutledge.

**APPROVED:** Unanimously approved

**IV. Consent Calendar**

- 1. April 2021 Full Board Meeting Minutes**  
No discussions or concerns were raised
- 2. May 5, 2021 Special Board Meeting Minutes**  
No discussions or concerns were raised
- 3. May 10, 2021 Special Board Meeting Minutes**  
No discussions or concerns were raised
- 4. May 2021 Executive Director Report**  
No discussions or concerns were raised
- 5. May 2021 Director of Program Development Report**  
No discussions or concerns were raised
- 6. May 2021 Chief Financial Officer Report**  
No discussions or concerns were raised
- 7. May 2021 Chief Operations Officer Report**  
No discussions or concerns were raised
- 8. May 2021 Program Director Reports**  
No discussions or concerns were raised
- 9. May 2021 Committee Meeting Minutes**  
No discussions or concerns were raised

**MOTION:** To approve consent calendar made by Linda Bednarz,

**SECOND:** Steve McCoid.

**APPROVED:** Unanimously approved

**V. Board Business**

1. Mid-Willamette Valley Homeless Alliance – Janet Carlson gave a presentation on the progress of the Alliance’s work on homelessness.
2. HOME Youth Services Residential Services – Tricia Frizzell gave a presentation on the improvements that have already been implemented at Taylor’s House and additional options moving forward.
3. Executive Directors Report:
  - i. The DHS OTIS investigation regarding the youth-on-youth incident at Taylor’s House in February has been completed and there were no findings against the agency.
4. OPK Continuation Grant - The Oregon Department of Education, Early Learning Division application for Head Start funding for the fiscal year July 1, 2021 through June 30, 2022 is due by June 1, 2021. The state is offering flat funding of the same amount as the last grant, which serves 456 Head Start children. The total funding amount is \$5,488,416, of which 2.5% is designated for training and technical assistance. No program changes are allowable with this application except for reduction in slots, which we will not request. Governing body approval is required to apply for this continuation funding.

**MOTION:** To approve the OPK Continuation Grant in the amount of \$5,488,416 made by Helen Honey,

**SECOND:** Steve McCoid.

**APPROVED:** Unanimously approved

5. OHS Federal 45% Requirement Waiver – Head Start Performance Standards require that 45% of funded slots provide children with duration services by August 1, 2021. Duration is defined as 1,020 hours per year for Head Start and 1,380 hours per year for Early Head Start. Programs may request a waiver to provide services that do not meet this requirement and establish a locally designed option. The Head Start program currently offers 20% of the funded slots in a duration option, with the remaining 80% being offered in a part-day, part-year model with morning or afternoon classes meeting 4 days per week, 3.5 hours per day, 128 days per year. The Early Head Start program already has a waiver with approved locally designed options, but the Head Start program now need to apply for this as well.

**MOTION:** To approve the OHS Federal 45% Requirement Waiver made by Erika Romine,

**SECOND:** Jade Rutledge.

**APPROVED:** Unanimously approved

6. HOME Youth Services (Taylor’s House) Budget – *Tabled to a future meeting.*
7. Financials – Kaolee Hoyle presented financial statements ending December 31, 2020, January 31, 2021, and February 28, 2021.

**MOTION:** To approve the financial statements for December 2020, January 2021, and February 2021 made by Helen Honey,

**SECOND:** Steve McCoid.

**APPROVED:** Unanimously approved

**VI. Executive Session**

The Executive Session began at 7:30 pm to discuss the youth-on-youth incident at Taylor’s House.

**VII. Returned to Regular Session**

We returned to the regular session of the board meeting at 8:49 pm.

**MOTION:** To approve the Executive Director to hire a consultant to evaluate the Taylor’s House program and propose recommendations on the program’s model made by Linda Bednarz,

**SECOND:** Steve McCoid.

**APPROVED:** Unanimously approved

**VIII. Adjournment**

**The Board of Directors meeting was adjourned at 8:53 pm.**

Respectfully Submitted:

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Amy Schroeder, Office Specialist

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Helen Honey, Board Secretary

**Mid-Willamette Valley Community Action Agency, Inc.**  
**Board of Directors Meeting**  
**June 8, 2021**  
**MINUTES**

**ATTENDANCE:**

**Board of Directors:**

**Present:**

Catherine Trottman	Jade Rutledge	Lyle Mordhorst	Steve McCoid
Erika Romine	Kevin Karvandi	RW Taylor	
Helen Honey	Linda Bednarz	Shelaswau Crier	

**Absent:** Candi House Jon Weiner Melissa Baurer Michael Vasquez

**Others Present:**

**Program Directors/Staff/Guests:**

Jimmy Jones, Executive Director  
Kaolee Hoyle, Chief Financial Officer  
Ashley Hamilton, CRP/ARCHES Program Director  
Laurel Dixon, Grant Writing Specialist  
Amy Schroeder, Office Specialist

**The meeting of the Board of Directors was called to order at 5:01 pm by Board Vice-Chair Jade Rutledge. It was determined that a quorum was present.**

**I. Welcome and Introductions**

Board Vice-Chair Jade Rutledge welcomed everyone.

**II. Public Comment**

None were made.

**III. Board Business**

1. Final Purchase Authority for Project Turnkey - The property appraisal and inspection have been completed. The property valued at \$5.975 million and minor deferred maintenance needs have been identified. The title report and easement agreements have been reviewed by the agency's attorney. The closing date is set for June 15<sup>th</sup>. Anticipated opening of the property for operation is September 2021.

