



## **MAY 2023 MEETING BOARD OF DIRECTORS**

**THURSDAY, MAY 25, 2023**

### **LOCATION:**

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

### **VIRTUAL:**

MWVCAA Full Board Meeting May 2023

**May 25, 2023, 5:30 – 7:30 PM (America/Los\_Angeles)**

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

<https://meet.goto.com/694251541>

You can also dial in using your phone.

**Access Code: 694-251-541**

**United States: [+1 \(571\) 317-3122](tel:+15713173122)**

### **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**

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**COMMUNITY ACTION AGENCY  
BOARD OF DIRECTORS AGENDA  
THURSDAY, MAY 25, 2023**

In-Person:  
2475 Center St NE  
Salem OR 97301

Virtual:  
**MWVCAA Full Board Meeting May 2023**  
May 25, 2023, 5:30 – 7:30 PM (America/Los\_Angeles)  
**Please join my meeting from your computer, tablet or smartphone.**  
<https://meet.goto.com/694251541>

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

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

<b>I.</b>	<b>Welcome and Introductions</b>	<b>5:30</b>
<b>II.</b>	<b>Public Comment</b>	<b>5:35</b>
<b>III.</b>	<b>Declaration of Conflict of Interest</b>	<b>5:40</b>
<b>IV.</b>	<b>Approval of Agenda</b>	<b>5:45</b>
<b>V.</b>	<b>Consent Calendar</b>	<b>5:50</b>
	1. April 2023 Full Board Meeting Minutes	
	2. May 2023 Executive Director Report	
	3. May 2023 Regional Poverty and Legislative Report	
	4. May 2023 Chief Financial Officer Report	
	5. May 2023 Chief Operations Officer Report	
	6. May 2023 Director of Development Report	
	7. May 2023 Program Director Reports	
	8. May 2023 Committee Meeting Minutes	
<b>VI.</b>	<b>Board Business</b>	<b>5:55</b>
	1. Executive Director’s Report (Jones)	
	2. 2023-2024 Head Start and Early Head Start Recruitment Plan (Pignotti) - <i>Approval</i>	
	3. HHS 1303 Facility Application – Middle Grove Payoff (Pignotti) - <i>Approval</i>	
	4. Federal HHS Change in Scope – Conversion and Slot Reduction (Pignotti) – <i>Approval</i>	
	5. Early Learning Division Continuation Agreement – Oregon Prekindergarten Conversion and Slot Reduction (Pignotti) - <i>Approval</i>	
	6. Financials (Hoyle) – <i>Approval</i>	
<b>VII.</b>	<b>Adjournment</b>	<b>7:30</b>

**Next board meeting: Thursday, June 22, 2023**

**Mid-Willamette Valley Community Action Agency, Inc.**  
**Board of Directors Meeting**  
**THURSDAY, APRIL 27, 2023**  
**MINUTES**

**ATTENDANCE:**

**Board of Directors:**

**Present:**

Erika Romine	Kevin Karvandi	Steve McCoid
Helen Honey	RW Taylor	Vanessa Nordyke
Jade Rutledge	Shelaswau Crier	
Jeremy Gordon	Silveria Campa	

**Absent:**

Catherine Trottman

**Others Present:**

**Program Directors/Staff/Guests:**

Jimmy Jones, Executive Director  
Helana Haytas, Chief Operations Officer  
Kaolee Hoyle, Chief Financial Officer  
Robert Hale, Chief Information Officer  
Laurel Glenn, Development Director  
Ashley Hamilton, Chief Program Officer: Housing and Homeless Services  
Eva Pignotti, Chief Program Officer: Early Learning and Child Care  
Rogelio Cortes, Chief Program Officer: Weatherization and Energy Services  
Alisa Tobin, HOME Youth Services Program Director  
Chris Lopez, HOME Youth Services Associate Program Director  
Jenna Sanders, CCR&R Associate Program Director  
Liz Salinas, Head Start Associate Program Director  
Stacey Eli, Head Start Associate Program Director  
Ryan Pasquarella, Grove Mueller & Swank  
Jade Wilson, Executive Assistant

**The meeting of the Board of Directors was called to order at 5:33pm by Board Chair Jade Rutledge. It was determined that a quorum was present.**

- I. **Welcome**  
Board Chair Jade Rutledge welcomed everyone.
- II. **Public Comment**  
None were made.
- III. **Declaration of Conflict of Interest**  
None were made.
- IV. **Approval of Agenda**  
No changes were made.



**MOTION:** To approve agenda made by Jeremy Gordon,  
**SECOND:** Helen Honey.  
**APPROVED:** Unanimously approved

V. **Consent Calendar**

1. **March 2023 Full Board Meeting Minutes**  
No discussions or concerns were raised
2. **April 2023 Executive Director Report**  
No discussions or concerns were raised
3. **April 2023 Regional Poverty and Legislative Report**  
No discussions or concerns were raised
4. **April 2023 Chief Financial Officer Report**  
No discussions or concerns were raised
5. **April 2023 Chief Operations Officer Report**  
No discussions or concerns were raised
6. **April 2023 Director of Development Report**  
No discussions or concerns were raised
7. **April 2023 Program Director Reports**  
No discussions or concerns were raised
8. **April 2023 Committee Meeting Minutes**  
No discussions or concerns were raised
9. **Board Member Chris Lopez Resignation**  
No discussions or concerns were raised

**MOTION:** To approve consent calendar made by Steve McCoid,  
**SECOND:** Jeremy Gordon.  
**APPROVED:** Unanimously approved

VI. **Board Business**

1. **2022 Single Audit Presentation** - The completed audit was presented by Ryan Pasquarella from Grove, Mueller and Swank. Overall, this audit had no findings which would constitute the fourth consecutive audit the agency has received with no findings and the fifth consecutive audit that was completed on time. Ryan spoke highly of the amount of financial growth our agency has had over the past several years.
2. **Acceptance of 2022 Single Audit and Financial Statements** – After the presentation of the 2022 Single Audit, the board then motioned to approve the audit and financial statements.

**MOTION:** To approve the 2022 Single Audit made by Helen Honey,  
**SECOND:** Steve McCoid.  
**APPROVED:** Unanimously approved

3. **Presentation on Agency Plans for 719 Jackson Street Shelter** – Ashley Hamilton, Chief Program Officer: Housing and Homeless Services, presented plans for youth transitional house the agency hopes to purchase at 719 Jackson Street in Monmouth. The plan for the property is to use it as Transitional Housing for youth ages 14-18 years old, and then transition them to Rapid Re-Housing

long-term rentals for young adults ages 18-24. The minor youth would live onsite in the home with 24/7 staffing and this location would serve eight youth at one time. Ashley provided further information on the funding sources for the purchase/acquisition of the property and operational costs.

4. **Purchase Authority for 719 Jackson St E, Monmouth** – Following her presentation, Ashley asked for the board’s consideration on approving purchase authority for the property. The board motioned to approve the purchase authority for the property.

**MOTION:** To approve purchase authority for 719 Jackson Street Shelter made by Steve McCoid,

**SECOND:** RW Taylor.

**APPROVED:** Unanimously approved

5. **Authority to secure bridge loan from Umpqua Bank to purchase 719 Jackson St E, Monmouth** – Ashley and Jimmy presented several concepts for funding the purchase of Jackson St. One of those options included the possibility of securing a bridge loan through Umpqua Bank to cover the remaining costs for the purchase of the facility if needed.

**MOTION:** To approve authority to secure bridge loan from Umpqua Bank to purchase 719 Jackson St E, Monmouth made by RW Taylor,

**SECOND:** Steve McCoid.

**APPROVED:** Unanimously approved

#### 6. **Executive Director’s Report** –

- i. **Salem Housing Authority Partnership:** A key part of the CAA Mission is to coordinate community resources. The agency has many active MOU (Memorandum of Understanding) agreements with local partners. The Yaquina Hall Project through Salem Housing Authority is one example. We have an MOU to provide direct referrals to housing placement for individuals when they exit shelter. We partner with SHA on several other projects, such as; VRAP (Veterans Rental Assistance), Redwood Crossings, Sequoia Crossings, etc.
- ii. **HB 3042 A:** Provides three-year advance notice to residents of affordability end, and limits initial rental increases and requires OHCS review/approval for those with expiring affordability protections and that are living on housing vouchers currently. This bill would create penalties for non-compliance as well.
- iii. **HB 2100 Task Force:** The task force has submitted their final recommendations with four funding streams for homeless services funds identified: CSO’s, COC’s, Community Action Agencies, and Oregon Tribes. This has solidified homeless service funding for CAA’s over the next several years.
- iv. **Governor’s Emergency Order:** Jimmy provided MWVCAA’s share of the emergency order funds under several umbrellas: rapid rehousing, sheltering, and prevention.

- v. **Senate Bill 893:** Requires OHCS to take action to implement the recommendations of the HB 2100 Task Force on homelessness and racial disparities.
- vi. **Senate Bill 918:** This bill would require OHCS to establish an Oregon Housing Justice Program to provide grants for housing stability. This bill passed the Senate Housing unanimously and is currently at Ways and Means committee for review.
- vii. **HB 3556:** RV towing bill with new protections on time, place and manner in which RV's can be towed. Local governments are unhappy for several reasons about this bill, which they believe restricts them even more than the current law. It is unlikely to move forward.
- viii. **HB 2504:** Directs Department of Early Learning and Care to adopt standards and processes to reduce barriers that impede early childhood professionals from entering early learning workforce in Oregon.
- ix. **HB 3435:** Bill changes OPK (Oregon Prekindergarten Program) to Oregon Prenatal to Kindergarten Program. Program to serve 0-5 years old and should not present any apparent consequences for Early Head Start.
- x. **HB 3005:** Creates Early Learning Infrastructure Fund of \$100 million for OHCS to operate the program. This would be for childcare providers to partially cover the costs of expansion and improvements of childcare facilities and services.
- xi. **HB 2727:** Directs Department of Land and Conservation and Development to create a work group to examine strategies for expanding early learning and care facilities in the state.
- xii. **Opioid Deaths, Fentanyl:** Jimmy touched on the effects of fentanyl and opioid related deaths in our local community.

7. **Theory of Poverty and Theory of Change** – Due to a lack of time, this agenda item was tabled until the next board meeting.

8. **Head Start Slot Reduction Request** - Eva Pignotti, CPO: Early Education and Child Care, shared that the Office of Head Start has invited programs to submit requests for slot reductions based on several factors that are occurring nationally. Our Head Start Program has struggled with filling funded slots and hiring/retaining sufficient qualified staff. The concept of this slot reduction opportunity is to obtain approval to reduce the number of funded slots, but keep the funding amount the same. This would allow more funding to be available for staff pay, which would help with the hiring and retention issues. Following the meeting between Head Start staff, our board chair Jade Rutledge, and the Office of Head Start, it was clear more discussion on the plan was needed prior to requesting board approval. Eva hopes to bring a clear plan before the board for their potential approval next month.

9. **Financials** – Kaolee Hoyle, CFO, presented the February 2023 Budget to Actual. Kaolee mentioned HYS is still expecting funds for the purchase of the Youth Shelter in Monmouth, so it appears they are underspent. She also shared that our Weatherization program is still waiting on reimbursement from NW Natural, which is why their actual revenue is less than expected. This reimbursement is not distributed equally over the year, which is why it appears under. CRP is still underspent on projects because many projects have not started as of the end of

February. The Energy Assistance program appears over budget due to the colder weather. This will level out as the weather warms up in the coming weeks.

**MOTION:** To approve the February 2023 Budget to Actual made by Helen Honey,  
**SECOND:** Jeremy Gordon.

**APPROVED:** Unanimously approved

**VII. Adjournment**

**The Board of Directors meeting was adjourned at 7:18pm.**

Respectfully Submitted:

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Jade Wilson, Executive Assistant

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Kevin Karvandi, Board Secretary

***Executive Director's Report***  
***For the Board of Directors***  
MID-WILLAMETTE VALLEY  
COMMUNITY ACTION AGENCY  
May 2023

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I want to begin by thanking the Board for the grace and time to travel home and attend my step-father's funeral. It hit me harder than I expected, given how long he was sick, and my mother really needed me there. I love our Agency, and I am deeply honored to lead it. I am grateful for the trust and the support the Board has given me over the years. My family and I are very thankful for the time we had together.

Yesterday, I presented to a couple hundred folks at a national Community Action event on behalf of the [National Community Action Foundation](#) and the [National Alliance to End Homelessness \(NAEH\)](#). I discussed our growing involvement in emergency services, how CAA's must evolve to meet the poverty challenges of a new century, our investments in [ARCHES Inn](#), [ARCHES Lodge](#), [Taylor's House](#), [Tanner Project](#), [the Monmouth Youth Shelter](#), and [the Navigation Center](#). NAEH invited me to make the same presentation live at the national convention in Atlanta, so I'll be representing our Agency there in August. What we are doing here is exceptional, and at the cutting edge nationally of the work on homelessness. I'm very proud to work with our senior staff on this front, [Ashley Hamilton](#), [Breezy Poynor](#), [Sara Webb](#), [Alisa Tobin](#), [Christopher Lopez](#), and [Mercedes Thorington](#). I get all the airtime, but they do all the important things.

I also met this week with leadership from [Seed of Faith Ministries](#). We're discussing ways we can form a closer alliance, and ways we can partner on culturally specific projects to serve the community. [Ashley Hamilton \(Chief Program Officer\)](#) and I will also meet in coming weeks with the [Marion-Polk Food Share](#), to discuss long-term options there. I think we have reached a point where we need a closer partnership with MPFS, given the gravity of the food bank system statewide, and the amount of people in poverty that we feed each day. We have had conversations amongst ourselves in recent months about creating a food pantry, the needs for which grow each day. We are also working closely with the Marion County's [Law Enforcement Assisted Diversion \(LEAD\)](#) project on a new MOU which will dedicate shelter beds to their work in one of the motels, which is important for us.

I wrote substantially on the current legislative landscape in the *Poverty and Legislative Report*, but there is considerable tension the past two days between the Governor's Office and House leadership over the size of any additional housing package. At greatest risk is a \$100 million eviction prevention package that would likely move \$10M to our agency and our community over the next two years. Some legislators believe that too much has been spent on housing, with the Governor's late session package, the 5019 funds, and regular EHA and SHAP. But the eviction funds in that \$100 million ask are critical, as the eviction issue will be far greater than most suspect by summer. I issued a letter this morning as the Vice President of the [Community Action Partnership of Oregon](#), in alliance with [Stable Homes Oregon](#), [SEIU](#), [the Oregon Law Center](#), and [Multi-Family Northwest](#) (the largest landlord group

in Oregon) asking for the \$100 million package to be fully funded. The fate of a thousand households in Marion-Polk might rest on those decisions at the Capitol.

### Administration, Agency Updates:

- **Budget and Spenddown:** We are closer to having a prospective budget for 2023-2024. It's looking to be about \$56-58M, and almost all of that will be in services. There will be additional capital funds, and we have something close to \$5-10M in additional service grants that will likely filter in over the course of the year. I think the final numbers will be close to this year's \$65M budget. We plan to include in this year's budget presentation only what we know with confidence.

This week we are putting a lot of effort into spenddown. We're on track in most places, with the exception of HOME Youth. Some of that expected revenue was late arriving, and will be moved into the following fiscal year. Spenddown in a grant reimbursement agency is always a game of three dimensional chess. We have more than 200 grants, not a single funding source, so everything is an analysis.

If you look at the [Actual to Budget, July 2022-March 2023](#) summary, attached to the Board documents, you will see that we are currently sitting at about 6 percent shallow, which is a slight underspend Agency wide. But that doesn't tell you much without getting down into each program, some of which may have many grants. In ARCHES, for example, we have several larger grants that will roll into 2023-2024, and about \$4 million in capital projects that have 2-7 year windows for completion. CCR&R ended up with additional funds for the 2021-2023 biennium in total, and about \$400,000 above the budgeted ~\$1.5M for the fiscal year. So extra funds. But they were also awarded a "stabilization grant" that ELD has virtually refused to let any CCR&R, anywhere in Oregon, spend. Energy ended up with an additional \$2M unbudgeted grant from the state, some of which will roll into next year.

