



# **NOVEMBER 2021 MEETING**

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

**THURSDAY, NOVEMBER 18, 2021**

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

### **JOINT GOVERNANCE MEETING LOGIN INFO:**

Thu, Nov 18, 2021 5:30 PM - 8:00 PM (PST)

<https://global.gotomeeting.com/join/612621389>

You can also dial in using your phone.

United States: [+1 \(646\) 749-3112](tel:+16467493112)

Access Code: 612-621-389

### **REGULAR BOARD MEETING LOGIN INFO:**

**(We will separate at the conclusion of the joint portion.)**

**MWVCAA November Board Meeting 2021**

**Thu, Nov 18, 2021 6:00 PM - 8:00 PM (PST)**

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

<https://global.gotomeeting.com/join/804594277>

You can also dial in using your phone.

United States: [+1 \(312\) 757-3121](tel:+13127573121)

Access Code: **804-594-277**

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

**November 18, 2021**

2475 Center St NE

Salem, OR 97301

**Joint Head Start Policy Council & Board of Directors Meeting Login Info:**

Thu, Nov 18, 2021 5:30 PM - 8:00 PM (PST)

<https://global.gotomeeting.com/join/612621389>

**You can also dial in using your phone.**

United States: [+1 \(646\) 749-3112](tel:+16467493112)

Access Code: 612-621-389

**MWVCAA November Board Meeting 2021 Login Info:**

Thu, Nov 18, 2021 6:00 PM - 8:00 PM (PST)

<https://global.gotomeeting.com/join/804594277>

**You can also dial in using your phone.**

United States: [+1 \(312\) 757-3121](tel:+13127573121)

Access Code: 804-594-277

<b>I.</b>	<b>Welcome</b>	<b>5:30</b>
<b>II.</b>	<b>Public Comment and Approval of Agenda</b>	<b>5:35</b>
<b>III.</b>	<b>Joint PC and BOD Joint Meeting Introduction (Jimmy and Eva)</b>	<b>5:40</b>
<b>IV.</b>	<b>Joint Governance Business</b>	<b>5:50</b>
	1. Head Start: Waiver of Non-Federal Share Requirements – <i>Approval</i>	
	2. Head Start: 2022-2023 Continuation Application – <i>Approval</i>	
	3. Head Start: Progress to 5 Year Goals and Objectives – <i>Approval</i>	
	4. Head Start: Impasse Procedure – <i>Approval</i>	
<b>V.</b>	<b>Adjourn Joint Governance Meeting</b>	<b>6:40</b>
<b>VI.</b>	<b>Begin Regular Board Meeting</b>	<b>6:45</b>
<b>VII.</b>	<b>Consent Calendar</b>	<b>6:50</b>
	1. October 2021 Full Board Meeting Minutes	
	2. November 2021 Executive Director Report	
	3. November 2021 Director of Development Report	
	4. November 2021 Chief Financial Officer Report	
	5. November 2021 Chief Operations Officer Report	
	6. November 2021 Program Director Reports	
	7. November 2021 Committee Meeting Minutes	
	8. Updated Agency By-Laws, 2021	
	9. Updated Agency Articles of Incorporation, 2021	
	10. 2021 Community Needs Assessment	
	11. Unaudited 2021 Financials	
	12. CSH State Assessment Report	

~ Continued on next page ~

<b>VIII.</b>	<b>Board Business</b>	<b>6:55</b>
	1. Executive Director's Report	
	2. Community Action Partnership of Oregon Finance Agreement – <i>Approval</i>	
	3. Financials – <i>Approval</i>	
<b>IX.</b>	<b>Executive Session: Executive Director Evaluation</b>	<b>7:30</b>
<b>X.</b>	<b>Adjournment</b>	<b>8:15</b>

**Next board meeting: Thursday, January 27, 2022**

**Mid-Willamette Valley Community Action Agency, Inc.**  
**Board of Directors Meeting**  
**October 28, 2021**  
**MINUTES**

**ATTENDANCE:**

**Board of Directors:**

**Present:**

Catherine Trottman	Erika Romine	Jon Weiner	Melissa Baurer	Shelaswau Crier
Christopher Lopez	Helen Honey	Kevin Karvandi	Michael Vasquez	Steve McCoid
Nikol Ramirez	Jade Rutledge	Linda Bednarz	RW Taylor	

**Absent:**

Candi House                      Jeremy Gordon

**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  
Traia Campbell, Energy Services Program Director  
Rogelio Cortes, Weatherization 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  
Laurel Glenn, Development Director  
Dustin Steinhoff, Marketing and Social Media Assistant  
Amy Schroeder, Office Specialist  
Alondra Garcia, Human Resources Assistant  
Grace Porras, Spanish Interpreter

**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**  
Board Chair Jon Weiner welcomed everyone.
  
- II.    Public Comment**  
None were made.
  
- III.   Approval of Agenda**  
No changes were made.

**MOTION:** To approve agenda made by Helen Honey  
**SECOND:** Michael Vasquez.  
**APPROVED:** Unanimously approved

**IV. Consent Calendar**

- 1. September 2021 Full Board Meeting Minutes**  
No discussions or concerns were raised
- 2. October 2021 Executive Director Report**  
No discussions or concerns were raised
- 3. October 2021 Director of Development Report**  
No discussions or concerns were raised
- 4. October 2021 Chief Financial Officer Report**  
No discussions or concerns were raised
- 5. October 2021 Chief Operations Officer Report**  
No discussions or concerns were raised
- 6. October 2021 Program Director Reports**  
No discussions or concerns were raised
- 7. October 2021 Committee Meeting Minutes**  
No discussions or concerns were raised
- 8. *Information Report:* Head Start, Early Head Start, & EHS/CCP PIR Reports**
- 9. *Information Report:* Head Start Selection & Placement of Children**
- 10. *Information Report:* Head Start Eligibility, Recruitment, Selection and Enrollment**
- 11. *Information Report:* Receipt of the 401k Audit & Form 550 with FS Report**

**MOTION:** To approve consent calendar made by Kevin Karvandi,

**SECOND:** Helen Honey.

**APPROVED:** Unanimously approved

**V. Board Business**

1. Executive Director's Report:
  - a. The ARCHES Inn will be having opening ceremonies on December 7<sup>th</sup> at noon. The board is invited to attend.
  - b. Laurel Glenn, our Director of Program Development, has brought in over \$700,000 in new grant money. We have also hired Dustin Steinhoff as a new Marketing & Social Media Assistant.
  - c. We have allocated 98% of the OR Emergency Rental Assistance funds to clients effected financially by COVID.
  - d. We continue our Strategic Planning process. A survey was sent out to all agency employees for their input.
2. The refinancing of the Head Start Middle Grove & Outreach sites has finally been tentatively approved by OHS. Financing with Columbia Bank has already begun and should be finalized soon as soon as Region X gives final approval.

**MOTION:** To approve the refinancing of the Head Start Middle Grove & Outreach sites in the amount of \$1,050,000 made by Steve McCoid,

**SECOND:** Helen Honey.

**APPROVED:** Unanimously approved

3. Articles of Incorporation Update – With the by-law changes that were approved last month we need to update our articles of incorporation to reflect the change in the maximum number of board members from 15 to 18.

**MOTION:** To approve amendment to the MWVCAA Articles of Incorporation made by Steve McCoid,  
**SECOND:** Helen Honey.  
**APPROVED:** Unanimously approved

4. *Discussion:* Head Start ERSEA Procedures – The internal review of the program’s policies and procedures includes review of the Eligibility, Recruitment, and Enrollment of children into the program. This is a requirement of the Performance Standards.

Children will be selected to fill vacant slots based on their score. At least 10% of enrolled children will be those with a diagnosed disability. Children who are not enrolled at the beginning of the school year are placed on a waiting list until an appropriate placement is available. Over income children will not be accepted into the program until all income eligible children from their class area have been enrolled. Placement of children will be determined based on family need and circumstances and available slots.

Eligible children will be recruited throughout the service area using a variety of methods. Applications will be scored based on selection criteria developed by committee comprised of parents from the Policy Council, a member of the Board of Directors, and staff and approved by Policy Council each year.