**MOTION:** To approve the final purchase authority for Project Turnkey Motel Property at 1288 Hawthorne Ave NE, closing the acquisition and authorizing the Executive Director to sign all purchase and grant documentation made by Linda Bednarz,

**SECOND:** Steve McCoid.

**APPROVED:** Unanimously approved

**IV. Adjournment**

**The Board of Directors meeting was adjourned at 5:22 pm.**

Respectfully Submitted:

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Amy Schroeder, Office Specialist

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Helen Honey, Board Secretary

# EXECUTIVE DIRECTOR'S REPORT

## MID-WILLAMETTE VALLEY

### COMMUNITY ACTION AGENCY

July 2021

OUR MISSION

*Empowering people to change their lives and exit poverty by providing vital services and community leadership.*

OUR VISION

*All people are respected for their infinite worth and supported to envision and reach a positive future.*

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In a normal year, we hold state-wide Community Action meetings every two months. These meetings are important because our network depends, heavily, on coordination between sister agencies to advocate for, and advance the causes of, anti-poverty work across Oregon. The meeting last week was in Sisters, our first in more than a year because of COVID. I always enjoy going to Sisters because I can get up early in the morning and run out toward the mountains in cool air. But there has been a great deal of anxiety and tension hanging over the work across Oregon the past few weeks. The COVID emergency protections are expiring at the end of June, and evictions for non-payment of rent will begin again (more on that in a moment). In Oregon there are thousands, and nationally millions, who are still income unstable and in danger of losing their housing in the weeks that follow. In Oregon alone, 12 percent of renters have unpaid back rent. About half of those have next to no ability to pay. Despite all the work, and all the resources, it's probable that there will be a significant eviction event in Oregon and across the country after June 30<sup>th</sup>. There are likely hundreds of households in need: renters who do not know about the resources available, landlords who have decided to wait this out, along with market forces that are working to drive up rents, all these make a big event probable. Internally, we have spent more than \$12 million in Emergency Rental and Energy Assistance in less than 12 months. And in the last 7 work days we have funded 268 households in the amount of roughly \$1.1M. There are another 90 households in the queue for funding today, and more than 1,600 on the state's waitlist for Marion and Polk. We have about \$14 million remaining to spend, but at the average payment of about \$7,300 per household we can only serve roughly 1,915 households in Marion/Polk before the fund is exhausted. Luckily Marion County has an additional \$20 million in direct federal rental assistance that they will roll out after August. I worry that even that won't meet the need, given how dire the income situation remains for many in poverty. But there is some good news. After a long fight, the Oregon House passed out of the Rules Committee Senate Bill 278, which will extend the eviction moratorium for anyone who has applied for rental assistance for sixty days. It's not perfect, but it will give the state's attempt at creating a statewide application process a bit more time to work out the kinks. The system is still likely to be overwhelmed because of the sheer volume of applicants (and there will be many more now because of House Bill 278), but a bit more housing stability for those endangered by eviction is a net positive. Even if it is imperfect.



## Other Updates:

- Today I signed the *eleventh* OHCS budget amendment for the 2019-2021 biennium (these happen when there are extra program funds for Energy, Weatherization, and Housing Services work). The budget for our agency for the biennium, from just the OHCS grants, has risen now to \$43,181,903. The original one, from July of 2019, was \$23,933,912. That's an enormous increase, most of which was triggered by the COVID pandemic response. These grants, remember, are reimbursement grants. You do the work (make the expense), and then bill the state. So it's required a great deal of sophisticated work across the agency, especially in Finance and Human Resources, to have pulled all this off in the middle of a pandemic, fires, and ice storms.
- The Head Start year is winding down, on some fronts. The part-year classes end on June 30<sup>th</sup> and we will begin to scale back for summer operations. But we do have Early Head Start, the Child Care Partnerships, and Head Start Full Day (Full Year) classes, along with six Head Start duration classes that go through the summer. Head Start once looked more like a 10 month operation, but increasingly it's largely a year round enterprise.
- There will not be a full ARCHES report this month. The staff there have been managing the Agency's spenddown on all the housing grants, standing up new projects, and (primarily) focused on moving this massive amount of rental assistance that we have to deploy before September 30<sup>th</sup>.
- The Energy Program completed their annual monitoring this week. OHCS monitored the files for the LIHEAP, OEA, and LIHEAP Cares funds. Traia's team made it through the monitoring with very high marks and no findings. We are the only program in the state to have received "above average" and "superior" monitoring results in consecutive years. Our performance in Energy the past six years has been exceptional, and it's likely the best, most efficiently operated Energy program in all of Oregon. And certainly one of our best.
- The purchase of the former Super 8 Motel at 1288 Hawthorne was completed this week. The sale closed and was recorded on Tuesday, and we took possession the same day. Staff will gear up to begin operations in September. This was always something of a long-shot, and we had to string together grants from Oregon Community Foundation (Project Turnkey), Oregon Housing and Community Services, the City of Salem, and direct earmarks from Senate President Peter Courtney and Senator Deb Patterson to find all the acquisition and rehab funds we needed to make this pencil. I am really grateful for all the work by Ashley Hamilton (ARCHES Program Director), Helana Haytas (Chief Operating Officer), and Kaolee Hoyle (CFO, and her staff) to make this happen.
- We have executed a contract with the Technical Assistance Collaborative (TAC) to begin Phase I work with Taylor's House over the summer and fall. TAC is a national homeless services technical assistance provider based in Boston. They generally do larger regional and state-level projects, but they graciously agreed to do this work with us. TAC completed the statewide shelter survey for Oregon Housing and Community Services, along with an analysis of the Continuum of Care in Seattle, among many other projects. They will make a site visit to the project this summer, and continue to provide technical assistance over the course of the year.
- At the last Executive Finance meeting, I updated the Committee on our interest in acquiring the property we are using for our veterans Grant Per Diem sheltering project at 2933 Center Street.

