



AUGUST 2021 MEETING BOARD OF DIRECTORS

THURSDAY, AUGUST 26, 2021

LOCATION:

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

REMOTE OPTION:

**MWVCAA Board Meeting August 2021
Thu, Aug 26, 2021 5:30 PM - 7:30 PM (PDT)**

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/751323685>

You can also dial in using your phone.

United States: [+1 \(872\) 240-3212](tel:+18722403212)

Access Code: **751-323-685**

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

August 26, 2021

In-person
2475 Center St NE
Salem OR 97301

Remote Option Link Below
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Mission

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

Vision

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

- | | |
|--|-------------|
| I. Welcome and Introductions | 5:30 |
| II. Public Comment | 5:35 |
| III. Approval of Agenda | 5:40 |
| IV. Consent Calendar | 5:45 |
| 1. July 2021 Full Board Meeting Minutes | |
| 2. August 2021 Executive Director Report | |
| 3. August 2021 Director of Program Development Report | |
| 4. August 2021 Chief Financial Officer Report | |
| 5. August 2021 Chief Operations Officer Report | |
| 6. August 2021 Program Director Reports | |
| 7. August 2021 Committee Meeting Minutes | |
| V. Board Business | 5:55 |
| 1. Wipfli Board Training | |
| 2. Executive Director's Report | |
| 3. Board Guest: Jasmine White (Ex Director, CCTV - Capitol Community Media) | |
| 4. Resignation of Lyle Mordhorst (Polk County Commissioner) – <i>Approval</i> | |
| 5. Elect New Board Member Jeremy Gordon (Polk County Commissioner) – <i>Approval</i> | |
| 6. Elect New Board Member Chris Lopez (Monmouth City Council) - <i>Approval</i> | |
| 7. Nutrition First USDA Continuation Grant - <i>Approval</i> | |
| 8. Head Start Governance Certification – <i>Approval</i> | |
| 9. Head Start Annual Self-Assessment & Program Improvement Plan – <i>Approval</i> | |
| 10. ARCHES Inn Architect Selection - <i>Approval</i> | |
| 11. Financials – <i>Approval</i> | |
| VI. Adjournment | 7:30 |

Next board meeting: Thursday, September 23, 2021

Mid-Willamette Valley Community Action Agency, Inc.
Special Board of Directors Meeting
July 19, 2021
MINUTES

ATTENDANCE:

Board of Directors:

Present:

Helen Honey	Kevin Karvandi	Melissa Baurer
Jade Rutledge	Linda Bednarz	Shelaswau Crier
Jon Weiner	Lyle Mordhorst	Steve McCoid

Absent: Candi House, Catherine Trottman, Erika Romine, Michael Vasquez, RW Taylor

Others Present:

Program Directors/Staff/Guests:

Jimmy Jones, Executive Director
Kaolee Hoyle, Chief Financial Officer
Sara Webb, CRP Veterans Program Manager
Amy Schroeder, Office Specialist

The meeting of the Board of Directors was called to order at 5:04 pm by Board Chair Jon Weiner. It was determined that a quorum was present.

I. Welcome

Board Chair Jon Weiner welcomed everyone.

II. Public Comment

None were made.

III. Board Business

1. Purchase of the Tanner Project property at 2933 Center Street – The process of purchasing the property for our veterans residential program continues. The property is divided into two sections, one side consists of our residential program and the other is operated by Vet Care with similar services. The purchase is only for the section that we currently occupy.

The appraisal came in at \$800,000 and the inspection has been completed. Immediate repairs to be addressed include a new roof, exterior door replacement and the installation of a new emergency generator. Other improvements to be considered include electrical, kitchen, ADA, water heater and flooring upgrades as well as re-asphalting of the parking lot.

Funding for the purchase of the property has been secured from OHCS and is currently being held in reserve. Additional funding for the remodel and operating costs is in the process of being finalized.

MOTION: To approve the final purchase authority for the Tanner Project property at 2933 Center St NE, and authorizing the Executive Director to sign all purchase documentation made by Steve McCoid,

SECOND: Lyle Mordhorst.

APPROVED: Unanimously approved

IV. Adjournment

The Board of Directors meeting was adjourned at 5:23 pm.

Respectfully Submitted:

Amy Schroeder, Office Specialist

Helen Honey, Board Secretary

Mid-Willamette Valley Community Action Agency, Inc.
Board of Directors Meeting
July 22, 2021
MINUTES

ATTENDANCE:

Board of Directors:

Present:

Catherine Trottman	Jade Rutledge	Linda Bednarz	Shelaswau Crier
Erika Romine	Jon Weiner	Melissa Baurer	
Helen Honey	Kevin Karvandi	RW Taylor	

Absent: Candi House Lyle Mordhorst Michael Vasquez Steve McCoid

Others Present:

Program Directors/Staff/Guests:

Jimmy Jones, Executive Director
Helana Haytas, Chief Operations Officer
Kaolee Hoyle, Chief Financial Officer
Ashley Hamilton, CRP/ARCHES Program Director
Rogelio Cortes, Weatherization Program Director
Sue Maxwell, Nutrition First Program Director
Eva Pignotti, Head Start/Early Head Start Program Director
Laurel Dixon, Grant Writing Specialist
Amy Schroeder, Office Specialist
Alondra Garcia, HR Assistant & Recruiter

The meeting of the Board of Directors was called to order at 5:36 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 Melissa Baurer,

SECOND: Linda Bednarz.

APPROVED: Unanimously approved

IV. Consent Calendar

1. June 2021 Full Board Meeting Minutes

No discussions or concerns were raised

2. July 2021 Executive Director Report

- No discussions or concerns were raised
3. **July 2021 Director of Program Development Report**
No discussions or concerns were raised
 4. **July 2021 Chief Financial Officer Report**
No discussions or concerns were raised
 5. **July 2021 Chief Operations Officer Report**
No discussions or concerns were raised
 6. **July 2021 Program Director Reports**
No discussions or concerns were raised
 7. **July 2021 Committee Meeting Minutes**
No discussions or concerns were raised

MOTION: To approve consent calendar made by Linda Bednarz,

SECOND: Helen Honey.

APPROVED: Unanimously approved

V. **Board Business**

1. Executive Directors Report:

a. Jimmy discussed that historically the Agency board only met nine times per year. Since COVID began we've been meeting at least monthly, and that will likely continue through COVID.

b. The agency currently operates 36 properties of which 14 are owned by us. It is time to think of program future location needs. Head Start is looking to expand and the Weatherization Program may be looking to purchase a permanent space once their current lease is up. Head Start received federal approval to refinance the Middle Grove site.

c. It is time for the strategic plan to be reviewed by the board. This is a CSBG requirement and helps guide the agency's goals and objectives. It's a living document and is updated as goals are met. The new planning process will begin this fall.

2. Nutrition First USDA Continuation Grant – This is a revision of the grant due to an increase in providers. The revised requested amount is \$507,239.92. The grant supports all Nutrition First operations including wage and fringe, rent, mileage, training for staff and providers, equipment, administrative overhead, etc. The funds also cover program activities to meet contract requirements of monitoring and nutrition education. Additional funds are requested on a monthly basis to pay for meal reimbursements. (Roughly \$2,851,565 last year)

MOTION: To approve the revised Nutrition First USDA Continuation Grant in the amount of \$507,239.92 made by Helen Honey,

SECOND: Jade Rutledge.

APPROVED: Unanimously approved

3. Financials – Kaolee Hoyle presented the financial statements thru April 30, 2021.

MOTION: To approve the financial statements thru April 30, 2021 made by Helen Honey,

SECOND: Linda Bednarz.

APPROVED: Unanimously approved

VI. Adjournment

The Board of Directors meeting was adjourned at 6:52 pm.

Respectfully Submitted:

Amy Schroeder, Office Specialist

Helen Honey, Board Secretary

EXECUTIVE DIRECTOR'S REPORT

MID-WILLAMETTE VALLEY

COMMUNITY ACTION AGENCY

August 2021 Report

The past two weeks have been a bit quieter than the two weeks before. That's been a bit of a relief, given the blistering pace of events the past 18 months. It's a warm and calm feeling to have a few normal, or even slower, weeks. It's nice, too, to have the time to reflect and think a bit deeper about what's in front of us for the last half of 2021. There are some hard choices ahead of us the next year, to be sure. There's so much riding on larger public policy debates about homeless services. There's a great deal of uncertainty about the direction of early childhood and family based childcare in particular. Across the country COVID-19, which had smoldered through the spring and early summer, has returned with a vengeance. And September will mark the one-year anniversary of the Labor Day Fires of 2020, one of the most destructive moments in Valley history, which like COVID will be long remembered. Many of us are still working hard to solve the economic and refugee crises created by those fires. And yet we worry too about the shifting winds of September, and know that the parched, dry summer of 2021 could put us back in the very same place just a few weeks from now.

