



# **AUGUST 2023 MEETING BOARD OF DIRECTORS**

**THURSDAY, AUGUST 24, 2023**

## **LOCATION:**

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

## **VIRTUAL:**

**MWVCAA Full Board Meeting August 2023**

Aug 24, 2023, 5:30 – 7:30 PM (America/Los\_Angeles)

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

<https://meet.goto.com/522487781>

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

Access Code: 522-487-781

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, AUGUST 24, 2023**

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Salem OR 97301

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

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

<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. July 2023 Full Board Meeting Minutes	
	2. August 2023 Executive Director Report	
	3. August 2023 Chief Financial Officer Report	
	4. August 2023 Program Director Reports	
	5. August 2023 Committee Meeting Minutes	
	6. Board Member Resignation – Silveria Campa	
<b>VI.</b>	<b>Board Business</b>	<b>5:55</b>
	1. Executive Director’s Report	
	2. Nutrition First ODE CACFP FY24 Budget - <i>Approval</i>	
	3. Nutrition First Budget Revision FY23 - <i>Approval</i>	
	4. Financials - <i>Approval</i>	
<b>VII.</b>	<b>Adjournment</b>	<b>7:30</b>

**Next board meeting: Thursday, September 28, 2023**

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

**ATTENDANCE:**

**Board of Directors:**

**Present:**

Helen Honey	Jeremy Gordon	RW Taylor
Jade Rutledge	Kevin Karvandi	Steve McCoid

**Absent:**

Catherine Trottman	Erika Romine	Shelaswau Crier	Silveria Campa
Vanessa Nordyke			

**Others Present:**

**Program Directors/Staff/Guests:**

Jimmy Jones, Executive Director  
Kaolee Hoyle, Chief Financial Officer  
Robert Hale, Chief Information Officer  
Ashley Hamilton, Chief Program Officer: Housing and Homeless Services  
Rogelio Cortes, Chief Program Officer: Weatherization and Energy Services  
Alisa Tobin, HOME Youth Services Program Director  
April Cox, CARS/De Muniz Program Director  
Hector Guzman, Weatherization Program Director  
Carmen Romero, Nutrition First Program Director  
Jenna Sanders, CCR&R Associate Program Director  
Stacey Eli, Head Start Associate Program Director  
Danette Keith, Recruiting Specialist and DEI Committee member  
Sindy Abzun, Education Advisor and DEI Committee member  
Namene James Rodgers, DEI Specialist  
Patience Foster, Qualified Medical Health Professional and DEI Committee member  
Yeudial Alvarez-Flores, Housing Navigator and DEI Committee member  
Jade Wilson, Executive Assistant

**The meeting of the Board of Directors was called to order at 5:35 pm 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**

Board members made a motion to remove board business items four and five from the original agenda.

**MOTION:** To approve the amendment made to the agenda made by RW Taylor,

**SECOND:** Helen Honey.

**APPROVED:** Unanimously approved

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

**SECOND:** Helen Honey.

**APPROVED:** Unanimously approved

**V. Consent Calendar**

**1. June 2023 Full Board Meeting Minutes**

No discussions or concerns were raised

**2. July 2023 Executive Director Report**

No discussions or concerns were raised

**3. July 2023 Legislative Report**

No discussions or concerns were raised

**4. 2022-2023 All Services Report**

No discussions or concerns were raised

**5. July 2023 Chief Financial Officer Report**

No discussions or concerns were raised

**6. July 2023 Development Department Report**

No discussions or concerns were raised

**7. July 2023 Program Director Reports**

No discussions or concerns were raised

**8. July 2023 Committee Meeting Minutes**

No discussions or concerns were raised

**MOTION:** To approve consent calendar made by RW Taylor,

**SECOND:** Steve McCoid.

**APPROVED:** Unanimously approved

**VI. Board Business**

**1. DEI Charter** – Namene James Rodgers, DEI Specialist, and members of the DEI Committee shared the DEI Charter document with board. This document will be used to govern the work of the DEI committee and DEI initiatives within the agency. The committee sought the board’s approval of the document but upon further review, the board made some suggested edits. The DEI committee will make the necessary edits and present it at a future board meeting.

**2. Executive Director’s Report** – Jimmy Jones, Executive Director, shared several updates regarding the status of many of our grant agreements at the start of the new biennium. The OHCS Master Grant agreement is fully executed as of July 3. This grant assists our Energy and Weatherization programs and is the base grant for the ARCHES program. The CCR&R base grant agreement has been fully executed as of June 8. The Head Start programs federal grant agreement, P3 (infant and toddler) and Oregon Pre-K grant agreements have all been secured. The DeMuniz program had their contract with the Marion County Sheriff’s office

approved on June 28. The ODE (Oregon Department of Education) funds were on a slight delay but Nutrition First did receive the funds July 27. Overall, this has been an improved start to the biennium over previous years.

**i. Other Updates:**

- 1. Development Director:** Currently holding interviews for the recently vacated Development Director position.
  - 2. Navigation Center:** The Navigation Center is fully staffed and slowly increasing the number of clients.
  - 3. ARCHES Lodge:** The ARCHES Lodge is getting closer to opening with renovations still underway.
  - 4. Monmouth House:** The Youth Shelter in Monmouth hopes to open in late August. Renovations and staffing ongoing.
  - 5. CAPLAW:** Jimmy, several staff members and several board members attended the CAPLAW National Training Conference in Austin, TX last month. Overall, it was a great trip and those in attendance learned a lot.
  - 6. NCAP Convention:** Jimmy was invited by the National Alliance to End Homelessness to speak at the National Community Action Partnership Convention in Atlanta, GA in August.
  - 7. Middle Grove:** Our Head Start Middle Grove location refinance has been approved after a long five years of negotiations.
  - 8. Future Ready (Re-Entry Employment):** Still waiting word on this grant application.
  - 9. SSVF (homeless vets):** Still waiting word on this grant application.
  - 10. Insurance Renewals:** The agency is up for renewal of our Directors and Officers insurance plan and our Cyber Security insurance plan. Those documents have been provided to the board for their review.
  - 11. Strategic Plan:** The current draft Strategic Plan will go back to the Executive Finance committee for review. This is based on feedback received from several board members.
- 3. Head Start Child Outcomes 2022 – 2023** – Each winter and spring, the Head Start program performs an assessment of the Pre-k students enrolled in the program. This assessment measures the amount of social and emotional development amongst the students. This outcome report reflects a 12% to 19% growth in each focus area between our winter and spring outcome period for this year.
- 4. Budget FY24** – Kaolee Hoyle, CFO, presented the draft Fiscal Year 23-24 agency budget. Kaolee provided a budget narrative that discussed each programs funding sources and their projected revenue this next year. She explained in that narrative that 41% of the total expenditures over the past four years has been personnel costs, while 37% of the total expenditures have been client service costs. The remaining balance of those expenditures pertains to space cost, program supplies, contract services, and training costs. Overall, we are expecting similar funding sources for this year as the past several years; Federal, state, local, foundation, private and individual donations and a focus on infrastructure funds. We can expect a similar budget to last year.

**MOTION:** To approve the Budget FY24 made by RW Taylor,

**SECOND:** Steve McCoid.

**APPROVED:** Unanimously approved

- 5. Financials** – Kaolee Hoyle, CFO, shared the May 2023 Budget to Actual document. Kaolee noted a decrease in personal donations likely due to inflation. She also noted that CRP (ARCHES) received additional operational grants above the original board approved budget. Overall, Kaolee noted that although our actual revenue was less than expected, we are still on track with the original board approved budget for FY23.

**MOTION:** To approve the May 2023 Budget to Actual made by RW Taylor,

**SECOND:** Steve McCoid.

**APPROVED:** Unanimously approved

**VII. Adjournment**

**The Board of Directors meeting was adjourned at 7:00 pm.**

Respectfully Submitted:

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Jade Wilson, Executive Assistant

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Kevin Karvandi, Board Secretary

## *Executive Director's Report*

### MID-WILLAMETTE VALLEY COMMUNITY ACTION AGENCY

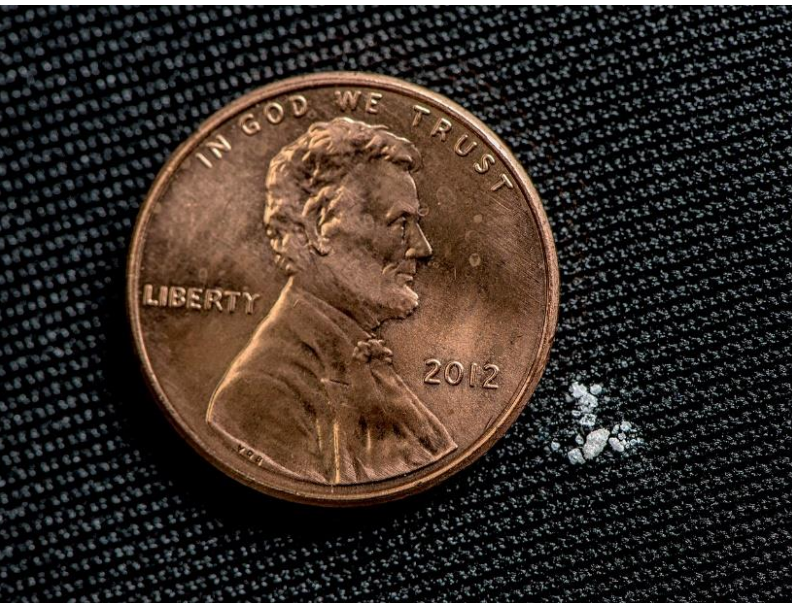
August 2023

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August is a busy time for admin, with the switch over from our short-term disability policy to the new paid [Oregon Leave System](#), hiring for the new Head Start year, along with the renewal of our general agency liability insurance in September, and our health insurance package ahead of the new benefit year.