Catholic Community Services currently owns that property and they need to sell it. That need is becoming more urgent. After looking around town for comparable properties (both as rentals and acquisition), we have determined that staying where we are, and owning that property, is our best option. For many months I did not have a clear funding stream to fund the full purchase price. In the past few weeks, however, we have acquired the funding for the full acquisition cost. We have therefore been working on the due diligence necessary for an acquisition of that property. More details will be forthcoming at the June board meeting. This is a 30 bed facility for homeless veterans, and it is the only veterans' shelter with a preference for female veterans between Medford and Portland.

If you haven't yet done so, you can view the project video here: <https://youtu.be/-UQGkR78R6U>

Jimmy Jones  
Searcy, Arkansas  
17 June 2021

## Board Report: Development Department

Laurel Dixon, Grant Writing Specialist

### Grants:

From February to June, we've applied to 9 grants.

**Total amount received: \$87,500**

**Requests we're waiting to hear back from/that we're queued up to apply for: \$3,241,500**



### Grants received:

1. Legacy Health Grant: We received funds from Legacy Health to hire a Bilingual Health Navigator for ARCHES. The Navigator will work with the farmworker populations in our area, providing culturally-responsive services and assisting farmworkers and their families in signing up for OHP and accessing healthcare services.
2. The Harvest Foundation: We received funds for our Youth Empowerment Program from the Harvest Foundation. These funds will support general operations and give youth a chance to participate in more seminars and career exploration sessions.
3. Juan Young Trust: The Juan Young Trust awarded us funds to transform one of the basement rooms in Taylor's House into a gym! We'll purchase 2-3 exercise machines and some free weights for the project.
4. The Herbert A Templeton Foundation: We received a grant from the Herbert A Templeton Foundation to purchase calculators and backpacks for our annual HOME backpack drive.

### **Other Development Projects:**

- Video Project: We're in the process of filming a short, 4-minute video about the Agency to introduce our work and ideals to the community. We're utilizing Cardwell Creative, who created our website, to shoot the video.
- I've been cultivating relationships with funders, such as the Oregon Community Foundation, The Ford Family Foundation, and smaller youth foundations that might give recurring gifts to HOME and Head Start. This has looked like hosting meetings, sending thank you notes to foundations who award us grants, and attending open office hours and webinars hosted by foundations.
- I've also been attending community meetings, meeting key partners, and making contacts in the region with the Fair Housing Council and organizations doing similar work to us.

**Chief Financial Officer Report  
To The Community Action Agency Board  
Kaolee Hoyle, Chief Financial Officer  
June 2021**

Staffing

We hired a temporary employee to assist with Accounts Payable. This employee may turn into a permanent position depending on the number of grants we are able to secure going forward. Our previous person in this position is allocating time to both grants and accounts payable.

We have also hired another temporary employee to fill in the Accounting Manager role as we continue to search for a permanent replacement. The Accounting Manager role is critical for month-end close and detailed analysis and oversight of grants.

Auditor Rebid

We have our audit services request for proposal up on ORPIN through June 18<sup>th</sup>, 2021. We have not gotten a lot of proposals and are extending another week to June 25<sup>th</sup>, 2021.

Fiscal Year-End

June 30<sup>th</sup> is our fiscal year-end. In the last couple of months, we have been reviewing the status of the grants, and working closely with the Programs to ensure we are managing our grant spending properly. Over the next couple of months, we will be working on closing out the grants, and reconciling year-end.

OHCS Fiscal Monitoring

The OHCS Fiscal Monitoring will be July 12<sup>th</sup> – 16<sup>th</sup> and 19<sup>th</sup> - 21<sup>st</sup> and the FY2020 and FY2021 fiscal monitoring will be performed concurrently.

Payroll Filings

All payroll deposits have been made timely.

# MWVCAA

## Actual to Budget, 7/1/2020 - 3/31/2021

	7/1/2020 - 3/31/2021		FY21 - Budgeted	Expected Spent %	Actual Earned/Spent %	Difference	
Grant and awards	\$ 33,882,778		\$ 41,497,769	75%	82%	7%	
Other program revenue	36,534		55,000	75%	66%	-9%	
Contributions	178,613		137,462	75%	130%	55%	
Other revenue	1,080,110	{h}	1,250,000	75%	86%	11%	
<b>Total Revenue</b>	<b>35,178,034</b>		<b>42,940,231</b>	<b>75%</b>	<b>86%</b>	<b>11%</b>	
<b>Expenses</b>							
Community resource programs	12,985,624		12,496,517	75%	104%	29%	{a}
Reentry services	127,514		318,519	75%	40%	-35%	{b}
Child care resource and referral network	637,926		1,648,951	75%	39%	-36%	{c}
Energy assistance programs	5,056,734		5,111,080	75%	99%	24%	{d}
Weatherization services	1,176,102		1,529,571	75%	77%	2%	
Nutrition first USDA food program	2,713,412		3,513,697	75%	77%	2%	
Head start	11,228,099		13,927,350	75%	81%	6%	
Home youth and resource center	667,644		1,037,410	75%	64%	-11%	{e}
Management and general	1,515,251	{i}	2,107,136	75%	72%	-3%	
<b>Total Expenditures</b>	<b>36,108,306</b>		<b>41,690,231</b>	<b>75%</b>	<b>87%</b>	<b>12%</b>	<b>{f}</b>
Revenue Over/(Under)							
Expenditures	\$ (930,272)	{g}	\$ 1,250,000				

{a} Spend-down for COVID funding of over \$6million that needed to be spent by 12/31/2020.