The one area of concern I do have is with [HOME Youth](#). That program was likely over-budgeted from the start (with January start dates for some grants that were then delayed because of slower implementation timeframes). Thus, the true 22-23 revenue for HYS is closer to \$2.2M. The balance between the two are newer projects starting up mid-to-late year, funds which will roll into 2023-2024. Still, we were very slow to spend in that program, mostly because of staffing shortages and the slower than expected acquisition of the new youth shelter in Monmouth. We have hired two new Associate Directors for HOME Youth to get the work (and the resources) flowing again.

In total, we will end up close to where we predicted, with about \$62 million in a \$64 million budget being spent, and something closer to \$10 million rolling into the next fiscal year. Admin percentage declines the more money we spend. So we started the year at around 8 percent, which has declined to about 5 percent now that we purchased the ARCHES Lodge, for which there was very little administrative cost burden on grant systems.

- **OHCS Fiscal Monitoring:** [Oregon Housing and Community Services](#) suspended financial monitoring's in 2021, after their entire staff in that division left the agency. OHCS resumed monitoring statewide in late 2022, by contracting with [Moss Addams](#), a well-respected accounting, consulting, and wealth management firm. We received the draft of the Moss Adams monitoring report of MWVCAA last week during the exit conference. For context, there were seven areas of concern in the last completed monitoring year (2020). This year there were only two areas of concern and one observation. The observation is that we need to draw funds more quickly, with a recommended timeline of 30-60 days. That observation is almost entirely based on the [HOME TBA](#) grant with OHCS, which requires three actions (one by program staff, one by finance staff, and one by OHCS staff) before a draw is authorized. It is the only grant that requires that unique process. OHCS has been exceptionally slow in their work on this front. They have had many staffing struggles the past two years. Budget change requests, for example, often go without action for months. In the last six months, we have added extra staff in the grant accounting area, so that we can draw funds more quickly.

The two areas of concern, which require written responses outlining a plan, were simple. The state wants bank reconciliations to be completed monthly. Some of the delay has been program not turning their billings and receipts in on time, which we worked to reduce the past six months. We are normally reconciling right now in the following month.

Since we hired [Michelle Eaves](#) (Accounting Manager) and [Morgan Christenson](#) (Staff Accountant), bank reconciliations are being completed around the 15th of the following month. For instance, the March bank reconciliations were completed by April 12th, and reviewed by Michelle by April 17th. This is a marked improvement over a year ago, and especially over 3 years ago.

The second area of concern is that all [Community Action Agencies](#) are required to monitor their sub-grantees of OHCS funds, both program and fiscal. That obligation has been tough across the state, because the number of sub-grantees expanded wildly during the pandemic, as funds increased and OHCS demanded we work with more partners. So no one, including us, had the capacity to send staff out and monitor agencies like [Salem Housing Authority](#), [Saint Frances Shelter](#), and the [Center for Hope and Safety](#). Now that we are close to fully staffed in Finance, and most critically the number of sub-contractors has declined, we can reasonably put together a plan to monitor the limited number of sub-contractors we plan for 2023.

In short, this was a very good monitoring result. We cut the monitoring concerns from 7 to 2, and one of them frankly is an external requirement that has little to do with our internal process. That, paired up with the excellent audit we received from [Grove Mueller](#), are both good signs. We have more work to do, to be sure, because we want to continue to improve on all fronts, and build the strongest agency possible.

- **Development Director:** Laurel Glenn, who has been our Development Director for the past two years, resigned this week. Laurel's role was about 50 percent development and marketing and about 50 percent grant writing, at which she was extraordinarily successful. Laurel spent most of her time remote the past year. She's found a local job in Kentucky. The turnover will allow

us to look for a local-sourced development person, which we need, but it does cramp our grant writing at the tail end of the heaviest grant writing season. We may hire two people to do those roles, given that both are essentially full-time jobs now.

### Division of Housing and Homelessness Updates:

- We funded and closed on the 719 Jackson Street Youth Shelter in Monmouth on Monday, May 1<sup>st</sup>. We are now shifting into an operational phase to stand up the shelter as quickly as possible. There will be some minor repairs and upgrades this summer, but the plan remains to open as quickly as possible.
- Watch Chief Program Officer Ashley Hamilton [talk](#) about the opening of the Navigation Center on [Capitol Community Media](#).
- Marion County issued a re-compete for its [Justice Reinvestment Funds](#) earlier this year, for the first time in a long, long time. The Commissioners' Office has been requiring re-competes across the spectrum of county contracting. We applied and were awarded the grant, along with [Bridgeway](#) and [Pathfinders](#), to continue to provide services at the [Marion County Transition Center](#). All three partners were formerly funded under the older sets of procurement.
- The [Navigation Center](#) Grand Opening was held on April 24<sup>th</sup>. That project adds 75 low-barrier shelter beds to our community. It will be managed by MWVCAA on state funding from Oregon Housing and Community Services. The first clients enter later this month. Currently we are waiting on final permit clearance from the City of Salem.
- [ARCHES Lodge](#). The grand opening was held on April 12<sup>th</sup>. First clients enter later this month. The Lodge joins [ARCHES Inn](#) as our [Project Turnkey](#) motels. The ARCHES Inn now has all three floors in operation after our latest security upgrades.
- **Governor's Order Funds:** We have been discussing this early session homeless package. The work is funded in three buckets.
  - **Bucket #1:** Prevention (rental assistance for housed households facing evictions, funds exclusively through Community Action). Statewide total is \$26,880,000. Total for MWVCAA is \$2,560,310; 9.52% of the statewide total. Household target is 667 Households. Time frame is July-January.
  - **Bucket #2:** Funds awarded via the Continuum of Care (CoC). Our local CoC is the [Mid-Willamette Valley Homeless Alliance \(MWVHA\)](#). \$9.5M in funding for the Marion/Polk





Region. Time frame July-January.<sup>1</sup> Funds to be spent on homeless housing and homeless sheltering. Funded work in Bucket #2 include:

Organization	Funds	Households Housed	Shelter Beds	Purpose
Salem Housing Authority	\$454,586	65		Barrier Removal for Housing
MWVCAA	\$1,378,798	50		Rapid Rehousing, Marion
MWVCAA	\$1,537,317	50		Rapid Rehousing, Polk
Sable House	\$410,850	20		Rapid Rehousing, DV, Polk
Church at the Park	\$1,572,464		40	Adult Shelter, Polk
Church at the Park	\$820,105		38	Young Adult Shelter, Salem
United Way	\$619,960		31	Safe Sleep Expansion, Salem
Center Hope/Safety	\$825,000		10	Family Shelter Reno, Salem
MWVCAA	\$865,093		36	Family Shelter Reno/Ops, Salem
Catholic Com Svcs	\$663,164		32	Family Shelter Reno, Salem
Sheltering Silverton	\$564,683		20	Shelter Expansion, Ops, Silverton
<b>Total Housing</b>	<b>\$3,781,551</b>	<b>185</b>		
<b>Total Sheltering</b>	<b>\$5,930,469</b>		<b>207</b>	
MWVCAA Housing	\$2,916,115	77.11%		
MWVCAA Sheltering	\$865,093	14.6%		
MWVCAA Total of housing and sheltering funds	\$3,781,208	39%		
MWVCAA Total New funding including Prevention	\$6,341,518	51.7%		

- **Sequoia Crossings:** Completion scheduled in late 2023, and opening planned for January 2024 (60 new units, managed by MWVCAA on state contract from Oregon Housing and Community Services).
- **Yaquina Hall:** Salem Housing Authority affordable housing complex with homeless focus. Connections to case management, homeless services provided by MWVCAA on City of Salem contract (52 units, pending final HQS inspections by Marion County). Move-ins begin in June. Tenant selection process is on-going.
- **U.S. Congresswoman Andrea Salinas** visited the Agency on May 4<sup>th</sup>, and toured the Navigation Center. She's very interested in additional mental health programs and funding for the homeless community. We also hosted the team from **Mid-Columbia Community Action Agency** (Hood River, Wasco, and Sherman Counties) who toured the Navigation

<sup>1</sup> The Governor has quietly let OHCS know she wants to make these funds permanent. But much depends on performance. In short, it's a race.

Center as well.

- In late April, I presented to the [East Salem Rotary](#), and the [Downtown Advisory Board](#) (City of Salem). We held a well-attended, all-staff virtual meeting on April 27<sup>th</sup>, and attended the [Salem Chamber of Commerce's](#) Executive Leadership Council Meeting on April 25<sup>th</sup>.

#### **Division of Early Learning and Child Care:**

- The demolition (internal) at Wallace Road began May 15<sup>th</sup>, with the renovation in full bore through May and June.
- Our Child Care Resource and Referral program, which also serves Yamhill County, was offered a contract by the [Yamhill County Board of Commissioners](#) this week, to assist Yamhill County child care providers with \$2.1 million in funding. More details next month.
- As we announced last month, our Program Director for Child Care Resource and Referral, [Shannon Vandehey](#), is retiring and moving out of state. We have two finalists for the position, and will hold a public event to meet the final two candidates early next month. We will invite the board to that final event, once the details are finalized.
- Head Start is working on the potential slot reduction. The [Office of Head Start](#) had a meeting with program staff, pre-application, and wanted the program to split the planned slot reduction between federal slots and the state OPK program slots, which would have cost us state money. [Eva Pignotti \(Chief Program Officer\)](#) has developed a plan to move more of the federal slots to Early Head Start (0-3) and redistribute resources around so that there will not be a revenue reduction. More details on that plan at this month's board meeting.

#### **Division of Energy and Weatherization:**

- Statewide the LIHWA program ([Low-Income Household Water Assistance](#) program) is struggling to spend down. This was a pandemic era program, where Congress allocated \$638M in the Consolidated Appropriations Act of 2021, followed with an additional \$500M in the American Rescue Plan Act of 2021. These funds are administered nationally through the [Office of Community Services \(OCS\)](#) in [Health and Human Services \(HHS\)](#) (OCS is the CAA chartering agency). Funds are then passed through Oregon Housing and Community Services and down to CAA's. Oregon received \$13.8M to help low-income households with a high water burden. The state deployed the program late, and there were sharp restrictions on client eligibility and a ton of contractual work with the dozens of local water companies and sewer vendors.

We have about five months to program end and another 55 percent of the resource still to spend, which is a solid performance given the number of vendors.<sup>2</sup> Some CAA's are under 30

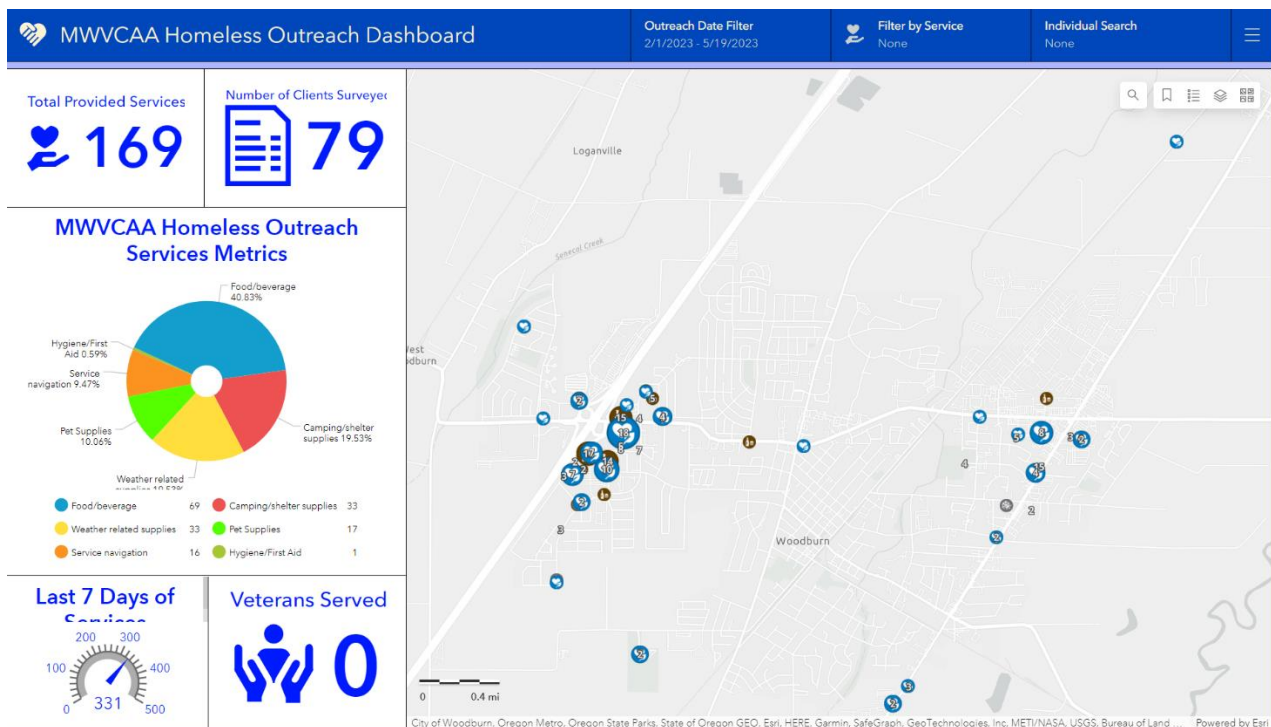
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<sup>2</sup> The difficulty in some of the rural areas has been the low bill amounts. Rural water companies shut off services long before all of the urban and metro utilities. The balances had been pretty low, resulting in a lot of small payments. Some of the bigger cities had higher balances because they were able to suspend

percent, and a few under 20 percent spent. We will hit the spenddown target, but I worry that many CAA's might not. These spending blues come at a tough time for CAA's, when we and other partners have an open ask to the legislature to continue the program under a state general fund allocation, after the federal funds have expired. Of note, not all of the federal LIWHA funds will expire on 9/30. There is an additional \$969,473 for the 23-25 biennium that is waiting on our Energy program, and much more statewide. Still, statewide performance needs to improve.

### Parting Thoughts:

Just a snapshot of our homeless outreach work in Woodburn since February 1<sup>st</sup>. We've met with 79 unique clients and provided 169 services in that time.



Jimmy Jones  
Keizer, Oregon  
19 May 2023

disconnections for a longer period of time, due to other sources of revenue to help float payments. Then there are the restrictions within the program itself, such as 60% AMI and social security number verification. For over a year the floor payment was \$100 with a stabilizing credit of one month. The floor payment is now \$300 with a more robust stabilizing credit. In addition, we were not able to help clients again once a standard and crisis payment was made for one of the funding sources. Even when we passed into another program year, we were not allowed to assist the client a second time. OHCS just repealed that funding restriction. In short, the program was poorly designed at the federal level and the spending parameters and eligibility criteria are overly burdensome.

**Regional Poverty and Legislative Report**  
**MID-WILLAMETTE VALLEY**  
**COMMUNITY ACTION AGENCY**  
 May 2023

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April was a slow month. May has been anything but a slow month, given the high stakes drama of the Senate Republican walk-out and the resignation of Secretary of State Shemia Fagan. Ways and Means was stuck in a holding pattern, waiting on the revenue forecast on May 17<sup>th</sup>. The forecast was shocking. Conservative expectations had been that there would be about \$178 million extra to spend. The forecast, however, showed that the state expected a surplus of \$1.96 billion, which created the possibility of the largest kicker in Oregon history *and* an additional billion or so in potential budget priorities. That forecast triggered the final budget number, along with the Governor’s negotiations over her plan to divert a \$1.3 billion deposit (scheduled for the rainy day fund) to the 2023-2025 budget. If successful, \$1 billion would be used for affordable housing construction, and \$300 million would go toward funding on-going homeless services. But now the expected revenues are there to do both.<sup>1</sup>

Last week the Governor made the case for that additional \$300 million. At the Housing Committee of the [Racial Justice Council](#), [Taylor Smiley Wolfe](#) (the Governor’s Housing Policy Advisor), laid out how that \$300 million would be spent, if supported by the legislature.