The drug crisis in Oregon is spiraling out of control. We are seeing more and more overdose deaths among the homeless population. In the 1980s, the most destructive drug was crack cocaine. That gave way in the 1990s to methamphetamine. After 911, and the wars in the Middle East, a new opioid addiction crisis emerged. Heroin had been something of a dead drug in 1999, but it came back with a vengeance 15 years ago, as pharmacies, doctors, and pharmaceutical companies (who had overprescribed opioids in those years) cut back access, fueling a race to build stronger and stronger synthetic opioids. These merchants of death are generally manufactured outside the United States, in factory settings in Mexico and increasingly China, then illegally imported into the country.

In particular, the emergence of [fentanyl](#) as a cutting agent and enhancer has had exceptionally destructive consequences for people in poverty, leading to an enormous spike in drug overdose



*Figure 1: A Lethal Dose of Fentanyl*

deaths across the country the last decade. Fentanyl was developed in 1959, and largely used in hospital settings for pain management after surgeries. It is 50 times more powerful than heroin and perhaps 100 times as strong as morphine. Between 2011 and 2018, fatal overdoses from fentanyl abuse grew from 2,666 in 2011 to 31,335 in 2018. By 2021, that number grew to 71,238. It's now the single greatest cause of overdose deaths in America. More and more, historically less lethal drugs are either contaminated with fentanyl or deliberately coated or cut with it, including MDMA, cocaine, methamphetamine and "tranq" (the general term for veterinary tranquilizers like xylazine).

Back in May, Portland experienced a weekend of overdoses that left eight people dead, six of them likely related to deadly fentanyl-cocaine mixtures. Batches of poorly (or willfully) mixed dope are



circulated by drug dealers among the homeless. In concentration, a single lethal batch has the potential to kill a dozen folks in few city blocks.

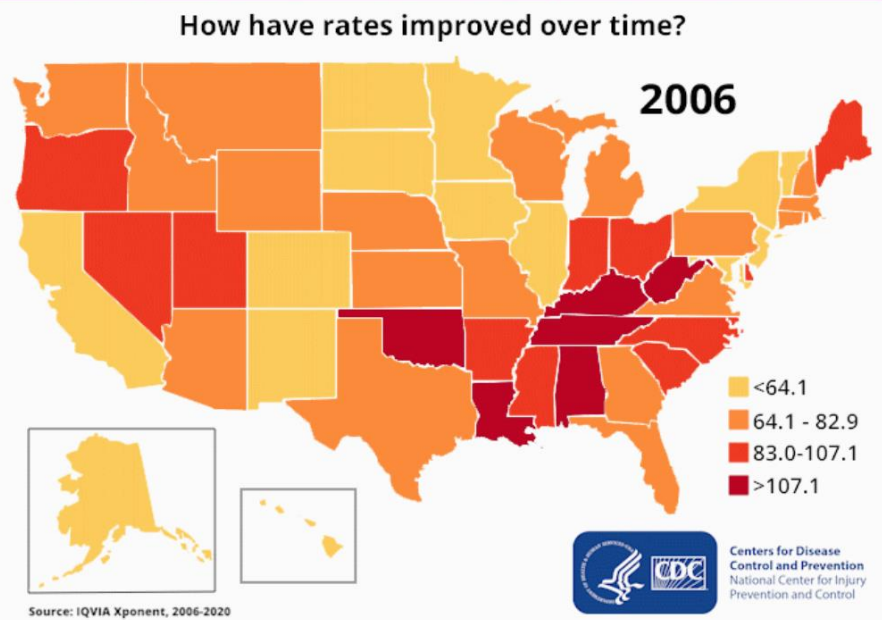
We're seeing more and more fentanyl use in Salem this summer. On Tuesday a disconnected client (unknown to us) collapsed and died in Marion Square Park. Later that afternoon, just before the Day Center closed at 5:00, another homeless client collapsed and went into arrest just outside our door. We administered NARCAN and started CPR. She revived, and was later taken by EMT to Salem Hospital. Scenes like this, rare a few years ago, are weekly (and soon to be daily) occurrences.

Policy-wise, there are no clear answers here, no matter what anyone says. The community, state, and nation lacks adequate long-term residential detox facilities. That would be one partial answer, especially if the state or the law enforcement community had the ability to force people into that kind of care. They currently generally do not, without extraordinary extra-constitutional means. [Measure 110](#), which decriminalized drugs in Oregon, has become something of a bugbear for people across the state. When people are afraid they look for simple answers. It's an easy way (too easy) to blame this profound human tragedy on someone else (in this case Oregon voters). The argument is that Measure 110 decriminalized drugs, shackled law enforcement, and led to drug tourism in Oregon. This is not a particularly novel argument. It's used everywhere in the United States, including Texas, San Francisco, Oakland, Seattle and LA—none of those places have *de jure* decriminalized hard drugs.

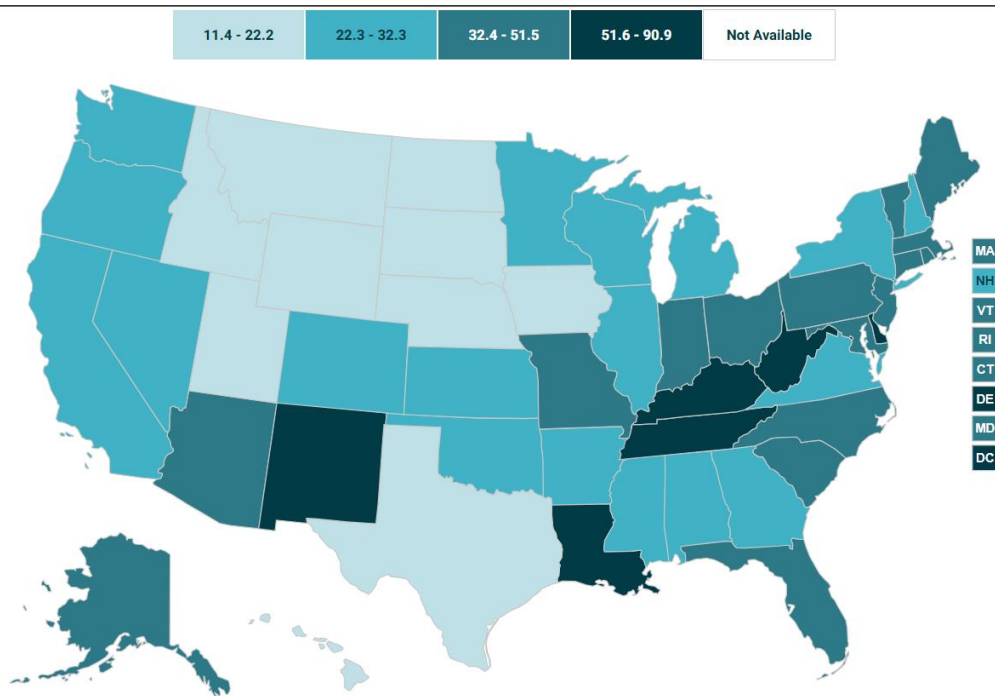
The argument goes on to stress that since there are no consequences for drug use in Oregon, more people are dying. But that line of thinking is counterfactual. The rise in synthetic opioid deaths began in 2011, nearly a decade ahead of the enactment of Measure 110 in Oregon. Oregon's overdose deaths, in the last nationally normed data that we have (which predates measure 110), demonstrated that Oregon's opioid death rates were considerably lower than other states, even those with far tougher drug laws. Oregon's OD rate in 2020 was 26.2 per 100,000. South Carolina (which is not soft on drugs) has a death rate of 42.8 per 100,000, and the southern Appalachian states of West Virginia (90.9), Kentucky (55.6), and Tennessee (56.6) have rates 2-3 times as high as Oregon.

If we go back to 2006, and look at the opioid dispensing rates, you can see which states wildly overprescribed these highly addictive drugs, and then created an artificial demand for stronger and stronger synthetics once the doctors, hospitals, and pharmaceutical companies were reined in. The villain in this story is "Big Pharma," which made

### U.S. Opioid Dispensing Rates per 100 people, from 2006 to 2020



billions off this manufactured addiction crisis (and for which they have paid out more than \$50 billion in court settlements to states).<sup>1</sup>



Measure 110 is, in my view, a mistake, even if the majority of the population in Oregon support it. The parole and probation system that we have in Oregon has been, over time, extraordinarily effective in reducing drug related recidivism in the court system, and has been our primary (at times only) way to create a system of consequences for folks who will not seek treatment short of a court order. My primary objection to the [War on Drugs](#) in the 1990s was that, in the American South in particular, it became a for-profit business (with for-profit prisons) that had very destructive consequences on families, with especially disproportionate conviction rates for people of color. In Oregon we saw far, far less of that practice, but drug convictions on background checks (which ought to be outlawed) have kept a lot of people homeless over time in our state. Fundamentally, this is a medical problem, and the courts became a medical treatment provider. Right now there's nothing on the horizon to replace that function, and the roll out of the Measure 110 funds at the [Oregon Health Authority](#) has been, frankly, embarrassing and incompetent.

What can the rest of us do? Like three generations ago, we have to change the way we see people in poverty, all over again. In this case, we have to change the way we see people with addictions. We have to begin to see this addiction crisis as a medical problem, and not a problem of bad character, poor choices, lawlessness, immorality, sin, and evil. We need to separate drug addicts (who are worthy of empathy, compassion and care) from drug dealers (who are destroying lives and the fabric of our civilization). There are dimensions of the addiction crisis that are certainly reflective of those moral judgments, but in the end those judgements are profoundly harmful. The problem with making moral judgments on medical problems is twofold. First, we don't treat people who need a broken leg

<sup>1</sup> <https://www.nytimes.com/2023/08/14/health/opioids-settlement-money.html> Sadly, though, much of that money isn't going to addiction treatment services. Much of it is being spent on enforcement support systems, and sometimes even on faith-based treatment systems that do not allow residents access to proven addiction medical treatments like Suboxone and methadone.

set by first asking them if “they’re ready to make a change,” if they will “give up eating French fries and deep fried catfish,” “if they have paid their property taxes” or drink Pepsi or smoke dope. Those questions are irrelevant for a broken leg in exactly the same way they’re irrelevant for someone needed housing or addiction services. Secondly, if you’re stuck in that moral universe of deciding who is worthy of help, and who isn’t worthy of help, you wake up one day and realize that you just cannot help anyone, because ALL of us are unworthy in that sense. Moral fitness becomes a justification and an argument for inaction, for doing nothing.