5. Elect New Board Member – Jasmine White

**MOTION:** To approve Jasmine White to the CAA Board of Directors made by Linda Bednarz,  
**SECOND:** Helen Honey.  
**APPROVED:** Unanimously approved

6. Elect New Board Member – Nikol Ramirez is the new Policy Council Representative to be elected to serve on the board of directors.

**MOTION:** To approve Nikol Ramirez to the CAA Board of Directors made by RW Taylor,  
**SECOND:** Christopher Lopez.  
**APPROVED:** Unanimously approved

7. Resignation of Board Member – Candi House’s term as the Policy Council Representative designated to serve on the board of directors has ended.

**MOTION:** To accept the resignation of Candi House from the CAA Board of Directors made by Helen Honey,  
**SECOND:** Steve McCoid.  
**APPROVED:** Unanimously approved

8. Kaiser Permanente Healthy Homes Grant – We were approached by Kaiser Permanente to put in an application for a \$1.5M grant for the ARCHES Project. The grant will cover multiple staff positions geared towards system navigation, housing, and health. The program will help people using the local KP emergency

room or non-KP members who have had frequent emergency department use in the past year. This fund will house about 120 homeless people in our region.

**MOTION:** To approve the Kaiser Permanente Healthy Homes Grant for \$1.5M made by Melissa Baurer,

**SECOND:** Steve McCoid.

**APPROVED:** Unanimously approved

9. Community Action Partnership of Oregon Finance Agreement – We have been approached by CAPO to host their financial services. CAPO is the state association for Oregon’s community action network. They protect the resources of the agencies, advocate for people in poverty and advise the state about the consequences of their public policy choices on local communities. They are not a large organization and their financial services have always been handled by one of the network agencies.

CAPO would pay us about \$60,000 a year to provide them financial services, which would fund any additional capacity needs we might have in Finance.

(The Board would like further examination of their financial background before voting on MWVCAA providing financial services.)

**MOTION:** To table the decision on providing CAPO financial services made by Steve McCoid,

**SECOND:** Helen Honey.

**APPROVED:** Unanimously approved

10. *Information Report:* Receipt of “Building on Accomplishments: Evaluation & Recommendations for the Continued Growth and Stability of Taylor’s House (TAC): Final Report Citations” – The Board was previously given a presentation on the results of the TAC report for consideration on how to move forward with the program.

**MOTION:** To accept the recommendations made in the TAC report on Taylor’s House made by Helen Honey,

**SECOND:** Steve McCoid.

**APPROVED:** Unanimously approved

11. Financials – The 401k Audit was completed and the Form 550 was filed on October 15, 2021. The Board was given them for review.

**MOTION:** To accept the 401k Audit and Form 550 made by Helen Honey,

**SECOND:** Steve McCoid.

**APPROVED:** Unanimously approved

12. Financial statements thru July 31, 2021 were presented.

**MOTION:** To accept the financial statements thru July 31, 2021 made by Helen Honey,

**SECOND:** Steve McCoid.

**APPROVED:** Unanimously approved

**VI. Executive Session: Executive Director Evaluation – *Tabled until November***

**VII. Adjournment**

**The Board of Directors meeting was adjourned at 6:48 pm.**

Respectfully Submitted:

---

Amy Schroeder, Office Specialist

---

Helen Honey, Board Secretary



# EXECUTIVE DIRECTOR'S REPORT

## MID-WILLAMETTE VALLEY

### COMMUNITY ACTION AGENCY

November 2021

---

This will be our last Board meeting for 2021, and what a year it has been. We have a lot to reflect back on, in what has been a very challenging year. A great many non-profits in Oregon chose not to continue direct service work in the volume that we have done. Keeping the work going, even expanding it, required more of us than we ever imagined.

#### **Just a few highlights from 2021:**

- We continued to make extraordinary progress in returning the Agency to a solid financial position. A typical non-profit finance rebuild takes about three years. COVID certainly made that timeline interesting, but this year we completed our third consecutive on-time single audit. The past two are without finding of any kind, and this year, for the first time in memory, we will complete our audit before the end of the year. Our administration and finance are finally commensurate with the size and scope of our Agency, and the professionalism there has kept our programs staffed (in a very challenging labor market) and kept our agency operations functioning at a very high level. In sum, we are in our strongest financial position in the past 20 years. Perhaps ever.
- We resolved all the debt on the 615 Commercial Street property (the ARCHES building), and were able to acquire without debt the building that houses our Tanner Project (veterans sheltering), and an 80-room motel that will allow us to take 100 homeless clients off the street each night, creating more than 36,000 bed nights in shelter. In total, the resources assembled through that work on those three properties total \$9.1 million, and we have an additional \$1.5 million coming from the legislature to renovate the motel, and another \$1 million (very, very probably) courtesy of our federal Senate delegation for the motel, and another \$1.2 million for renovations at Tanner Project. In sum, that that was a total capital resource addition of **\$11.3 million**.
- For our programs, laboring to serve the working poor of Marion, Polk, Yamhill (and sometimes other) Counties, we remained open with all services available. We also were able to grow our forecasted budget from \$41 million to almost \$62 million, and within the 2020-2021 fiscal year provided more than \$60 million in resources and services to those in poverty in our community, serving more than 55,000 people.
- In the single greatest lift in our Agency's history, we spent down more than \$26 million in emergency rental assistance, ahead of schedule. The ARCHES staff that ran the program outperformed every other agency in Oregon in moving these resources to people who were desperately in need, and facing evictions. More than 3,000 households across Marion and

Polk received payments in this program, likely preventing the greatest eviction crisis since the Great Depression.

- There were dozens of other accomplishments in 2021: new program work with farm workers, and greater outreach services and mobile showers. We acquired millions to help house wildfire victims in the Santiam Canyon, provided fiscal services to more than a dozen partner agencies across Marion and Polk, responded to wildfires, and sheltering needs cause by fire, smoke, flood, cold weather, and the ice storm, providing more than 16,000 bed nights of homeless sheltering (our highest total ever) through the heart of the pandemic.

### **November Updates:**

**CAPO:** The Agency reviewed the financials and audit history of the Community Action Partnership of Oregon. Both are in good order and the auditor (which is also our auditor) believes that there's no matter of concern. CAPO has requested that we host their financial services and payroll functions. As I wrote in last month's board report, there are important strategic reasons we would want to do so, beyond the collegiality for our network and partner agencies. Based on the totality of the information that we've reviewed, we are recommending that the board accept the agreement.

**New FUND:** We received two new grants this month from Oregon Community Foundation. The first is a \$25,000 commitment to help fund our work at the Mill City site in the Santiam Canyon, and the second is a \$30,000 grant to support a family housing navigator.

**ARCHES Inn:** The motel will open in November in a limited capacity to shelter wildfire victims. We will hold a Grand Opening on December 7<sup>th</sup>. Salem Mayor Chuck Bennett, along with Senate President Peter Courtney and Senator Deb Patterson (all three of whom helped to find financial support for the project) will be on hand to open the ARCHES Inn, among others. There will be a tour for board members, as well, on the afternoon of November 18<sup>th</sup>. This will be one of the Agency's most high profile projects, and a gateway to potentially millions in future funding, in addition to the hundreds of lives it will save and thousands of resource and housing connections it will make over time. I hope everyone can turn out and take the tour.

**Strategic Planning:** We continue to move forward with our Strategic Planning process. In early December, Wipfli (which is organizing our strategic planning) is holding a series of workshops for senior staff, board members, community partners and other interested parties. The strategic plan is a vital part of our work, a requirement under the Community Services Block Grant (the grant that makes a Community Action a Community Action), and helps the board and staff guide our work over the next five years. The Agency has changed a lot in recent years, driven in part by the series of environmental, economic and public health crises, making us as much of an emergency services provider as a traditional self-sufficiency focused provider. Those changes make, in some ways, this planning process more critical than ever, and it will set the framework for our work through 2026.