**The Governor is asking for:**

Purpose	Amount	Funding Mechanism
Shelter Supports for EO funded work (HB 5019)	\$45.8M	Continuums of Care
Outreach for EO funded work (HB 5019)	\$2.3M	Continuums of Care
Long-Term Rental Assistance for formerly homeless	\$39.7M	Continuums of Care
Rental Support for EO Housed Homeless (HB 5019)	\$17.5M	Continuums of Care
Turnkey Motels, Navigation Centers	\$24.1M	OHCS Competitive
ARA Shelter Sustaining (2021-2023)	\$10.5M	CAPO
Additional RRH for 950 HH (CSO for 25%)	\$48.9M	OHCS Competitive; CAPO

<sup>1</sup> This revenue is being driven by the Corporate Activities Tax, which is producing the funds (finally) that it was promised to when it was enacted in 2019, then underperformed during the pandemic.

<https://www.koin.com/news/oregon/governor-tina-kotek-press-conference-revenue-forecast-05172023/>

Prevention for 9,500 HH (CSO for 25%)	\$44.6M	OHCS Competitive; CAPO
PSH Risk Mitigation	\$4M	OHCS Competitive
Tribal Investments	\$5M	OHCS Allocation
*If this all works (I am skeptical), we will get direct allocations from the green sections, and be able to compete in the yellow and orange sections.		

Senate Republicans staged a walkout in the Senate over gun, abortion, and gender-affirming care bills that progressed on strictly partisan votes in the House. The walkout denied the Senate quorum needed to move bills forward on the floor. The technical issue related to the “plain language” provision of a 1979 state law (that required bill summaries to be readable by those with an 8<sup>th</sup> or 9<sup>th</sup> grade education, which later was struck down). Politically, Republicans hope to either kill the bills or force a compromise. In 2022, Oregon voters approved [Measure 113](#), creating penalties that disqualify legislators from seeking reelection if they have 10 unexcused absences in a session. Republicans believe Measure 113 is unconstitutional and that it will not survive a court challenge. Thus they are pushing the envelopment with a new, lower profile walkout to prevent the controversial bills from advancing out of the Senate.

Senate Republicans are likely done for this current session. There is a chance they will return to finalize a budget, but it grows slimmer each day. So what does that mean for our programs that are so heavily funded by state dollars? In the short term, likely nothing. There’s a continuing resolution that will fund state operations into September, which will give legislative leadership in both parties time to create a compromise to fund state services. If there is no budget deal at that time, we could have to shut down some work. But that simply isn’t going to happen given the statewide consequences of any shutdown.

What’s this all about? Republicans want four bills killed, specifically, but do not have the votes to do so. Generally it comes down to HB 2002, SJR 33, and SB 27 (abortion or relating to gender-affirming care) and HB 2005 (guns). Democrats will not sacrifice those bills as they are heavily enveloped in their agenda. Republicans are refusing to budge and denying Democrats quorum until they agree to a compromise. If the session ends without a budget, negotiations will continue. Most likely at some point a deal will be struck, and a one-day session called to pass a single budget bill that will fund the 2023-2025 biennium.

At some point this will be settled and I do not anticipate it impacting our operations. We do not anticipate any service disruption from a potential budget impasse pushing past September.

**Homelessness Takes Center Stage:**

Republicans have also pushed back hard, but not head on, against the Governor’s emergency homeless plan. They have argued, essentially, that [Housing First](#) strategies do not work. They prefer [Housing Ready](#) approaches that require personal responsibility and self-initiative. They favor enforcement policies that require clients to engage with treatment services (almost all of which

would be illegal under current federal law). These fights are hyper-local now. The Clackamas County Commissioners voted against a [Turnkey Motel](#), for example, and model proclamations have been circulating among local commissions across the state, encouraging the Governor to take stronger action on homeless behaviors. These tactics are a continuation of strategies debated during the election season last fall.<sup>2</sup>

Tensions boiled over, in particular, over [House Bill 3051](#), the so-called “Right to Rest” bill. The bill was written by a western coalition of homeless advocates, folks who have been pushing to establish a legal right to public camping. The bill would provide civil damages against governments and even private citizens if they disturbed homeless camps. The bill never had any chance to advance, but it was scheduled for a courtesy hearing last week. HB 3051 generated national conversation, covered by Fox and CNN, and provoked more than 2,000 “do not support” letters to the Oregon [House Committee on Housing and Homelessness](#). Democratic leadership wisely cancelled the hearing on HB 3051 last week, to prevent any erosion of support for the Governor’s homeless plan. It will not advance. But there is a moment here. There is rising anger against the homeless across Oregon, and clear and measured messaging will be key this fall. We see some local governments looking to push back hard against state requirements on shelter siting, for example. While others, like the City of Salem, prepare to reverse their sit-lie ordinance and anti-camping ban (both of which are likely unconstitutional in light of the [Boise](#) and [Grants Pass](#) decisions). The shelter siting provisions (which essentially attempt to exempt local shelter siting from zoning, permitting and land use law) could be made permanent, or they could fail along with every other policy bill, depending on the outcome of this session.

[Senate Bill 611](#), the Oregon rent control bill, had a work session last month, where the -7 amendment was discussed. Prior versions of the bill had limited the rental increase statewide to 8 percent. The -7 pushes the maximum increase up to 10 percent, or 7 percent plus the CPI with a cap at 10 percent. On strictly partisan lines the bill advanced (3-1) to the Senate floor, over the objections of [Senator and Minority Leader Tim Knopp](#), who feared it will discourage the development of new housing in Oregon (this is the central argument of the rental and development lobbies).

Under the radar, [House Bill 2889](#) had a public hearing last week in the Senate Committee on Housing and Development. HB 2889 directs the [Department of Land Conservation and Development](#), [Oregon Housing and Community Services](#), and the [Department of Administrative Services](#) to gather public testimony to update the state’s [Housing Needs Analysis](#), a critical planning document on housing construction statewide. This bill defines “development-ready lands” and allows the DLCD to refer a city to a housing acceleration program, based on their progress toward targets. In short, it is a mechanism to push construction statewide over foot-dragging tactics by local jurisdictions.

Our region had been generally affordable a decade ago. Salem was the 8<sup>th</sup> most affordable market nationally in 2015, and today it is just 198<sup>th</sup> out of 235 cities ranked. It’s now not only less affordable

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<sup>2</sup> The US employed only housing ready strategies from 1980-2010, centered on old-style transitional housing models. They failed universally and magnificently in that era, and are largely responsible for the mess we are in today.



than Eugene, but also Seattle and Phoenix. Oregon grew by more than 400,000 folks from 2010 to 2020, but Salem in particular grew, without a corresponding increase in housing. The current population of Salem is about 175,535, with an additional 60,000 folks expected by 2035. That is why our apartment vacancy rate is only 2.5 percent, while the national vacancy rate is 5.8 percent. Half of Salem renters are cost-burdened (spending more than 1/3<sup>rd</sup> of their income on housing). There remains a great deal of disagreement over the best approach to the state's affordable housing crisis. Environmental interests on the left are pushing against supply side answers, and development and rental interests are pushing on the right against rent control and eviction reform. That leaves precious little space for progress.

Lastly, [House Bill 3556](#), the bill that would have made it far easier for the towing industry to tow and dispose of abandoned RV's, is officially dead. It was not scheduled for a work session and thus will not move forward. The cities and counties preferred the current ambiguous situation on towing to HB 3556. Rep. Fahey will convene a work group between sessions to put together a better bill that's supported by all the stakeholders ahead of the next session.

### **Return of Universal Basic Income:**

The re-initiation of the [Universal Basic Income \(UBI\)](#) pilot program in California captured the national attention. Advocates assert this unconditional financial support can provide an immediate safety net for the poorest and help in reducing economic disparity. However, detractors voiced concerns regarding the potential disincentives to work and the program's long-term sustainability. California cities have been using local government and non-profits to implement pilot projects to test whether or not direct cash assistance is the most effective anti-poverty tool, compared to the current "services" model that has been in place for 50 years. The pilots plan to test the impact of direct financial assistance under a UBI project that hopes to prevent homelessness by intervening financially to help folks avoid evictions, which turn folks out into streets, shelters, and their cars. Oregon is a far more politically conservative state than California, so this effort there may have no impact here. But if successful, it could change the way the state here thinks of services, as the legislature is already turning away from the concepts of service providers in favor of direct financial intervention to prevent homelessness.<sup>3</sup> This is just another development, in a long line of developments, that are undermining our service models across the country. At the heart of the controversy is a simple question. Can people exit poverty on their own with just more resources, or are supportive services necessary to change behaviors and exit folks from poverty.<sup>4</sup>

Recent data released by the U.S. Census Bureau has fueled concern over an incremental rise in the national poverty rate. The report (["Persistent Poverty in Counties and Census Tracts"](#)) suggested that the number of Americans experiencing poverty has increased, particularly among minorities and people residing in rural areas. The primary reasons cited for this rise included the ongoing effects of

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<sup>3</sup> [https://en.as.com/latest\\_news/what-is-the-difference-between-the-guaranteed-income-program-in-california-and-universal-basic-income-n/](https://en.as.com/latest_news/what-is-the-difference-between-the-guaranteed-income-program-in-california-and-universal-basic-income-n/)

<sup>4</sup> If that phrase sounds familiar, there is a reason. Take a look at our mission statement.

the COVID-19 pandemic, wage stagnation, and the increasingly high cost of living. The research demonstrates that “people living in higher poverty areas experience more acute systemic problems (such as limited access to medical services, healthy and affordable food, quality education and civic engagement opportunities) than those in lower poverty areas.” While this is not really news to any of us who do the work, it does demonstrate the lingering effects of generational poverty and the regional maldistribution of wealth, the impacts of systemic racism, and the inequities in length and quality of life.

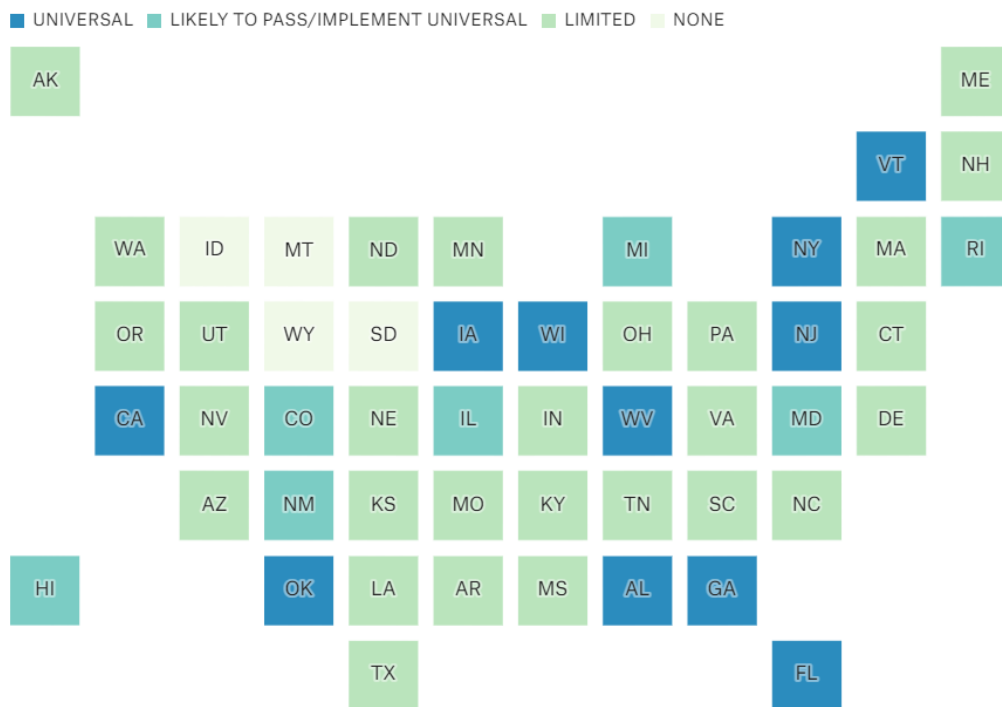
## FiveThirtyEight



Politics Sports Science Podcasts Video Interactives

### The United States is far from offering universal pre-K

Availability of public pre-K programs by state, as of February 2023



States are categorized as having "universal" pre-K if they have universal eligibility, even if it doesn't currently provide seats for all students. A state is categorized as likely to pass/implement universal pre-K if its governor has proposed a plan to provide universal pre-K in the coming year and the legislature is likely to pass it.

There has been a lot of talk the past few months on universal Pre-K. It was a key part of the proposed budget by President Biden, and has support not only in deeply blue states like California but also among deeply red states like Alabama and Oklahoma (all three have universal pre-K programs). Given the current division in Washington, a national program is unlikely to emerge this Congress. But in 14 states across America universal pre-K is under consideration. The benefits are obvious, and generally outweigh the short-term financial pain.<sup>5</sup>

<sup>5</sup> <https://fivethirtyeight.com/features/everyone-agrees-that-universal-pre-k-is-important-so-why-dont-more-states-have-it/>



Roughly 39 percent of 4-year-olds were enrolled in state and federal early learning programs (funded by public dollars) across the country in 2020-2021. But we are a long way from universal care, generally because of cost. Workforce issues are also a major limiting factor on greater expansion.

**A few charts to close (that relate to issues we have discussed in recent weeks):**

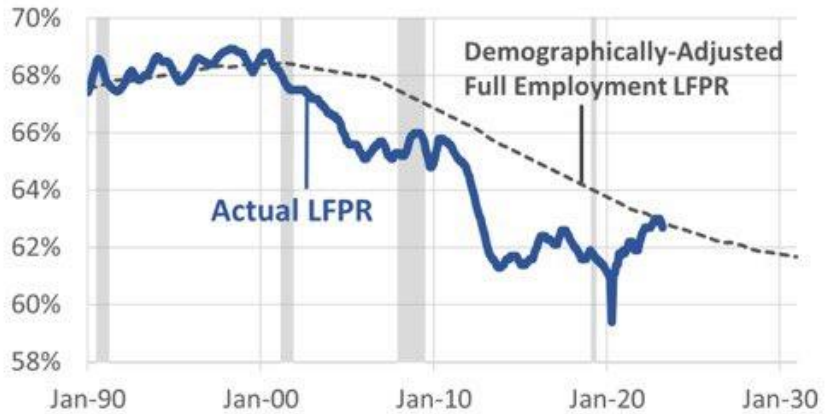
The work force supply issues are likely to grow more grave in coming years. Oregon is essentially at full employment (once adjusted for demographics and those not looking for work). For employers, that means the competition over a limited labor supply, especially experienced and talented workers, will remain high.

The housing situation should improve, with new construction and declining birth rates, so long as we do not attract a very large out of region migration from other parts of the United States, as we have in prior decades. Right now the greatest increases are in the Mountain West, Montana and Idaho in particular, and east of the Cascades.

Salem is slowly building its way out of this rental market and affordability crisis. But it will take 10-20 years for the housing stock to fully adjust to the number of workers and families in need of housing in the region. Salem is out performing Bend and Lane on multifamily (apartment) permits.