We need to focus our efforts as a state on building the treatment system that is necessary for the scale of this problem, not destroying the Parole and Probation system that has proven effective in connecting people with treatment services, and ending unsheltered homelessness. The homeless are easy marks for drug traffickers. They’re sick, suffering, often in enormous chronic pain. That they look for comfort and relief in drugs is not surprising to anyone who has really done the work. At the end of the day, the addiction crisis is OUR problem to solve, not theirs.

It pains me to watch this issue grow increasingly political in Oregon. As local and state level leadership, we need to focus on the fundamental solutions to this problem, and not fall into victim-blaming. At the end of the day, these are our neighbors and family members, fellow Oregonians and fellow Americans. There is a great deal of poverty tourism in Oregon right now, objectifying the suffering of these people to further political careers and agendas. We’re better than that, and need to start acting like it.

### **General Updates:**

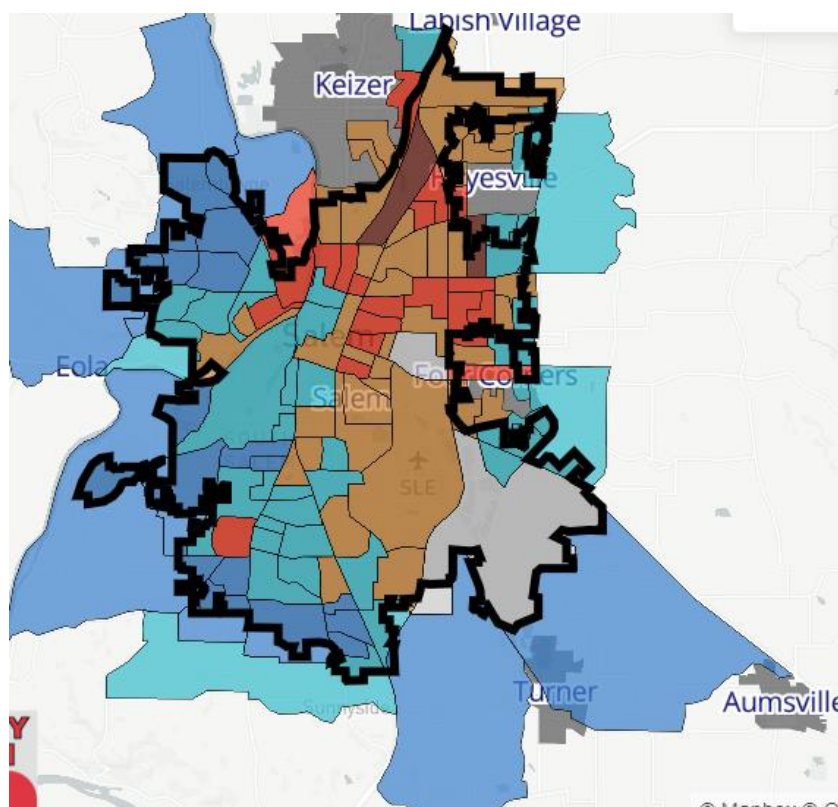
- The audit for the 2022-2023 FY is scheduled to begin on 11 December.
- We updated our licensing review of Head Start, as we do every summer on the admin side. There were no findings nor [SPARK](#) rating losses in the past 12 months. Maple remains at a 3-star rating. All other sites held their 5-star SPARK rating.
- After some delay, the federal [Department of Energy](#) finally approved the state’s [Weatherization Assistance Plan](#) for 2023-2024. We generally knew how much was coming, but official numbers are being posted in OPUS (the state’s software system) now for WAP funds. The second (35%) of Department of Energy BIL is also being released (incrementally). ECHO funds are also coming in and should be in place by September.<sup>2</sup>

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<sup>2</sup> As a refresher on energy and weatherization programs: Community Action Agencies administer multiple programs that help households meet their energy needs, including the federally funded [Low-Income Household Energy Assistance Program \(LIHEAP\)](#) and the state-funded [Oregon Energy Assistance Program \(OEAP\)](#). Community Action Agencies also contract with many local utilities (investor- and consumer-owned) to offer additional help with energy bills. CAA’s additionally offer the federal [Low-Income Household Water Assistance Program \(LIHWA\)](#) as well as various local programs that can help with water bills.

Community Action Agencies administer multiple programs that help low-income households to weatherize their houses at no cost, including programs funded by federal agencies ([Weatherization Assistance Program or WAP](#)), the state of Oregon ([Energy Conservation Helping Oregonians or ECHO](#)) as well as consumer-owned and investor-owned utilities.

- Statewide, Oregon Health Authority data shows that we're on pace for 556 homeless deaths in 2023. That will be a slight increase over the 534 reported in 2022. But within those numbers there are some changes afoot. Marion-Polk saw 45 deaths in 2022, but only 19 through the first six months of 2023, which would be a reduction of about 8.4% annualized. Rural Oregon has increased its death rate, as has Multnomah, which has seen 128 deaths through six months (their 2022 number was 230) to put them on pace for 256 in 2023.
- We had our exit conference with OHCS for the Weatherization Field Monitoring on Thursday, August 3<sup>rd</sup>. The conference went well and the program performed exceptionally, as it always does. Talking to the auditors, we are one of only three WX programs in Oregon that are currently doing production projects. Many of them remained sidelined, struggling to fully return to work after COVID.
- OHCS monitored our [Energy Program](#) last week, specifically the [Low Income Household Water Assistance Program](#). They reviewed 72 LIHWA files and the review went very well. We were on track to fully spend down the water fund on time. But other agencies had a very slow start, and the state was able to extend the program window from September 2023 to March 2024. What remains of the LIHWA pilot funds will be exhausted in that time.



Water burden is a gathering poverty concern in Oregon, which has historically cheap water (even free) for low-income communities living in multi-family housing. Water utility burden however is on the rise. The chart to the left depicts the water burden zones in Salem, with heavy concentrations in east and north Salem, precisely where the greatest poverty levels reside. As global warming spreads, and as water becomes more of a commodity in the NW with longer and dryer summers, the water burden is expected to increase. Salem is, in many ways, a low-income city, if you remove the wages of the state workers (many of whom are remote or commute). The city has continued to grow, however, reaching 199.1% of its 1990 population. Still, 63 percent of

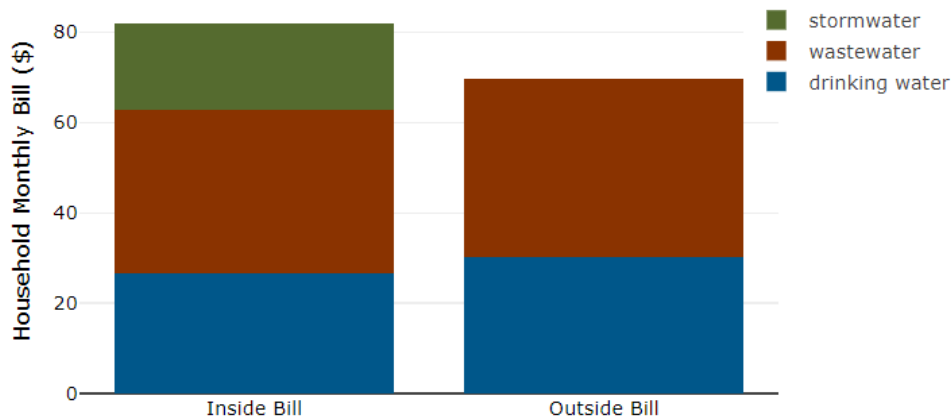
Salem households earn (collectively) less than \$75,000.<sup>3</sup>

Commonly performed weatherization measures include adding insulation and replacing inefficient heating systems and appliances. By leveraging multiple funding sources, these programs not only lower utility bills, but also preserve aging houses and make them safer and healthier.

<sup>3</sup> <https://nicholasinstitute.duke.edu/water-affordability/water-affordability-dashboard/>



Total bill at 4,000 gallons for Salem City is ~\$82,  
outside municipal boundaries the bill is \$70



- After starting the conversation with a potential 7.6% increase, we were able to negotiate down to a 5% medical insurance renewal with KP. Last year we started covering 100 percent of our employee's health care costs (as individuals). No changes expected there. We will be dropping the short-term disability self-funded plan that we've had for several years (which worked well, especially for folks who were starting a family), in favor of the new mandatory state Oregon Paid Leave program. Right now, we're contributing 4 percent to employee IRA's with no match required. After polling similar agencies, we're middle-low in that regard. We might consider pushing it higher.
- The construction project at the [Wallace Road](#) site is on schedule. After much effort we are close to asking the city for occupancy on the [ARCHES Lodge](#). And the delayed renovation on the [ARCHES Inn](#) (which has been waiting on a full HUD environmental review for noise mitigation) is closer to going out for public bid, which should follow by November. I appreciate all the work [Ashley Hamilton](#) has done on these projects. She's pushed and pushed to keep them moving.
- We went and looked at the [Saint Joseph's Shelter](#) and Housing Project owned by [Catholic Community Services](#) in Mount Angel. This is probably not the right project, right now, under current conditions. In theory, it's good land to develop transitional shelter, a third youth shelter, and more affordable housing, but I do not feel like this is a good time to be adding homeless services properties until we get on the other side of the 2024 short session (if it actually happens). Eventually we need a third and final motel, when the timing is right. That would carry us from 281 shelter beds to more than 340.