**Oregon Emergency Rental Assistance Program:** Program spenddown is complete. There remain, however, roughly 4,000 households on the waitlist for assistance in Marion and Polk. Oregon

Housing and Community Services announced, today, that they are suspending any further applications at 11:59 p.m. on December 1<sup>st</sup>; as the funds at this point have been oversubscribed (there are more applications totaling more resources than are currently available). OHCS will be running the remainder of the program (the ERA2 funds) through their private out-of-state contractor, PPL. This move is likely necessary statewide, because some areas of Oregon have not come close to spending down their ERA1 funds. We have expressed to them and our other state partners that we strongly disagree with this decision locally, however. We have the capacity now to serve most of those 4,000 households in the coming months, and there is no guarantee whatsoever that any geographic equity for our region will be preserved for the ERA2 fund. My fear is that our area will not be served as quickly as it could be, and without new tenant protections hundreds could face imminent eviction. Our staff in the ARCHES Church Street Call Center have outperformed everyone in Oregon on this fund, largely due to the fine work of Ashley Hamilton, Sean Sachs, and Logan Garcia. Instead of laying them off, we are picking up the remainder of the Yamhill County spenddown through the rest of 2021, and the Central Oregon spenddown (Deschutes, Jefferson, and Crook), after those four counties asked us for help. That will keep our staff busy there until January, and it's expected that there will be either an Emergency Board or Legislative session to move as much as \$175 million more into the rental assistance system, at which point we could redeploy that staff to get to work on Marion-Polk households in that new program (our share would likely be about \$16 million). More on this as it develops.

**New Head Start Property:** We have been searching for many months for a new Head Start property that will allow us to merge some (increasingly expensive) rented classrooms, and give us the space to run a Preschool Promise program. Ideally we had hoped that site would be located in North Salem, but nothing practical has emerged, despite repeated efforts. We have found a site, however, in West Salem that holds some promise. The chief benefit here would not only be financial and programmatic, but it would give us a place to build a kitchen that can cook food on the Polk County side of the river, which has been a need for many years. We're doing initial due diligence on the property and I hope to have more details soon.

**Looking Ahead:** We will have elections for our board officers at our January Annual Meeting. I hope this month to talk a little about that process. This has become a very large agency and we need engagement and conversation with our Board now more than ever. It's my hope that we can return to a regular committee structure in 2022, to include especially a program committee and a new development committee. We will reach out to everyone when the location for the Annual Meeting is set, but I want to encourage everyone to think about running for office, or serving on a committee, in the year to come.

Jimmy Jones  
Salem, Oregon  
12 November 2021



Mid-Willamette Valley  
**COMMUNITY ACTION**

## **November Board Report: Development Department**

Laurel Glenn, Director of Development

### **Grants**

Total amount received, 2021: \$799,223

### **Awarded:**

1. We were awarded a \$25,000 Oregon Community Foundation renewal grant to support the Santiam Outreach Community Center. This will support the continued operation of SOCC in the canyon and support the work of our ARCHES Program Manager in the region.

### **Recently Applied:**

1. **USDA Pandemic Response and Safety Grant:** We applied for this \$20,000 federal grant to support our ARCHES Fuerza Campesina program. If awarded, we will use the funds to purchase tables, plexiglass dividers, PPE, and heaters/fans, to help local farmworkers stay safe from COVID at work.

## **Fundraising and the Year End Campaign**

- **Giving Tuesday**
  - We've set a fundraising goal for Giving Tuesday!
  - This year, we're setting a one-day goal of \$3,000. On November 30<sup>th</sup>, Facebook will match some of the donations made through our Facebook page. We'll open the campaign on November 16<sup>th</sup>, to generate some buzz and early donations.
  - The best thing people can do to support the campaign is like and share our Giving Tuesday posts on Facebook and Instagram.

- **Year End Campaign**
  - All through the month of December, we'll be "featuring" two of our programs a week on social media.
  - Each feature will include pictures, stories, infographics, and potentially short videos. This will serve to highlight the good work of our programs during the biggest giving month of the year.
  
- **Newsletter**
  - The Development Department is starting an Agency newsletter.
  - We'll be featuring news about the programs, donor shout-outs, and other fun things.
  
- **Impact Report**
  - We're designing an Impact Report that we'll release in January. It will highlight all the great work our programs did in 2021.
  - This is something we can share broadly in the community, that will show the tangible impact of our anti-poverty work.

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

Annual Financial Statement Audit

The annual financial statement audit is scheduled for the week of November 29<sup>th</sup>. We are currently working on the PBC List, and gathering all the necessary documents as well as making year-end adjustments.

CAPO

MWVCAA has agreed to perform contract bookkeeping for CAPO. This transition is set to start February 1, 2022, pending formal board approval.

Payroll Filings

All payroll deposits have been made timely.



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

**Agency Recruiting and Hiring**

Currently the Agency has 25 open positions as we head into the Thanksgiving holiday. Beginning next week, Head Start will start a new hiring campaign with incentives to attract candidates to the agency. ARCHES continues to recruit for the cold season and warming shelters, as well as the new ARCHES Inn facility on Hawthorne. Our Administration is hiring in all areas as well to continue to support the increased staffing and services.

**EEO-1 Reporting**

This month the agency reported Component 1 data for both 2019 and 2020. This data is collected based on sites with 50+ staff and a “Balance of Agency” sites report (various sites consolidated). During 2020, ARCHES grew to 50+ staff for reporting purposes.

2019

- HS Middle Grove 35% Hispanic 65% Non-Hispanic (3.5% for Two or More Races, 3% American Indian, 5% Asian)
- Admin Headquarters 34% Hispanic 66% Non-Hispanic (1% American Indian, 2% Asian)
- Balance of Agency sites 29% Hispanic 71% Non-Hispanic (1% Black, 1% Asian, 2% American Indian, 3.4% Two or More Races)

2020

- HS Middle Grove 37% Hispanic 63% Non-Hispanic (3.3% for Two or More Races, 1.6% American Indian, 3.3% Asian)
- Admin Headquarters 36% Hispanic 64% Non-Hispanic (1.8% American Indian, 1.8% Two or More Races, 5% Asian)
- ARCHES –Main Site 12% Hispanic 88% Non-Hispanic (1% Black, 6.8% Two or More Races)
- Balance of Agency 35% Hispanic 65% Non-Hispanic (1% Black, 1% Asian, 1% Pacific Island/Hawaiian, 1.4% American Indian, 4% Two or More Races)



# Community Resource Program



## THE ARCHES PROJECT

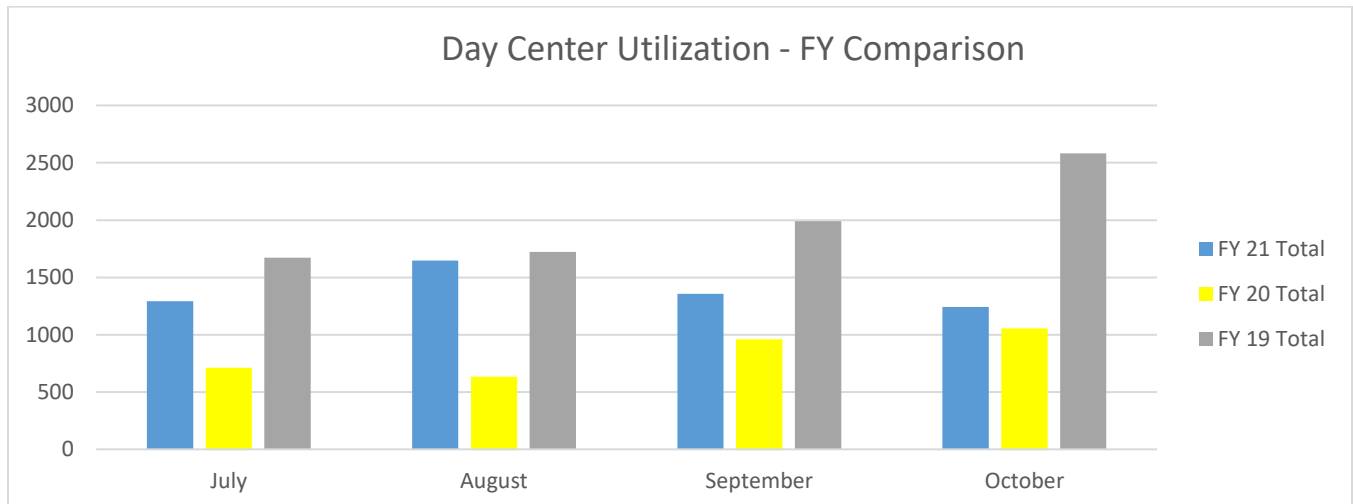
615 Commercial Street NE  
Salem, Oregon 97301

### CRP Board Report – November 2021

CRP administers MWVCAA’s homeless services and housing programs in Marion and Polk Counties. These programs are commonly called the “ARCHES Project.” Our services are located at 615 Commercial Street in Salem, as well as at the Dallas Resource Center in Polk County, Seymour Center in Salem, and the Santiam Outreach Community Center in Mill City.