Additional grants/amendments to grants (\$1.3million+) were secured not in original budget numbers.

{b} Lower expenditures from part of the expenditures being allocated to PPP Loan.

{c} Lower expenditures from part of the expenditures being allocated to PPP Loan.

{d} Spend-down for COVID funding of over \$1.8million that needed to be spent by 12/31/2020.

{e} Lower expenditures from part of the expenditures being allocated to PPP Loan.

{f} Overall, expenditures just over 10%.

{g} Deficit due to timing of billings.

{h} \$245k is COVID PPP.

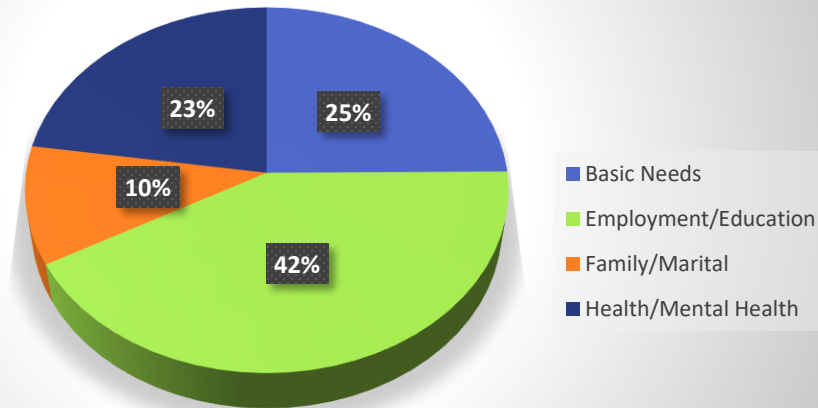
{i} Admin at 4.2%.

# De Muniz Resource Center

April Cox, Director

June 2021

## How the De Muniz Resource Center Served Clients in May



## Opportunities/Challenges

- ❖ De Muniz Resource Center served 112 clients in May.
- ❖ Eighty percent of the clients served in May were adults in custody versus community clients (20%).
- ❖ This month 14 clients (23 occurrences) took advantage and attended our cognitive based classes. The classes covered the following topics:
  - Emotional regulation
  - Success planning
  - Parenting skills
  - Problem solving
  - Mindfulness minutes
- ❖ Our partnership with Northwest Human Services yielded 45 clients got enrolled for Oregon Health Plan (prior to their release).
- ❖ This month we applied for a \$30,000 grant from Salem Health to support a new health & wellness service program that we will offer to our clients as well as future staff training opportunities.
- ❖ We continue to work closely with Marion County Parole & Probation on offering cognitive classes and other offerings to clients on supervision that are not incarcerated.
- ❖ The main challenges we have right now are the lack of applicants for vacant positions and restrictions due to COVID-19.

# De Muniz Resource Center

April Cox, Director

June 2021

## Success Story

B.R. initially came in for services in March of 2021. At the time, B.R. was unsure of his next steps and didn't necessarily have any specific goals. Just a month prior, in February, I had received a call from someone at Integrity Corps about flagging opportunities for our clients. I shared this opportunity with B.R. along with other job leads and applications.

A few months later in May, B.R. reached out to me asking about supportive services to cover the cost of his flagging certification. I shared with B.R. that I had tried to email and call the person who had initially reached out to me from Integrity, but was unable to get a hold of him. I explained to B.R. that I would need a reliable point of contact at Integrity in order to coordinate paying for his certification. B.R. persisted and connected me with another point of contact at Integrity who was responsive and helpful. This new person provided the details about the training and payment method that I needed.

I put in a request to cover B.R.'s flagging certification and, in the process, was able to also maintain this important partnership with an employer in order to continue providing opportunities for our clients.

-submitted by LEAD/Employment Navigator

## The Client Experience

### *Quotes from our clients in May*

“Everyone here has been amazingly helpful in so many ways. Just seeing that people are rooting for you and willing to help however possible is highly motivating. I also feel the classes offered have been very helpful in getting positive habits started and helped change my thought process to more positive ways of thinking.”

“I was thankful for the amount of resources and time invested in me. I worked with Daniel from WorkSource and even though I kept changing my hours and availability, he checked in every week and always had job opportunities. I went through a divorce after being released and several skills I learned in Jack’s classes helped me navigate that difficult time. Very thankful for everyone and especially how they see you as human in spite of your past and truly want to help you succeed!”

\*De Muniz Resource Center is funded through Justice Reinvestment Act and is contracted to serve clients in Marion County.