We're looking for a long-term home for Energy and Weatherization to share. Currently we're putting too much money into commercial rents that build nothing in the way of equity for the Agency. Right now the WX building lease is costing us \$5,669 a month (not too bad) and the Energy lease is costing \$6,943 per month. That's \$12,612 a month combined, or \$151,344 a year. Neither building is currently meeting our need, in terms of space, offices, or client

friendly access. We're looking for the right location to meet the specific needs of both programs in that division.

- Statewide the funding crunch around sheltering has escalated, as we warned the state that it would. If you get a chance, watch this interview on KATU.

<https://katu.com/news/local/oregon-housing-authority-assessing-statewide-shelter-needs-after-katu-report-on-deficits>

- The state's annual single audit was released in late July. It was generally poor, especially for OHCS. They were hit with 8 material weaknesses and 4 significant deficiencies, mostly centering on their performance on two pandemic-era programs: The [Oregon Emergency Rental Assistance Program](#) and the [Emergency Solutions Grant \(CV-2\)](#). The auditors in particular called out the relationship with PPL, the state's out-of-state electronic provider system. At this point, it's all water under the bridge. I am pushing the network to move past their earlier struggles with the state, support OHCS, Director Bell, and the Governor's housing work, and above all to get back in alignment with statewide priorities.
- After 30 years of trying, the United States House of Representatives authorized the first ever [Community Action Caucus](#). The Caucus Chairs are [Reps. Betty McCollum \(D-MN-4\)](#) and [Claudia Tenney \(R-NY-24\)](#) and the Vice Chairs are [Reps. Suzanne Bonamici \(D-OR-1\)](#) and [Glenn Thompson \(R-PA-15\)](#). The Community Action Caucus will give us the platform to discuss Community Action and keep centered in this Congress. After years and years of static federal commitments, we have seen some growth in base grants out of Health and Human Services, and small increases in HUD. The homeless crisis in particular will continue to escalate the next 5-10 years, and that should push more federal funding, especially to the west coast.
- The state's housing investments are at an all-time high, but the investments are poorly aligned with existing systems. In specific, there's a tremendous amount of funding for new work, but precious little to sustain historically funded shelters, DV work, and transitional housing. That's a consequence of a generally new administration and massive turnover in the legislature that fundamentally does not understand the organic connections of the sheltering system in Oregon. We're pushing hard to get additional funds restored for those traditional activities, either in the short-session or in an E-Board this fall (See the chart below).
- Our [Second Annual Gala](#), with a Roaring 20's theme and live band, is set for October 14<sup>th</sup>. Tickets are available here: <https://mwvcaa.networkforgood.com/events/55664-the-community-action-gala-roaring-20s> (Early bird pricing ends on Sept. 4th!) I hope that you'll be able to attend (and bring someone with you).
- Lastly, our work is being recognized regionally, and nationally, on the house and early learning front. Our Head Start program was recently selected by the national [Office of Head Start](#) to be showcased on the national training web page. Over the last few weeks, our staff have taken part in the filming of classroom sessions and interviews to showcase their work. The videos will be used to train other Head Start teachers nationwide. It's a significant national honor.

In August, I will be presenting at the [National Community Action Partnership](#) conference in Atlanta, on the homeless work we have done in Marion-Polk the past few years. That invitation came from the [National Alliance to End Homelessness](#), which is working with Community Action nationally to expand CAA work into unsheltered homelessness. We have been at the cutting edge of those efforts. In September, I am speaking at the [Oregon Housing Conference](#) on the larger economic questions around why homelessness exists, and why it's tolerated in America. And in October, I am speaking to the [Manufactured Housing Communities of Oregon](#) on housing regulatory policy.

Our work is going to drive a whole new generation of investment in the Agency, and into Salem, if we can just navigate the troubled political waters around us.



## HOUSING STABILIZATION: Legislative Investments

Homelessness Emergency Response Investments, \$349.6 million:

Investment	Purpose	Early Session	End of Session	Regions
\$85.2 million	Create 600 new shelter beds & rehouse 1,200 households by Jan. 10, 2024	HB 5019		EO 23-02 Designated Regions
\$45.8 million	Continue operation of the 600 new shelter beds for remainder of 23-25 biennium		SB 5511	
\$17.5 million	Maintain unit access for 1,200 households that were rehoused through block leasing and other supports for remainder of 23-25 biennium		SB 5511	
\$39.7 million	Maintain rehousing efforts for 1,200 households through rental assistance and other services for remainder of 23-25 biennium		SB 5511	
\$2.3 million	Maintain local service provider staffing for remainder of 23-25 biennium to support outreach to people experiencing homelessness & navigation to shelter		SB 5511	
\$27.4 million	Create 100 new shelter beds & rehouse 450 households by June 30, 2025	HB 5019		Balance of State
\$39 million w/ 25% CSO set aside	In Special Purpose Appropriation (SPA) to continue rehousing efforts for remainder of 23-25 biennium		SB 5506	
\$33.6 million	Prevent homelessness for 8,750 households by Jan. 10, 2024	HB 5019		Statewide
\$55 million w/ 30% CSO set aside	Prevent homelessness for remainder of 23-25 biennium		SB 5511	
\$4.1 million	Support OHCS & ODEM emergency response capacity	HB 5019		



Jimmy Jones  
Keizer, Oregon  
18 August 2023

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

Actual to Budget, July – June 2023 (unaudited)

- These are unaudited. We are currently working through accounting entries which will affect revenue and the balance sheet.
- Total actual spent is \$63.9 million which is about 96% of total budgeted. We had grants that are rolling over into fiscal year 2023.
- Admin rate at 5% for the fiscal year 2023

FY23 Financial Statement Audit

The fiscal year 2023 financial statement audit and Single Audit is scheduled for the week of December 11<sup>th</sup>.

CY2022 401k Audit

We are currently undergoing our annual 401k audit. The due date is October 15, 2023.

Payroll Filings

All payroll deposits have been made timely.

Upcoming Finance Projects

- Updated Accounting Policies & Procedures (original expected completion: July 2023, pushed to September 2023)
- Building out additional modules within Abila (accounting system) for better recordkeeping and accounting (expected completion: July 2023, pushed to October 2023)
- Building out of an Agency Statement of Financial Position and Statement of Functional Expenses report for the Board (original expected completion: July 2023, pushed to September 2023)



**Mid-Willamette Valley Community Action Agency, Inc.  
Actual to Budget, July - June 2023 (unaudited)**

	July - June 2023		FY23 - Budgeted	Expected Spent %	Actual Earned/Spent %	Difference
Grant and awards	\$ 62,822,984		\$ 66,224,925	100%	95%	-5%
Other program revenue	186,637		280,000	100%	67%	-33% {a}
Contributions	157,968		200,000	100%	79%	-21% {b}
<b>Total Revenue</b>	<b>63,167,589</b>		<b>66,704,925</b>	<b>100%</b>	<b>95%</b>	<b>-5%</b>
<b>Expenses</b>						
Community resource programs	25,884,044		30,983,767	100%	84%	-16% {c}
Reentry services	451,818		400,000	100%	113%	13% {j}
Child care resource and referral network	1,979,425		1,541,591	100%	128%	28% {d}
Energy assistance programs	7,421,960		5,686,419	100%	131%	31% {e}
Weatherization services	2,900,302		2,370,357	100%	122%	22% {f}
Nutrition first USDA food program	4,443,305		4,000,000	100%	111%	11% {k}
Head start	15,547,632		14,827,350	100%	105%	5%
Home youth services	1,808,459		3,566,038	100%	51%	-49% {g}
Management and general	3,507,522 {h}		3,329,403	100%	105%	5%
<b>Total Expenditures</b>	<b>63,944,466</b>		<b>66,704,925</b>	<b>100%</b>	<b>96%</b>	<b>-4%</b>
Revenue Over/(Under) Expenditures	\$ (776,877) {i}	\$	-			

{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.

{b} We anticipated seeing a growth in our contributions, having added the gala as our fall fundraiser. However, we did fall short of our goal. We receive a higher frequency of personal donations as compared to institutional donations, and suspect that the economy and inflation of consumable goods may have affected our contributions received for FY23.

{c}	Budget	Expected	Actual	Difference
CRP Operational	19,158,767	100%	134%	34%
CRP Projects	11,825,000	100%	65%	-35%
	30,983,767			

CRP received additional operational grants above and beyond the original Board-approved budget. There is not any concern for CRP closed on Arches Lodge. There remains additional renovation funds for which are still in process. These funds are flexible and will rollforward into the next fiscal year.

**{d}** 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			
	<u>2,493,089</u>	100%	79%	-21%

**{e}** 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 estimated at 12% overspent; however, funds needed can be drawn as needed from the emergency LIHEAP; therefore, no concerns for overspent.

	<u>Budget</u>	<u>Expected</u>	<u>Actual</u>	<u>Difference</u>
original budget	5,686,419			
additional portion of E-LIHEAP	889,891			
	<u>6,576,310</u>	100%	113%	-13%

**{f}** 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.

	<u>Budget</u>	<u>Expected</u>	<u>Actual</u>	<u>Difference</u>
original budget	2,370,357			
BIL-DOE	400,563			
E-Liheap Wx	159,217			
	<u>2,930,137</u>	100%	99%	1%

**{g}** For Home Youth Services, 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.

	<u>Budget</u>	<u>Expected</u>	<u>Actual</u>	<u>Difference</u>
Updated budget	2,258,831	100%	80%	20%

**{h}** MG&A percentage 5%

**{i}** We are working through finalizing the grants and making accounting adjustments. Overages in individual grant budgets are accounted for with unrestricted funds.

**{j}** The Re-entry Program received the Workforce Ready Capacity Building grant which ran from July 1, 2022 - June 30, 2023. This wasn't signed until February 2023 and wasn't part of the original budget amount above. There was a total of \$537,263.33 in total grant budget for FY23, of which some extends past 6/30/2023.