But there is faith, and a stone of hope in what feels like a mountain of trouble. A great deal that's happened this summer reminds us that the world will one day feel normal again. I've never been more proud of our Agency, and the work we've done under these extraordinary conditions. Even given all the anxiety in the world, I'm not afraid of what will happen tomorrow. Not because I believe in something others do not, but because I remember the resilience, resolute courage, and dedication that lies behind us. How we shouldered through the greatest American crisis in half a century and somehow safely did more work than ever before. We can count that progress in the lives we have saved, the futures we've changed, the children we've taught, and the people we've fed and sheltered.

The homeless front remains the most difficult work ahead of us. Just this week we lost three more deceased. I've lost count of how many have passed away since COVID began. Each one was its own unique and private tragedy; borne by the homeless community, their families, and our staff who work with them every day. If you run into one our case managers, or those working for other agencies, or those laboring to house the fire survivors, let them know that you appreciate their work, and remind them to take care of themselves. The trauma of the one-year anniversary of the fires, in particular, is enormous. So many remain unhoused. Recovery, for too many, also remains elusive.

In June of 2020, I gave the board the one-page summary that follows this report. It's essentially a plan for homeless services for the region, showing what's in place, where it fits, and what remains ahead of us. I told everyone, at the time, that the resources were generally "in place" through "Point 5, Step 2." Steps Three, Four, Five, and Six remained largely speculative last June. And a little more than a year later, somehow, Steps 3, 4, and 5 are closer to being realized than anyone ever imagined. The Navigation Center described in Step Three was formally funded by the Oregon State Legislature this spring. The City of Salem has purchased the building and we plan to begin warming operations there in December, while the rehab work builds out a dedicated Navigation Center by March of 2022. Our Agency will operate that Navigation Center program on behalf of the City of Salem, and it will shelter another 50 or 60 folks currently living on the streets. Step Four calls for a permanent warming center. At the time, I wasn't quite sure how we would get there, but the acquisition of the Project Turnkey Motel (the former Super 8 motel on Hawthorne that we purchased a few weeks ago) essentially gives us a dedicated year round facility for sheltering and winter warming, with 80 rooms that will come online sometime this fall. Step Six calls for more Permanent Supportive Housing (PSH) expansion, that began with our

partnership at Redwood Crossings with Pacific Source, Kaiser Permanente and the City of Salem. The next step there is the larger PSH complex that will be built on north Broadway called Sequoia Crossings. Oregon Housing and Community Services has funded that project and allowed it to move forward. We will be providing services there in partnership with multiple agencies. It should open by 2023. The only piece of that plan that remains unresolved is a re-entry housing project that we have been working on with the Marion County Housing Authority, but I do believe within the next two years we will find a path forward. The point is that a LOT can change in a very short period of time, if people have the vision to see a different world, and the commitment to see these projects through to the end. A few other things happened too, ones that we did not expect: The acquisition of a permanent home for the Tanner Project (veterans sheltering), a new national \$1.5 million grant (not yet finalized), and a closer relationship with public and private health agencies generally. Those relationships are really the future of housing, and will play a major role in the Agency's grant portfolio for years to come.

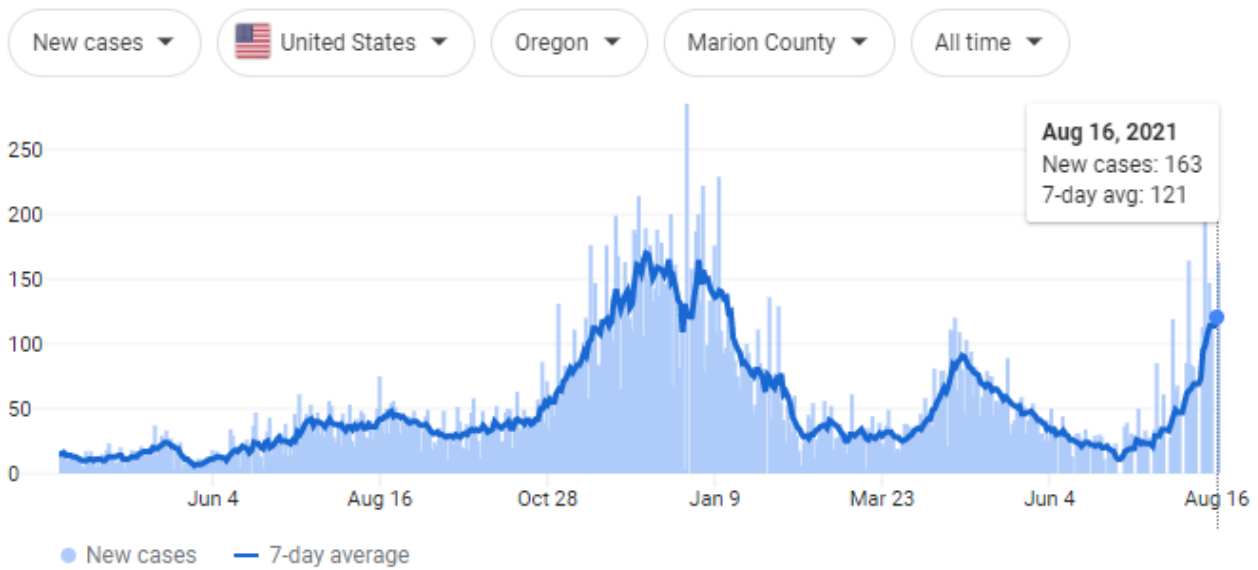
Here's a good example why. Pacific Source's investment in Redwood Crossings has produced the following results. The Goals, listed in blue, were written into our initial project proposal. The outcomes, in green, were recent results from the project:

- Goal 1, Objective 1: 100% service engagement obtained for all residents with a desired interest for Health Navigation. All supportive services offered at Redwood Crossing are voluntary. **At present, 96% of occupants are actively engaged in voluntary services. Of those 96%, every resident has been provided with case management and care coordination to increase resource utilization for health improvements and housing stability.**
- Target 1: 85% of permanent residents at Redwood Crossing will experience permanent housing retention for 12 months or more. **Outcome: Since opening in September 2020, 87.5% of residents have retained their housing.**
- Target 2: 95% of all residents will be enrolled into appropriate health insurance. **Outcome: 96% of current residents are enrolled in health coverage. Of those enrolled, 75% have obtained Pacific Source Insurance.**
- Target 3: 100% of residents needing health care referrals will receive one. 90% will result in an intake appointment or established care. **Outcome: 100% of residents needing a referral received one.**
- Target 4: 75% of residents will decrease their FUSE score. **Outcome: 98% of current residents have maintained or reduced their Frequent User of Service Engagement score.**