#### ARCHES Day Center:

Since opening day, the total number of duplicated Day Center visits is 60,805 - with an average daily attendance rate of 68. Since the beginning of FY 2021, the Day Center has seen a steady increase in utilization over FY 2020. With October utilization being 23% higher than the previous year.



## Community Resource Program

### ARCHES Day Center: Highlights

- Day Center will be open Veterans Day (November 11) from 9am to 1pm for clients. This will include a warm breakfast, as well as a grab and go lunch.
- Thanksgiving Dinner service is scheduled from 11am to 1pm on November 25<sup>th</sup>. Whereby a traditional turkey dinner, desserts, and beverages will be provided to roughly 250 individuals. Staff will be joining forces with local volunteers for set up, food service, and clean up.

### ARCHES Day Center: Client Story

*"I've been working with a client for the last month trying to get his paperwork together for housing. J has an incredibly hard time hearing, and we were faced with the task of having to call Social Security for an award letter in order to verify income. The Social Security Administration has very strict rules around making sure that clients are answering questions truthfully and therefore do not allow for an advocate during the first part of any call. Knowing that I would not be able to help J answer any of the questions Social Security was asking, I came up with a flash card system. Since I've aided many clients on calls to Social Security, I knew the verifying questions they would ask."*

*"Before we called, I wrote out all the questions in big print and explained to J how this was all going to go. When the Social Security agent answered the phone, I let them know that the person they were about to talk to was hard of hearing and to speak really loudly. As I used my impromptu flash cards after every question, I would give my client a big thumb's up letting him know that he was rocking it. After he answered the questions, I was able to speak on his behalf and ask for an award letter to be sent to him. After the phone call was done J was in tears. He was so grateful for my patience and helping him make a call that would have almost been impossible to make."*

*- Lacy Wellesly, Day Center Client Care Specialist*

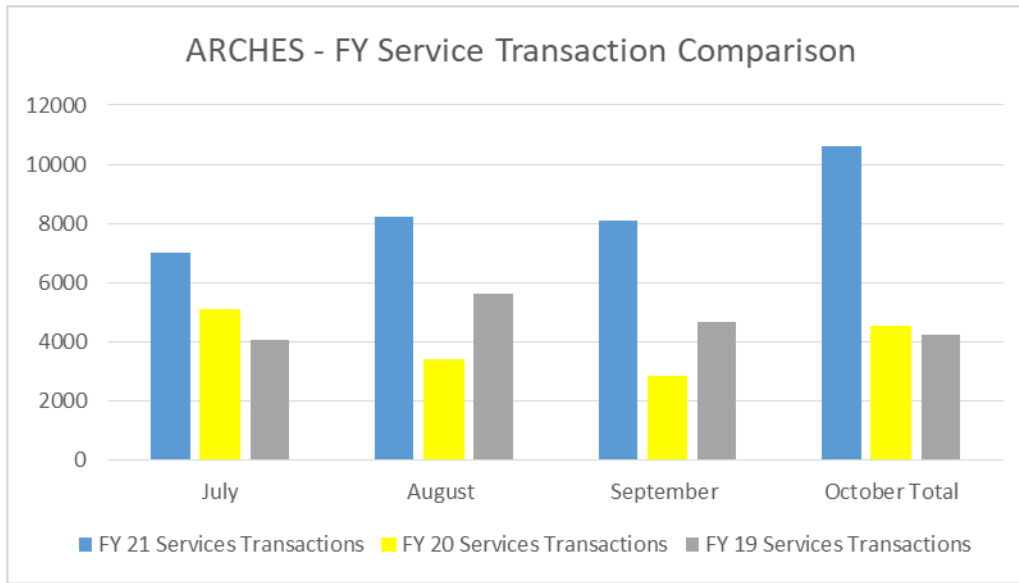
### ARCHES Basic Needs & Supportive Services:

Current utilization of Day Center Supportive Services continues to grow, especially in comparison to FY 2020 and FY 2019. During October 2021 ARCHES saw **10,613 supportive service transactions**. This is the largest monthly service transaction number to date, with the second highest being June of 2021 at 8,122. The majority of Supportive Services provided in October were in the meal category, including **breakfast, lunch, and evening meals** -- at 72%.



## Community Resource Program

Basic Needs & Supportive Services									
Month	New client Mail Boxes	Checking Mail	Meals	Calls	Pet Food	Hygiene Packs	Showers	Laundry	Client Care
Q 1 Total	157	3076	17330	981	176	173	590	342	524
October Total	59	1478	7653	606	108	97	197	153	262
FY 2021 Total	216	4554	24983	1587	284	270	787	495	786
FY 2020 Total	496	11871	37078	9066	559	642	2293	863	1534
FY 2019 Total	735	11685	22326	16505	793	371	605	105	305
FY 2018 Total	750	9908	23145	17505	1863	403	N/A	N/A	N/A



### MWVCAA - COVID Rent Relief Program

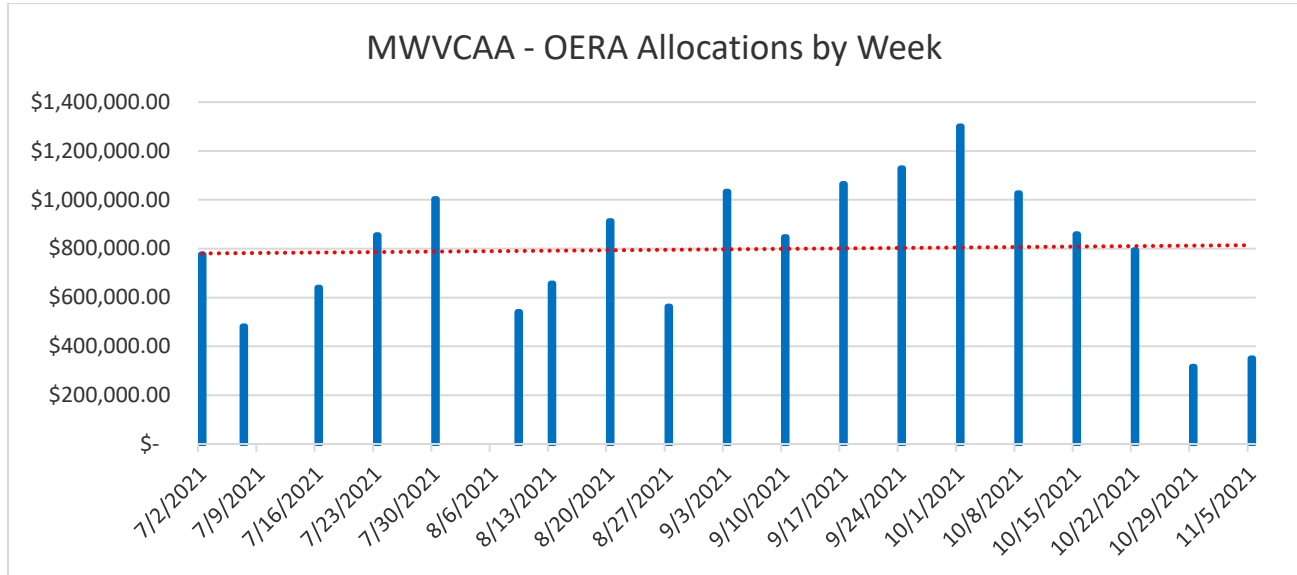
ARCHES has almost fully spent down the third wave of COVID funding known as **Oregon Emergency Rental Assistance (OERA)**. The final allocation to MWVCAA was **\$15,059,475**, dedicated to Marion and Polk households who were impacted by COVID 19. Each applicant was filtered through a statewide application portal known as ALLITA. To assist clients during the application process, and to assure accessibility and prevent as many evictions as possible, MWVCAA:

- hired a team of staff to answer phone and email inquiries,
- had staff present at each Marion County eviction court hearing, and
- provided paper applications in multiple languages.