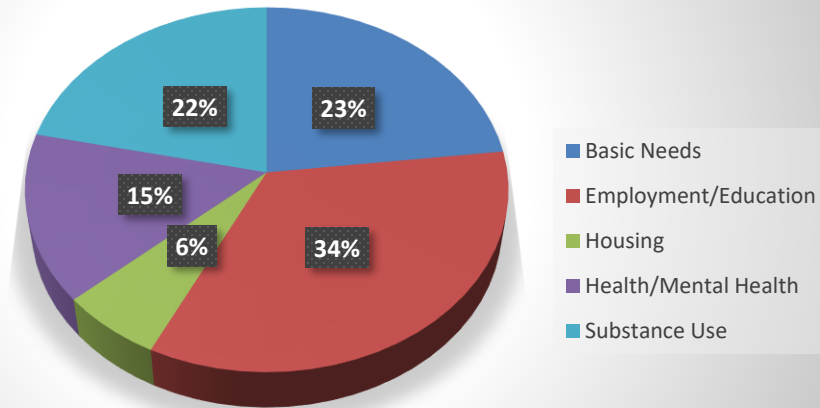
**{k}** The Nutrition First Program consist of both the provider reimbursements and operating budget. The budgeted amount was conservative. However, we have added new providers during the year which has increased our operating budget. We are expected to have a carryover amount as a function of not having overspent on the operating budget.

# De Muniz Resource Center

April Cox, Director

August 2023

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



## Opportunities/Challenges

- ❖ De Muniz Resource Center served 121 clients in July, with 272 services provided.
- ❖ This month 77% served were adults in custody vs. 23% out of custody.
- ❖ During this reporting period, 18 clients (26 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 32 clients completing their enrollment for Oregon Health Plan prior to release (from incarceration).
- ❖ We assisted 23 clients with obtaining their state ID card this month.
- ❖ Fifty clients (87 occurrences) took advantage of our volunteer's services, which include recovery support groups, GED prep, gambling awareness, ARCHES housing assessments, and mock employment interviews.
- ❖ We assisted 14 clients with assistance to obtain their state ID cards this month.
- ❖ Ten clients utilized our emergency clothing closet resource this month.

# De Muniz Resource Center

April Cox, Director

August 2023

## **Success Story**

His Supervision Officer in Marion County referred Fred to our Center for employment services. Upon meeting with Fred, it was clear that he had multiple needs but employment was a top priority. He was worried about the ability to secure full-time employment due to his criminal background. Despite his concerns, he was very motivated to try because he knew that being successful would help him reconnect with his children sooner.

He began working with our Employment Navigator and they worked on creating his resume and quickly submitted employment applications. They also discussed his employment goals, needs, and existing barriers that would need addressing in order to begin employment. Fred used our Center's computer to complete his applications and quickly received calls from three different employers for interviews. Even though he was not offered a few positions due to his criminal background and/or lack of skills, Fred kept a positive attitude and kept trying.

Within a month, he was offered and accepted a full-time position in the food industry. Our Employment Navigator assisted him with a monthly bus pass to ensure he had transportation to get to and from work. Fred thanked our Employment Navigator and the team at the Center for helping and encouraging him to stay positive. We are all very proud of him!

*Submitted by Employment Navigator*

## **Child Care Resource & Referral**

### **Board Report – August 2023**

CCR&R has received the executed grant agreements for both our main grant and the Business Coaching grant and has submitted our budget for the biennium.

CCR&R leadership is on the steering committee of the Latino ECEC Consortium, who received a 1.25 million dollar grant from Seeding Justice. The primary focus of the grant is to increase capacity to recruit, retain, staff and fully enrolled 45 new early learning programs who will serve the Latino community in Marion, Polk and Yamhill counties. CCR&R is expected to receive funding for 1 full time position and management support for the position.

We have added an Early Learning Data Specialist position which will focus on increasing our capacity to gather and disseminate data so that we can better support our program, the agency, and the community. We are in the hiring process and have offered the position to a strong candidate.

CCR&R is still waiting on confirmation of funding from DELC to support the Statewide webinars. CCR&R has been coordinating webinars in English, Spanish and Russian that are offered across the state for over 6 years and has not received any additional funding for this. A proposal has been submitted to DELC for them to fund 1 full time position to coordinate this project going forward.

CCR&R is negotiating an agreement on a contract with the Yamhill Board of Commissioners to be the fiscal agent for the funding they have allocated to early learning in Yamhill County. A task force recommended that the funding be used to add 30 new early care and education workers to the workforce and add 146 -240 new childcare slots Yamhill County. Some of the proposed strategies include developing and implementing an apprenticeship program as well as developing and providing business navigation supports.



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

615 Commercial Street NE  
Salem, Oregon 97301

**CRP Board Report – August 2023**

Beginning July 1, 2023 the ARCHES Day Center amended its services hours to open five days a week. During these hours all traditional services are available, including: mail, showers, laundry, meals, and client care. Day Center hours are Wednesday – Sunday from 9am – 4:15pm. This change allows for 7 day a week access to basic needs services when paired with local partner hours at HOAP and UGM.

In the event of inclement weather, inclusive of extreme heat and air pollution related to wildfire smoke, the Day Center extends its service hours to align with emergency shelter operations. During the recent heat wave of August 2023, the ARCHES Day Center expanded its operating hours to 7-days a week, remaining open until 7pm. Providing cooling shelter, access to hydrating fluids, and cooling rags. Transportation to the Day Center is provided by mobile Outreach teams. Final service numbers are expected upon the conclusion of the weather event.

Since opening day, the total number of duplicated Day Center visits is 109,385 - with an average daily attendance rate of 94. July 2023 showed a 24% decline in Day Center utilization over July 2022. However this FY rate is nearly double when compared to FY 21. This decline is likely associated with the moderate daily time highs experienced in July, with an average daily

**EXCESSIVE HEAT**  
Coming Soon



DAY CENTER	
Sat	9:00am-5:00pm
Sun	9:00am-7:00pm
Mon	12:00pm-7:00pm
Tue	12:00pm-7:00pm

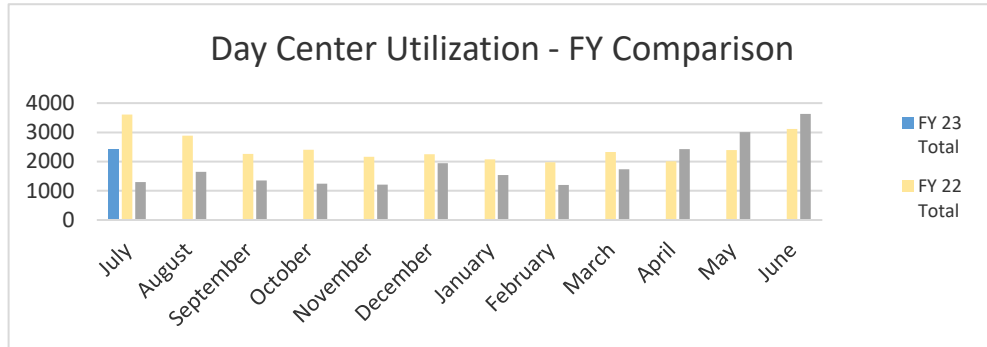
**OUTREACH**  
Saturday-Tuesday  
11:00am-7:00pm



## Community Resource Program

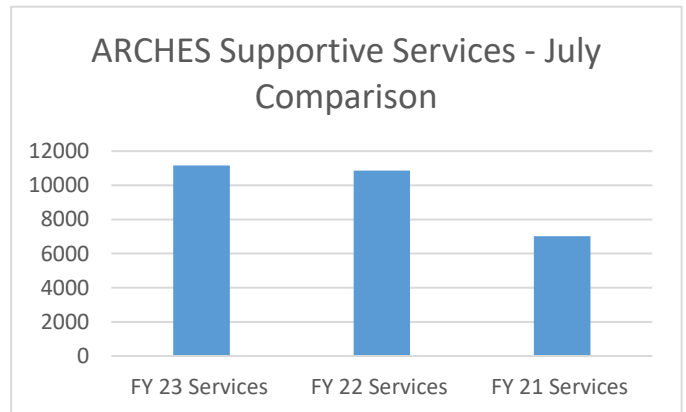
temperature of 86 degrees. Resulting in a higher number of individuals able to remain comfortably outdoors.

*For July 2023, a recorded 2,420 utilizations were recorded at the ARCHES Day Center.*



### ARCHES Basic Needs & Supportive Services:

Current utilization of Day Center Supportive Services continues to remain high, especially in comparison to FY 2022 and FY 2021. With July services showing the third highest utilization month since recording began in July 2019. During July, ARCHES provided **11,166 supportive service transactions**. The majority of Supportive Services provided were in the meal category, including **breakfast, lunch, and evening meals; providing 7,624 meals**.



A notable trend is the increase of Pet Food requests and distributions over the last 2 months (June – July 2023). The ARCHES Day Center team is providing over 50% more in this service category. Much of these supplies are solely acquired via generous donations from our community.

### Program Showcase: *Fuerza Campesina*

In July, Fuerza Campesina sponsored a resource event at a Farmworker camp in rural Polk County. As a result, 50 individuals were served. Fuerza provided essential basic need items, resource navigation to the Polk County Resource Center, as well as conducted their annual Farmworker Survey. This information will later be compiled and evaluated to better understand the need of our seasonal Farmworker community. Thus creating a more evidence-based and informed service program.

## Community Resource Program



### **ARCHES Shelter and Permanent Supportive Housing Programs:**

For the 2023 Fiscal year, ARCHES will be reporting on an additional service category. Highlighting our Shelter and Permanent Supportive Housing programs. These reports will focus **on new households and individuals served** per month. *Table 1* showcases our individual facilities, outlining who we served by region, our total number of client service engagements, as well as those who exit into permanent housing.