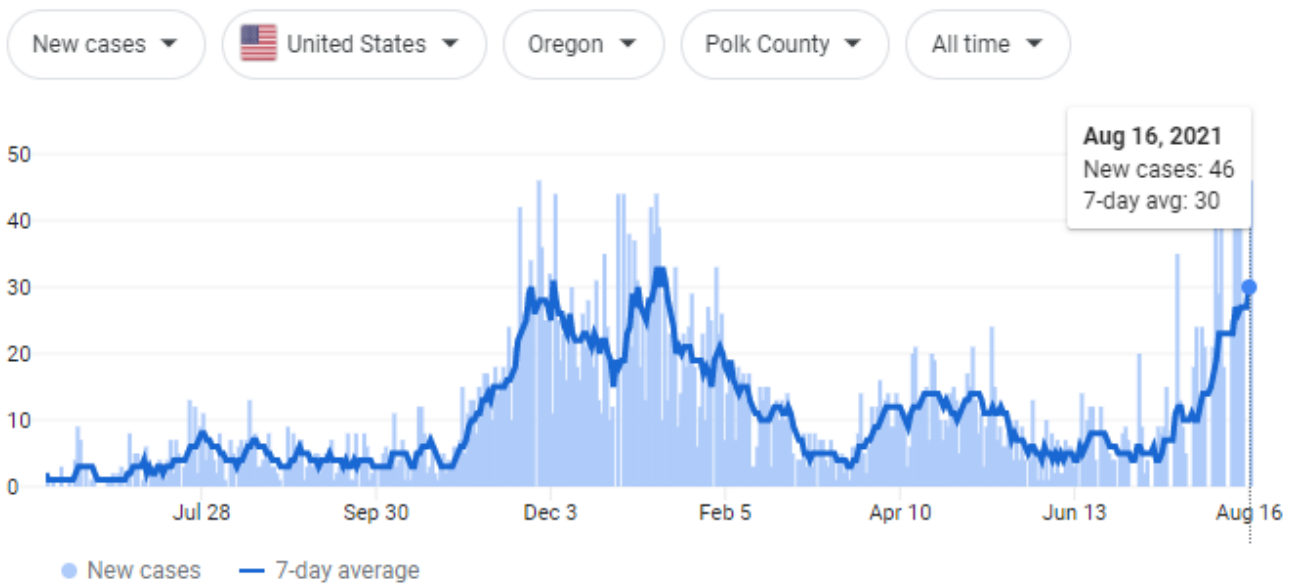
The private sector expects results. And when you can show that your practices produce these kinds of outcomes, revenue streams follow. Imagine what 700 units of PSH operating in the ways above will actually achieve. In the world ahead, where we cannot fully rely on traditional sources of housing dollars, these innovative relationships with public health partners will be key to our long-term future.

COVID-19:

The delta variant of the COVID-19 virus is sweeping across the state. It's probable that the state, region, and nation will continue to experience "V" shaped spikes for many months to come. It puts us in a very tight position vis-à-vis our service operation plans for the fall. We'll discuss these COVID plans in greater detail at the board meeting.



Each day shows new cases reported since the previous day · [About this data](#)



Each day shows new cases reported since the previous day · [About this data](#)

Census:

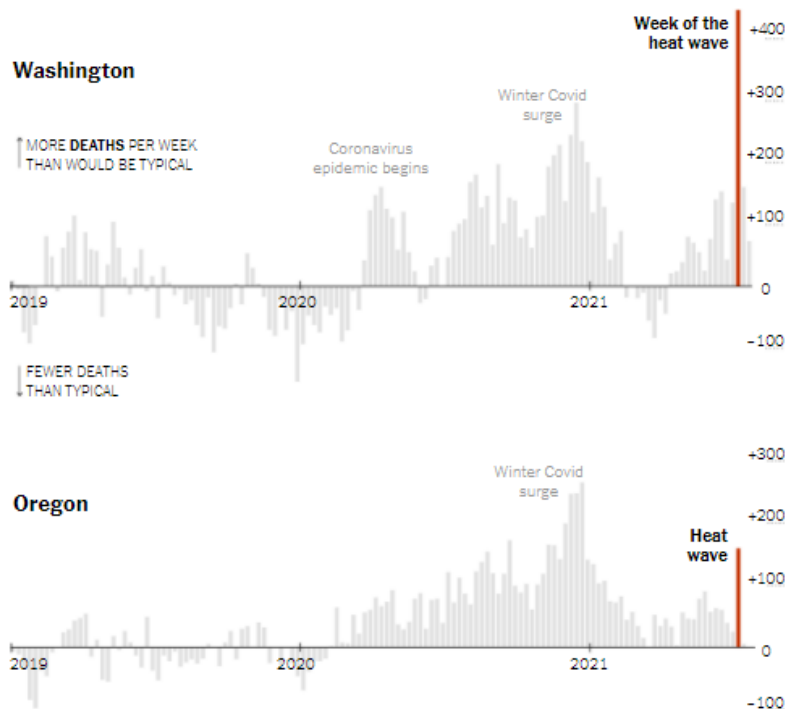
A great deal of 2020 census data was released this past week. Oregon has continued to grow rapidly the last decade. Oregon’s population increased nearly 11% over the 2010 census, adding a little more than 406,000 residents in the past ten years. Polk County outpaced that growth rate, adding 12,000 additional people (a 16% increase over 2010), and Marion County added 30,583 residents (a growth rate of about 9.7%). The most dynamic growth sector, however, was within communities of color. Oregon’s Black population grew by 19% (which was the 14th largest gain for African Americans nationally), while Oregon’s Asian population increased by 38% and Native Hawaiian and Pacific Islanders also increased by 43%. Marion County in particular grew more diverse over the past decade. White, Non-Hispanics actually declined (in total) in Marion County between 2010

and 2020 (about 5.4%). In Marion, 67.4% identify as white alone (compared to the larger Oregon rate of 74.8%), and the Black, Asian, Pacific Islander, and American Indian populations each grew by 25% or more. The Hispanic population grew dramatically in Marion as well, increasing by 25% and now constituting 27.7% of Marion County’s total population. These increases, especially when we consider the demographic concentrations of poverty in our community, are one of the major reasons we have pivoted toward more county based services in some areas, and reengaged rural communities and opened our first dedicated farmworker program: Fuerza Campesina. We have a lot more to do on this front in the years to come.

Environment:

New information continues to roll in on the abnormal June heat wave, which likely killed 500 people across the greater Pacific Northwest and Canada. Our region is not built, does not have the infrastructure, to handle sustained 100 degree temperatures. We have a large number of people, especially elderly, without access to air conditioning or even fans. Many live in RV’s and mobile homes that can become ovens in those kind of temperatures, without adequate ventilation. If you look at the second graphic below, you’ll see that we cannot just use formal heat-related cause of death statistics as a way to understand the enormous impact of extreme heat on the most vulnerable people in the community. The graphic below shows that there were hundreds more deaths that week than would normally be statistically expected, even without a formal medical finding of a “heat-related death.”

We are increasingly dedicating more and more outreach work toward keeping homeless clients hydrated and cool in the summer months, and that work is highlighting the disproportionate impact that climate change has on those in poverty.



There was an exceptional essay in *Rolling Stone* earlier this week on the heat wave, and the death of Sebastian Perez (a farmworker who died from working during the extreme heat event). The link for the full article is below, and I recommend it, but I will quote from a small section of the essay to highlight the growing dangers of climate change for those in poverty: “Extreme heat is predatory – like all predators, it goes after the weakest and

most vulnerable. It kills people on the margins of our society, and in that way, exposes the moral and political failures in how we care for each other. Many of the people who died in the Pacific Northwest were old, alone, or in poor health.” “But the idea that extreme heat can be solved by more A/C misrepresents the scale of the threat posed by heat waves. Yes, A/C (and the power to run it) is a survival tool. But it creates its own nightmares, including power consumption that threatens grid stability and huge increases in carbon pollution that warm the planet. More importantly, there are plenty of people for whom A/C is not an option, including homeless people and outdoor workers, not to mention animals, plants, and ecosystems.”

See the full article at: <https://www.rollingstone.com/politics/politics-features/heat-wave-2021-oregon-deaths-sebastian-perez-1211258/>

Updates:

- After consultation with the Executive-Finance Committee on August 12th, I signed a Purchase and Sale Agreement to acquire the former US Bank property at 1940 Fairgrounds Road for our Head Start program. The PSA was heavily conditioned, to require an acceptable appraisal and in-depth building inspection, and most importantly our Board of Directors’ final approval of the acquisition. We secured financing for the property on good terms and are prepared to move forward if the owner is willing to sell. I do not anticipate a board action on this property until September. We will forward the results of the appraisal and the building inspection to the board ahead of any property decision. Securing this location will allow us to separate from expensive leases on other program operations, create a thriving community school in the middle of a high density area of low-income wage-earners, prevent us from having to bus children from North Salem to the very eastern reaches of Salem (Middle Grove) and give us a good platform for growth and program expansion.
- We continue to work to prevent a larger eviction crisis in Marion-Polk. Statewide, the rental assistance spenddown has been poor, largely due to an online portal and application system that Oregon Housing and Community Services (OHCS) insisted on using for the \$203 million in federal Emergency Rental Assistance (OERA) they received in the spring. The software, frankly, doesn’t work. We are essentially having to do twice the work and run a dual process because the state has failed to provide the network with a working and stable service platform. We are moving rental assistance dollars faster than any entity in the state, and beyond that we are working with the local courts to get the eviction dockets in advance, so we can cure as many of those pending evictions as possible. And starting this week we have a full-time employee stationed in the court house, working with one of our partners (Neighbor to Neighbor) to help people falling through the cracks created by a burdensome application process.