Since beginning OERA in July 2021, **2,084 households** have been served, **totaling \$14,843,068, in assistance**. MWVCAA is among the highest performing Community Actions in the state. Not only spending down prior to the state mandated 12/17/21 program completion date, but also serving the highest ratio of Latinx/Hispanic households at 30%. The average payment to each household was \$7,122, and 15% of all applications originated in Polk County.

## Community Resource Program

To date, 4,300 households remain in que for assistance. However, these will be served via a second round of OERA funding operated through Oregon Housing and Community Services.



Looking ahead, MWVCAA will be in partnership with other statewide Community Action Agencies to assist them in spending down their OERA allocation. These efforts are set to begin on 11/15/21.

### **Program Update: ARCHES Inn**

Since hotel acquisition, ARCHES has been hard at work developing the future shelter program. After securing a new Program Manager in September (Andrew Marshall), efforts have increased substantially. Including: the procurement of an architect to facilitate building remodel (AC&CO), securing vendors, navigating local codes and regulations, developing program policies and procedures, community engagement, as well as the hiring and training of staff. Andrew Marshall: "On paper, it sounds chaotic. But we are building a program from the ground up, and the pieces are falling into place. While there are no client stories to share (yet), we are laying the foundation for new chapters to be written, full of hope and promise."

The ARCHES Inn will be opening its doors to residents in the coming weeks. These households will occupy the first floor of the facility, 22 of which will be wildfire impacted and the remaining 2 will be medically fragile and chronically homeless. A Grand Opening in the parking lot of the facility is scheduled for December 7<sup>th</sup>, 2021 at noon.

## Community Resource Program



### Client Success Stories: Redwood Crossing (RWC)

This is a personal story of RWC's first graduate, an individual who moved into permanent housing.

*"I moved here from California 15 years ago. I worked a lot. Had two or three jobs most the time, but my alcoholism consumed me. Addiction can consume your whole life. I stayed all over Salem and lived in sober living, with my kids, in my car and at shelters. It's a scary feeling to not have a place to live, you go into survival mode. I tried to get sober, but kept going on the relapse roller coaster. I can't believe I maintained employment the whole time. I was living with my son when I finally got sober in 2019. He then met a girl who moved in, and I had to move out. I found myself homeless during the beginning of the pandemic. I called ARCHES. I was able to stay at a motel, but it ended up being so expensive. A few months later I got a call about Redwood Crossing. I almost didn't take it, knowing the size of the unit and how important it was to me to have my grandsons over on the weekends. The Salem Housing Authority property manager was great and told me that my grandkids can still visit, and I could have a HUD voucher after a year in the program. I was one of the first residents to move in. It had its challenges during COVID, but I got a lot of support from the ARCHES Case Management team. I chaired some NA meetings in the community room and was able to get my companion dog, who is my life! My case manager helped to keep me motivated. Fast forward a year and I got my voucher and help from ARCHES staff to get me the home of my dreams. I am so grateful for everyone; all the staff were so great and helpful. I look forward to cooking homemade meals in my own home and living close to my grandsons. Now that I am no longer in survival mode, I look forward to doing art and music again. I have learned its okay to be happy again."*

## Community Resource Program

During the month of October, more than 221 services were provided at RWC. Including 83 case management visits, 55 crisis interventions, and 22 health navigation services. Here is a story of a client success after many direct interventions.

*“At RWC there is a resident who had been homeless for 14 years. She faced the traumatic reality of living on the street every day; numbing her trauma and her abuse with drugs. She cannot read and can hardly write. At the Day Center a couple years ago, she received violations for her outbursts and using drugs in common areas. Getting kicked out of the Day Center doesn’t happen easily, and I had to do it more than once. She was labeled as one of the hardest to house in Salem.”*

*“Eight months ago she was accepted to Redwoods and moved into her Permanent Supportive Housing unit. She had multiple barriers as a result of being homeless a very long time. Upon move in she slept in a tent in her unit. She used a bucket in her room instead of the toilet; possibly out of habit, maybe out of fear. She still resorts to the bucket when she is under duress. After several months, and many tenant violations from the landlord, the possibility of having to return to the streets became real. Knowing street life, and knowing what being housed had to offer. Something changed in her. She began meeting with staff every single day. She started Addiction Peer Support, evening going through multiple assessments. She has become honest, willing, and brave. After many hours of advocacy, her and her cat have been accepted to an intensive inpatient Dual Diagnosis Treatment Program. And most importantly, she gets to keep her housing. I do not know what the future will hold for her. But what I do know is that every single person is worth it. Every single person deserves a safe home. And as far away as recovery may seem at times, it is always possible for everyone.”*

- Lindsay Dent, Residential Program Manager

### **ARCHES Housing & Specialty Programs:**

For the 2021 Fiscal Year, ARCHES continues to report monthly on households and individuals served by our housing stabilization programming. This data is represented in two categories. The first category, focusing on ARCHES housing programming (*Table 1*), outlines our prevention services, rental assistance, barrier removal, and deposits. The second category is specialty programming (*Table 2*), which is inclusive of services that provide basic need supports, as well as self-sufficiency development.

During the month of October, 109 households (414 persons) received housing support. Including 45 new housing placements, as well as 17 households exiting into self-sufficiency, meaning they are able to live independently of ARCHES assistance moving forward. There were also 43 households on active housing search and working closely with staff for placement. Since tracking began in July 2019, 586 households have exited ARCHES programming into permanent housing solutions.



## Community Resource Program

### October Data:

ARCHES Housing Programs										
Table 1										
Core Programs	New Households Served	Avg VI-SPDAT Score	Adults	Children	Households Searching	Total Households in Housing	Household PH Exists	Marion Households	Polk Households	Total Unique Served
Home TBA	6	9.2	26	48	0	13	1	4	9	74
ERA	1	12	1	1	0	1	0	1	0	2
HUD CoC	0	0	0	0	0	0	0	0	0	0
City of Salem - TBRA	4	7.4	35	42	3	3	1	19	0	77
EHA	2	12	5	1	0	0	0	4	1	6
DHS Fresh Start	11	9.0	16	6	11	1	0	16	0	22
DHS Navigators	11	9.0	16	6	11	0	0	16	0	22
HSP	3	12	34	57	2	24	10	22	4	91
Redwood Crossing	0	11	30	0	4	30	1	30	0	30
OHA-VRAP	0	9.3	44	5	4	29	1	30	2	49
Tanners Project	2	0	19	0	5	0	1	18	1	19
VET DRF	4	7	19	0	3	7	2	9	3	19
EHA	1	6	3	0	0	1	0	2	0	3
Clients Served	New Households Served	Avg VI-SPDAT Score	Adults	Children	Households Searching	Total Households in Housing	Household PH Exists	Marion Households	Polk Households	Total Unique Served
<b>October Served</b>	<b>45</b>	<b>8.0</b>	<b>248</b>	<b>166</b>	<b>43</b>	<b>109</b>	<b>17</b>	<b>171</b>	<b>20</b>	<b>414</b>

ARCHES specialty services engaged 816 households in this most recent period (October 2021). The two most common services are VSO assistance (veterans) and *Fuerza Campesina* Outreach (the farm worker program). To date, 18,199 households (duplicated) have connected with ARCHES specialty services since July 2019.