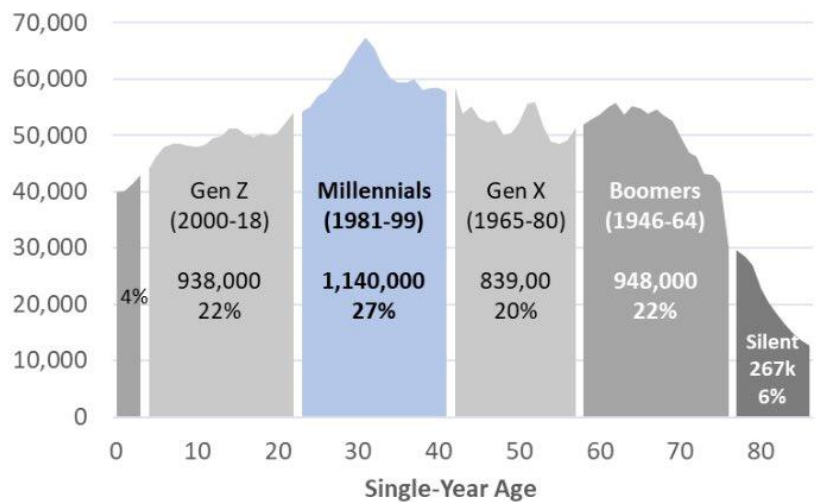
### Oregon's Labor Force Participation

Share of all Oregonians 16 years and older with a job or looking for work



Latest Actual: March 2023 | Source: BLS, Census, Oregon Office of Economic Analysis

### Oregon 2022 Population by Age

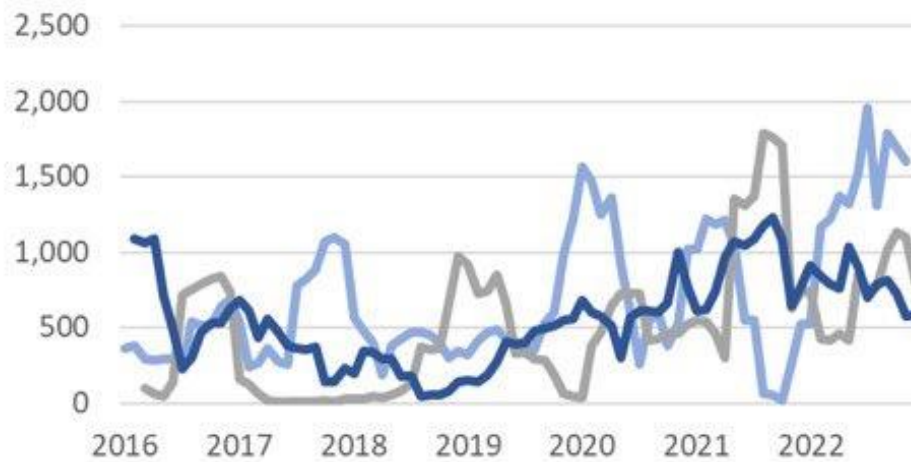


Data: 2022 Estimates | Source: Oregon Office of Economic Analysis

## Oregon Metro Multifamily Permits

Annualized Rate, 6 Month Average

Deschutes (Bend) | Marion (Salem) | Lane (Eugene)

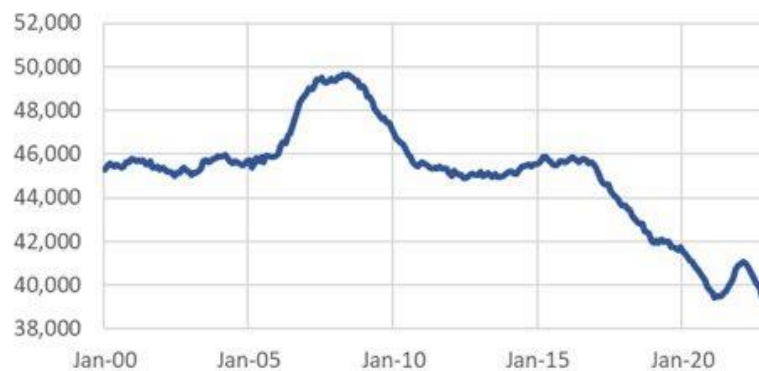


Latest Data: November 2022 | Source: HUD, Oregon Office of Economic Analysis

Lastly, the [birth rate](#) in Oregon continues to crater over the past 15 years. But Salem is something of an outlier, with a higher birth rate and a younger worker population that's generally more strategically placed than Oregon as a whole. The decline, to be sure, will still create challenges for our early learning programs. Right now Marion County has a flat birth rate (no growth), but the Polk birth rates are increasing considerably.

## Births in Oregon Continue to Slide

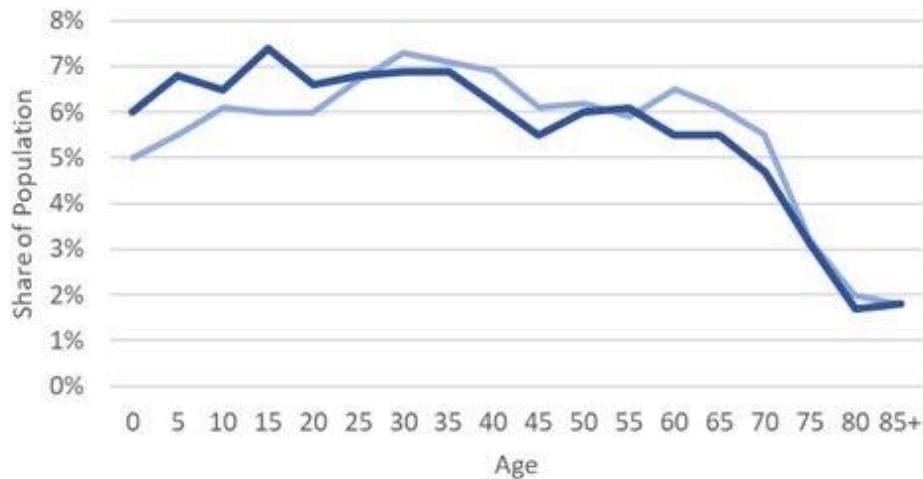
12 month sum of births



Latest Data: December 2022 | Source: Oregon Health Authority, Oregon Office of Economic Analysis

## Salem's Great Forward-Looking Demographics

Population by age in Oregon and the Salem metro area (Marion + Polk)



Data: 2021 ACS | Source: Census, Oregon Office of Economic Analysis

Oregon is in something of a unique and in some ways contradictory crisis. For the past 30 years we have neglected our housing construction needs while our population grew faster than anyone expected. Even when these trends became obvious, the state did little to stem the imbalance created by population growth and housing construction stagnation. That moral failure led to low housing stock, low vacancy rates, and wildly inflationary housing and rental costs. Most critically, it endangered an entire generation of seniors and low-income Oregonians, who are one paycheck, one health crisis, and one piece of bad luck away from homelessness. In our parks, our forests, and on our streets, the number of our homeless have increased to heights no one believed possible 20 years ago. And generations of disinvestment in addiction treatment, mental health care, industrial education, and job training has left us with what we see outside today. This is entirely, in the end, a government made crisis, one of the will as much as one of poor policy decisions (of which there have been many).

But it's also, with time and wisdom, entirely correctable.

Jimmy Jones  
Keizer, Oregon  
19 May 2023

**Chief Financial Officer Report  
To The Community Action Agency Board  
Kaolee Hoyle, Chief Financial Officer  
May 2023**

Actual to Budget, July – March 2023

- Overall, our programs have received additional grants which have not been adjusted on the previously Board-approved budget. We're working closely with Programs to ensure timely spending as we close on a biennium.

6/30/2022 Tax Return

Our 990 and CT-12 were filed on May 15, 2023.

Monitoring - OHCS

On May 4<sup>th</sup>, we met with OHCS and Moss Adams (who were contracted by OHCS) to complete the FY22 fiscal monitoring. There were two required actions and one observation.

One was related to the timeliness of bank reconciliations, specifically the January 2022 and April 2022 bank reconciliations. During that time, we had turnovers in certain positions which caused some shift in roles and the bank reconciliations were pushed lower in priority. We have since hired an Accounting Manager and Staff Accountant to ensure the timeliness of bank reconciliations, along with other general ledger responsibilities.

The second required action related to the subrecipient monitoring. We have established a subrecipient monitoring manual; however, as noted above, we had turnovers causing shifts in duties, with the personnel who was going to perform the monitoring being moved to payroll which was more critical at the time. We've made the payroll hires, along with the Accounting Manager and Staff Accountant which allows a more reasonable workload. I'll be taking on the subrecipient monitoring for the FY23 grant year.

The observation related to the Requests for Funds and the documentation. We are currently reviewing the notes from OHCS to ensure that our documentation is up to standard, and to retrain the staff on documentation comments.

CY2022 401k Audit

We are currently undergoing our annual 401k audit.

Payroll Filings

All payroll deposits have been made timely.

### Upcoming Finance Projects

- FY2024 Budget (will bring to Board in June 2023)
- Updated Accounting Policies & Procedures (expected completion: June 2023)
- Building out additional modules within Abila (accounting system) for better recordkeeping and accounting (expected completion: July 2023)
- Building out of an Agency Statement of Financial Position and Statement of Functional Expenses report for the Board (expected completion: July 2023)

**Mid-Willamette Valley Community Action Agency, Inc.**  
**Actual to Budget, July - March 2023**

	July - March 2023		FY23 - Budgeted	Expected Spent %	Actual Earned/Spent %	Difference
Grant and awards	\$ 45,606,865		\$ 66,224,925	75%	69%	-6%
Other program revenue	133,384		280,000	75%	48%	-27% {a}
Contributions	137,557		200,000	75%	69%	-6%
<b>Total Revenue</b>	<b>45,877,807</b>		<b>66,704,925</b>	<b>75%</b>	<b>69%</b>	<b>-6%</b>
<b>Expenses</b>						
Community resource programs	18,965,764		30,983,767	75%	61%	-14% {b}
Reentry services	272,459		400,000	75%	68%	-7%
Child care resource and referral network	1,352,269		1,541,591	75%	88%	13% {c}
Energy assistance programs	5,167,298		5,686,419	75%	91%	16% {d}
Weatherization services	2,075,480		2,370,357	75%	88%	13% {e}
Nutrition first USDA food program	3,149,953		4,000,000	75%	79%	4%
Head start	11,364,000		14,827,350	75%	77%	2%
Home youth services	1,293,979		3,566,038	75%	36%	-39% {f}
Management and general	2,463,817	{g}	3,329,403	75%	74%	-1%
<b>Total Expenditures</b>	<b>46,105,017</b>		<b>66,704,925</b>	<b>75%</b>	<b>69%</b>	<b>-6%</b>
Revenue Over/(Under) Expenditures	\$ (227,211)	{h}	\$ -			

{a} Actual revenue is less than expected. In years past, we would have actualized ~\$100k of NW Natural reimbursement for our Weatherization program. However, since we had excess funds to spend, we did not end up applying for the NW Natural reimbursement. If we exclude the \$100,000 from our budgeted amount of \$280,000, we would only be seeing a difference of 1%.

	Budget	Expected	Actual	Difference
CRP Operational	19,158,767	75%	59%	-16%
CRP Projects	11,825,000	75%	65%	-10%
	<u>30,983,767</u>			

The Arches Lodge acquisition was completed in March increasing our actual spend to better mirror the expected 75%. We are working on spending down the operational CRP grants, and expect that some of the funds will be rolled into the next year.

**Mid-Willamette Valley Community Action Agency, Inc.**  
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(c) We reviewed the FY23 budgeted amount. Originally, we anticipated \$1,541,591 for FY23. However, we've determined that the portion that rolled from FY22 to FY23 was more, \$1,952,094 than what we anticipated. In addition, the Stabilization Grant has been extremely difficult to spend down due to very strict stipulations. Other CCR&R programs are also struggling to spend this down, and we have spent countless meetings with other CCR&R programs as well as the State to strategize on ideas to use these funding. We have communicated to the State that these funds will not be able to be spent down, and they are expecting this and we do not anticipate any repercussions due to their strict stipulations.

	<u>Budget</u>	<u>Expected</u>	<u>Actual</u>	<u>Difference</u>
Portion of biennium budget available for FY23	1,952,094			
Portion of stabilization grant available for FY23	540,996			
	<hr/>			
	2,493,089	75%	57%	-18%

**Mid-Willamette Valley Community Action Agency, Inc.**  
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Revenue Over/(Under) Expenditures	\$ (227,211)	(h)	\$ -			

(d) The Energy Assistance Program received an additional emergency LIHEAP grant of \$2,373,043.75. Of this \$2 million, we estimate that \$889,891.41 is for the FY23 as this additional grant runs from 10/1/2022 - 9/30/2024. With the additional funding, we are looking at an estimated FY23 budget of \$6,576,310.41. In comparing this new budget amount to the actual spend, we are over spent by 4%. Direct Client Voucher payments are typically highest between October to March, and tapers off after March. In previous months, we have been underexpending as we catch up to this typical trend. We expect that subsequent to March, we will see a slowdown in spending. There is not a concern for overspend/underspend at this point.

	Budget	Expected	Actual	Difference
original budget	5,686,419			
additional portion of E-LIHEAP	889,891			
	<u>6,576,310</u>	75%	79%	-4%

(e) The Weatherization Program received two additional grants: BIL-DOE in the amount of \$400,563 and E-Liheap Wx in the amount of \$159,217.02. This brings total fiscal expenditures budget to \$2,930,137.02. When we compare actual expenditures to this updated budget amount, we see a 4% difference. We expect to be able to roll over a portion of the BIL-DOE, and expect that we will be able to fully expend the remaining funds that we are not rolling over.

	Budget	Expected	Actual	Difference
original budget	2,370,357			
BIL-DOE	400,563			
E-Liheap Wx	159,217			
	<u>2,930,137</u>	75%	71%	4%



**Mid-Willamette Valley Community Action Agency, Inc.**  
**Actual to Budget, July - March 2023**

	July - March 2023		FY23 - Budgeted	Expected Spent %	Actual Earned/Spent %	Difference
Grant and awards	\$ 45,606,865		\$ 66,224,925	75%	69%	-6%
Other program revenue	133,384		280,000	75%	48%	-27% <b>{a}</b>
Contributions	137,557		200,000	75%	69%	-6%
<b>Total Revenue</b>	<b>45,877,807</b>		<b>66,704,925</b>	<b>75%</b>	<b>69%</b>	<b>-6%</b>
<b>Expenses</b>						
Community resource programs	18,965,764		30,983,767	75%	61%	-14% <b>{b}</b>
Reentry services	272,459		400,000	75%	68%	-7%
Child care resource and referral network	1,352,269		1,541,591	75%	88%	13% <b>{c}</b>
Energy assistance programs	5,167,298		5,686,419	75%	91%	16% <b>{d}</b>
Weatherization services	2,075,480		2,370,357	75%	88%	13% <b>{e}</b>
Nutrition first USDA food program	3,149,953		4,000,000	75%	79%	4%
Head start	11,364,000		14,827,350	75%	77%	2%
Home youth services	1,293,979		3,566,038	75%	36%	-39% <b>{f}</b>
Management and general	2,463,817 <b>{g}</b>		3,329,403	75%	74%	-1%
<b>Total Expenditures</b>	<b>46,105,017</b>		<b>66,704,925</b>	<b>75%</b>	<b>69%</b>	<b>-6%</b>
Revenue Over/(Under) Expenditures	\$ (227,211) <b>{h}</b>		\$ -			

**{f}** We originally estimated the FY23 budget to be approximately \$3.5 million. However, the actual projected for what would fall within FY23 is actually lower, around \$2.2 million. Based on this new budget amount, we still show as 18% underspent. A large part of this is due to our youth rental assistance grant of \$600k for which we have spent approximately \$41k as of 5/10/2023. We have verbal confirmation from the funder that this grant will be extended past 6/30/2023. With our updated budget amount, we are seeing a difference of 3% underspent versus the 18% underspent presented below.

	<u>Budget</u>	<u>Expected</u>	<u>Actual</u>	<u>Difference</u>
Updated budget	2,258,831	75%	57%	18%

**{g}** The Admin percentage is a function of admin center over all expenditures. The admin percentage decreased from previous months as we had an acquisition which would increase our total overall expenditures, but would not necessarily increase the admin expenses.

Admin percentage 5%

**{h}** Timing of billing.

**Chief Operations Officer Report  
To The Community Action Agency Board  
Helana Haytas, COO      May 2023**

**Strategic Planning**

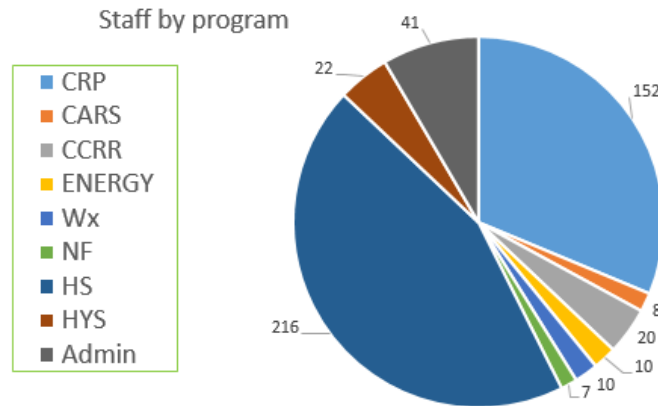
This month the Executive Team worked with the OnStrategy tool to develop monitoring of progress for the Agency’s Strategic Plan. This tool will be available to senior management to track the progress on the Objectives set out for the following 3-5 years. A tracking tool such as the OnStrategy system is part of an effort to focus the organization on its primary goals in serving the community.