Date	In ALLITA						Sent to Finance	
	Overall apps	Incomplete	Pending Initial Review	Initial Review	Declined	Funding approved	HHs	Amount
7/2/2021	2890	1136	1024	82	8	74	77	\$ 776,646.00
7/7/2021	3322	1262	1176	60	13	105	61	\$ 481,680.00
7/16/2021	3606	1284	1291	44	20	329	80	\$ 639,754.00
7/23/2021	3689	1316	1083	51	29	435	98	\$ 855,413.66
7/30/2021	3977	1428	1068	53	45	259	119	\$ 1,003,038.00
8/9/2021	4118	1224	1299	54	78	315	86	\$ 540,976.93
8/13/2021	4021	1046	1323	48	99	805	100	\$ 656,669.00
Totals							621	\$ 4,954,177.59

- It's important to note that the 8/13 count did not include Friday's work, which was likely around another \$150,000. Just today I received notice of the 8/20 financial numbers. This current week, ending 8/20, we assisted 135 households with a total sum of \$912,839.72. Prior to this week, of the five largest Oregon counties (the ones with thousands of applications) we have funded 35 percent of applications in Marion County (and 27 percent in Polk), while Multnomah has funded 3 percent, Washington County just 5 percent, Clackamas County just 2 percent. Lane County, which is one of the best operations in the state, has funded 42% (in real numbers, they have funded 757 households, in Marion-Polk we have funded 805 households through Thursday August 13). At this point, we've spent nearly \$6 million of the \$14 million that was allocated to us. In another 6 weeks (by the end of September) we will have spent close to \$11-12 million of that fund (somewhere around 82%, the state's target was 75% by that date). By November, we will be spent down. Ashley Hamilton, Sean Sachs (Program Manager at ARCHES) and their team are crushing this work, even though the obstacles have been enormous.

At the state level, the Chief Justice of the Oregon Supreme Court just issued a ruling yesterday (effectively immediately) that eviction filings for nonpayment of rent can be set for first appearance no earlier than 21 days after the filing. The effect of this order is complex. It will extend the non-payment eviction windows for an additional 3 months (probably 4 months in Multnomah), and will likely prevent hundreds of evictions across the state, giving renters more time to access rental assistance funds. Long-term, the compounding effects of the moratorium, Senate Bill 278, and the Chief Justice's order could be counterproductive, as landlords across Oregon (who are framing this issue as a confiscation of their property rights) are selling rental properties to investment groups, many of whom plan to take units off of the rental market.

- The Agency completed our annual and regular OHCS fiscal monitoring last week. A full written report will come in a few months. We also received the final program monitoring report for the Weatherization Program (WX) from OHCS. We were rated as a stable program, which is a considerable victory given the widespread chaos and struggles in weatherization work in 2020. Rogelio Cortes and his team are one of the very best in the state of Oregon. Weatherization will be a considerable growth area in the future, with new funding streams (and increasing funding volumes) in 2022.
- We met with the City of Salem this week to finalize the grant award of \$200,000 in federal money for our Child Care Resource & Referral program. This grant will go toward family based child care that has been impacted, in some way, by COVID. Family child care in particular suffered grievous economic harm from the pandemic, and they have been slow to stand up across the state, slowing job growth and likely tightening the labor market across the region.
- We completed the purchase of the Tanner's Project property (our grant per diem veterans' shelter) at 2933 Center Street. It closed, and was recorded on Friday, August 6th.
- Both Tanner's and the Motel Project have also made it through a highly competitive process to be included in the federal Congressionally Directed Spending (CDS) requests submitted by Senators Merkley and Wyden. The motel project ask is for an additional operations fund in the amount of \$1 million (Sen Wyden), and the veteran project has an additional \$852,000 (Sen Wyden) that we can use for rehab on that project (or other potential related needs). Senator Merkley's list requests funding for both projects (in the amount of \$1 million for the motel and \$1.2 million for Tanner's). Generally the CDS process funds local governments. We were one of only two Community Action's statewide with a successful application. Reaching this stage makes it highly probable that we will be funded at some level.

- Between Tanners and the Motel Project (tentatively entitled *The ARCHES Inn: A Community Action Project*), that's nearly \$7 million in new property the Agency has acquired in the past four months, debt free. We have \$1.5 million secured from the legislature to rehab the motel project, and we hope to open (at least partially) there late this fall. The wildfire homeless crisis from last September remains acute, with a great deal of work in front of us for the next year. To support rehousing the wildfire victims, OHCS three weeks ago awarded us an additional \$3,122,123 for work on this special project.
- You may have seen an article about the City of Salem's Navigation Center, at 1185 22nd Street (the old DHS building). We plan to operate that for the City, beginning sometime this winter. It will first open as a warming shelter (we have long needed a dedicated building of that size for emergency winter warming) and then as the rehab is complete a full Navigation Center will begin operations. A Navigation Center is a national best practice in sheltering, which takes a cohort and works to stabilize them (reducing mental health barriers, reducing substance use, making sure people are sleeping, helping folks get the documents they need so that they can be housed, etc). Essentially it's a form of dedicated bridge or transitional housing so that we can prepare folks who have been living outside for years in some cases for a housing placement. The point is that each "graduate" of the program has a dedicated housing placement once they exit the facility. It is very different from traditional shelter. It's very low barrier, intending to end homelessness and not trap people into an endless warehousing system. We plan to use our motel in conjunction with the navigation center, so that we can achieve the best possible outcomes for both programs. The City of Salem has roughly 2.5 years of operations cost secured for the project (about \$3 million, which they plan to award to us). We should have a formal proposal for the board to consider in September.
- Since October of 2018, we have been working to refinance the Middle Grove and Outreach properties for Head Start. That was necessary because the federal Office of Head Start decided that the permission they gave us back in 2016 to finance those buildings (with balloon payments attached to the end of the mortgage) was not in alignment with program requirements (this "reinterpretation of the rules" required perhaps 100 refinances across the nation). We reached an agreement with Columbia Bank in 2018, and then the agreement sat in judicial review for three years at the federal level. But Region X (our region) of the Office of Head Start has signaled that we may now proceed, and they expect to be able to complete this refinance agreement by the end of this year. Once the refinance is complete, we will have fully resolved the debt on the Outreach Office and own it in the clear, and we will have a new 15 year mortgage on Middle Grove (without the balloon payment).
- Given the spread of the COVID delta variant, we reinstated our masking guidelines at work beginning on August 2nd. In the past few days, we have had to close three classrooms and place them on 10-14 day quarantine periods because of COVID. At Center Street, we had one child who tested positive, exposing other children and the staff. At Middle Grove, we had two children whose parents tested positive (thus making the children presumptive positives), exposing staff and other children. At Maple, we had a staff member test positive. It's probable that we will have to take more progressive action as the winter wears on, unless this current trajectory of infection changes.
- Our Chief Operations Officer, Helana Haytas, will be leading our Strategic Planning Work. We have signed a letter of engagement with Wipfli, which will guide us through that process. The Strategic Plan is a vital part of Community Action's work and history. It shapes our goals and strategic priorities for the next five years and gives us a platform to measure our progress against.

Jimmy Jones
 Salem, Oregon
 20 August 2021



HOMELESS SYSTEM

MARION - POLK

1

Coordinated Entry: A process developed to ensure that all people experiencing a housing crisis have fair and equal access to housing based on their strengths and needs. Every homeless person is assessed for vulnerability using evidenced-based tools and practices, prioritized, and placed in the appropriate program track, connected to resources, and navigated to safety using harm reduction methods.

2

Shelter:

- Emergency Shelter: UGM, Safe Sleep, Simonka House, Salvation Army.
- Family Shelter: St. Francis Shelter, Family Promise.
- Veterans Shelter: Gale's Lodge.
- Domestic Violence Shelter: Center for Hope and Safety, Sable House.
- Youth Shelter: HYRC (Drop-in/Taylor's).
- Transitional Age Youth Shelter: HOST (Northwest Human Services).
- Salem Winter Warming Network.
- Public Health Partnership: Salem Health/MWVCAA; Pacific Source/MWVCAA.

3

Basic Needs Services:

- Day Center: ARCHES, Northwest Human Services, UGM, ROCC.
- Showers/Laundry/Food: ARCHES, Northwest Human Services, UGM.
- Mobile Showers: ARCHES.
- Coordinated Outreach: ARCHES, Be Bold Ministries, UGM, Northwest Human Services, Alluvium.