**CCR&R PROGRAM REPORT**  
Shannon Vandehey-Program Director  
June 2021

## Opportunities:

- **In Process: CCR&R Program Improvement Planning** with Lead Team at the end of May and into June. Have been Meeting with consultant Mary Foltz who has been helping us with staff development/roles, reflective practices, contract goals and outcomes- Specifically on workforce development, professional development and building our Lead team for CCR&R. Plans for our CCRR Program Improvement Day will be in July or early August.
- **In process: Collaborating** with our Marion and Polk Early Learning Hub to offer TS Gold and Creative Curriculum training (virtually) in English and Spanish to our Preschool Promise and Network providers in Marion and Polk Counties (about 120). Creative Curriculum is the curriculum that is highly suggested by the ELD, as a curriculum that meets quality standards. Providers will obtain free curriculum, free training. Trainers are from Clackamas Community College. Marion & Polk Hub is offering a set of Creative Curriculum books as incentive. CCR&R is acting as the Oregon Registry Sponsoring Organization so participants can get ORO credit for attending. We manage the registration and the attendance and ORO verification process.  
**DATES:** May 4 & 5<sup>th</sup> Introduction to The Creative Curriculum® for Infants, Toddlers & Twos (Spanish). **COMPLETED**  
May 8<sup>th</sup> Implementing The Creative Curriculum® for Preschool (Spanish) **COMPLETED**  
June 8 & 9<sup>th</sup> Introduction to GOLD®: Exploring MyTeachingStrategies® (Spanish) **Completed**  
June 5<sup>th</sup> Implementing The Creative Curriculum® for Preschool English **Completed**  
June 16<sup>th</sup> & 17 Introduction to GOLD®: Exploring MyTeachingStrategies®
- **Continuous: Staff Professional Development.**  
**Completed:** 4 staff attending DEIJ cohort **Completed**  
**Completed:** Lead staff attended ELD Reflective Practices Supervision cohort with Mary Foltz  
**Completed:** Quality Improvement staff–attending Reflective Practices cohort with Mary Foltz.  
**In Process:** 2 Lead staff attending Start Early Leads Foundation Train the Trainer.  
**Completed:** 2 staff attending Dare to Lead cohort (Leadership)  
**Completed:** 1 staff attending Oregon Infant Mental Health Association Virtual Conference  
**Completed:** CCRR Leadership team liked Mary Foltz so much, we are in process of contracting individually (as a program) to receive one on one support on program improvement practices, additional reflective practices skill training, and Leadership from her.
- Met with **Polk County**, Community and Family Outreach. Will continue to co-locate at the Academy Building. Since last summer, due to Covid, that office has been closed to outside personnel. We hopefully will be going back Wednesday's (once a week) beginning late summer. They still have some remodeling happening and we are still not allowed to provide in person training or do in person visits with providers.
- In addition, planning with **Polk County** Outreach for a virtual Child Care career fair. Hope to put something together in August for a September event.

## Challenges:

- A majority of staff have returned to the office for at least 2 or more days a week at our office. 3-4 of us are there pretty much full time barring any personal or child care issues. One is out on maternity leave. We are trying to be flexible in support of employees and their families.

- Very happy that our contract year is back to the normal fiscal year June-July rather than Sept-October. It has been challenging in the last 2 years with fiscal year changes and budget amendments. The state ELD has been investing more and more dollars into the CCR&R system though and that is a good thing, so it's been sort of a CCRR system building biennium. I think there will be more opportunities for us coming down the pike as well.

Energy Services May Program Report  
Traia Campbell, Program Director  
Executive Summary of Activities (Numbers served/service units/outcomes)

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

**May 2021**

Funding	HH	People	>6	60+	Disabled	@ or below 75% of poverty	Ave HH pmt
LIHEAP	273	782	88	88	86	101 =37% of hh served	\$405.13
OEA PGE	250	748	94	93	83	80 = 32% of hh served	\$427.64
OEA PP	19	46	4	6	4	5 =26% of hh served	\$383.47
OLGA	36	125	12	12	17	8 = 22% of hh served	\$427.19
GAP	30	90	9	13	6	6 =20% of hh served	\$117.20
<b>Total</b>	<b>608</b>	<b>1791</b>	<b>207</b>	<b>212</b>	<b>196</b>	<b>200 =40% of hh's served</b>	<b>\$410.86</b>

**APRIL 2021**

Funding	HH	People	>6	60+	Disabled	@ or below 75% of poverty	Ave HH pmt
LIHEAP	496	1437	182	161	166	211 =43% of hh served	\$408.28
OEA PGE	426	1178	128	184	184	158 = 37% of hh served	\$395.59
OEA PP	43	104	6	23	22	17 =40% of hh served	\$412.79
OLGA	78	276	30	27	24	35 = 45% of hh served	\$490.68
GAP	70	229	23	25	27	31 =45% of hh served	\$123.23
<b>Total</b>	<b>1113</b>	<b>3224</b>	<b>369</b>	<b>420</b>	<b>423</b>	<b>452 =40% of hh's served</b>	<b>\$426.84</b>

Energy experienced a drop in the number of people applying for assistance in May, our monthly completions dropped by nearly 50%. The reduction maybe due to the fact that Investor Owned utilities (IOU's; PGE, PAC, NWN) have not began disconnecting accounts for nonpayment. We have also seen a decrease in applications from the Hispanic community, many are not applying for services as they believe benefits will need to be repaid by them or their children. Also, currently there is an abundance of options for energy assistance available, including local utility companies. Energy is working within the community and partners to increase knowledge of services we provide in the community. Energy frequently provides training to assure our team provides current funding information. 211 and Google are updated as changes occur and we maintain transparent communication with our partners. In May, PGE emailed Energy over 130 past due customer referrals. Energy has reviewed each referral and prepared applications for assistance. Over 95% of the customer referrals had received 2021 assistance and will be eligible to receive 2nd payments with OEAP when temporary guidelines are applied in June.