*Strategic Objectives*

- *Fundraising – Donor Stewardship and Development*
- *Infrastructure and IT Systems*
- *Program and Service Development in areas of Mental Health for Early Childhood and client populations, Expansion of Shelter Operations, and Expansion of Weatherization Operations*
- *Organizational Work Culture initiatives with Reflective Supervision, Diversity, Equity, Inclusion programming, and Recruiting, Retaining and Rewarding Staff*
- *Expansion of Community Partnerships*

**Safety and Facilities**

Agency Safety Committee learned about Safety Culture Excellence this month, presented by Safety and Facilities Manager Diana Lewis. She provided insights, education and training for the members. This also included involving the committee in the creation of the Objectives for the Safety Committee. Developing Evacuation Coordinators and Emergency Response Teams for each site is in the works, as well as an emergency notification system.



**Trends**

- 437 Full-time staff, 49 Part-time and Temp Staff, **Total 486**
- Actual Hires, January to May: **73**
- Actual Separations, January to May: **61** (54 voluntary and 7 involuntary)

**Separations by program since 1/1/2023:**

- \*CRP 27
- CARS 1
- CCR&R 1
- ENERGY 2
- WX 3
- HEAD START 10
- HOME YOUTH 10
- ADMIN 7

*\*warming shelters ended seasonal operations*



Mid-Willamette Valley

**COMMUNITY ACTION**

## **May Board Report: Development Department**

Laurel Glenn, Director of Development

### **Fundraising Update**

#### **Donation numbers:**

- April donations: \$11,105
  - Up 672% versus last year's April donation total, which was \$1,651.46

**Donation overview:** This was an excellent month for donations, representing a 672% increase over last year's April total. Several large donations to CCR&R and HOME helped drive the total higher. All the donors were "repeat donors," having given large amounts before, showing that our donor stewardship program is creating donor retention. This is my last month as Development Director; it's been a pleasure working with the Board!

### **Grants Update**

## **Grants applied:**

- Kaiser Permanente; Medical Respite – assisted with application of \$250,000 grant in support of the existing ARCHES medical respite program.
- Oregon Department of Health and Human Services; Youth Experiencing Homelessness Program – submitted an application for financial support of HOME Youth Services in expanding their available hours and hiring additional staff. This grant did not call for a specific request amount, but the overall budget relayed in the application was ~\$2.4M.
- Youth Development Division; Workforce Readiness – wrote a ~\$220,700 grant in support of HOME Youth Services' Youth Empowerment Program (YEP).

## **Social Media and Marketing Update:**

Our success metrics for social media include:

- Number of new followers
- Page reach (the number of people who saw page content)
- Content engagement (how many likes, reactions and comments)

### **April Facebook Numbers**

- Page Reach: 6,148
- Post analytics:
  - o Likes/Reactions: 421

- o Comments: 18
- o Shares: 31
- o Link Clicks: 78
- o New Followers: 31

### **April Instagram Numbers**

- Page Reach: 141
- Post analytics:
  - o New Followers: 23

### **Dustin's Update:**

Social media content in April had a heavy emphasis on promoting and providing information about the opening ceremonies of The ARCHES Lodge and Navigation Center. This included press releases, photos from each event and sharing news coverage regarding both initiatives.

## Opportunities:

- MWVCAA/CCRR sponsored Clackamas Community College cohort for Spanish Early Educators to earn their 1 year ECE Certificate. Our first ever cohort of students (19), are in the process of their **final** (Spring Term) classes. They worked so hard! 4 current participants have decided to continue on towards their 2<sup>nd</sup> year towards finishing their Associates on their own.
- MWVCAA/CCRR along with the ECEC Latino Consortium is collaborating with Clackamas Community College on the recent Intergovernmental Agreement Higher Ed grant opportunity through the Early Learning Division. The plan is for 2 online Spanish classes, worth 6 credits towards an ECE certificate. 25 early educators slots were allotted for Marion, Polk & Yamhill.

Mike McNally and his wife Marianne donated \$6,000 to the CCR&R to support the Higher Ed Intergovernmental Agreement effort by offering to purchase 8 laptop computers. These will be loaners for Latino students who participate and do not have access to one, as they attend this higher ed opportunity. This was on behalf of the Willamette Wine Foundation.

- MWVCAA/CCRR is collaborating with Chemeketa Community College on the recent Intergovernmental Agreement Higher Ed grant opportunity through the Early Learning Division. We have been mainly assisting with outreach/recruitment. Several training events through the Academy have been scheduled in Marion, Polk & Yamhill. We have been distributing the flyers and information through our early educator networks, Facebook and email.
- Working with Lane County CCR&R and Onward Eugene, in the development of a statewide media campaign for CCR&R's. The focus of the campaign will be to increase awareness of CCR&R, the importance of early learning and care and increase understanding of career opportunities in the field/how to access them. Costs (about \$50,000) will be shared across statewide CCR&Rs. On behalf of statewide CCR&R's, I have also submitted a grant with Child Care Aware of America to assist in the funding of this. I have not heard anything at this time.
- A Presentation to the Yamhill County Board of Commissioners occurred on March 30<sup>th</sup> about the recommendations of a task force that has been exploring the needs of Yamhill County. Jenna Sanders participated in this task force. The Board of Commissioners has earmarked 2.2 million for early learning in Yamhill County. Jenna Sanders, the CCR&R Associate Program Director who oversee's the CCR&R Yamhill office, and Jenn Richter of the Yamhill Early Learning Hub are being asked back May 18<sup>th</sup> to answer additional questions in relation to the recommendations.
- CCR&R staff volunteered to support our program and the agency at a booth Friday and Saturday at the Woodburn Cinco de Mayo held at the Chemeketa campus. A number of CAA Programs participated and shared space for outreach and recruitment activities.

## Challenges:

- CCR&R is hiring. Positions currently open: Administrative Specialist, Preschool Promise Coach/QIS for Yamhill and Quality Improvement Specialist-General.

- CCR&R has been coordinating ECE Professional Development Webinars in English, Spanish and Russian across the state, monthly, for a number of years. This is especially true through the pandemic. This was a huge support to other CCRR's and early educators during a very difficult time. All in-person training had shut down. As we progress out of the pandemic, we have found that web-based training was very well received and we continue to have high numbers of attendance. We are having conversations with the ELD about submitting a proposal for funding and support to make this sustainable.



Mid-Willamette Valley  
**COMMUNITY ACTION**  


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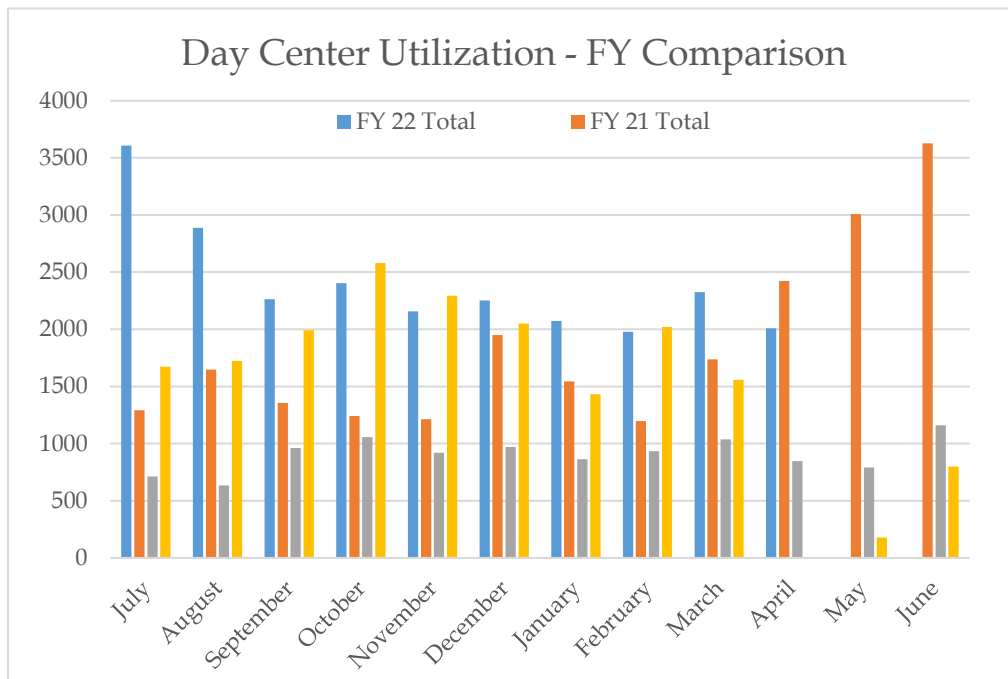
**The ARCHES Project**

615 Commercial Street NE  
 Salem, Oregon 97301

**CRP Board Report - May 2023**

The ARCHES Day Center is open six days a week. During these hours all traditional services are available, including: mail, showers, laundry, meals, and client care services. The Day Center hours are Monday - Saturday 9am - 4:30pm. In the event of inclement weather, the Day Center extends its service hours to align with emergency shelter operations.

Since opening day, the total number of duplicated Day Center visits is 101,457 - with an average daily attendance rate of 93. April 2023 showed an 18% decline in Day Center utilization over April 2022. This is likely attributed to the lower than average daily user rates during the unseasonably warm weather event at the end of the month. A time when many of our clientele elect to remain in their camps, safely parked, or near city parks and rivers.





## Community Resource Program

As the ARCHES Day Center prepares for the high volume summer season, as well as the start of the new fiscal year (July 1, 2023). Staff are performing data quality checks to ensure timely and accurate reporting, as well as analyzing demographic trends among clientele. In doing so, the below chart showcases changing demographic trends among clientele from 2020/2021 – present day.

*When a \* is present, there is an unknown category in the total. Likely due to client refusal to answer questions during intake.*

Data Category	July 2020 - June 2021	July 2022 - April 2023	% Difference
<b>Visitors by age*:</b>			
Number of Adults (25+)	93%	95%	2%
Number of Youth (18-24)	6%	5%	-1%
Number of Minors	1%	0%	-1%
<b>Visitors by sub-population:</b>			
Veterans	8%	7%	-1%
Chronically homeless	48%	53%	5%
Domestic Violence	33%	33%	0%
<b>Visitors by Gender*:</b>			
Male	67%	70%	3%
Female	32%	29%	-3%
Other	1%	1%	0%
<b>Visitors by Race/Ethnicity*:</b>			
White	82%	78%	-4%
Black or African American	6%	5%	-1%
Asian	1%	0%	-1%
American Indian or Alaska Native	3%	3%	0%
Native Hawaiian or Pacific Islander	1%	2%	1%
Multiple Races	9%	7%	-2%
Hispanic	16%	13%	-3%
<b>Visitors by Health Conditions: Guests may have one or more of the following</b>			
Mental Health	49%	55%	6%
Alcohol and Drug Abuse	67%	39%	-28%
Chronic and Physical Health Condition	84%	87%	3%
HIV/AIDS	1%	1%	0%
Developmental Disability	26%	30%	4%

Among clients served, 24% self-reported staying in emergency shelters (including hotels), with the remaining residing in places not meant for human habitation (e.g. street, camp, park, car).

In summary, trends among Day Center clientele remain stable. With only three categories showing more than a 5% shift. This includes seeing a 5% increase in those self-reporting as chronically

## Community Resource Program

homeless, and a 6% increase in those self-reporting mental health concerns. The largest shift is a 28% decline in those self-reporting alcohol and/or drug abuse.

Given the limited treatment services in the community, it is unlikely that such a large percentage of the homeless population has engaged with treatment services. As a result, Day Center staff will spend the months leading up to July 1 reviewing data collection methodologies, as well as facility accessibility standards, that might have inadvertently impacted this data element.

### ARCHES Basic Needs & Supportive Services:

Basic Needs & Supportive Services									
Month	New client Mail Boxes	Checking Mail	Meals	Calls	Pet Food	Hygiene Packs	Showers	Laundry	Client Care
July Total	125	947	8354	567	178	149	272	162	105
August Total	118	971	7505	593	122	168	181	122	222
September Total	244	1292	6362	775	220	110	229	146	108
October Total	138	1108	11572	619	342	127	423	207	204
November Total	86	641	7025	179	262	82	207	115	130
December Total	136	705	8504	336	343	79	238	123	63
January Total	163	463	6705	347	231	60	182	68	41
February Total	206	699	7040	438	274	87	218	92	24
March Total	222	1060	9161	826	296	147	293	121	16
April total	235	953	7651	519	266	162	284	105	32
May Total									
June Total									
FY 2022 Total	1673	8839	79879	5199	2534	1171	2527	1261	945
FY 2021 Total	699	13035	81015	4445	1554	2577	2454	1504	2302
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

Current utilization of Day Center Supportive Services continues to remain high, especially in comparison to FY 2021 and FY 2020. During March, ARCHES provided **10,207 supportive service transactions**. This is 9% higher than the number of engagements in April 2022. The vast majority of Supportive Services tracked during this time period were in the meal category, including **breakfast, lunch, and evening meals; providing 7,651 meals**.

### Success Story: Redwood Crossings

“German sustained an on-the-job injury while working in the fields in 2018. As a result he lost his only income and was forced to couch surf month after month until wearing out his welcome. German was staying at UGM and Salvation Army (in 2020) when he wandered upon the ARCHES Day Center. Bilingual staff connected with German and helped him open up a mailbox, receive a housing assessment and obtain an ARCHES ID. German also sought assistance in applying for SSDI. Day Center staff also assisted German with applying for Redwood Crossings.”

“In August of 2020, German was the very first resident of Redwood Crossings. German's primary language is Spanish but has done his part in learning enough English to communicate with others. He has proven to be an excellent housekeeper and takes pride in the cleanliness of his unit.”

## Community Resource Program

“In the Fall of 2022, German was notified that his sister (whom he hasn't seen in over 10 years) was very ill and wished to see him one last time. German took all appropriate steps and engaged with his Case Manager to request assistance with a Reasonable Accommodation. This would allow for him to leave the country and his unit for 90 days without breaking his lease with Salem Housing Authority (SHA). Soon after, the request was granted by SHA and during this time German was also notified that his SSDI benefits were approved. He was able to make the trip to Mexico just in time, and spent just days with his sister before she passed away. Upon his return, German was genuine in demonstrating his gratitude.”

“This story is a perfect example of persistence and perseverance. Not only did we (as an agency) never give up on German, but because of this we were able to develop a trusting rapport with him. So when the time came German needed help, he was able to lean on his team for support. Which in the end, was able to help make this dream a reality.”

- Lucy Briseno, Program Manager

### **Program Showcase:** *ARCHES Diversion Assistance Program (ADAP)*

MWVCAA is preparing for an additional wave of ADAP funding tied to the new Governor's Emergency Order. Which will bring an additional \$2.56 million in emergency rental assistance to Marion and Polk County. Of this, a dedicated percentage will be sub-granted to community partners to ensure geographic and racial equity. With this funding, ADAP hopes to serve an additional 667 households.

Beginning in May, MWVCAA clients have three avenues to receive assistance.

1. The first is direct referral from community partners using the *Unite Us* platform sponsored by Kaiser Permanente. After a review of current providers within the system, many organizations are already participating entities. For those partners not already affiliated with *Unite Us*, MWVCAA is connecting them with free licensing and training opportunities.
2. The second avenue for assistance is directly at eviction courts. MWVCAA will continue to host staff at county courts to immediately sign-up households for assistance, preventing the eviction before the final ruling is placed. In using this format, MWVCAA works closely with court staff and appointed Judges to help mediate cases staving off the eviction process related to non-payment of rents.
3. The final way to access services is via MWVCAA Resource Centers. Whereby clients can seek walk-in assistance. This is likely to be the avenue which MWVCAA will see the largest volume of requests. In preparation, MWVCAA has a fully trained team staffed located at the agency's Broadway facility.

**ARE YOU FACING EVICTION?**



You may qualify  
for rental assistance  
in Marion County!