4

Emergency Housing Services:

- Prevention Programs (Rental Assistance): ARCHES, Salvation Army.
- Diversion Programs (Deposits/First Month for newly homeless): ARCHES.
- Rapid Rehousing Programs (Moderate Needs, up to 2 years): ARCHES.
- Transitional Housing Programs: VETcare, Restoration House (UGM).
- Domestic Violence Rapid Re-Housing (Moderate), Center for Hope and Safety.
- Traditional Permanent Supportive Housing (High), Shangri-La; ARCHES VRAP.

5

Integrated Supportive Housing: This model combines elements from multiple approaches and resources from multiple agencies to target specific historically difficult to solve homeless housing problems. In Salem, that means a partnership between the largest homeless service provider (MWVCAA) and the housing authorities, to bring together what we both do well to end homelessness.

- **Step One:** Homeless Rental Assistance Program (290 high needs chronically homeless housed, 100 more placements planned in 2020-21, exits to Section 8 vouchers): Partnership between ARCHES and SHA. Began 2017.
- **Step Two:** Redwoods Crossing Project: 38 bed facility for higher than HRAP chronic homeless: Partnership between ARCHES and SHA. July 2020.
- **Step Three:** Navigation Center: 30-35 bed facility (planned for second floor of current ARCHES building), meant as 30-60 day shelter. All beds have a direct connection to a PSH bed (Redwoods, HRAP, Shangri-La, etc). Partnership between City of Salem and MWVCAA. **Expected 2021.**
- **Step Four:** Permanent Warming Center with capacity for 150: **2022.**
- **Step Five:** Sequoia Crossings: Planned 105 unit facility on Broadway: **2023.**
- **Step Six:** Unnamed Re-Entry Project Housing (Marion County Housing Authority): **2024.**

6

The goal is to reduce street homelessness by 50 percent in 5 years, 75 percent in 10 years by leveraging partnerships and bringing resources to support 750 PSH beds, and using RRH beds to prevent moderate needs from becoming chronic.

FISHER

HRAP

ARCHES NAVIGATION CENTER



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

Investments

\$500,000 of unrestricted resources is being put into investments at Columbia Bank. As part of our policy, there will be quarterly reporting to the Finance Committee, and annual reporting to the Board to review the composition and performance.

Staffing

We have made an offer to an accounting manager, and that person has accepted. The set start date will be Monday, September 13th. This individual is currently out-of-state so we will be working on a relocation plan, with up to six months of remote work while this individual secures their housing situation.

FY 2021 Auditor Selection

We had a committee consisting of Helen Honey, Jimmy Jones, Nancy Cain and Kaolee Hoyle to review the proposals and recommend the auditor for approval by the Finance Committee. Proposals were received by CliftonLarsonAllen, Wipfli, and Grove Mueller & Swank. Based upon set grading criterion, Grove Mueller & Swank scored highest and was recommended for approval. The Finance Committee confirmed this recommendation.

We will be meeting with Grove Mueller & Swank to start discussing, and setting a date for the audit.

Fiscal Year-End

June 30th 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

OHCS is working on drafting their final report. There were areas that we can improve on, especially around cost allocation for which we will be working with one of their consultants to fine-tune our cost allocation plan.

Payroll Filings

All payroll deposits have been made timely.

MWVCAA

Actual to Budget, 7/1/2020 - 5/31/2021

	7/1/2020 - 5/31/2021		FY21 - Budgeted	Expected Spent %	Actual Earned/Spent %	Difference
Grant and awards	\$ 43,371,214		\$ 41,497,769	92%	105%	13%
Other program revenue	256,454 {h}		55,000	92%	466%	375%
Contributions	215,692		137,462	92%	157%	65%
Other revenue	155,859		1,250,000	92%	12%	-79%
Total Revenue	43,999,219		42,940,231	92%	12%	-79%
Expenses						
Community resource programs	17,114,866		12,496,517	92%	137%	45% {a}
Reentry services	164,856		318,519	92%	52%	-40% {b}
Child care resource and referral network	974,809		1,648,951	92%	59%	-33% {c}
Energy assistance programs	5,796,346		5,111,080	92%	113%	22% {d}
Weatherization services	1,463,183		1,529,571	92%	96%	4%
Nutrition first USDA food program	3,415,834		3,513,697	92%	97%	6%
Head start	13,754,893		13,927,350	92%	99%	7%
Home youth and resource center	896,614		1,037,410	92%	86%	-5% {e}
Management and general	1,808,575		2,107,136	92%	86%	-6%
Total Expenditures	45,389,977		41,690,231	92%	109%	17% {f}
Revenue Over/(Under)						
Expenditures	\$ (1,390,758) {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 under 10%.
- {g} Deficit due to timing of billings.

	5/31/2021	6/30/2021
105 SHAP	71,441.99	43.71
106 ESG CV1	345,497.59	135,324.30
127 HOME TBA	130,463.65	144,745.91
128 ESG CV2	225,112.42	66,056.15
202 CCD CORE	99,776.09	146,896.27
630 Early HS	274,581.07	178,443.16
726 Youth Development Council	74,032.01	89,586.80
	1,220,904.82	761,096.30

{h} \$245k is COVID.

**Chief Operations Officer Report
To The Community Action Agency Board
Helana Haytas, COO
August 2021**

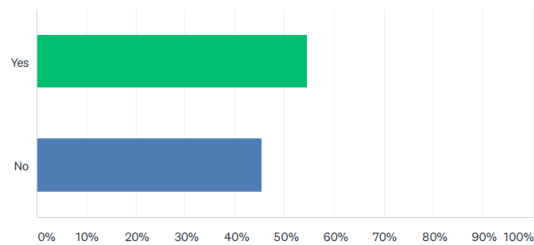
COVID-19 Update

The HR department is managing quarantines and releases, with new HR Assistant/Recruiter Marissa Lopez leading the work. Our weekly quarantines have edged up to 6 per week over the last couple of weeks. During June, it was one to three quarantines per week. This month, HR did an employee survey meant to “check-in” with staff. Total responses were 224 out of 437 staff. Really helpful information - two particularly interesting graphics below.

Coronavirus Check-In

Q10 Do you think that vaccination for Covid-19 should be mandatory for Community Action workers in close contact with clients/children/families?

Answered: 222 Skipped: 2

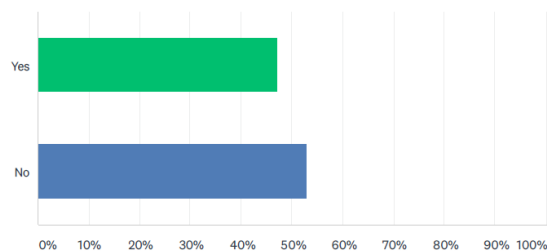


ANSWER CHOICES	RESPONSES	
Yes	54.50%	121
No	45.50%	101
TOTAL		222

Coronavirus Check-In

Q11 Do you think that vaccination for COVID-19 should be mandatory for ALL employees at Community Action?

Answered: 223 Skipped: 1



ANSWER CHOICES	RESPONSES	
Yes	47.09%	105
No	52.91%	118
TOTAL		223

Agency Recruiting and Hiring

Currently the Agency has 34 open positions with approximately 40 vacancies. There is also an overall shortage of workers for the number of open positions in the labor market, so like a lot of other business, Community Action competes for talent. Head Start, HOME, and ARCHES held a hiring event at the main office and were able to attract a sizable pool of applicants by having interviews immediately available for qualified applicants.

Safety Update

HR Safety Coordinator, Ivan Bustamante, held Fire Extinguisher training for a few key staff and has opened the opportunity to the entire Safety Committee next month. He recently released Safe Lifting Training for all staff, and Mandatory Emergency Heat Training for staff that work outdoors for 15 minutes or more daily. He was recently certified to train staff in CPR and he is also bilingual Spanish, and therefore able to hold classes in Spanish for staff that prefer Spanish. Ivan will also be launching and coordinating Basic Personal Safety (self-defense) for all new hires working in shelters this fall.