OHCS will be implementing temporary guidelines to existing OEAP funding beginning June 1. The updates will include OEA programs the ability to provide a 2nd payment to PGE and PPL OEAP 2021 recipients. Annual benefit levels will now have a floor of \$500 and a ceiling \$2500, increasing average payments and paying down arrearages. Eligibility standards are expanded to include express enrollment, households that include at least one person enrolled in one of the following programs that provides documentation of their current enrollment to said program, are eligible for OEAP. Express enrollment programs include 2020 or 2021 LIHEAP, OEAP and/or US DOE WX. Or current enrollment in WIC, SSI, SNAP, OHP or TANF. These guideline changes will enable Energy to more easily assist eligible households and provide second payments as needed. Energy has began to prepare eligible applicants for the June 1 implementation.

<b>May 2021 Polk Co</b>							
Funding	HH	People	>6	60+	Disabled	@ or below 75% of poverty	Ave HH pmt
LIHEAP	32	84	6	13	13	13 =41% of hh served	\$411.66
OEA PGE	2	6	0	0	0	0 = 0% of hh served	\$367.50
OEA PP	8	23	2	3	2	3 =38% of hh served	\$345.63
OLGA	3	13	0	1	3	0 = 0% of hh served	\$385.00
GAP	3	7	0	0	1	0 = 0% of hh served	\$143.67
<b>Total</b>	<b>48</b>	<b>133</b>	<b>8</b>	<b>17</b>	<b>19</b>	<b>16 =39% of hh served</b>	<b>\$377.45</b>

**April 2021 Polk Co**

<b>Funding</b>	<b>HH</b>	<b>People</b>	<b>&gt;6</b>	<b>60+</b>	<b>Disabled</b>	<b>@ or below 75% of poverty</b>	<b>Ave HH pmt</b>
LIHEAP	55	139	21	23	16	23 =42% of hh served	\$433.44
OEA PGE	3	10	0	3	1	1 = 34% of hh served	\$421.67
OEA PP	23	50	3	15	12	10 =44% of hh served	\$393.26
OLGA	3	10	1	3	0	0 = 0% of hh served	\$460.67
GAP	7	19	1	5	4	2 = 29% of hh served	\$112.72
<b>Total</b>	<b>91</b>	<b>228</b>	<b>26</b>	<b>49</b>	<b>33</b>	<b>36 =39% of hh served</b>	<b>\$427.26</b>

**Nutrition First**  
**Sue Maxwell, Program Director**  
**June 16, 2021**

- ✓ For the month of May, we signed on nine new providers (8 OCC registered/certified and 1 DHS listed) and closed five, leaving 509 homes.
- ✓ Nutrition First staff did not provide any in-person home visits this month. *June is the start of our third and final unit for the fiscal year, and I am happy to announce that we will return to in-person visits at the provider's homes next month. ELD has also decided to begin in-home visits at the same time. We are so looking forward to these visits, as many providers have not been visited in person since March or April of 2020!*
- ✓ One hundred thirty three homes were “visited” in May.
- ✓ A new educational training started this quarter. This unit is all about the nutritional value and good taste of avocados. We have informational packets about avocados for the providers, and children, of course, are given color sheets, crossword puzzles, and avocado stickers.
- ✓ Approximately 1,064 children were “visited” in May.
- ✓ Although our mileage costs are minimal, our postage cost have increased dramatically, as packets cost \$8 to \$10 and we are mailing well over a hundred per month.

**Challenges**

- Ounce equivalents, we found, are going to be required in October of 2021. Luckily, providers are not going to have to write the ounces of grains served, but will be required to know serving amounts. Unfortunately, USDA has divided children into only two age groups – one to five, and six and up. This means that a 13-month-old child needs to be served the same amount as a child who is almost six years old. Quite unreasonable, in my opinion.
- While there is some information out there, available for download, Nutrition First will make up “cheat sheets” for the providers so they know that younger kids need 10 cheese crackers and older kids need 20 cheese crackers, or younger kids need  $\frac{3}{4}$  of a corn tortilla while children over six need  $1\frac{1}{4}$  corn tortillas for a proper serving.
- Just received word today that the Washington program who graciously picked up 40 or so providers when one of the Portland programs was shut down has decided it is too much work to serve those counties. This will take effect 8/1/2021, so I imagine we will be gaining more providers. The counties are Multnomah, Clackamas and Washington, which we serve, and Columbia, which we do not.

**HEAD START PROGRAM REPORT TO BOARD OF DIRECTORS & POLICY COUNCIL  
Eva Pignotti, Program Director - June, 2021**

**Attendance**

**Head Start Preschool**

	9/20	10/20	11/20	12/20	1/21	2/21
Regular	N/A	76.29%	72.79%	75.74%	78.18%	78.48%
Subsidized	N/A	71.75%	85.55%	83.46%	87.47%	87.15%
	3/21	4/21	5/21	6/21	7/21	8/21
Regular	88.33%	77.33%	78.30%			
Subsidized	86.19%	86.12%	89.22%			

**Early Head Start**

	9/20	10/20	11/20	12/20	1/21	2/21
Regular	N/A	75.36%	70.10%	73.44%	85.90%	85.21%
Subsidized	N/A	95.80%	92.86%	88.44%	92.86%	92.86%
	3/21	4/21	5/21	6/21	7/21	8/21
Regular	91.32%	70.95%	64.40%			
Subsidized	95.83%	87.50%	94.08%			

**Early Head Start Child Care Partnerships**

	9/20	10/20	11/20	12/20	1/21	2/21
Regular	86.51%	87.81%	85.28%	80.71%	86.95%	82.81%
	3/21	4/21	5/21	6/21	7/21	8/21
Regular	89.69%	85.15%	79.09%			

**Community Action Head Start Attendance Analysis  
Absences for May 2021**

The Preschool Program attendance rate was 78.91% overall, below the required 85%. The top reasons for absences during the month of May were sick children, which accounted for 26.87% of the absences, and bus transportation cancelled, which accounted for 10.42% of the absences.