**ALL RENTERS AT RISK OF EVICTION MAY APPLY,  
REGARDLESS OF IMMIGRATION STATUS**

For more information, please call:  
The ARCHES Project at the Seymour Center  
Open Mon-Fri 9-3PM  
(503) 399-9080 ext. 4600  
3745 Portland Road NE, Salem, OR 97301

The ARCHES Project - Woodburn  
Open Tues/Wed 11-3 Thurs 2-5:30PM  
(503) 508-1926  
970 N. Cascade Drive, Suite 100, Woodburn, OR 97071

The ARCHES Project - SOCC (Santiam Canyon)  
Open Tues-Sat 9AM-4PM  
(503) 399-9080 ext. 4501  
280 NE Santiam Boulevard, Mill City, OR 97360



**ARCHES Housing & Specialty Programs:**

For the 2022 Fiscal Year, ARCHES will report monthly **on new 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 residential facilities, rapid re-housing 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 March, **43 new households (78 persons)** received housing support. This is a decline from months prior, but this trend is expected at the end of each fiscal year as assistance funds start to become depleted. In addition, 25 households exited into self-sufficiency, meaning they are able to live independently of ARCHES assistance moving forward. There were also **25 households actively participating in the housing search** process, working closely with navigation staff for placement. Since tracking began in July 2019, 852 households have exited ARCHES programming into permanent housing solutions.

## Community Resource Program

ARCHES Housing Programs Table 1											
Core Programs	Households Served	Individuals Served	Pets	Avg VI-SPDAT Score	Adults	Children	Households Searching	Households in Housing	Household PH Exists	Marion Households	Polk Households
Home TBA	0	0	0	0	0	0	0	0	0	0	0
ERA	1	1	0	6	1	0	0	1	0	1	0
HUD CoC	1	5	0	10	1	4	0	1	2	1	0
City of Salem - TBRA	1	1	0	0	1	0	0	1	2	1	0
EHA	0	0	0	0	0	0	0	0	0	0	0
KP Home	1	1	0	0	1	0	1	0	0	1	0
DHS Fresh Start RRH	1	1	0	8	1	0	1	0	0	1	0
DHS Navigators	0	0	0	0	0	0	0	0	0	0	0
HSP	3	8	0	10	4	4	1	2	2	2	1
Navigation Center	Program Pending										
Redwood Crossing	2	2	1	13	2	0	0	2	0	2	0
ARCHES Inn - Wildfire	0	0	0	0	0	0	0	0	0	0	0
ARCHES Inn - Homeless	1	1	0	8	1	0	0	0	1	0	1
ARCHES Inn - Shelter +	10	10	1	8.75	10	0	7	0	2	10	0
OHA-VRAP	1	1	0	9	1	0	0	1	0	1	0
Tanner's Project - GPD	2	2	2	8.2	2	0	2	2	2	2	0
Tanner's Project - State Bed	3	3	1	7	3	0	0	0	0	3	0
VET DRF	0	0	0	0	0	0	0	0	0	0	0
EHA	0	0	0	0	0	0	0	0	0	0	0
WRRRA	2	2	0	0	2	0	0	1	0	2	0
OERA - ADAP	14	40	0	0	17	23	0	14	14	12	2
<b>April Clients Served</b>	<b>43</b>	<b>78</b>	<b>5</b>	<b>8.80</b>	<b>47</b>	<b>31</b>	<b>12</b>	<b>25</b>	<b>25</b>	<b>39</b>	<b>4</b>

Specialty Services engaged 562 households in this most recent period (April 2023). The two most common services are VSO assistance (veterans) and Outreach programs, including Mobile showers.

As the agricultural season begins, ARCHES Supportive Services will begin to see substantial increases in persons/households served by the Fuerza Campesina (FC) program. A program dedicated to serving seasonal and migrant farm workers. Last season, FC served on average 270 unique households per month at the height of the summer. FC is preparing for this seasonal increase by attending community events such as Woodburn - Cinco de Mayo, bulk ordering supplies, completing their trainings with Oregon Health Authority, and enriching community partnerships.

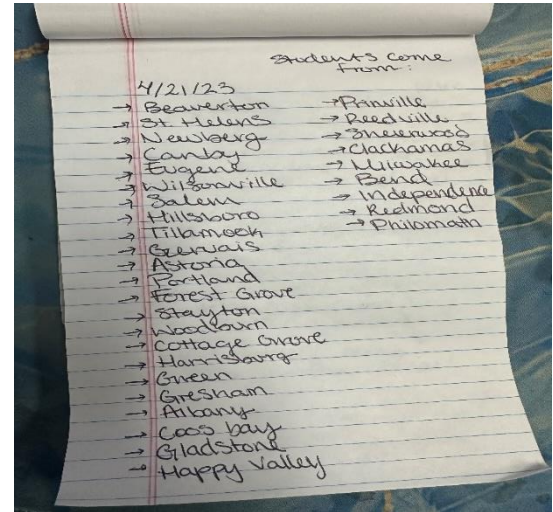
ARCHES Specialty Programs Table 2							
Specialty Services	Households Served	Adults	Children	Veterans	Fleeing DV	BIPOC/LatinX Individuals	Total Unique Served
Marion County VSO	382	382	0	382	0		382
RENT	24	27	14	0	8	2	41
Birth Certificates	0	0	0	0	0	0	0
Coordinated Outreach	61	61	0				61
Mobile Showers	80	0	0				80
Fuerza Campesina	15	17	0	0	1	15	17
<b>April Clients Served</b>	<b>562</b>	<b>487</b>	<b>14</b>	<b>382</b>	<b>9</b>	<b>17</b>	<b>581</b>
Coordinated Entry - HP	64	92	89	1	29		181
Coordinated Entry - Homeless	125	137	43	8	12		180
<b>Coordinated Entry - TOTAL</b>	<b>189</b>	<b>229</b>	<b>132</b>	<b>9</b>	<b>41</b>	<b>0</b>	<b>361</b>

## Community Resource Program

### Program Showcase: *Fuerza Campesina*

A new success was achieved when Fuerza Campesina performed outreach and distributed information to youth across the state. On April 21<sup>st</sup>, 2023, Fuerza Campesina attended the *Cesar Estrada Chavez Leadership Conference* hosted by Western Oregon University. More than 1,000 students, grades 9<sup>th</sup> -11<sup>th</sup> attended this event. From those, half of them received Oregon Health Plan assistance from the Fuerza team.

Fuerza staff also gave a presentation called "*La Vision Migrante y Campesina,*" to a group of students. This presentation showcased the life and events of Cesar Chavez. A figure who is an inspiration many farmworkers, and whose legacy has empowered a movement.



### Rural Resource Services: *Marion and Polk Counties*

Resource Services provide prevention funds for households experiencing an unexpected and unavoidable emergency in Marion and Polk Counties. These services, include: rent arrearages, utility shutoffs, as well as emergent utility and security deposits. Navigation and referral services are also a key feature of this program; creating linkages to external service providers in order to improve self-sufficiency for households moving forward.

During April 2023, 52 households were assisted thus avoiding homelessness. 89% of these services occurred **outside the city limits** of Salem, serving our rural communities

	Resource Services - Homeless Prevention								
	Households Served	Individuals Served	Adults	Children	Households Searching	Households in Housing	Household PH Exists	Marion Households	Polk Households
Seymour Center	6	16	7	9	0	3	3	6	0
Polk County	37	102	50	52	0	37	37	0	37
Woodburn	6	18	7	11	0	6	6	6	0
SOCC - Mill City	3	8	4	4	0	3	3	3	0
<b>April Clients Served</b>	<b>52</b>	<b>144</b>	<b>68</b>	<b>76</b>	<b>0</b>	<b>49</b>	<b>49</b>	<b>15</b>	<b>37</b>



## Community Resource Program

### Success Story: *KP Project HOME*

“Our client Valentin dealt with homelessness for more than a year. When I began working with Valentin, he was recently stabbed during the night because he was out wandering and sleeping on the streets. In urgency, we got him into a hotel so he may be in a safe place while we worked on housing for him.”

“There were several barriers that had to be overcome in regard to Valentin’s case for housing. For example, Valentin’s had several hospital trips in the manner of a couple weeks due to pneumonia and sugar levels since he is a diabetic. However, despite the time in the hospital he always found a way to stay in contact with KP Project HOME. “

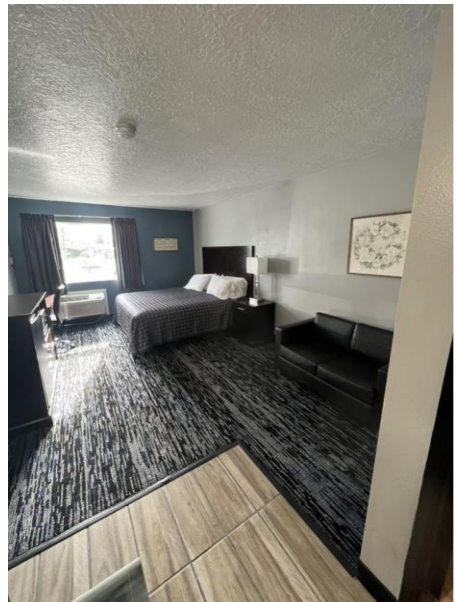
“During this time of the year many property managers are overworked due to an influx of applications as households tend to move during the spring/summer. As a result, Valentin experienced a delay in housing. However, he was always filled with joy when he heard from staff in regard to updates. Also, he was appreciative of what we could provide for him such as a place to rest in a hotel. A safe location where he did not have to fear being hurt.”

“Staff did eventually get Valentin into an apartment during April and provided donations so he has a sense of home. It is also good to note that Valentin continues to remain in contact with KP Project HOME after being housed. Where he is provided with on-going case management focused on goal setting, resource navigation, and the development of self-sufficiency.”

- *Jared Valet, Housing Navigator*

### Program Highlights:

- On April 12<sup>th</sup>, ARCHES hosted a grand opening event for the ARCHES Lodge. A new 75 room hotel dedicated to sheltering homeless veterans, as well as medically fragile unsheltered individuals. At this event, special guest speakers included the Mayor of Salem, Director of Oregon Housing and Community Services, President and CEO of Oregon Community Foundation, Polk County Commissioner Gordon, as well as the State of Oregon Governor.
- On April 24<sup>th</sup>, ARCHES in partnership with the City of Salem hosted a grand opening event for the Navigation Center.
- MWVCAA was awarded Private Employer of the Year by Shangri -La for our dedication to working with, and improving the lives of, those living with disabilities.

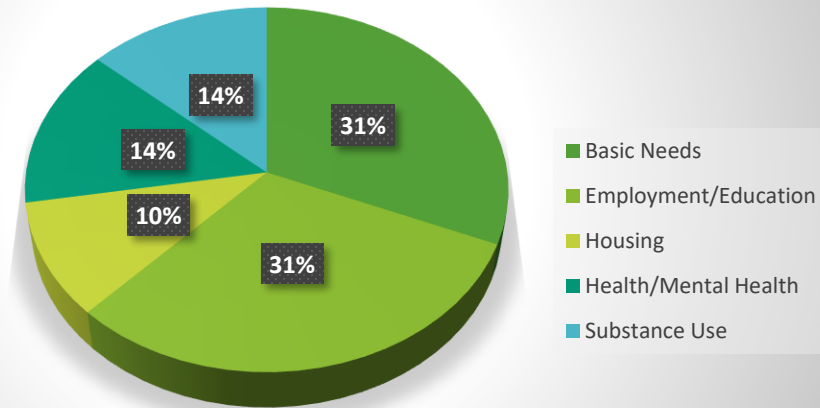


# De Muniz Resource Center

April Cox, Director

May 2023

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



## Opportunities/Challenges

- ❖ De Muniz Resource Center served 138 clients in April, with 338 services provided.
- ❖ This month 73% served were adults in custody vs. 27% out of custody.
- ❖ During this reporting period, 21 clients (48 occurrences) took advantage and attended our cognitive based classes. The classes covered the following topics:
  - Prosocial lifestyle
  - Identifying strengths
  - Healthy mind frames
  - Problem solving
  - Emotional regulation
  - Success planning
- ❖ Our partnership with Northwest Human Services yielded 39 clients completing their enrollment for Oregon Health Plan prior to release (from incarceration).
- ❖ We assisted nine clients with bus passes, donated by United Way this month.
- ❖ Thirty-seven clients (73 occurrences) took advantage of our volunteer's services, which include recovery support groups, GED prep, gambling awareness, and mock employment interviews.
- ❖ We assisted eleven clients with assistance to obtain their state ID cards this month.

## Program Updates

*Employment services:*



# De Muniz Resource Center

April Cox, Director

May 2023

We are in the last 60 days of the capacity-building grant for Future Ready Oregon, Senate Bill 1545. We were able to hire a talented team, which includes two Job Developers and a Program Manager. We also added a talented contractor on to help us with workforce development and employer outreach in the final stretch.

We are connecting with Parole & Probation and manufacturing/technology employers in Marion, Polk, and Yamhill counties. We are learning the needs of Parole & Probation in terms of supporting reentry clients. We are networking with employers in all three counties to see what their needs are in terms of hiring employees, training, and exploring the openness and/or challenges (for them) hiring justice involved individuals.

We have temporarily obtained additional office space and will be moving our employment team to the new space in the next few weeks. I am working with several community partners on preparing to write the grant proposal for the second round of Future Ready Oregon funds.

## *Resource Center:*

We were asked to apply for the Justice Reinvestment funds to continue our services located at the Marion County Corrections campus, working with adults in custody at the Transition Center. I wrote the proposal and got notice that our proposal will be awarded for the next biennium. Justice Reinvestment funding supports our Education Navigator and support staff and allows us to operate the Resource Center as the 'one-stop shop' reentry services. It is the backbone to our program so securing this funding was vital.

## *Housing:*

We continue to operate our rapid rehousing program specific to reentry people of color. This project is currently funded by Willamette Health Council, after starting with funds from Meyer Memorial Trust. With only one Housing Navigator, we have helped more than 25 clients get approved for a lease and settle into their homes over the past 1.5 years. The program has been very successful as we now have a waiting list. We are getting referrals from Marion County Parole & Probation, Bridgeway Recovery Services, UGM, United States Probation, Church at the Park, ARCHES, etc.

This program helps clients improve their attractiveness as an applicant by obtaining support letters, ensuring their income is satisfactory, etc. We are able to pay application fees, security deposit, and short-term rent based on the client's needs. Most importantly, our Housing Navigator is forming quality relationships with property management companies and private landlords so they give our clients a fair shot.

Energy Services April PY 2023, Program Report  
Traia Campbell, Energy Director  
Executive Summary of Activities (Numbers served/service units/outcomes)

Energy Services households served in April 2023

April 2023, Marion & Polk county completions by funding source								
Funding	HH	People	>6	60+	Disabled	At or below	75% prov.	Ave HH pmt
LIHEAP	706	1915	200	281	241	288	41% of HH's	\$436
LIHWA CAA	118	144	46	60	28	40	40% of HH's	\$366
LIHWA ARPA	87	288	23	35	26	35	40% of HH's	\$355
OEA PGE	533	1449	137	213	196	216	41% of HH's	\$491
OEA PP	52	130	13	27	26	19	37% of HH's	\$645
CEAP PGE	0	0	0	0	0	0	0% of HH's	\$0
CEAP PP	0	0	0	0	0	0	0% of HH's	\$0
OLGA	166	475	50	90	62	59	36% of HH's	\$464
GAP	72	183	14	34	20	20	28% of HH's	\$141
<b>Total</b>	<b>1734</b>	<b>4584</b>	<b>483</b>	<b>740</b>	<b>599</b>	<b>677</b>	<b>39% of HH's</b>	<b>\$459</b>

April 2022, Marion & Polk county completions by funding source								
Funding	HH	People	>6	60+	Disabled	At or below	75% prov.	Ave HH pmt
LIHEAP	567	1508	163	197	193	257	45% of HH's	\$398
LIHEAP ARPA	569	1509	163	199	193	256	45% of HH's	\$396
LIHWA_CAA	119	357	39	64	43	49	41% of HH's	\$241
OEA PGE	210	535	48	77	72	74	35% of HH's	\$583
OEA PP	19	51	5	6	8	6	32% of HH's	\$619
CEAP PGE	303	834	90	114	103	129	43% of HH's	\$758
CEAP PP	33	92	11	16	16	7	21% of HH's	\$768
OLGA	109	325	25	47	29	42	39% of HH's	\$452
GAP	36	107	12	10	11	14	39% of HH's	\$136
<b>Total</b>	<b>1965</b>	<b>5318</b>	<b>556</b>	<b>730</b>	<b>668</b>	<b>834</b>	<b>42% of HH's</b>	<b>\$527</b>

Energy continues to process previously received applications, processing is taking 6 to 8 weeks. The number of applications received in April was reduced from the past 6 months. Applicants that received LP23 funding may be able to received additional funds (OEA, OLGA, GAP, LIHWA). OHCS guidelines authorize agencies to process these applications as express. Express applications do not need to be updated which enabled them to be processed more quickly, on average 1-3 weeks. OHCS has fully released all Emergency LIHEAP funds. the second ELP allocation was nearly double what was expected. I estimate an additional 4,000 households will be assisted with these funds. ELP funding is a continuation of the original LP23 funds and must be tracked separately. The number of people applying for assistance this program year has increased across the network. Many programs, including Energy, are behind on processing applications. Factors include; reduced trained staff, team call outs, increased number of applicants, customer inquires, funding changes, etc. Energy team is brainstorming on updates that will be implemented to assure applications will be processed in a timely manner while assuring quality not only quantity.