Benefits

The Agency currently has 437 employees and we will be holding Open Enrollment next month for 374 benefitted staff. We will have a very slight decrease in employee premiums this year, as a result of some plan design changes we did to off-set the increase in the cost of our Kaiser Permanente medical plan. Overall, the benefit package is competitive with the state, with our package also offering short term disability benefits. The staff also enjoy the ability to cash out a week of vacation if needed, up to three times per year. The Agency has rolled out a new one-week vacation policy for staff to encourage staff to take time off (rather than cash out), disconnect from the workplace, rest, and be with family. Many folks seemed to take advantage of the policy in order to travel to see family not seen since the start of the Pandemic in early 2020.

Diversity, Equity, Inclusion and Justice

The agency will resume its DEI work in the next month with the staff returning from summer lay-off and vacations. Plans include doing work on committee roles, events, staff education, another staff survey, and manager training.

Strategic Planning

The Agency has engaged with an outside consulting firm to provide Board Training and develop strategic planning tools to update the plan, which is required to be updated every two-five years under CSBG rules. The Executive Team will be using this work to develop a KPI dashboard.

Management Training

This month, Program Directors will be reviewing Pay Equity guidance by our legal counsel, Heidi Mason. Next month, Heidi will be training the management group on Preventing Harassment in the Workplace.

Employee Relations

HR has managed a few employee relations matters this summer and provided closure to several complaints. The constant change, social shifts, and uncertainty with COVID has affected people and their families and relationships with one another. HR continue to reach out to staff and managers to offer assistance, resources and respite whenever possible.

August Board Report: Development Department





Laurel Glenn, Grant Writing Specialist

Grants

Total amount received: \$176,000

Requests we're waiting to hear back from/that we're queued up to apply for: \$3,436,500

Grants Recently Applied to:

	Oregon Community Foundation ARCHES Staffing and Van for the Canyon	\$100,000.00 Jun 30, 2021 Grant starts on Jun 23, 2021	Submitted 40% Confidence
	Oregon Community Foundation De Muniz Health Program	\$20,000.00 Jul 15, 2021 Grant starts on May 14, 2021	Submitted 35% Confidence
	Youth Development Division - State of Oregon Youth Workforce Readiness Grant - YEP	\$185,000.00 Jul 16, 2021 Grant starts on Apr 30, 2021	Submitted 60% Confidence
	Ford Family Foundation DEI Work	\$5,000.00 Jul 31, 2021 Grant starts on May 19, 2021	Draft 40% Confidence
	Oregon Community Foundation CCR&R Lending Library Van: Go Kids	\$75,000.00 Aug 19, 2021 Grant starts on Jul 5, 2021	Submitted 40% Confidence

Recent Grant Highlights:

1. Oregon Community Foundation: We've applied for a grant with OCF to purchase a "Lending Library Van." We would use the van to bring books, toys, and sensory items to childcare providers in rural counties. We would also purchase an online lending system to help automate the lending library, and would purchase new books in Spanish and Russian.
2. Oregon Community Foundation: ARCHES staffing and a van for the canyon. We've requested funding to staff our Santiam Outreach Community Center and to purchase a

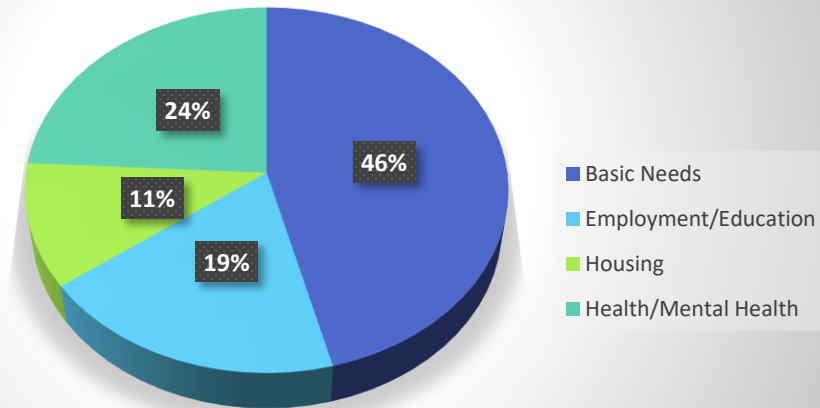
van that could transport unhoused wildfire survivors to appointments in Stayton, Salem, etc.

3. Youth Workforce Readiness Grant: We've requested two years of funding from the Youth Development Division to fund HOME's Youth Empowerment Program.

Video Project Update:

- All of the filming for the video project is now complete! Our employees who acted as volunteer extras for the project did an amazing job.
- Cardwell Creative, the company in charge of filming and production, is now in the editing and post-production phase of the project.
- They will have a completed video for us by the All Staff Meeting on September 15th, where we can show everyone the finished result and then post it on our webpage.
- A huge thank you to everyone who participated in the project!

How the De Muniz Resource Center Served Clients in July



Opportunities/Challenges

- ❖ De Muniz Resource Center served 94 clients in July.
- ❖ Seventy-nine percent of the clients served in June were adults in custody versus community clients (21%).
- ❖ This month 18 clients (27 occurrences) took advantage and attended our cognitive based classes. The classes covered the following topics:
 - Journaling
 - Maximizing strengths
 - Parenting skills
 - Problem solving
 - Health & Wellness
 - Mindfulness minutes
- ❖ Cherriots' free bus service ended last month. DMRC assisted 9 clients with bus passes this month.
- ❖ Our partnership with Northwest Human Services yielded 26 clients completing their enrollment for Oregon Health Plan prior to release (from incarceration).
- ❖ This month we have welcomed some of our volunteers back. We are back to offering a weekly Narcotics Anonymous meeting for male Adults in Custody. Twelve clients attended meetings this month.
- ❖ We have hired two Housing Navigators whom both started working with us this month.
- ❖ The main challenges we have revolve around a budget shortage and continued COVID-19 restrictions.

CCR&R PROGRAM REPORT
Shannon Vandehey-Program Director
August 2021

Opportunities:

- **Filming for CAA/CCRR video August 19th.**
- **Completed: CCR&R Staff Team Building and Reconnect (July):** Was super successful and really appreciated that Jimmy stopped by and talked with new and current staff, feeding off of the "Braving" video we played to inspire staff. This was the first chance new staff were able to meet Jimmy since they came on board within the last 4 or so months. It was great for them to put a face to the name.
- **Completed: CCR&R Program Improvement Day (July):** Used the Six Thinking Hat method to work on our current top Workplan priorities. Workforce Development (Child Care Provider Recruitment and Retention) and Child Care provider Professional Development. Looked at out of the box ways we can continue to build a quality child care supply in Marion, Polk & Yamhill Counties.
- **August 27th:** CCR&R invited both the Marion and Polk Early Learning Hub and the Yamhill Early Learning Hub to an all staff brainstorming/teambuilding picnic. After our CCRR specific Program Improvement Day, CCRR Leadership needed to make sure all new and current staff understood who our close partners are in the Hubs. I think we are now the only CCRR that serve more than one Hub. We will spend time brainstorming collaborative ideas based off our Program Improvement Day priorities.
- **Completed: (July) Collaborated** 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 & 5th Introduction to The Creative Curriculum® for Infants, Toddlers & Twos (Spanish). **COMPLETED**

May 8th Implementing The Creative Curriculum® for Preschool (Spanish)

COMPLETED

June 8 & 9th Introduction to GOLD®: Exploring MyTeachingStrategies® (Spanish)

Rescheduled to July due to trainer issue. COMPLETED

June 5th Implementing The Creative Curriculum® for Preschool English **Completed**

July 13th & 14 Introduction to GOLD®: Exploring MyTeachingStrategies®(Spanish)

COMPLETED

- **Partnering:** Laurel Dixon, who is working as a Grant Writing Specialist at Community Action told me about a **GO Kids Grant opportunity**. We would like to purchase a used van or a truck, big enough to transport items to child care providers in Marion, Polk & Yamhill. Especially to providers in rural areas who have the hardest time accessing our materials.