The Early Head Start Program attendance rate was 72.1% overall, below the required 85%. The top reasons for absences during the month of May were sick children, which accounted for 20.48% of the absences and 11.45% no transportation (not bus related).

The EHS Child Care Partnerships attendance rate was 79.09% overall, below the required 85%. The top reason for absences during the month of May was sick children, which accounted for 29.26% of the absences.

**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.

**Head Start Preschool – Full Enrollment = 697**

	9/20	10/20	11/20	12/20	1/21	2/21	3/21	4/21	5/21	6/21	7/21	8/21
Regular (677)	N/A	424	420	425	415	403	401	431	433			
Subsidized (20)	N/A	15	20	20	20	20	20	17	17			

**Early Head Start – Full Enrollment = 108**

	9/20	10/20	11/20	12/20	1/21	2/21	3/21	4/21	5/21	6/21	7/21	8/21
Regular (100)	N/A	74	74	70	62	64	62	75	63			
Subsidized (8)	N/A	8	8	7	7	7	8	8	8			

**Early Head Start Child Care Partnerships – Full Enrollment = 80**

	9/20	10/20	11/20	12/20	1/21	2/21	3/21	4/21	5/21	6/21	7/21	8/21
Regular (80)	68	77	77	77	78	77	75	75	76			

**Waiting Lists**

**Head Start Preschool**

	9/20	10/20	11/20	12/20	1/21	2/21	3/21	4/21	5/21	6/21	7/21	8/21
Regular	N/A	59	66	66	68	77	54	43	44			
Subsidized	N/A	0	1	2	2	2	2	2	2			

**Early Head Start**

	9/20	10/20	11/20	12/20	1/21	2/21	3/21	4/21	5/21	6/21	7/21	8/21
Regular	N/A	3	3	3	3	3	3	4	5			
Subsidized	N/A	0	0	0	0	0	0	0	0			

**Early Head Start Child Care Partnerships**

	9/20	10/20	11/20	12/20	1/21	2/21	3/21	4/21	5/21	6/21	7/21	8/21
Regular	0	1	1	1	6	6	4	8	5			

**USDA Meal Reimbursements**

	May 2021	
USDA Meal Reimbursements	Number of Meals Served	Amount Reimbursed
Breakfast	4,204	\$ 7,945.56
Lunch	4,185	\$ 14,689.35
Snack	398	\$ 382.08
Cash In Lieu	n/a	\$ 1,025.32
<b>Total Reimbursement</b>	<b>8,787</b>	<b>\$ 24,042.31</b>

**Report from Program Director:** The Head Start program will offer extended services through June 30<sup>th</sup> to the part-day part-year children. This provides an additional two weeks of services to help children prepare for enrollment in kindergarten. The six full-year duration classes, the Maple full-day full-year classes, and all the infant/toddler classes will run through the summer as funded.

Our Outreach site is able to remain open for the summer due to its inclusion in the EGS grant awarded to ARCHES. We will be able to serve these families, many of whom are homeless or at risk of homelessness, for an additional three months and provide a housing navigator to assist families of enrolled children in connecting with options for housing assistance programs.



**Community Action HOME Youth Services – Board Report  
June 2021**

2021 Executive Summary													
	J	F	M	A	M	J	J	A	S	O	N	D	total
Youth Experiencing Homelessness (YEH)													
Salem Run Reports Received & Acted On	0*	0*	0*	0*	0*								
Keizer Run Reports Received & Acted On	0*	0*	0*	0*	0*								
Reunited To Permanent Connections	6	6	2	5	3								
Families Connected With	3	2	3	2	3								
Youth Connected With Via Street Outreach	5	16	48	74	7								
YEH Case Managed	1	2	7	9	6								
Non- YEH Case Managed	0	0	0	1	1								
Drop In Day Shelter (Stationary Outreach)													
Unduplicated Youth Served	84	93	79	107	105								
Total Visits	236	234	197	297	430								
Total Meals (lunch, snack & dinner)	302	294	176	338	405								
Youth New To Services (intakes)	13	20	13	23	15								
Youth Empowerment Program (YEP)													
Youth Participated At Some Level (duplicated)	10	11	8	17	20								
Attended Job Skills Development Workshops	1	1	2	3	4								
Attended Financial Literacy	0*	0	2	1	3								
Attended Education & Business Field Trips	0	1	0	1	0								

Savings Accounts Opened	0*	0	2	2	0								
	<b>J</b>	<b>F</b>	<b>M</b>	<b>A</b>	<b>M</b>	<b>J</b>	<b>J</b>	<b>A</b>	<b>S</b>	<b>O</b>	<b>N</b>	<b>D</b>	<b>total</b>
Taylor's House (Supportive Emergency Shelter)													
Youth Served (residents: monthly = duplicated. Total/ annual = unduplicated)	3	7	0*	0*	0*								
Total Nights of Service	76	78	0*	0*	0*								
<b>Key</b>	0* = Activity Not Offered						X* - Did Not Collect Data						
	*U = Unduplicated total												