During the month of July, 163 households (totaling 169 individuals) were supported by ARCHES Sheltering or Permanent Supportive Housing programming. **16%** of which self-reported as being from a rural community within Marion and Polk Counties. Of those served, 5 exited into permanent housing. In the months ahead, ARCHES will begin reporting on 5 additional projects within this service category.

ARCHES Shelter and Permanent Supportive Housing Programs											
Table 1											
ARCHES Program	Households Served	Individuals Served	Avg VI-SPDAT Score	Adults	Children	Households who gain income	Number of Engagements	Household PH Exists	Rural Marion Households	Salem Metro Households (West, Salem, Keizer)	Rural Polk Households
ARCHES Inn	68	74	9.4	74	0	1	74	2	11	54	3
Redwood Crossings	29	29	12.03	29	0	17	29	0	1	25	3
Sequoia Crossing	<i>Program Pending</i>										
Yaquina Hall	<i>Program Pending</i>										
Navigation Center	41	41	8.93	41	0	0	41	1	1	39	1
Center Street	25	25	5.88	25	0	0	25	2	3	19	3
ARCHES Lodge	<i>Program Pending</i>										
Evergreen	<i>Program Pending</i>										
Family Shelter	<i>Program Pending</i>										
<b>July Clients Served</b>	<b>163</b>	<b>169</b>	<b>9.1</b>	<b>169</b>	<b>0</b>	<b>18</b>	<b>169</b>	<b>5</b>	<b>16</b>	<b>137</b>	<b>10</b>

### **ARCHES Housing & Supportive Programs:**

For the 2023 Fiscal Year, ARCHES will report monthly on **new households and individuals** served by our housing stabilization programming. This data is represented in two



## Community Resource Program

categories. The first category, focusing on ARCHES Housing programming (*Table 2*) outlines our rapid re-housing services, rental assistance, barrier removal, and deposit services. The second category is specialty programming (*Table 3*), which is inclusive of services that provide basic need supports, as well as self-sufficiency development.

During the month of July, 165 new households (212 persons) received housing support. This number is inclusive of households who rolled from FY 22 into FY 23. As outlined by *Table 2*, several programs during July reported 0 households served. This is typical for programs at the start of a biennium, where funding tied to the Emergency Housing Account is usually delayed. ARCHES fully anticipates these programs reporting before the end of the summer.

In addition, 35 households exited into self-sufficiency, meaning they are able to live independently of ARCHES assistance moving forward. There were also 9 households actively participating in the housing search process, working closely with navigation staff for placement. Since tracking began in July 2019, 1,017 households have exited ARCHES programming into permanent housing solutions.

### *July Data*

ARCHES Housing Programs Table 2											
ARCHES Program	Households Served	Individuals Served	Avg VI-SPDAT Score	Adults	Children	Households Searching	Households in Housing	Household PH Exists	Rural Marion Households	Salem Metro Households (West, Salem, Keizer)	Rural Polk Households
Home TBA	10	36	8.9	12	24	0	10	0	0	0	10
ERA	1	1	9	1	0	0	1	0	0	1	0
HUD CoC	0	0	0	0	0	0	0	0	0	0	0
City of Salem - TBRA	35	95	8.49	47	48	0	35	0	0	35	0
AHOP - EHA	0	0	0	0	0	0	0	0	0	0	0
Wildfire Response	9	19	0	15	4	0	9	0	2	7	0
KP Home	8	12	8.4	9	3	4	1	0	0	8	0
DHS Fresh Start	0	0	0	0	0	0	0	0	0	0	0
HSP	14	54	9.9	21	33	4	11	2	1	13	0
OHA-VRAP	30	39	8.74	36	3	0	29	1	0	30	0
Vet DRF	0	0	0	0	0	0	0	0	0	0	0
Vet - EHA	0	0	0	0	0	0	0	0	0	0	0
PC - EO - RRH	0	0	0	0	0	0	0	0	0	0	0
MC - EO - RRH	1	1	0	1	0	1	0	0	0	1	0
EO - Eviction Prevention	57	139	N/A	70	69	0	57	32	10	47	0
<b>July Clients Served</b>	<b>165</b>	<b>396</b>	<b>8.905</b>	<b>212</b>	<b>184</b>	<b>9</b>	<b>153</b>	<b>35</b>	<b>13</b>	<b>142</b>	<b>10</b>

ARCHES Supportive Services engaged 956 households in this most recent period (July 2023). The two most common services are VSO assistance (veterans) and Outreach programs, including Fuerza Campesina and mobile showers.

In addition, through Coordinated Entry, 149 housing assessments (avg. 37 per week) were conducted, serving 322 individuals. **23%** of these assessment were conducted for households in rural communities.

## Community Resource Program

### *July Data*

ARCHES Supportive Services Table 3							
ARCHES Program	Households Served	Adults	Children	Veterans	Number of Service Engagements		
					Rural Marion	Salem Metro (West, Salem, Keizer)	Rural Polk
Marion County VSO	404	404	0	404			
RENT	13	16	7	3			
Outreach	255	255	0	4	151	1322	30
Mobile Showers	206	206	0	2	0	206	0
Fuerza Campesina	78	129	68	0	0	61	11
<b>July Clients Served</b>	<b>956</b>	<b>1010</b>	<b>75</b>	<b>413</b>	<b>151</b>	<b>1589</b>	<b>41</b>
Coordinated Entry - Prevention	52	72	82	1	8	36	8
Coordinated Entry - Homeless	92	103	60	5	11	75	6
Coordinated Entry - Youth	5	5	0	0	0	4	1
<b>Coordinated Entry - TOTAL</b>	<b>149</b>	<b>180</b>	<b>142</b>	<b>6</b>	<b>19</b>	<b>115</b>	<b>15</b>

### Success Story: KP Project Home

“Sharon and her husband were experiencing many barriers to housing when they were enrolled into KP Project Home. For example, Sharon’s husband, Ernest, had a job in Silverton as an Operations Specialist. This position required that the household be in the area rather than Salem or Keizer. As a result the KP Project Home team worked to locate a unit in the Silverton, Stayton, and Mount Angel areas. After a couple weeks of continuous housing search the team connected with the Executive Director at Sheltering Silverton. An organization who had previously worked with the household before enrolling into KP Project Home. Since that time, Sheltering Silverton joined the housing search efforts in collaboration with the KP Project Home team.”

“Ernest would also call the KP team at least three times a week during his lunch break. Staying in regular contact to discuss new leads and future prospects. There were multiple times when a unit seemed possible. However, would eventually fall through due a non-approval of their animals. This was despite the presentation of an animal companion letter from their doctor.”

“Eventually, the team found a place that worked for the couple that was just a few blocks away from Ernest’s jobsite. This was just in time because the couple needed to vacate where they were car-camping. The day after the lease signing, Sheltering Silverton began working with the household to retrieve furniture from their storage unit, as well as receive donations for additional home essentials.”

- *Jared Valet, KP Project Home Housing Navigator*

## Community Resource Program

### Shelter Utilization:

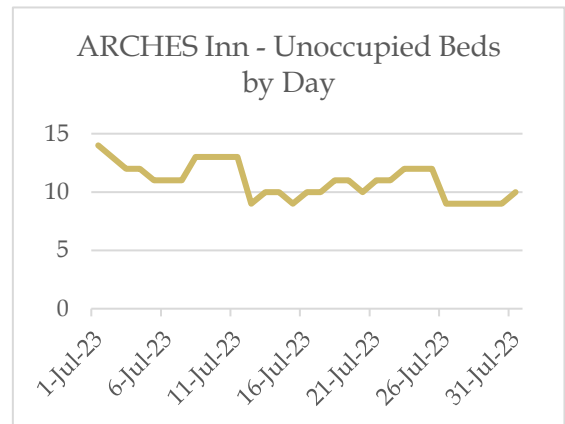
A new data feature for FY 2023 is the daily tracking of beds occupied at all ARCHES Shelter locations. Currently, that includes: ARCHES Inn, Navigation Center, ARCHES Lodge, and Center Street (home to the Veteran Tanner’s Project). This tracking element will help ARCHES determine over time the number of shelter beds available per night. With the goal for all shelter programs is to have an average of 10% or less of shelter beds unoccupied per month.

### *July Data*

ARCHES Sheltering By Month Utilization Rate					
July-23					
<i>Shelter Project</i>	<i>Number of Occupied Bed Nights</i>	<i>Number of Unoccupied Bed Nights</i>	<i>Total Possible Bed Nights</i>	<i>Utilization Rate</i>	<i>Avg. Number of Unoccupied Beds per Night</i>
ARCHES Inn	1769	339	2108	84%	11
Navigation Center	655	1702	2357	28%	55
ARCHES Lodge	0	0	0	0%	0
Center St.	694	422	1116	62%	14

For the July reporting period, ARCHES sheltering provided 3,118 bed nights, leaving 2,463 unoccupied. The primary reason for the large number of unoccupied beds is the phased approach being taken to fill the Navigation Center. This facility is not anticipated to be filled in full until the end of Summer 2023.

In addition, the ARCHES Inn had 16% of their available bed unoccupied during the month of July. The reason for this vacancy is due to 20 households exiting into permanent housing at Yaquina Hall through Salem Housing Authority. These beds will be refilled by August reporting.



### FY 22 Program Showcase: ARCHES Housing Opportunity Program (AHOP)

The ARCHES Housing Opportunity Program is a Rapid Re-Housing initiative that provides long-term rental assistance for those experiencing unsheltered homelessness. This program is funded through a blend of federal, state, and city resources. Once placed into housing, each household is provided with intensive case management that focuses on the development of self-sufficiency through resource navigation, client advocacy, and client-centered action planning (aka goal setting).

## Community Resource Program

During FY 2023, AHOP served 102 households, which included 135 children, and 67 pets. Spending over \$500,000 in rental, utility, and deposit assistance. A 58% increase in spending from the prior fiscal year. Of those served, more that 80% of clients who exited programing did so into permanent housing.