To confirm the number of new clients served in the last few program years, I requested and received a report from OHCS that indicates the number of new (those that have not received assistance in previous 2 years) applicants assisted in PY 2022 and for the first 6 months of PY 2023 (October - March). The network wide report included data for recipients of LIHEA, OEA PGE & PAC. In PY 2022 a total of 64,164 additional people and PY 2023 44,238 additional people received assistance. I also requested the number of households but have not yet received. The average home size is 2.7 people, an estimate of 23,764 additional households in PY 2022 and 16,384 in the first 6 months of PY 2023.

April 2023, Polk county completions by funding source								
Funding	HH	People	>6	60+	Disabled	At or below	75% prov.	Ave HH pmt
LIHEAP	88	241	30	35	38	35	40% of HH's	\$458
LIHWA-CAA	17	50	12	5	3	8	47% of HH's	\$384
LIHWA-ARPA	8	25	2	5	2	3	38% of HH's	\$439
OEA PGE	5	24	6	3	4	3	60% of HH's	\$859
OEA PAC	25	67	9	12	8	12	48% of HH's	\$661
CEAP PGE	0	0	0	0	0	0	0% of HH's	\$0
CEAP PAC	0	0	0	0	0	0	0% of HH's	\$0
OLGA	12	38	1	5	1	3	25% of HH's	\$522
GAP	6	12	1	3	1	1	17% of HH's	\$135
<b>Total</b>	<b>161</b>	<b>457</b>	<b>61</b>	<b>68</b>	<b>57</b>	<b>65</b>	<b>40% of HH's</b>	<b>\$554</b>

April 2022, Polk county completions by funding source								
Funding	HH	People	>6	60+	Disabled	At or below	75% prov.	Ave HH pmt
LIHEAP	56	151	16	17	21	25	45% of HH's	\$396
LIHEAP ARPA	57	152	16	18	21	25	44% of HH's	\$392
LIHWA_CAA	21	65	8	11	9	11	52% of HH's	\$370
OEA PGE	5	18	0	5	4	2	40% of HH's	\$507
OEA PAC	10	32	4	2	3	5	50% of HH's	\$720
CEAP PGE	6	16	0	6	6	3	50% of HH's	\$1,253
CEAP PAC	18	53	6	7	9	3	17% of HH's	\$707

OLGA	7	33	3	4	2	2	29% of HH's	\$446
GAP	5	21	3	2	2	1	20% of HH's	\$117
Total	<b>185</b>	<b>541</b>	<b>56</b>	<b>72</b>	<b>77</b>	<b>77</b>	<b>42% of HH's</b>	<b>\$599</b>

**HEAD START PROGRAM REPORT TO BOARD OF DIRECTORS & POLICY COUNCIL  
Eva Pignotti, CPO of Early Learning & Child Care – May, 2023**

**Attendance**

**Head Start Preschool**

9/22	10/22	11/22	12/22	1/23	2/23
76.16%	71.10%	64.76%	60.68%	69.82%	67.20%
3/23	4/23	5/23	6/23	7/23	8/23
67.39%	71.53%				

**Early Head Start**

9/22	10/22	11/22	12/22	1/23	2/23
70.72%	69.52%	58.37%	58.99%	67.60%	71.35%
3/23	4/23	5/23	6/23	7/23	8/23
69.81%	73.92%				

**Early Head Start Child Care Partnerships**

9/22	10/22	11/22	12/22	1/23	2/23
81.23%	77.27%	68.00%	71.58%	67.31%	65.90%
3/23	4/23	5/23	6/23	7/23	8/23
67.00%	72.08%				

**Community Action Head Start Attendance Analysis  
Absences for April 2023**

The Head Start program attendance rate for April was 71.53%, below the required 85%. The top absence reason during the month was children’s illnesses (not respiratory), accounting for 43.41% of the absences.

The Early Head Start program attendance rate for April was 73.92%, below the required 85%. The top absence reasons during the month were children’s illnesses (not respiratory), which accounted for 46.91% of the absences, and children’s illnesses (respiratory), accounting for 11.34% of the absences.

The Early Head Start Child Care Partnerships program attendance rate for April was 72.08%, below the required 85%. The top absence reasons during the month were family day/vacation, which accounted for 30.19% of the absences, children’s illnesses (respiratory), which accounted for 19.94% of the absences, and children’s illnesses (not respiratory), which accounted for 15.51% 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)**

9/22	10/22	11/22	12/22	1/23	2/23	3/23	4/23	5/23	6/23	7/23	8/23
333	363	387	396	432	428	455	453				

**Early Head Start – Full Enrollment = 114**

9/22	10/22	11/22	12/22	1/23	2/23	3/23	4/23	5/23	6/23	7/23	8/23
74	80	82	83	99	94	102	103				

**Early Head Start Child Care Partnerships – Full Enrollment = 86**

9/22	10/22	11/22	12/22	1/23	2/23	3/23	4/23	5/23	6/23	7/23	8/23
80	66	68	68	71	69	76	78				

**Waiting Lists**

**Head Start Preschool**

9/22	10/22	11/22	12/22	1/23	2/23	3/23	4/23	5/23	6/23	7/23	8/23
49	36	56	72	76	86	92	85				

**Early Head Start**

9/22	10/22	11/22	12/22	1/23	2/23	3/23	4/23	5/23	6/23	7/23	8/23
17	16	19	33	45	54	69	77				

**Early Head Start Child Care Partnerships**

9/22	10/22	11/22	12/22	1/23	2/23	3/23	4/23	5/23	6/23	7/23	8/23
7	8	7	14	12	12	19	18				

**USDA Meal Reimbursements**

	April 2023	
USDA Meal Reimbursements	Number of Meals Served	Amount Reimbursed
Breakfast	5,422	\$11,982.62
Lunch	5,455	\$21,983.65
Snack	467	\$ 551.06
Cash In Lieu		\$ 1,636.50
<b>Total Reimbursement</b>	<b>11,344</b>	<b>\$36,153.83</b>

## **Report from Chief Program Officer of Early Learning & Child Care:**

**Staff Child Care:** We continue in our efforts to find a location for staff child care, which we are hoping to provide starting in September. Board and Policy Council members are encouraged to provide leads and connections if you know about any potential facilities for lease. Interviews are scheduled for May 19<sup>th</sup> to hire a temporary Child Care Director.

**Child Care Resource & Referral:** Second interviews are taking place on May 18<sup>th</sup> in our search for a new CCR&R Program Director. The last phase of the process is a community meet and greet, to which CCR&R staff, child care providers, Board members and community partners will be invited. This is planned for the afternoon of June 1<sup>st</sup>. More information will be sent out via email in the coming days.

**Head Start:** Program leadership has been immersed in planning for the 2023-2024 school year. Among the plans are efforts to convert both federal and state Head Start slots to other program options, and to reduce Head Start slots. Details will be presented at the May meetings of the Policy Council and the Board of Directors.

# HOME Youth Services Board Report

April 2023

## *The Drop-In Day Center*

The Drop-In Day Center serves youth ages 11-18, and was open two days a week for full services in January, with hours available other days throughout the week for case management, access to resources, and access to basic needs items like hygiene products, clothing, food, and school supplies.

The Drop-In has traditionally been open 7 days a week. During COVID, due to staffing and wellness challenges, hours were reduced to 5 days a week. In October, the decision was made to reduce hours to 2 days a week to increase the focus on outreach services, edit policy and procedures, and make necessary changes to the physical space of The Drop In.

In the beginning of February, the Drop In closed to complete repairs and cosmetic updates. The Agency Facilities team directed many of the repairs, connected the Program with contractors, and completed much of the work. The Facilities team also worked with the Program staff by guiding them as they painted, cleaned, and organized the building. Once repairs are finalized and the building passes its final inspection to open and serve youth, the Drop In plans to open 3 days a week, and gradually increase hours to 7 days as staffing allows. Although youth were unable to visit the physical location for services during the quarter, staff continued checking in with youth who are known to the Program through social media, texting, and delivery of food boxes. The Drop In Youth Navigator also participated in case management activities with youth and met them in the community for case management meetings.

Drop In staff are planning to do outreach events outside of the Drop In starting next month to engage youth while completing the necessary steps to open the building. These events will include food service, access to clothing, hygiene items, and other basic needs, access to food boxes, and on site case management. The HOME Youth Services team recently connected with the McKinney Vento program to coordinate efforts to effectively serve youth in the school system. Youth identified through the McKinney Vento Program will be able to access services at the Drop In during these events, for a continued partnership.

## COMMUNITY ACTION Outreach

HOME Youth Services' outreach team serves youth in both Marion and Polk counties. The outreach team meets youth serves to provide vital resources to youth where they are at, and begin engagement with services at HOME Youth Services. Outreach, as a team, travels to areas where youth are known to either stay or hang out to engage with youth. The team also attends and hosts community tabling events to engage with youth and inform them about HOME Youth Services' services.

The Outreach team has continued connections with Northwest Human Services HOST program, and will continue weekly outreach efforts. The Outreach team has also connected with the Church at the Park team to coordinate efforts. The team plans to engage with Church at the Park on Fridays at the Downtown Transit Center, as the Church at the Park team has mentioned they have been engaging with quite a few youth under the age of 18. The three service providers, as well as others invited from the CoC's Youth and Young Adult Subcommittee meeting have monthly meetings at IKE Box to check in, coordinate efforts, discuss challenges and strengths, and develop a plan to ensure youth are being met where they are at in outreach efforts. Outreach is an essential piece in the HOME

Youth Services puzzle, and the team is dedicated to effectively and creatively reaching youth, even through internal and external barriers.

Church at the Park is hosting weekly outreach events every Thursday. The HOME Youth Services team will be joining during these events and will have a table with resources and basic needs items for youth attending the events. During these events, the HOME Youth Services team will be able to connect and engage with new youth in the community.

### **Youth Empowerment Program (YEP)**

The Youth Empowerment Program (YEP) is HOME Youth Services’ job development program. Youth engaged in YEP are able to work as a paid intern in either an internal (at HOME Youth Services) or external (with community partners) internship. Youth engaged in the YEP program also develop transferrable life and job skills during weekly workshops, focusing on 21<sup>st</sup> Century skills like interviewing, communication, civic literacy, financial literacy, critical thinking, and creativity. A partnership with Maps Credit Union also provides youth the opportunity to sign up for a savings account and begin saving with the money they are making while engaged in the YEP program.

	<i>January</i>	<i>February</i>	<i>March</i>	<i>April</i>
<i>Youth Participants</i>	7	7	5	3
<i>Attended Workshops</i>	7	0	4	2
<i>Attended Financial Literacy</i>	0	0	0	0
<i>Attended Education Field Trip</i>	0	0	0	0
<i>Attended Business Field Trip</i>	0	0	0	0
<i>Opened Savings Account</i>	0	0	0	0
<i>Total</i>	14	7	9	5

McKenna is a 15-year-old student from Central High School. This was her first cycle of YEP and she was in the culinary internship. When McKenna first started YEP, she was a very shy and timid youth. Every week throughout the cycle, she became more engaged, outgoing and was always very helpful. Within the three months that she was a culinary intern, McKenna learned a new cooking technique, skill and recipe each week. McKenna found a new enjoyment for cooking as well as learning the beginning ends and outs of having a job. During this time McKenna was able to grow confidence and build up her skills on her resume. McKenna ended her YEP cycle early after being hired for a job working in retail.

### **Taylor’s House Emergency Housing**

Taylor’s House is an emergency shelter for youth ages 11-18. Taylor’s House has ten beds for youth, four of which are set aside for youth in ODHS custody. The additional six beds are set aside for youth in the community who are experiencing homelessness or at risk of experiencing homelessness. Taylor’s House opened in 2018, and has been a vital resource for at risk youth in the community. While at Taylor’s House, youth engage in pro-social activities like house meetings, groups, and outings. Once in shelter, youth also engage in case management with staff at Taylor’s House to work on goals like housing, health, mental health, and education. Youth work with Taylor’s House staff to identify safe, long term supports for after they transition from emergency shelter.

In April, Taylor’s House served six unduplicated youth – three of the youth were referred to Taylor’s House from Oregon Department of Human Services, and three youth were community referrals. Between the six youth, the total bed nights for the month was 98.



With the weather getting nicer, Taylor's House youth and staff are planning more outdoor events and outings like the beach and park activities. Taylor's House is also beginning to plan for summer events and including youth voice in those plans through regular house meetings and conversations with the youth. Taylor's House continued the basement project, and has been working to create a more trauma-informed space for youth, beginning with the time youth come in to Taylor's House for an intake. The space is really coming together and should be completed very soon.

In the month of April, staff managed a total of fifteen incident reports. Two-thirds of the incident reports were minor or standard reports. Of the five critical incident reports, two included mandatory reports from information disclosed by youth upon intake, one included a run report due to a youth not returning home from school, though he later returned home, and two included youth endorsing suicidal ideation. Both of those incidents were managed with staff walking through a crisis intervention process, and did not escalate to the youth visiting Psychiatric Crisis Center or Salem Emergency Department. Staff were able to deescalate both situations safely and work with the youth to return to baseline.

Travis is a youth who has been with Taylor's House for a while. He is now 18, and has plans to live on his own with support soon. When Travis arrived at Taylor's House, he presented pretty quiet and reserved. It took him a while to get to know people, but he was always respectful and took the time out to really listen to people as they engaged. Throughout his time at Taylor's House, Travis has grown out of his shell some. Instead of always wanting to be inside, Travis will now go to the library multiple times a week, sometimes even walking on his own and navigating his way there and back. Travis has made connections with both youth and staff, and has been a wonderful role model for the younger youth in shelter. He has so much to be proud of!

### ***Rapid Re-Housing Program***

HOME Youth Services' Rapid Re-Housing Program began as a pilot project from the state of Oregon to provide housing assistance to youth in Marion and Polk counties. In January, 2023, the new Rapid Re-Housing Manager was hired and began working on the policies and procedures for the program, while simultaneously working on the enrollment packets and hiring additional staff. The program is now fully staffed with two Youth Navigators, who are currently completing training for when the program is fully operational. The program has been connecting with community partners like Safety Compass to discuss the program and the referral process for the program. Policy & procedures and the enrollment packet are almost complete, and once complete, the program will be ready to fully launch.

The Rapid Re-Housing Program packet is complete, and staff in the program are engaging with landlords, community partners, and youth to begin the enrollment process. The program has worked hard to get the word out, and youth and community partners are excited for the opportunity presented. The Rapid Re-housing team is also working closely with the Agency Finance team to train on the financial process of paying for rent and utilities for youth, with a goal of the process becoming seamless for the staff and landlords.

### ***Current Projects***

At the end of April, the Agency closed on the house at 719 Jackson St. in Monmouth for the joint transitional housing-rapid rehousing project through the Youth Homelessness Demonstration Program (YHDP). Repairs and updates will begin on the house in early May, with a proposed open date

in the summer. The Program hired a manager for the joint project, who will also manage the support services project in Polk County. Once the Program Manager comes on board, partnership and conversation with the CoC's Youth Action Board, Backbone, will continue. Youth voice is essential in the YHDP process, and will be centered throughout the project, including naming the property prior to opening.