ARCHES Specialty Programs							
Table 2							
Specialty Programs	Households Served	Adults	Children	Veterans	Fleeing DV	BIPOC/LatinX Individuals	Total Unique Served
Marion County VSO	273	273	0	273	0	N/A	273
RENT	4	4	2	0	0	0	6
Birth Certificates	1	1	0	0	0	0	1
Coordinated Outreach	225	215	10	5	2	20	225
Mobile Showers	113	113	0	N/A	N/A	N/A	113
Fuerza Campesina	200	100	250	0	0	350	350
<b>October Served</b>	<b>816</b>	<b>706</b>	<b>262</b>	<b>278</b>	<b>2</b>	<b>370</b>	<b>968</b>
Coordinated Entry	69	64	51	5	0	N/A	115
<b>Coordinated Entry - October TOTAL</b>	<b>69</b>	<b>64</b>	<b>51</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>115</b>

### Program Update: Emergency Response Shelter

As of November 1, 2021 MWVCAA formally entered the designated warming shelter season. Between then and March 31, 2021 if overnight temperatures reach 32 degrees or below emergency shelter sites will activate. This is made possible by funding provided by the City of Salem and Oregon Housing and Community Services. ARCHES warming shelters are low barrier. Accepting anyone regardless of disability status, household size, sobriety level, or pets.

## Community Resource Program

To date, there are two shelter locations: 1) Salem First Presbyterian @ 770 Chemeketa St. NE Salem, OR 97301, and 2) South Salem Friends Church @ 1140 Baxter Rd. SE Salem, OR 97306. Both locations will operate using mostly hired staff, with some volunteer engagement.

Free transportation is provided by Cherrits on activation nights between 6pm-11pm, as well as a free shuttle service offered by ARCHES. The ARCHES shuttle will pick-up guests every hour on activation nights at the following locations: 1) ARCHES at 6pm, 2) Big Lots at 7pm, and 3) Grace City Church at 8pm.

To learn about activations, guests can inquire at the ARCHES Day Center, check ARCHES Facebook page or Salem Warming website (<https://salemwarming.weebly.com/>), or call the Warming hotline at 971-304-9211.

To become a volunteer, individuals can sign-up at <https://arches.volunteerhub.com/>. An online training is located at <https://salemwarming.weebly.com/trainings.html>, or they can attend an inperson training with available dates posted on the ARCHES facebook.

### Looking Ahead: Holiday program

Fuerza Campesina (FC) is facilitating a holiday project this season called Gift of Giving or **El Don De Dar in Espanol**. They will be partnering with 14 school districts in Marion and Polk County to help provide toys for over 300 migrant and homeless students. In addition to partnerships with school districts, FC will be working with Polk County and Toys for Tots to ensure maximum capacity within Polk County. Toys and financial donations will be collected until December 10<sup>th</sup>, with FC working with local organizations, donors, and community partners to reach fundraising goals. United Way and their Good 360 program have also committed to assisting with the toy drive.

In mid-December FC will have two events for students to come pick up toys, one event will be held in Marion County and one event will be held in Polk County. This will allow for kids to pick out their own toy(s) and it will allow FC staff to connect with parents and provide them more information about CRP, and CAA. FC will be looking at partnering with other CAA departments to have booths or information at the event. For worker camps where transportation is often a barrier, FC staff will be personally delivering toys.



**Warming Shelter Training**  
**When: November 13th**  
**Time: 11am to 1pm**  
**Location: The Arches Project**  
**615 Commercial Rd, NE 97301**

Learn about:  
-Emergency Sheltering Programs  
-Trauma informed approach  
-Guest & volunteer Expectations  
- Shifts opportunities available

Great to attend if you are a new or experienced volunteer!  
Refreshments Provided!

Reservation is required  
Sign up at  
Arches.VOLUNTEERHUB.COM

Or Email  
Cynthia.berry@mwvcaa.org



Mid-Willamette Valley  
**COMMUNITY ACTION**  
The ARCHES Project



Community Resource Program

*\*Flyer below remains in development – edits are likely to follow*



# The Gift of Giving TOY DRIVE

Partnering with 14 local school districts to make this gift-giving season a great one for many Migrant and Homeless students throughout Marion and Polk County.



*Donate Today!*

Drop off an unwrapped gift or make a financial donation at:

**Mid-Willamette Valley Community Action Agency**  
2475 Center St NE, Salem, OR  
**by Friday, December 10th**

or scan this code to visit our Amazon Wish List to shop and donate online!



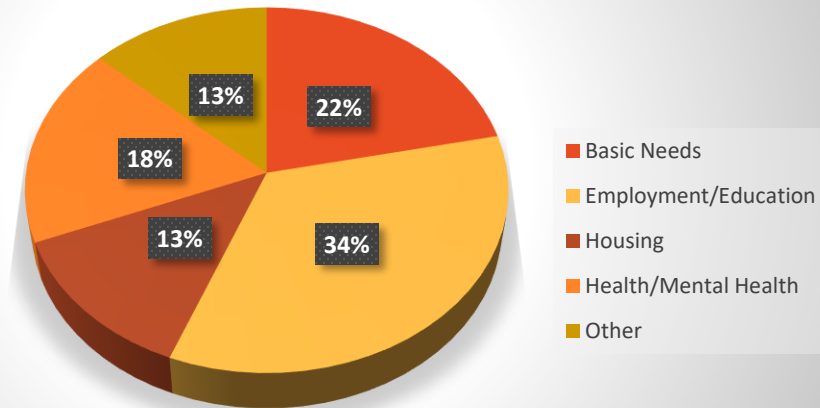
**For more information  
contact us at (971) 720-3191**

# De Muniz Resource Center

April Cox, Director

November 2021

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



### Opportunities/Challenges

- ❖ De Muniz Resource Center served 127 clients in October, with 298 services provided.
- ❖ Sixty percent of the clients served in October were adults in custody versus community clients (40%). Over the past four months we have been serving more out of custody clients than normal. This is due to more community referrals and specifically for housing and employment services.
- ❖ This month 21 clients (33 occurrences) took advantage and attended our cognitive based classes. The classes covered the following topics:
  - Goal setting
  - Maximizing strengths
  - Parenting skills
  - Problem solving
  - Success planning
  - Journaling
- ❖ DMRC assisted 12 clients with bus passes this month.
- ❖ Seven clients utilized our on-site clothing closet.
- ❖ Our partnership with Northwest Human Services yielded 47 clients completing their enrollment for Oregon Health Plan prior to release (from incarceration).
- ❖ Currently, there are 16 clients enrolled in the De Muniz Resource Center's Rapid Rehousing Programs (in HMIS).
- ❖ The main challenges we have revolve around the pandemic and physical space limitations (lack of private space) within our center.

# De Muniz Resource Center

April Cox, Director  
November 2021

## Success Story

I had worked with A.C. some time ago and provided him with job coaching and assistance. While it had been quite a while, I was happy to see him return to the center to get assistance with finding suitable housing. While meeting with our Housing Navigator, A.C. expressed that he needed employment assistance as well. It would be essential that A.C. be successful in employment in order to maintain stable housing. While he had found employment, he was struggling to pay for the tools he would need for his new job. I was happy to hear that A.C. had completed his intake with WorkSource Oregon and was accessing some of the services and resources we discussed in the past.

I spoke with A.C. about his needs, verified his employment, and asked the employer to send a list of tools that would be required for work. Upon receiving the list, I put in a request to purchase.

We were able to provide the needed tools to A.C. as quickly as possible in order for him to be ready to work for his start date that coming Monday. It's nice to see that when we plant the seeds of success with our clients, it can really stay with them. A.C. recalled the information I had shared with him and made the most of his circumstances, seeking out and asking for the help he needed. Working together with our Housing Navigator, we were able to provide the wraparound services that are so essential to our clients' success.