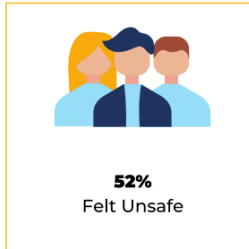
**Comments:**

- May street outreach numbers decreased for the month due to staffing restraints
- Continue to process MOU's with Salem and Keizer Police Departments.
- Drop In basement renovation is 98% complete. Remaining items include re-installing security cameras, internet and closet shelving.
- Drop In flooring project is complete.
- HOME staff continue to play a significant role in leading regional (CoC – continuum of care) efforts for youth and young adults (YYA). Staff are members of Coordinated Entry & HMIS committees, participating in the Collaborative Committee & PIT Count committee, Co-chairing Voices of Lived Experience workgroup and chairing Youth & Young Adult subcommittee. Elevated project to note this month is assisting the CoC in applying for the federal Youth Homelessness Demonstration Project (YHDP) funding.
- Continue to be key partner in Oregon's State Assessment on Youth Homelessness. Update: Proposed system for 18 – 24 year olds will be presented in August. Focused work on the under 18 years old population will make significant progress starting in mid-July.
- Continue to be active in educating on the needs of youth experiencing homelessness and resources needed to address it at the state level. HB2544 to date is in a sub-committee of the joint Ways & Means Committee with wide bipartisan support. HB2544 would increase dedicated statewide funding to address youth homelessness by 4.4 million. This is a significant and needed increase. For reference, Oregon is amongst the highest (some sources rank us #1) in the nation in terms of youth experiencing homelessness yet the state only currently invests \$1.27 million while Washington State invests \$33 million.
- Continue to navigate systems in response to recent incident reports at Taylor's House while maintaining case management services with youth. All investigations have been unsubstantiated and resolved. State review and assessment of Taylor's House is complete and without corrective actions, resulting in the renewal of our license as a Child Caring Agency (CCA). Secured a contract with a technical assistance company to complete a second assessment.
- Continue recruitment process to fill vital vacant staff positions.
- Applying for federal Street Outreach dollars to sustain and expand current budget for the next 3 years. We have invested in a grant review prior to final submission by a nationally recognized agency with a good track record of success for their services. Final submission is due 6.18.21.

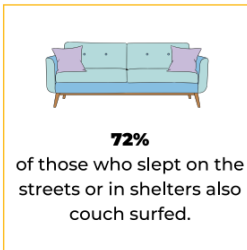
- Youth homelessness research highlight:

## SERVING YOUNG PEOPLE PREVENTS CHRONIC ADULT HOMELESSNESS

### Range of Youth Homelessness Experiences



Research has found that homelessness among young people is a fluid experience. Many young people experience different types of homelessness, from couch-surfing to sleeping on the streets or in a shelter. American youth experiencing homelessness are a shifting population of young people who use temporary situations to get by when they cannot stay in a home of their own.



Additional research from cities has shown that a high proportion of their chronically homeless adult population first experienced homelessness as a young person under 25. The City of Seattle found 43% of their unsheltered homeless population first experienced homelessness as a minor (18%) or as a young adult between 18 and 24 (25%).

**TO LEARN MORE:** Visit [WWW.NN4YOUTH.ORG](http://WWW.NN4YOUTH.ORG) | or contact Darla Bardine at [darla.bardine@nn4youth.org](mailto:darla.bardine@nn4youth.org)

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**Client Highlight** — *client name and other identifying information has been altered for confidentiality. Highlights provided by staff working directly with the client.*

You may recall from past reports a youth who accessed multiple HOME services who has a traumatic history including abuse, neglect, being an unaccompanied minor, and being used as a drug mule among other life experiences. This young man participated in our YEP program as well as Taylor’s House. Graduation from high school was not a reality he thought he would achieve. He struggled mightily and nearly dropped out of school many times. Through hard work, dedication in meeting regularly with bilingual HOME staff, adaptability and some “tough love”, we are happy to report that after completing summer courses he will be the first in his family to graduate! Incredibly proud of this young man.

**Mid-Willamette Valley Community Action Agency, Inc.  
Board of Directors Executive & Finance Committee Meeting  
June 10, 2021**

**ATTENDANCE**

**Committee Members Present:** Jade Rutledge, Board Vice-Chair; Helen Honey, Secretary; and Kevin Karvandi, Board Member

**Absent:** Jon Weiner

**Staff:** Jimmy Jones, Executive Director; Kaolee Hoyle, CFO; Officer; Ashely Hamilton, ARCHES Program Director; Amy Schroeder, Accounting Office Specialist

**The meeting of the Executive & Finance Committee started at 5:30pm. It was determined that a quorum was present.**

**1. Executive Director's Program Updates**

- a. Jimmy discussed conducting a technical review of the Taylor's House program. Several options were discussed and the Committee's recommendation will be presented at the full board meeting this month.
- b. We have the opportunity to purchase the property from Catholic Community Services where the veterans sheltering program is located. After searching for comparable properties we have determined that purchasing this property is the best option. More information will be presented at the full board meeting.

**2. Financials** – Kaolee Hoyle presented the financial statements ending March 31, 2021.

**3. June 2021 Full Board Meeting Draft** – No changes were made.

**4. Credit Card Expenditure Review** – Completed by Helen Honey.

**Meeting adjourned at 6:47pm.**

Respectfully Submitted:

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Amy Schroeder, Office Specialist

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Helen Honey, Board Secretary