AHOP has also experienced challenges. The post-COVID era of housing has seen a rapid increase in housing costs. Many of the affordable properties that AHOP had historically worked with are finding it difficult to afford consistent repairs. The recent change in housing laws and the eviction process has also resulted in a large amount of disinformation within the community. AHOP has handled all of these challenges through updated housing rates, working with landlords to find appropriate fixes to properties to meet HUD standards, and working directly with clients to better understand their Fair Housing and Oregon tenancy rights.

### 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 July 2023, 40 households were assisted thus avoiding homelessness. **100%** of these services occurred **outside the city limits** of Salem, serving our rural communities.

### *July Data*

Resource Services - Homeless Prevention										
ARCHES Program	Households Served	Individuals Served	Adults	Children	Households Searching	Households in Housing	Household PH Exists	Rural Marion Households	Salem Metro Households (West, Salem, Keizer)	Rural Polk Households
Polk County Resource Services	30	74	35	39	0	30	30	0	0	30
Woodburn Resource Services	2	6	2	4	0	2	2	2	0	0
Mill City Resource Services (SOCC)	8	21	8	13	0	8	8	8	0	0
<b>July Clients Served</b>	<b>40</b>	<b>101</b>	<b>45</b>	<b>56</b>	<b>0</b>	<b>40</b>	<b>40</b>	<b>10</b>	<b>0</b>	<b>30</b>

### Program Update: Navigation Center

“The ARCHES Navigation Center is a shelter facility that is working to help transition unhoused individuals into stable housing. This program has been open for 60 days, and currently provides wrap-around services to all 41 residents. We have made great strides in bringing in behavioral health services by creating a partnership with JD Health and Wellness, and are currently working with another partner for drug and alcohol treatment support.”

## Community Resource Program

“The Navigation Center is run by a Support Services team that is comprised of 3 Case Managers, 2 Housing Navigators, and a Support Services Coordinator. These staff members connect our clients to outside resources; helping them move towards stable housing. Also on staff is an Operations Coordinator who oversees 16 Site Assistants that provide daily facility cleaning and food services to residents.”

“In addition, a motivated Navigation Center team member has made valuable connections with community stakeholders. Ones that are providing us with most of the food served daily to residents. These donations also go to assisting the larger ARCHES Shelter network. The following is a list of our generous supporters:”

- Ray’s Produce
- Costco
- Little Cesar’s
- Dave’s Killer Bread
- Willamette Egg Farm
- Spring Valley Dairy
- Don Poncho’s
- Chick Filet
- Mega Foods
- *Laury Hall, ARCHES Program Manager*

### **Program Highlights:**

- ARCHES Housing is actively completing the local Continuum of Care (CoC) annual Notice of Funding Opportunity (NOFO) for the distribution of HUD funding. Currently, ARCHES holds 2 HUD grants with CoC that are timed for renewal for the FY 2024 period.
- The leadership of ARCHES Sheltering have begun their Technical Assistance with Kaiser Permanente for the upcoming Medical Respite program. A funding source aimed at providing shelter and wrap around services for unsheltered individuals exiting the medical system, especially Emergency Rooms and Urgent Cares.
- ARCHES staff attending the Grand Opening for the YMCA’s Veteran Affordable Housing Complex located in downtown Salem. This 34 unit complex will house previously homeless and at-risk veteran households, while providing on site-services. Sara Webb, the ARCHES Sheltering Program Director, serves on the YMCA Veteran Housing Board and has provided valuable insight in the program’s development.

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

Energy Services households served in July 2023

July 2023, Marion & Polk county completions by funding source								
Funding	HH	People	>6	60+	Disabled	At or below	75% prov.	Ave HH pmt
E LIHEAP	483	1362	173	161	176	211	44% of HH's	\$442
LIHWA CAA	90	264	31	33	19	29	32% of HH's	\$456
LIHWA ARPA	112	381	48	43	41	42	38% of HH's	\$389
OEA PGE	268	760	92	83	102	109	41% of HH's	\$566
OEA PP	55	139	4	19	28	18	33% of HH's	\$568
CEAP PGE	56	153	14	23	22	27	29% of HH's	\$522
CEAP PP	9	30	4	1	2	8	89% of HH's	\$833
OLGA	142	428	45	47	42	48	34% of HH's	\$497
GAP	0	0	0	0	0	0	0% of HH's	\$0
<b>Total</b>	<b>1215</b>	<b>3517</b>	<b>411</b>	<b>410</b>	<b>432</b>	<b>492</b>	<b>46% of HH's</b>	<b>\$491</b>

July 2022, Marion & Polk county completions by funding source								
Funding	HH	People	>6	60+	Disabled	At or below	75% prov.	Ave HH pmt
LIHEAP	502	1395	189	155	149	247	49% of HH's	\$446
LIHEAP ARPA	499	1388	190	158	150	244	49% of HH's	\$412
LIHWA_CAA	166	509	59	78	59	56	34% of HH's	\$226
OEA PGE	196	555	63	66	78	86	44% of HH's	\$736
OEA PAC	27	72	12	5	7	10	37% of HH's	\$556
CEAP PGE	0	0	0	0	0	0	0% of HH's	\$0
CEAP PAC	11	28	4	5	3	2	18% of HH's	\$716
OLGA	106	350	41	41	30	38	36% of HH's	\$423
GAP	20	86	16	7	9	8	40% of HH's	\$115
<b>Total</b>	<b>1527</b>	<b>4383</b>	<b>574</b>	<b>515</b>	<b>485</b>	<b>691</b>	<b>45% of HH's</b>	<b>\$502</b>

Energy team completed all previously received applications in July and focused on those currently received. Energy received an increase of 25+ applications between November - February, we also experienced a reduction in trained staff at the same time, the combination created a perfect storm. Policies and procedures continue to be reviewed and updated to assure accuracy of documents and that applications are completed in a timely manner. Staffing duties and job descriptions have been reviewed and restructuring has occurred. Rosa Lemus has moved into the Energy Education/Outreach position and will be attending community events sharing energy program guidelines, funding availability, energy education (savings tips), etc.

One process reviewed was Oregon Energy Assistance Program (OEAP) and Covid Energy Assistance Program (CEAP). We found that completing express applications was consuming a lot of Eligibility Specialists time resulting in less new applications being processed. OHCS has approved PY 2024 OEA and CEAP floor payment amounts to return to \$500. Energy will be implementing updates including assisting with either OEA or CEAP at the same time as LIHEAP depending on the credit balance.

We are approaching the end of PY 2023 and have limited funding available. Energy has spent out OEA PGE funding and both CEAP PGE and PAC. Available funds include E LIHEAP, LIHWA, OEA PAC, and OLGA assistance. Applications continue to be received and applicants notified if funding is no longer available.

**July 2023, Polk county completions by funding source**

	HH	People	>6	60+	Disabled	At or below	75% prov.	Ave HH pmt
E-LIHEAP	83	219	23	23	23	40	48% of HH's	\$456
LIHWA-CAA	9	30	4	1	3	3	33% of HH's	\$540
LIHWA-ARPA	17	48	5	7	6	6	35% of HH's	\$384
OEA PGE	3	8	0	0	1	2	67% of HH's	\$1,222
OEA PAC	32	75	1	11	16	13	41% of HH's	\$576
CEAP PGE	1	2	1	1	0	0	0% of HH's	\$250
CEAP PAC	7	27	4	0	1	6	86% of HH's	\$865
OLGA	17	47	6	5	3	6	35% of HH's	\$523
GAP	0	0	0	0	0	0	0% of HH's	\$0
<b>Total</b>	<b>169</b>	<b>456</b>	<b>44</b>	<b>48</b>	<b>53</b>	<b>76</b>	<b>40% of HH's</b>	<b>\$617</b>

**July 2022, Polk county completions by funding source**

Funding	HH	People	>6	60+	Disabled	At or below	75% prov.	Ave HH pmt
LIHEAP	66	171	22	26	15	34	52% of HH's	\$423
LIHEAP ARPA	65	166	22	26	15	33	51% of HH's	\$421
LIHWA_CAA	27	76	6	15	6	9	33% of HH's	\$224
OEA PGE	1	1	0	1	1	1	100% of HH's	\$500
OEA PAC	13	27	2	2	4	6	46% of HH's	\$601
CEAP PGE	0	0	0	0	0	0	0% of HH's	\$0
CEAP PAC	5	12	2	3	2	1	20% of HH's	\$557
OLGA	9	32	3	6	1	3	33% of HH's	\$421
GAP	1	3	0	0	0	1	100% of HH's	\$114
<b>Total</b>	<b>187</b>	<b>488</b>	<b>57</b>	<b>79</b>	<b>44</b>	<b>88</b>	<b>47% of HH's</b>	<b>\$450</b>

**HEAD START PROGRAM REPORT TO BOARD OF DIRECTORS & POLICY COUNCIL  
Eva Pignotti, CPO of Early Learning & Child Care – August, 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%	73.18%	66.67%	69.62%	

**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%	74.42%	71.95%	71.62%	

**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%	74.80%	78.96%	85.46%	

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

The Head Start program attendance rate for July was 69.62% below the required 85%. The top absence reasons during the month were children’s illnesses, accounting for 25.37% of the absences, family day/vacation, which accounted for 12.79% of the absences, and unexcused, which accounted for 10.87% of the absences.

The Early Head Start program attendance rate for July was 71.62%, below the required 85%. The top absence reasons during the month were children’s illnesses, which accounted for 20.11% of the absences, family day/vacation, which accounted for 17.46% of the absences, and overslept/too tired, which accounted for 12.17% of the absences.

We tend to see more unexcused absences during the summer, as families often become less motivated to send their young children to school, with older siblings being out of school. Often these families drop their children, but don’t let us know promptly so the children are marked as absent until we are notified they are dropping.