Submitted by Employment Navigator

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

## Opportunities:

- **City of Salem Child Care Grant:** Partnering with City of Salem, CAA, Marion & Polk Early Learning Hub, Small Business Development Center and Chemeketa ECE in developing a business/economic cohort of child care training for eligible awardee's. planning in process. Recruitment for this will begin this month. Cohort will begin in January. 9-month Cohort focusing on Small Business Management with one on one follow up supports to child care providers.
- **Received additional funding:** Early Learning Division is supporting additional work through the CCR&R. Focusing on service and supports to child care providers in regards to the September release of the Covid Stabilization Grant. CCRR will support providers with outreach, making sure they have the opportunity to apply. Assist with application submission, business supports, training.
- **Finally have an executed contract:** Signed and executed contract with Early Learning Division on October 20<sup>th</sup>. Working on submitting deliverables (Work plan, Training plans, Preschool Promise TA plan, Staff professional development plans, 21-23 Budget and July-Sept Quarterly Report).
- **Polk County:** Will be co-locating in Dallas Academy building in the Polk County Family and Community Outreach Suite again. It is great to get back after a year of not being able to due to pandemic. Program Director and Preschool Promise Lead will be rotating weeks. Every Wednesday. In addition, working with FCO with a child care as a career type video. CCRR sat in several meetings to give content input. WOU Audio Visual students create the video. FCO has a consultant assisting in the facilitation of the project.
- **Yamhill County:** Jenna sanders from our Yamhill office is working with the Yamhill ELH, and Yamhill Commission on Covid relief funds for child care providers. Developing application and eligibility processes.
- **Early Childhood Sector planning:** CCR&R participated with partners in each Hub region, on revising or updating the Early Learning Hub sector plans. Looking at what changes (if any) based on community survey and partner input, have occurred in regards to each regions priority populations. This work helps to direct our region early care and education strategic planning, as a collaborative community and within our own individual programs.

## Challenges:

- **Director and Associate Director** will be sharing the work in training our newest Quality Improvement Specialists in Foundations of Essential Fellowship. This is a 36-hour training that will span several months in 3 hour sessions. The state is requiring this training. Both Jenna and I went through months of Training to be certified to be able to present this to staff. This is mainly about foundations of coaching, data dialogues, and supporting early childhood program in team lesson planning and collaborative groups. Planning this and implementation will be a challenge but it was extremely helpful that we both attended so we can share the load. Will be starting on November 9<sup>th</sup>.
- **Deliverables:** Contracts were received three months into the new biennium. There is a list of items that need to be submitted, within a period of time. We don't want to wait for the deadlines, we really need to get our agency reimbursed. We were told that we could invoice as soon as deliverables are in. Working with our amazing fiscal, admin and CCRR teams to get this done.
- **Staffing:** We lost our Infant/Toddler Specialist who was serving in Yamhill County. Looking to hire for another bilingual Quality Improvement Specialist position. Working partly with Preschool Promise and assisting with translation of training and documents for our program.

Energy Services October 2021, Program Report

Traia Campbell, Energy Director

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

Energy Services households served in October 2021

**October PY 2022 Marion & Polk duplicated completions by funding source**

Funding	HH	People	>6	60+	Disabled	@ or below 75% of poverty	Ave HH pmt	
LIHEAP	721	1401	87	510	421	218	30% of HH's served	\$359
LIHEAP ARPA	723	1403	87	513	423	219	30% of HH's served	\$356
OEA PGE	213	538	55	95	86	67	31% of HH's served	\$661
OEA PAC	41	99	6	30	26	5	12% of HH's served	\$647
OLGA	6	13	1	4	2	1	17% of HH's served	\$426
GAP	0	0	0	0	0	0	0% of hh's served	\$0
<b>Total</b>	<b>1704</b>	<b>3454</b>	<b>236</b>	<b>1152</b>	<b>958</b>	<b>510</b>	<b>30% of HH's served</b>	<b>\$490</b>

**October PY 2021 Marion & Polk duplicated completions by funding source**

Funding	HH	People	>6	60+	Disabled	@ or below 75% of poverty	Ave HH pmt	
LIHEAP	0	0	0	0	0	0	=0% of hh served	\$397
LP Cares	0	0	0	0	0	0	=0% of hh served	\$419
EASCR	147	474	60	34	32	55	=37% of hh served	\$878
OEA PGE	261	850	111	38	62	118	= 45% of hh served	\$435
OEA PP	97	205	16	67	51	24	=24% of hh served	\$357
OLGA	129	332	23	90	61	38	= 29% of hh served	\$398
GAP	3	14	1	0	0	2	= 66% of hh served	\$125
<b>Total</b>	<b>637</b>	<b>1875</b>	<b>211</b>	<b>229</b>	<b>206</b>	<b>237</b>	<b>= 37% of hh served</b>	<b>\$481</b>

Energy's 2022 program year began October 1, a total of 1704 applications were completed vs 637 October 2020. In PY 2021 LIHEAP and LP Cares rollover funds were not released prior to the report, resulting in zero LIHEAP and LP Cares completions. Energy received the 2021 LIHEAP rollover, LP ARPA, OEA 2022 PGE and PAC allocations in October 2021. PY 2022 LIHEAP funding is expected to be received in November or December.

A total of 71 completed applications were received Friday, 10-1-21, the first day of PY 2022 and over 300 applications were received the following week. The priority of LIHEAP and LP ARPA was to assist households with Senior and/or senior members. Applications were also accepted from the general public.

Energy met with Stephanie Gilbert and Ben Smith from the Dallas Academy to discuss ways we can work together to assist additional residents of Polk Co. Prior to the pandemic, Energy sent staff to the Academy building. In November we will restarted sending a bilingual representative weekly to assist applicants and follow up on referrals. Energy will provide Stephanie and Ben with monthly reports of Polk Co. households served and maintain lines of communication. Our bilingual Outreach Specialist attends multiple service integration meetings and outreach events in Polk County, restarting weekly attendance at the Academy building is another opportunity to increase awareness of available assistance with the hope of increasing the number of residents served.

**October PY 2022 Polk duplicated completions by funding source**

Funding	HH	People	>6	60+	Disabled	@ or below 75% of poverty	Ave HH pmt	
LIHEAP	85	144	5	63	51	24	28% of HH's served	\$345
LIHEAP ARPA	89	150	5	66	56	25	28% of HH's served	\$340
OEA PGE	2	3	0	2	1	0	0% of HH's served	\$500
OEA PAC	19	43	2	13	10	3	16% of HH's served	\$611
OLGA	2	2	0	1	1	0	0% of HH's served	\$238
GAP	0	0	0	0	0	0	0% of HH's served	\$0
<b>Total</b>	<b>197</b>	<b>342</b>	<b>12</b>	<b>145</b>	<b>119</b>	<b>52</b>	<b>26% of HH's served</b>	<b>\$407</b>

**October PY 2021 Polk duplicated completions by funding source**

Funding	HH	People	>6	60+	Disabled	@ or below 75% of poverty	Ave HH pmt	
LIHEAP	123	235	8	112	99	32	=26% of hh served	\$344
LP Cares	0	0	0	0	0	0	= 0% of hh served	\$0
EASCR	0	0	0	0	0	0	= 0% of hh served	\$0
OEA PGE	5	7	0	4	4	2	= 40% of hh served	\$322
OEA PP	23	61	6	17	7	9	=39% of hh served	\$374
OLGA	22	44	1	18	10	7	= 29% of hh served	\$370
GAP	0	0	0	0	0	0	= 0% of hh served	\$0
<b>Total</b>	<b>173</b>	<b>347</b>	<b>15</b>	<b>151</b>	<b>120</b>	<b>50</b>	<b>= 29% of hh served</b>	<b>\$353</b>



Weatherization Board report  
November 18<sup>th</sup> 2021

Weatherization Assistance Program reduces energy costs for low-income households by increasing the energy efficiency of their homes, while ensuring their health and safety.

This third quarter we completed 22 projects.

- 16 Projects in Marion County
- 6 Projects in Polk County
- 10 Site built homes
- 12 mobile homes
- Most of the projects either had their Heating system repaired or replace with new high energy efficient units.
- All of the projects benefited from better air quality from new or updated mechanical ventilation.

We all love our work, especially when we see that the results help our clients be happy.

From one of our clients:

Have you noticed any reduction in you heating utility bills?