We would like to convert part of this truck into a book mobile, where we can bring books to the children in child care, so they can check them out, or members of our team can offer circle time reading activities as a way to develop relationships with new providers, and act as a role model for best literacy practices. In addition, we would love to create an online lending library check out system that providers can access without having to come to the office. **Grant was submitted August!**

- **Participating:** In the first Hallman Neighborhood Family Fun Fridays starting July 9 and running every Friday until mid-August at Northgate park. Put together by the Hallman Neighborhood Council. Each Friday has a theme. Health was the starting Friday outreach focus. Estimated 175 children and parents came to our booth. Children got to make healthy butterfly snack bags. I was very excited at the number of Pacific Islander families that turned out for the event. It has given me more of a visual of where this community is in our region and look forward to continued child care provider recruitment here. **2 more Fridays August 20th, and August 27th. They have been highly successful. We have been averaging about 150-175 children and families coming to our resource/activity booth.**
- **All deliverables for our CCRR State contract have been submitted.**

Challenges:

- **New Covid Variant:** We decided to slow down on the in-person training based on new data. We are well versed with online training and have been continuing this option anyway. Shouldn't cause any disruption. There has been no guidelines as of yet from the ELD. The state eased up on child care guidelines, right before the variant began hitting hard. That can change at any time. CCR&R is prepared for that in any case if that happens.
- CCRR's still have not received their state contracts that should have begun July 1. They are in DOJ for review. ELD says they are top priority. Hoping that they come early September. We are told that we will be reimbursed backdated to July 1.
- EGMS at the state shut down for several weeks due to end of biennium clean up. We are now able to invoice for reimbursement for end of June.

Energy Services June Program Report

Michelle Ehara, Program Manager

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

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

JULY 2021

Funding	HH	People	>6	60+	Disabled	@ or below 75% of poverty	Ave HH pmt
LIHEAP	234	711	105	70	62	84 =36% of hh served	\$296
LIHEAP ARPA	563	1541	189	231	241	201 =36% of hh served	\$297
OEA PGE	203	640	76	51	62	60 = 30% of hh served	\$1,141
OEA PP	25	74	8	9	14	10 =40% of hh served	\$1,243
OLGA	64	206	26	26	14	22 = 34% of hh served	\$395
GAP	38	123	15	6	10	16 =42% of hh served	\$114
Total	1127	3295	419	393	403	393 =0 of hh's served	\$872

JUNE 2021

Funding	HH	People	>6	60+	Disabled	@ or below 75% of poverty	Ave HH pmt
LIHEAP	228	646	79	54	64	96 =42% of hh served	\$357
OEA PGE	799	2,263	213	305	344	276 = 35% of hh served	\$636
OEA PP	83	243	32	31	38	27 =33% of hh served	\$517
OLGA	46	151	19	11	10	22 = 48% of hh served	\$461
GAP	19	58	3	2	6	8 =42% of hh served	\$83
Total	1175	3361	346	403	462	429 =40% of hh's served	\$513.15

PY21 - YTD

Funding	HH	People	>6	60+	Disabled	@ or below 75% of poverty	Ave HH pmt
LIHEAP	4,646	12,271	1,314	2,112	2,002	1,610 =35% of hh served	\$380
LIHEAP ARPA	563	1541	189	231	241	201 =36% of hh served	\$297
OEA PGE	2,784	7,994	869	1,065	1038	942 =34% of hh served	\$573
OEA PP	519	1,313	137	255	220	161 =31% of hh served	\$474
OLGA	868	2,629	263	387	318	294 =34% of hh served	\$411
GAP	229	743	70	72	69	84 =37% of hh served	\$115
Total	9,609	26,491	2,842	4,122	3,888	3,292 =% of hh's served	\$563

Energy July 2021 completions were slightly less in comparison to June 2021. The most noticeable change was HH served using the OEAP PGE program. In June, with the change to OEAP guidelines and the option for 2nd payments to eligible households, we focused on reaching out daily to clients that would benefit from these additional payments. We had a surge from these efforts in June that went into the beginning in July but tapered off some as the outreach lists were exhausted and OEAP PGE funds were getting close to being spent out. We continue to see lower than usual applications for LIHEAP, which has partly been attributed to Utilities offering their own assistance programs. We expect to see a lift in August as many of these Utilities will be ending these additional programs and also slowly rolling out client disconnections.

LIHEAP ARPA launched in July. Energy had done prep for this program with outreach to clients that would be eligible and benefit from this program, many having already received LIHEAP21 this PY. With those efforts we were able to reach more than just the clients coming in or calling to request assistance. It has also benefited clients with higher utility bills as we were able to offer multiple programs: LIHEAP, LIHEAP ARPA, and OEAP to clients that were eligible, giving them the assistance they needed to be able to manage their bills going forward.

We continue to work on reaching more new clients to Energy Assistance with in person events such as food drives, school events, and various community events. We are continuing to contact clients from the PGE weekly referral lists that are sent to us. We have obtained many new clients as each list yields at least 50% new clients that may not have known about us on their own. We have been in communication with Pacific Power who will also be starting a referral program where we are sent lists of potentially new clients daily. We expect this to launch sometime at the end of August. Energy has obtained information regarding clients that have applied for housing assistance with the Arches program and would likely be in need of Energy services as well. We will begin reaching out to these clients to educate them about our services and increase program spending for both LIHEAP and LIHEAP ARPA.

OHCS is working on implementing a new water program (LIHWA) that will be new to Energy Services as well as to the State of Oregon. Energy has been following the timeline and resources regarding this program closely and has started to plan how to start creating new relationships with the high number of water utility vendors in Marion and Polk Counties. With the tentative timeline to start LIHWA set for the fall of 2021, it is important to begin making these connections and assessing what these vendors will need to move forward with participating with us on this new program. Marion and Polk Counties estimate roughly 196,000 potentially eligible households that could benefit from LIHWA.

July 2021 Polk Co

Funding	HH	People	>6	60+	Disabled	@ or below 75% of poverty	Ave HH pmt	
LIHEAP	28	68	14	13	10	6	=21% of hh served	\$332
LIHEAP ARPA	57	167	29	28	22	14	=25% of hh served	\$284
OEA PGE	<i>OPUS could not retrieve data</i>							\$0
OEA PP	13	41	3	6	10	3	=23% of hh served	\$231
OLGA	4	10	2	3	1	0	=0% of hh served	\$364
GAP	4	18	2	0	0	1	=25% of hh served	\$133
Total	106	304	21	22	21	10	=% of hh served	\$265

Nutrition First
Sue Maxwell, Program Director
August 16, 2021

- ✓ For the months of June and July, we signed on 19 new providers (16 OCC registered/certified and 3 DHS listed) and closed 25, leaving 503 homes.
- ✓ Nutrition First staff began in-home visits again in June and the providers and children were happy to see us. We have, however, put five providers into “serious deficiency” status, and closed one for cause due to neglecting to keep daily records. Providers, many of whom had not had a visit since April of 2020, fell behind on those duties...
- ✓ **Three hundred and six homes were visited in June and July.**
- ✓ A new educational training started this quarter. This unit is all about the nutritional value of corn, and all the foods made from corn. We have informational packets about corn for the providers, and children, of course, are given color sheets, crossword puzzles, and stickers. Providers are also given corn “butterers” for corn on the cob.
- ✓ Approximately 2,448 children were visited in June and July.
- ✓ Staff drove a total of 5,852 miles in those two months.

Challenges

- We are gaining another 20 providers in the Portland area this month, due to the closure of the other program. I imagine this number will increase.
- Exciting news is that Nutrition First is gaining a completely new revamped database. We had some extra money and this is something wholeheartedly approved by our funder. We are still working with a program designed in 1997, and while it is a great program, it is on its last legs and needs to do more than it does now.

Mid-Willamette Valley Community Action Agency
BOARD APPROVAL TO SUBMIT GRANT APPLICATION

GRANT NAME: USDA (Continuation Grant)

PROGRAM: Nutrition First, MWVCAA

GRANT DUE DATE: September 3, 2021

FUNDING SOURCE: USDA, Oregon Department of Education

GRANT PERIOD: 10/1/21 through 9/30/22

AMOUNT REQUESTED: \$518,700

ADMINISTRATION AMOUNT: \$25,935 (approx 5%)

PURPOSE OF GRANT: This grant supports all Nutrition First operations including wage and fringe, rent, mileage, training for staff and providers, equipment, administrative overhead, etc. The funds also cover program activities to meet contract requirements of monitoring and nutrition education. Additional funds are requested on a monthly basis to pay for meal reimbursements. (Roughly \$3,600,000 this year)

TARGET POPULATION: OCC-registered/certified and DHS-listed child care providers living in Marion, Polk, Yamhill, Lincoln, Tillamook, Linn, Benton, Lane, Clackamas, Washington and Multnomah counties. We recruit providers who speak languages other than English and those in lower-income and rural areas, in addition to general recruitment. We currently serve English, Spanish and Russian-speaking providers, and Vietnamese and deaf providers with interpreters.