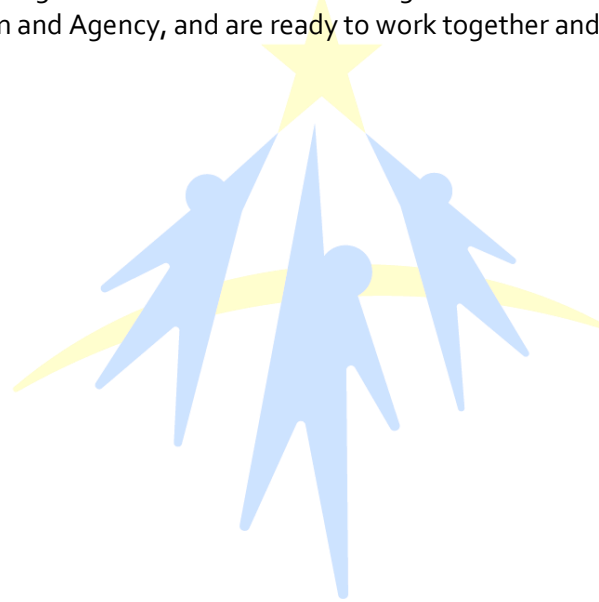




### ***Other***

In April, four staff members attended the Family Youth Services Bureau's (FYSB) regional training in Oakland, CA. This training was for service providers who have grants from FYSB to connect, share resources and ideas, and learn together. Staff brought typical outreach materials with them, and provided ideas at the shared resource table. After the training, the Program Director received positive feedback that staff were prepared and shared many great ideas. Staff also came back with new resources and innovative ideas to implement in service delivery.

The Program has hired two new Associate Program Directors: Christopher Lopez and Mercedes Thorington. Christopher will oversee the housing initiatives, while Mercedes will oversee the support services initiatives for the Program. Both new Associate Program Directors are doing a fantastic job acclimating to the Program and Agency, and are ready to work together and strengthen the Program as a team!



Mid-Willamette Valley

**COMMUNITY ACTION**

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**HOME Youth Services**

Nutrition First -Child Care Food Program  
 Carmen Romero - Program Director  
 May 2023

Nutrition First CCFP reimburses child care providers who are certified or registered with the Office of Child Care or license-exempt providers listed with ODHS. The following chart is for the fiscal year 2022-2023. It shows the total number of clients, including those who opened and those who closed each month.

The fiscal year for the CACFP program is from October to September.

	Oct. 2022	Nov. 2022	Dec. 2022	Jan. 2023	Feb. 2023	March 2023	April 2023
Start of Month	500	495	492	490	498	500	503
Opened	8	8	7	11	13	10	10
Closed	13	11	9	3	11	7	14
End of Month	495	492	490	498	500	503	499

- For April, we signed on 10 providers (all 10 are OCC registered/certified, no listed providers this month) and we closed 14 providers, leaving us with 503 active homes. The only difference between the OCC providers and the listed providers is how many children the state has allowed them to care for and that is the number of children Nutrition First will reimburse.

Out of the 14 closures ~ one was closed by Nutrition First for a Serious Deficiency, three closures were a change in site provider, one provider never submitted a claim, and nine closed their registration/certification with OCC.

- During the February ~ May cycle, our staff do the second education training for the year to all providers. Monitors will show the providers an educational training on a nutritional subject approved by USDA-CACFP. This cycle the training topic is Nuts & Seeds. Providers will receive handouts with nutritional information and appropriate serving size, and see a peanut butter sample so they get a visual on how it should look to meet the portion needed. Each provider will receive a nutcracker, and the children get coloring sheets and stickers that fit the Nuts & Seeds theme.
- During April, staff conducted 133 in-home visits and saw 1,064 children.
- In April, staff started to train with KidKare on how to implement the KidKare program. May will be the first month of providers using the software to keep their monthly claim. Since all claims are paid the following month, the first claim run using with KidKare will be in June. We anticipate 100 providers starting with KidKare in the month of May.
- On April 27, 2023, KidKare had a virtual online training for the first 100 child care providers. The 100 providers will start to keep their monthly claim on line as of May 1<sup>st</sup>.

**Mid-Willamette Valley Community Action Agency, Inc.**  
**Board of Directors Ad-Hoc Membership Committee**  
**Meeting Minutes**  
**Friday, April 28, 2023**

**ATTENDANCE**

**Committee Members Present:** Jade Rutledge, Board Chair; Jeremy Gordon, Membership Committee Chair and Board Member; Helen Honey, Board Member; and Vanessa Nordyke, Board Member.

**Absent:** None

**Staff:** Jimmy Jones, Executive Director; and Jade Wilson, Executive Assistant

**The meeting of the Membership Committee started at 3:30pm. It was determined that a quorum was present.**

- 1. Executive Director's Program Updates** – Given the need for time on other agenda items, Jimmy did not share any additional updates.
- 2. Board Recruitment** – There was discussion around the number of members needed to be in compliance with CSBG (Community Service Block Grant) requirements. The board currently has eleven members with the potential to have up to eighteen. The committee hopes to get to fifteen members during this recruitment. There was also further discussion about the CSBG requirements.
- 3. Prospective Board Members** – Committee members had much discussion about several potential board members and compiled a list of those individuals. The committee decided then which prospects to pursue and next steps were then discussed. Scheduling interviews of prospective board members will be the focus over the next several weeks.

**Meeting adjourned at 3:58pm.**

Respectfully Submitted:

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Jade Wilson, Executive Assistant

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Kevin Karvandi, Board Secretary

**Mid-Willamette Valley Community Action Agency, Inc.**  
**Board of Directors Executive & Finance Committee**  
**Meeting Minutes**  
**Thursday, May 11, 2023**

**ATTENDANCE**

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

**Absent:** None

**Staff:** Jimmy Jones, Executive Director; Ashley Hamilton, Chief Program Officer: Housing and Homeless Services; Robert Hale, Chief Information Officer; and Jade Wilson, Executive Assistant.

**The meeting of the Executive & Finance Committee started at 5:33pm. It was determined that a quorum was present.**

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

- a. **Kaiser Permanente Insurance:** The agency is expecting an 8-10% increase in insurance premiums next year. Jimmy plans to go back and negotiate the increase down if possible.
- b. **Turnover:** The turnover rate seems to be stabilizing across the state when it comes to employment and labor force concerns. Local government is still struggling with staffing.
- c. **Slot Reduction:** Eva Pignotti, CPO: Early Learning and Child Care, is planning to bring a new revised plan for the Head Start slot reduction request to the full board meeting this month to ask for approval.
- d. **OHS:** OHS may provide the full payoff on the Middle Grove Head Start property. The plan is to ask about a full loan payoff as the balance left after the balloon payment isn't much if we pay it now. OHS has invited us to submit an application.
- e. **Wallace Road:** The demolition of the Wallace Road Head Start property is set for May 15 with the hopes of finishing by the end of June. There have been several significant delays with regards to permitting and planning, but the project is moving forward.
- f. **Development Department:** Laurel Glenn, Development Director, has accepted a new job and will be leaving the agency at the end of the month. There was further discussion on the importance of social media presence and marketing to further the agency's mission.
- g. **Oregon Senate:** Republicans have stopped attending sessions over various constitutional concerns, which could potentially affect services if a compromise is not made. There is a lot of funding tied up in this current legislative session that affects our programming.

- h. Closing the Year:** The focus on the rest of this fiscal year is spend down on grant funds.
- 2. Financials** – Jimmy presented the July - March 2023 Budget to Actual. Kaolee was not in attendance so he asked that questions be saved for her unless there were items committee members would like to discuss. Ashley Hamilton, Chief Program Officer, provided some background on the CRP budget. With the temporary closure of the Drop-In, the HOME Youth program appears to be underspent. There were several other changes to CRP funds that Ashley discussed that were not included in the original budgeted amount for FY23.
- 3. May 2023 Full Board Meeting Draft** – No changes were discussed.
- 4. Credit Card Expenditure Review** – None to review for this month.

**Meeting adjourned at 6:53pm.**

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## **Community Action Head Start & Early Head Start 2023-2024 Recruitment Plan**

Community Action Head Start and Early Head Start strives to reach all corners of Marion and Polk Counties, reaching the families who most need our services. The service area is comprised of both rural and urban areas, and some communities have demographically diverse populations. Our program has an equity plan that identifies the need for enhanced recruitment to reach the populations farthest from opportunity, identified by our self-assessment as refugee populations, under-represented racial/ethnic groups, and homeless families.

Recruitment efforts include partnerships with our local refugee resettlement service providers, Salem For Refugees, Catholic Charities of Oregon, and Lutheran Community Services Northwest. We collaborate with all the homeless shelters who work with families, in order to ensure we reach those families most in need of services. We continue to distribute flyers and applications at local DHS and WIC offices in the areas we served.

As well as the distribution of yard signs for neighborhoods and business use that will enhance the program's visibility. These means of advertising are targeted to the areas in our communities where low-income families live in greater numbers. Our program participates in local Spanish language radio broadcasts whenever possible and community outreach live programs on Facebook and social media.

We participate in community events throughout the service area, including festivals, fairs and parades, as well as locally developed early learning recruitment events through our partnership with the Marion Polk Early Learning Hub and other local Head Start and Early Head Start programs.

We use many strategies to find the children and families to fill our programs. Our partnerships with parents of currently enrolled children are utilized for recruitment by asking them to distribute recruitment flyers and share their experiences with their friends and neighbors. We utilize direct mail to families who receive ODHS services such as TANF and ERDC and as of this year families who receive SNAP as well. Our program and agency Facebook pages and other social media applications are used to disseminate recruitment flyers and applications.

Marion and Polk local elementary schools distribute our recruitment flyer to every kindergarten thru second grade child including outlying elementary schools. The Marion Polk Early Learning Hub will help in our recruitment through postings on their webpages and securing advertising such as Facebook targeted advertisements. We also collaborate with Marion Polk Early Learning Hub,



Oregon Child Development Coalition, Salem-Keizer Head Start, and Family Building Blocks on a database with families interested in Early Learning Education for their children.

We have partially wrap covered two of our vehicles with our agency contact information and logo, so whenever we go out in our service areas we have visibility of who we are.

SUMMARY OF GOVERNING BODY GRANT APPROVALS  
May 25, 2023

**Head Start & Early Head Start Slot Changes**

The Head Start program has been under-enrolled for several years, and has struggled to fill staff positions. The program has been placed on a federal Full Enrollment Initiative plan, with expectations for corrections to be made that will result in all slots being filled by the end of a 12 month period. Data analysis has demonstrated the best approach is to reduce the number of Head Start slots which are jointly funded by HHS and ODE, and to convert slots between program options. This results in two actions which require approval from the Policy Council and the Board of Directors.

**Federal HHS Change in Scope – Conversion and Slot Reduction**

HHS will allow for conversion of slots between programs or a reduction in slots without a reduction in funding, within reasonable limits. The funding per slot will be adjusted permanently based on the Change in Scope approval. MWVCAA will apply for a Change in Scope that will:

1. Convert 32 Head Start slots to 16 Early Head Start slots. Funding will cross over to EHS and result in a higher cost per child for both federal HS and EHS. And;
2. Reduce 42 Head Start slots. Funding will be retained and further increase the cost per child for federal HS.
3. This application will not reduce overall federal funding for the HS or EHS.

<b>Federal (HHS) Slots</b>					
	Current	Convert to EHS	Reduce Slots	Total Changes	Proposed
Head Start	139	-32	-42	-74	65
HS Duration (Funded)	102			0	102
<b>Total Head Start</b>	<b>241</b>	<b>-32</b>	<b>-42</b>	<b>-74</b>	<b>167</b>
EHS Center Based	82	8		8	90
EHS Child Care Providers	86	8		8	94
EHS Homebased	20			0	20
<b>Total Early Head Start</b>	<b>188</b>	<b>16</b>	<b>0</b>	<b>16</b>	<b>204</b>
<b>Total Slots</b>	<b>429</b>	<b>-16</b>	<b>-42</b>	<b>-58</b>	<b>371</b>

Federal (HHS) Funding					
	Current	Convert to EHS	Reduce Slots	Total Changes	Proposed
Head Start	\$ 3,251,222	\$ (748,483)		\$ (748,483)	\$ 2,502,739
HS Duration (Funded)	\$ 2,385,789			\$ -	\$ 2,385,789
<b>Total Head Start</b>	<b>\$ 5,637,011</b>	<b>\$ (748,483)</b>	<b>\$ -</b>	<b>\$ (748,483)</b>	<b>\$ 4,888,528</b>
EHS Center Based	\$ 1,720,727	\$ 374,242		\$ 374,242	\$ 2,094,969
EHS Child Care Providers	\$ 1,804,665	\$ 374,241		\$ 374,241	\$ 2,178,906
EHS Homebased	\$ 419,689				\$ 419,689
<b>Total Early Head Start</b>	<b>\$ 3,945,081</b>	<b>\$ 748,483</b>	<b>\$ -</b>	<b>\$ 748,483</b>	<b>\$ 4,693,564</b>
<b>Total Funding</b>	<b>\$ 9,582,092</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,582,092</b>

## Early Learning Division – Oregon PreKindergarten – Conversion and Slot Reduction

ELD will allow for conversion of slots only in the OPK (Head Start) award, but not between OPK and P3 (Early Head Start). However, programs are allowed to convert slots between OPK program options. There are two program options available – center based, which applies to the part-day part-year traditional Head Start model; and duration, which applies to classes that provide 1,020 hours per year by either running longer classes or operating for more days during the year. MWVCAA will submit the continuation of funding agreement that will:

1. Convert 68 center-based slots to duration option. Funding for those slots will increase by 65%.
2. Reduce 45 OPK slots. Funding will be reduced for this option.
3. This application will reduce overall funding by \$11,613.

State (ODE) Slots			
	Current	Convert to Duration	Proposed
Center Based	456	-113	343
Center Based Duration	0	68	68
<b>Total Head Start</b>	<b>456</b>	<b>-45</b>	<b>411</b>
P3-Local Designed Option	24		24
P3-Family Child Care	6		6
	0		0
<b>Total P3</b>	<b>30</b>	<b>0</b>	<b>30</b>
<b>Total Funding</b>	<b>486</b>	<b>-45</b>	<b>441</b>

State (ODE) Funding			
	Current	Convert to Duration	Proposed
Center Based	\$ 6,619,182	\$(1,640,280)	\$ 4,978,902
Center Based Duration	\$ -	\$ 1,628,667	\$ 1,628,667
<b>Total Head Start</b>	<b>\$ 6,619,182</b>	<b>\$ (11,613)</b>	<b>\$ 6,607,569</b>
P3-Local Designed Option	\$ 547,776		\$ 547,776
P3-Family Child Care	\$ 180,672		\$ 180,672
	\$ -		\$ -
<b>Total P3</b>	<b>\$ 728,448</b>	<b>\$ -</b>	<b>\$ 728,448</b>
<b>Total Funding</b>	<b>\$ 7,347,630</b>	<b>\$ (11,613)</b>	<b>\$ 7,336,017</b>

Cost Per Slot					
	Federal		State		Total
	#	\$	#	\$	#
Current:					
Head Start	139	\$ 23,390	456	\$ 14,516	595
Head Start Duration	102	\$ 23,390	0	\$ -	102
EHS Center Based/P3 LDO	82	\$ 20,984	24	\$ 22,824	106
EHS CCP / P3-Family CC	86	\$ 20,984	6	\$ 30,112	92
EHS Homebased	20	\$ 20,984	0	\$ -	20
<b>Total Slots</b>	<b>429</b>		<b>486</b>		<b>915</b>
After Slot Changes					
HS	65	\$ 29,273	343	\$ 14,516	408
HS Duration (Funded)	102	\$ 29,273	68	\$ 23,951	170
EHS CenterBased/P3 LDO	90	\$ 23,008	24	\$ 22,824	114
EHS CCP / P3-Family CC	94	\$ 23,008	6	\$ 30,112	100
EHS Homebased	20	\$ 23,008	0	\$ -	20
<b>Total Slots</b>	<b>371</b>		<b>441</b>		<b>812</b>

### Head Start Recruitment Plan

The full plan has been submitted as a separate document in the board packet. This is a required plan for HHS, describing our efforts to locate children and families in the greatest need for services and to fill all funded slots.

### HHS Federal Form 1303 – Facility One Time Funding Application Middle Grove Mortgage Payoff

An application will be submitted, at the recommendation of the HHS Regional Office, to request funds in the amount of \$721,571.54. Funds to be used to pay off the mortgage on the Middle Grove Head Start site.