**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	462	448	98	

**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	104	108	114	

**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	77	76	69	

**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	103	115	51	

**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	88	73	50	

**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	15	19	18	

**USDA Meal Reimbursements**

	July 2023	
USDA Meal Reimbursements	Number of Meals Served	Amount Reimbursed
Breakfast	1,404	\$3,201.12
Lunch	1,416	\$6,018.00
Snack	0	0
Cash In Lieu		\$ 417.72
<b>Total Reimbursement</b>	<b>2,820</b>	<b>\$9,636.84</b>



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

**Head Start:** Hiring to fill the many vacant positions has been going well. The increased pay rate for Bus Drivers is yielding great results, with qualified candidates applying in higher numbers.

**Staff Child Care:** The plan to lease St. Mark's Lutheran Church for staff child care hit a snag when the Office of Child Care Licensing Specialist measured the space and would not license it for the number of children we plan on serving. That partnership is active, and we hope to find ways to support their goal of serving community children in another way.

We were able to secure space through an unexpected opportunity though. Catholic Community Services announced two available classrooms at their Seymour Center on Portland Road. We have entered into a lease for that space.

Hiring the staff to work in the child care center is the next big hurdle. I have been working with HR on job descriptions and pay rates, and hope to have those positions posted by next week.

# HOME Youth Services Board Report

May 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 late June, The Drop In moved out of the Union St building and moved into 1255 Broadway St. NE. This transition will allow more efficient and effective service of youth. This transition will also allow the Drop In to serve more youth, as the square footage is almost double the square footage of 625 Union St, with a lot more open space for service transactions.

During the transition of the Drop In location, staff have continued to serve youth by providing basic needs services like food boxes, access to basic needs items, and case management. These services have also allowed staff to continue consistent engagement with youth, even without a physical building to serve from. July was spent preparing for the opening of the Drop In's new space, including purchasing and setting up furniture, making connections with outside partners, and connecting with youth to prepare to serve them in the space in early August.

## *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.

Most of July was spent in coordination with the Drop In team setting up the Drop In space. While engagement continued with community partners, Outreach consisted of delivering food boxes and basic needs items to youth, connecting youth with sheltering opportunities, and providing youth with basic needs items.

### **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.

In Cycle 8, YEP youth participated in the last culinary class with the culinary teacher of 10 years, who started the culinary program, Neva. The culinary program taught youth how to cook and the beginning skills of working in a restaurant. The cycle 8 youth, along with staff and supporters of HYS, celebrated on Neva's last day of teaching. The group celebrated by making Mexican food together, a favorite of both the youth and Neva. The culinary YEP internship is where it is because of Neva, but it will continue on for many years.

### **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 July, Taylor's House served four unduplicated youth – one of the youth was referred to Taylor's House from Oregon Department of Human Services, and three youth were community referrals. Between the four youth, the total bed nights for the month was 78.

Toward the end of the month, Taylor's House started to receive an increase in referrals for shelter services. This increase of referrals is likely related to continued connection with community partners and increased efforts to open the Drop In again.

In the month of May, staff managed a total of 20 incident reports involving 8 individual youth, some of which were not staying at Taylor's House during the time of the report. 10 of the 20 reports were standard, while 5 were critical incidents.

Minor Incident Report	5
Standard Incident Report	10
Critical Incident Report	5
Minor Injury	1
Mandatory Report at Taylor's House	0
Mandatory Report not at Taylor's House	4
Run Report	0
Run Report Cancelled	0
Emergency Medical/Dental	3
Emergency Mental Health	0
Self Harm/Threat of Harm	0

Other	4
House Incident Reports	8
Number Youth Involved	6

***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 engaging with youth and community partners as referrals come in.

The Rapid Re-Housing Program received its first referrals in the month of May. The Youth Navigators worked extremely hard to connect with young people to begin the assessment process for housing opportunities. Of the six referrals in May, staff were able to connect with four young people and complete intakes. Young people will work with staff to complete apartment applications and tours beginning in June.

Jacob and Celene - Jacob and Celene have been homeless for 4 years and have a 2 year old boy, while meeting with them for enrollment they stated that they feel Rapid Rehousing could be the help that finally gets them on their feet and are hopeful to increase stability in their lives.

***Youth Homelessness Demonstration Program (YHDP)***

In June 2022, MWVCAA was awarded three separate Youth Homelessness Demonstration Program grants to better serve youth in Marion and Polk Counties. Two of those programs will operate within the purview of HOME Youth Services: Joint Transitional Housing-Rapid Rehousing, and Support Services. Both of these projects will be based within the Central School District boundaries of Polk County, expanding HOME Youth Services’ capacity to serve youth in the area. In late April 2023, the purchase of 719 Jackson St. in Monmouth was completed, and will be the home base for the joint component. The support services component will serve youth with an outreach model, in the Central School District boundary, as well as throughout rural Polk County.

Repairs and updates have continued at 719 Jackson St. Additionally, staff hiring has begun in order to ensure accurate levels of supervision once the house is open. Megan Perez, Program Manager for the YHDP program, has consistently attended the Youth Action Board (YAB, Backbone) meetings to ensure continued youth engagement, voice and choice. Young people who are engaged in Backbone will have the opportunity to have their voices heard as the program prepares to name the house, purchase decorations, and continue development of policy and procedures. It is expected that the house will open in mid-September for youth to move in.

Nutrition First -Child Care Food Program  
 Carmen Romero - Program Director  
 July 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.

	Oct. 2022	Nov. 2022	Dec. 2022	Jan. 2023	Feb. 2023	March 2023	April 2023	May 2023	June 2023	July 2023
Start of Month	500	495	492	490	498	500	503	499	504	513
Opened	8	8	7	11	13	10	10	13	12	10
Closed	13	11	9	3	11	7	14	8	3	12
End of Month	495	492	490	498	500	503	499	504	513	511

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

- For July, we signed on 10 providers (11 registered/certified with Child Care Licensing Division (CCLD), and one license-exempt provider this month) and we closed 10 providers, leaving us with 511 active homes.

The only difference between the CCLD providers and the license exempt 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.

- During July, staff conducted 10 in-home sign-ups, 145 in-home monitoring reviews and saw 1,160 children in the reviews.
- During the June ~ September, we focus on the third and final visit cycle for fiscal year 23. This cycles training is on the transition to KidKare and infant feeding. Childcare providers will received a KidKare manual on using the software along with brochures and a poster to help with infant feeding requirements. All children are getting a fruit & veggie-coloring book and stickers.
- By the end of July, we have transferred 376 providers to the new KidKare software from Access leaving us with about another 135 to transfer by the end of August in hopes to be fully running the Nutrition First through the new software starting September.

Transitioning over to KidKare we are hoping to cut back on the cost of printed material we take out to providers such as menus, meal count logs and attendance sheets since the software provides these three forms electronically. In October, we plan to offer electronic child enrollments through the software as well to cut back on even more printing and printing cost.

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

GRANT NAME: USDA (program continuation)

PROGRAM: Nutrition First, MWVCAA

GRANT DUE DATE: August 18, 2023

FUNDING SOURCE: USDA, Oregon Department of Education

GRANT PERIOD: 10/1/23 through 9/30/24

AMOUNT REQUESTED \$571,828.45

ADMINISTRATION AMOUNT: \$49,536

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

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

APPROVED BY BOARD OF DIRECTORS:

\_\_\_\_\_  
BOARD CHAIR

\_\_\_\_\_  
DATE

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

GRANT NAME: USDA (second grant revision)

PROGRAM: Nutrition First, MWVCAA

GRANT DUE DATE: August 18, 2023

FUNDING SOURCE: USDA, Oregon Department of Education

GRANT PERIOD: 10/1/22 through 9/30/23

AMOUNT REQUESTED \$542,615.01

ADMINISTRATION AMOUNT: \$49,536

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

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

APPROVED BY BOARD OF DIRECTORS:

\_\_\_\_\_  
BOARD CHAIR

\_\_\_\_\_  
DATE

**Mid-Willamette Valley Community Action Agency, Inc.**  
**Board of Directors Executive & Finance Committee**  
**Meeting Minutes**  
**THURSDAY, AUGUST 10, 2023**

**ATTENDANCE**

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

**Absent:** Helen Honey, Board Member.

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

**The meeting of the Executive & Finance Committee started at 5:34pm. It was determined that a quorum was present.**

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

- a. The YMCA Veterans Housing Grand Opening:** Jimmy Jones, Executive Director, and Ashley Hamilton, CPO: Housing and Homeless Services, attended the grand opening ceremony for the Courtney Place Veteran's Housing complex in Salem. This complex consists of 34 one to two bedroom apartments for local veterans and their families. MWVCAA will provide comprehensive services on-site for the residents.
- b. Meeting with Marion County Commissioners:** Jimmy had two meetings with some of the Marion County Commissioners this week to discuss partnerships on local projects.
- c. Board Membership Committee:** Jimmy discussed board recruitment needs and upcoming Membership Committee meetings.
- d. Nutrition First Budget:** The Nutrition First program will be providing their ODE CACFP budget renewal to the board for possible approval.
- e. Audit:** Kaolee Hoyle, CFO, has scheduled the next annual audit to begin December 11.
- f. Weatherization Monitoring:** Our Weatherization program had a successful state monitoring last week. The moderators discussed no concerns.
- g. Medical Insurance Renewals:** Our Kaiser Permanente medical insurance renewal is in process. Negotiations on annual increases are underway.
- h. General Property and Liability Insurance:** The renewals on our General Property and General Liability insurance are in process. We are likely to switch providers for these insurance benefits for this next year.
- i. Staff Child Care:** The planning process for our new MWVCAA Staff Child Care program is moving forward. Looking to begin childcare services in the fall.
- j. Heat Wave:** ARCHES Outreach services has been tracking a significant heat wave coming up this next week. This will activate additional outreach services for the excessive heat.
- k. Community Action Partnership of Oregon:** Jimmy discussed the Community Action Network and their plans for the 2023-2024 year.





Respectfully Submitted:

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Jade Wilson, Executive Assistant

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Kevin Karvandi, Board Secretary