APPROVED BY BOARD OF DIRECTORS:

BOARD CHAIR

DATE

**HEAD START PROGRAM REPORT TO BOARD OF DIRECTORS & POLICY COUNCIL
Eva Pignotti, Program Director - August, 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%	76.90%	71.42%	
Subsidized	86.19%	86.12%	89.22%	90.91%	86.18%	

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%	66.74%	71.47%	
Subsidized	95.83%	87.50%	94.08%	88.13%	84.38%	

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%	76.56%	82.86%	

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

The Preschool Program attendance rate was 73.68% overall, below the required 85%. The top reasons for absences during the month of July were sick children, which accounted for 23.13% of the absences, and unexcused, which accounted for 12.22% of the absences.

The Early Head Start Program attendance rate was 75.49% overall, below the required 85%. The top reasons for absences during the month of July were sick children, which accounted for 32.54% of the absences, vacation day, which accounted for 17.46% of the absences, and 12.70% school bus transportation cancelled.

The EHS Child Care Partnerships attendance rate was 82.86% overall, below the required 85%. The top reasons for absences during the month of July were sick child, which accounted for 56.16% of the absences, and approved extended leave, which accounted for 11.64% 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 (summer = 136)

	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	436	117	
Subsidized (20)	N/A	15	20	20	20	20	20	17	17	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	51	61	
Subsidized (8)	N/A	8	8	7	7	7	8	8	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	72	74	

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	44	15	
Subsidized	N/A	0	1	2	2	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	8	8	
Subsidized	N/A	0	0	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	5	5	

USDA Meal Reimbursements

	July 2021	
USDA Meal Reimbursements	Number of Meals Served	Amount Reimbursed
Breakfast	1,707	\$ 3,362.79
Lunch	1,695	\$ 6,,203.70
Snack	348	\$ 348.00
Cash In Lieu		\$ 440.70
Total Reimbursement	3,750	\$10,355.19

Report from Program Director: Plans are underway (and already changing because of the pandemic), for staff pre-service to start on September 7th. Although the EHS CCP program starts up a new year on September 1st, the Head Start and Early Head Start classes will begin on September 27th. A combination of virtual and in-person training in stable groups will be provided in an effort to keep everyone as safe as possible.

The Early Head Start program will begin utilizing the Wilbur site for classroom services in the fall. Wilbur is a program owned building that in recent years has housed the Inclusion & Support team, providing mostly offices and space for children's play therapy. Because of the lack of available, appropriate locations for classrooms, we have leased an office space and moved the Inclusion & Support team. Wilbur will serve 16 children in the EHS option. Building renovations to replace flooring and build some internal walls is underway, and the playground is being stripped to the dirt and rebuilt with age-appropriate equipment.

Our services in West Salem are provided in leased space from Family Building Blocks. The location has the tiniest of kitchens, not even suitable for snack preparation and dishwashing. We serve 34 Head Start and 8 Early Head Start children in West Salem. Property is hard to find in this area, but we have located a location in West Salem where we can set up a kitchen. A site cook and cook assistant will cook the meals for our West Salem children and drive them to the Edgewater location starting in the fall. This is only the latest in the improvements we have made in our nutrition program, which has already been enhanced by having hot breakfasts at every location each day, and localizing cooking by adding cook positions and equipment at the Maple, Independence, and Wilbur locations.

**Community Action HOME Youth Services – Board Report
August 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*	0*	0*						
Keizer Run Reports Received & Acted On	0*	0*	0*	0*	0*	0*	0*						
Reunited To Permanent Connections	6	6	2	5	3	2	2						
Families Connected With	3	2	3	2	3	2	1						
Youth Connected With Via Street Outreach	5	16	48	74	7	32	36						
YEH Case Managed	1	2	7	9	6	11	7						
Non- YEH Case Managed	0	0	0	1	1	1	1						
Drop In Day Shelter (Stationary Outreach)													
Unduplicated Youth Served	84	93	79	107	105	95	108						
Total Visits	236	234	197	297	430	341	373						
Total Meals (lunch, snack & dinner)	302	294	176	338	405	308	309						
Youth New To Services (intakes)	13	20	13	23	15	10	17						
Youth Empowerment Program (YEP)													
Youth Participated At Some Level (duplicated)	10	11	8	17	20	12	12						
Attended Job Skills Development Workshops	1	1	2	3	4	2	7						
Attended Financial Literacy	0*	0	2	1	3	0	4						
Attended Education & Business Field Trips	0	1	0	1	0	1	0						
Savings Accounts Opened	0*	0	2	2	0	1	0*						

	J	F	M	A	M	J	J	A	S	O	N	D	total
Taylor's House (Supportive Emergency Shelter)													
Youth Served (residents: monthly = duplicated. Total/ annual = unduplicated)	3	7	0*	0*	0*	0*	4						
Total Nights of Service	76	78	0*	0*	0*	0*	73						
Key	0* = Activity Not Offered						X* - Did Not Collect Data						
	*U = Unduplicated total												

Comments:

- We welcomed our newest team member, Alyssa, who will take over the management of the Youth Empowerment Program. This hire rounds out HOME's management team leaving only the Shelter Manager position to be filled (current staff is serving as interim Shelter Manager. Interviews for this position are scheduled for Aug. 20th and based on the candidates, we expect it to be filled quickly).
- Program Director started serving on Oregon Youth Authority's Equity in Community Services committee.
- Construction projects at Taylor's House are underway. Generator/Electrical upgrade is approx. 50% complete. Repair & improvement of front steps is approx. 80% completed.
- The Drop In hosted a second vaccine event for youth ages 12-18.
- Submitted our plan to ODHS for their workforce investment grant. Plan has been accepted, now we get to navigate logistics and implement. This is a 1 time 1 year grant to support staff recruitment and retention during a time when staffing is challenging. HOME surveyed staff to see what options would be most beneficial to them and future staff. The team decided to invest in student loan relief and tuition scholarships to help decrease the financial burden of higher education.
- Staff continue to work with TAC in the program evaluation process. TAC will be onsite at Taylor's House at the end of August.
- Due to lack of staffing (multiple staff out with COVID symptoms, exposure or positive test results), the Drop In was closed for two days. Youth had access to staff and basic needs via Taylor's House during that time.
- Homeless youth system highlight:
 - Rates of youth experiencing homelessness are similar in rural and non-rural areas (Chapin Hall). Homelessness is not just an urban issue, and just because homelessness may be less visible in rural areas does not mean that it's not there.

	Young Adults 18 – 25	Youth 13 – 17
Rural	9.2%	4.4%
Non-rural	9.6%	4.2%

Mid-Willamette Valley Community Action Agency, Inc.
Board of Directors Executive & Finance Committee Meeting
August 12, 2021

ATTENDANCE

Committee Members Present: Jon Weiner, Board Chair (by phone); Jade Rutledge, Board Vice-Chair; Helen Honey, Secretary; and Kevin Karvandi, Board Member

Absent: None

Staff: Jimmy Jones, Executive Director; Kaolee Hoyle, CFO; Helana Haytas, Chief Operations Officer; 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. The Agency is currently going through our annual OHCS fiscal monitoring. It has gone well to date with only minor issues. A final report will be issued in 60 days.
 - b. Due to the increase in COVID rates the governor has issued a new statewide mask mandate. The agency continues to follow recommended preventative measures and has strongly encouraged staff to get vaccinated.
 - c. The Agency is investing \$500,000 of unrestricted reserves with Columbia Bank.
 - d. Jimmy discussed the potential acquisition of the former US Bank property at 1940 Fairgrounds Road, as a new Head Start center and community school, and how that connects to the Agency's longer term plans on Head Start expansion and Preschool Promise.
 - e. Under requirements of Uniform Guidance, the Agency must put out an RFP every five years for the Agency's auditing needs. We received proposals from three firms and chose to contract with Grove, Mueller & Swank.
- 2. Financials** – Kaolee Hoyle presented the financial statements ending May 31, 2021.
- 3. August 2021 Full Board Meeting Draft** – The meeting will be held in-person with a remote option for those who prefer to participate in that way.
- 4. Credit Card Expenditure Review** – Not available. Will conduct at a later date.

Meeting adjourned at 7:02pm.

Respectfully Submitted:

Amy Schroeder, Office Specialist

Helen Honey, Board Secretary