*yes, my utility bills are more than  
half as much, plus my house heats up  
quicker*

---

*Thank you all for making my home  
more energy efficient.*

*Sure does keep my home warmer on a  
lower setting.*

*Thank you once again*

**Nutrition First**  
**Sue Maxwell, Program Director**  
**November 9, 2021**

- ✓ For the month of October, we signed on 10 new providers (9 OCC registered/certified and 1 DHS listed) and closed 10, leaving 521 active homes.
- ✓ We made 112 in-home visits in October, which was the first month of the fiscal year. We often make fewer visits in October, usually because of the national conference (canceled again, this year), and the fact that we can all rest easy in October, visits-wise, as we have a full year to provide our three mandatory visits.
- ✓ Our educational nutritional training unit this quarter is a large one. This is the period in which we are required to provide the Annual Records Training. This year, it is both on paper and online, due to Carmen's expertise. Providers will actually have to take a small quiz online, which we can then track. The rest of the unit has to do with Ounce Equivalency of Grains, which took effect on October 1<sup>st</sup>. Providers have to measure their grain amounts in ounces rather than cups now. We have many handouts for the providers. We also give each provider a wonderful "hot/cold" insulated bag for grocery shopping. Children, of course, are given color sheets, crossword puzzles, and stickers, all about grain, and we read them a story about bread.
- ✓ Approximately 896 children were visited in October.
- ✓ Staff drove a total of 2,779 miles.

**Comments, Concerns, Celebrations**

- ✓ One of my staff had a fairly serious illness - nice to see everyone pitch in and finish not only their work, but that of the staff person who was out (she's back now).
- ✓ I am training Carmen on most of my duties - she's not too jazzed about dealing with the reporting aspect of all of it though! She'll pick it up.
- ✓ New staff this year are blending in very well.

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

**Attendance**

**Head Start Preschool**

	9/21	10/21	11/21	12/21	1/22	2/22
Regular	80.27%	71.01%				
Subsidized	64.15%	62.96%				
	3/22	4/22	5/22	6/22	7/22	8/22
Regular						
Subsidized						

**Early Head Start**

	9/21	10/21	11/21	12/21	1/22	2/22
Regular	79.84%	67.10%				
Subsidized	78.13%	71.05%				
	3/22	4/22	5/22	6/22	7/22	8/22
Regular						
Subsidized						

**Early Head Start Child Care Partnerships**

	9/21	10/21	11/21	12/21	1/22	2/22
Regular	74.83%	69.89%				
	3/22	4/22	5/22	6/22	7/22	8/22
Regular						

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

The Head Start Preschool Program attendance rate was 70.58% overall, below the required 85%. The top reasons for absences during the month of October were sick children, which accounted for 51.96% of the absences, and quarantined by health professional, which accounted for 7.34% of the absences.

The Early Head Start Program attendance rate was 68.08% overall, below the required 85%. The top reasons for absences during the month of October were sick children, which accounted for 61% of the absences, and quarantined by health professional, which accounted for 7.65% of the absences.

The EHS Child Care Partnerships attendance rate was 69.89% overall, below the required 85%. The top reasons for absences during the month of October were sick child, which accounted for 46.77% of the absences, and family day/vacation, which accounted for 20.4% 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)**

	9/21	10/21	11/21	12/21	1/22	2/22	3/22	4/22	5/22	6/22	7/22	8/22
Regular (677)	244	308										
Subsidized (20)	14	14										

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

	9/21	10/21	11/21	12/21	1/22	2/22	3/22	4/22	5/22	6/22	7/22	8/22
Regular (100)	59	66										
Subsidized (8)	8	8										

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

	9/21	10/21	11/21	12/21	1/22	2/22	3/22	4/22	5/22	6/22	7/22	8/22
Regular (80)	75	76										

**Waiting Lists**

**Head Start Preschool**

	9/21	10/21	11/21	12/21	1/22	2/22	3/22	4/22	5/22	6/22	7/22	8/22
Regular	55	72										
Subsidized	2	2										

**Early Head Start**

	9/21	10/21	11/21	12/21	1/22	2/22	3/22	4/22	5/22	6/22	7/22	8/22
Regular	5	7										
Subsidized	0	0										

**Early Head Start Child Care Partnerships**

	9/21	10/21	11/21	12/21	1/22	2/22	3/22	4/22	5/22	6/22	7/22	8/22
Regular	3	10										

**USDA Meal Reimbursements**

	October 2021	
USDA Meal Reimbursements	Number of Meals Served	Amount Reimbursed
Breakfast	3,427	\$ 6,751.19
Lunch	3,449	\$12,623.34
Snack	539	\$ 529.00
Cash In Lieu		\$ 896.74
<b>Total Reimbursement</b>	<b>7,405</b>	<b>\$20,800.27</b>

## **Report from Program Director:**

Recently the Office of Head Start sent out guidance to programs about ways we can and should support staff well-being. There were a number of suggested ways to support our staff and to improve staff retention, as well as the acknowledgment that vacant positions are hard to fill right now, and encouragement to incentivize employment in Head Start.

Our program has implemented a hiring incentive of \$1,000, which will be launched at an upcoming hiring event on November 17<sup>th</sup>. Candidates who complete the application, interview, references, and all required onboarding activities will receive the first \$500 when they start work, and the remaining \$500 after three months of continued employment.

For our current staff, there will be a \$500 staff retention bonus paid out on December 17, just before winter break for many of our staff and children. This applies to all staff, full-time, part-time or on call, who have been with the program for a year or longer. Those who are newer employees will receive a prorated bonus.

Program management is exploring a number of opportunities for growth in the world of early learning. The Early Learning Division will be offering up three program development possibilities over the next few months:

- Preschool Promise – adding to the mix of early learning services to provide preschool for families who make up to 200% of the federal poverty level.
- Oregon Prekindergarten (state funded Head Start) conversion of part-day part-year slots to duration slots offering 1,020 hours of services per year.
- Oregon P-3 (state funded Early Head Start) – adding EHS slots in child care partnerships, home base, or center based settings.

When more solid information is available, expect to see some plans for applying for some or all of these opportunities.



Mid-Willamette Valley

**COMMUNITY ACTION**

**HOME Youth Services**

## **Board Report November 2021**

### **Program Highlights:**

- On October 25<sup>th</sup> ODHS licensing completed an unannounced visit and program evaluation at Taylor's House. Report documents improvements made and no findings. This completes 4 evaluations done on the program in the past 8 months. The 5<sup>th</sup> evaluation is in progress and will wrap up by the end of November. For this ODHS treatment services evaluation, the site visit has been completed and preliminary documentation showing no major findings has been received. We expect the final full report near the end of the month.
- Taylor's House successfully navigated a COVID event onsite throughout most of October. Plans were immediately set into motion that allowed three staff to work directly with the COVID positive resident(s) 24 hours a day, while remaining separate from the rest of the staff and household at all times.
- Associate Program Director hosted and participated in multiple hiring events. It remains challenging to recruit staff.
- 3 staff have participated thus far in our new Workforce Stabilization program for HOME Youth Services. We hope to increase participation and better advertise it in recruitment material over the next few months.
- The YHDP effort (3.7+ million for youth homelessness in Marion & Polk) for the CoC is well underway. HOME staff and clients continue to be leaders in the initiative. Collectively staff spend approximately 30 hours per week on YHDP tasks.
- All HYS managers attended "Harassment Awareness Training For Managers". Managers also continue to participate in the monthly BOLI Supervisor Training Series.
- Program Director was nominated for and accepted participating in the Legislative Committee for the Oregon Alliance for Safe Kids, Healthy Families, Strong Communities.
- Program Director participated in an OPB Think Out Loud program regarding youth homelessness and YHDP.
- Contractor has started work at the Drop In to repair the bathroom. Work on Taylor's House bathrooms is scheduled to start in November.

**Education and Engagement Opportunity:** October 29<sup>th</sup> from 10am – 1:30pm (virtual). Statewide Symposium on Youth Experiencing Homelessness Programming. Summary report (19 pages) can be found here - [CSH Youth Housing Needs Assessment Summary Report \(oregon.gov\)](#). Also attached.