



**SEPTEMBER 2023 MEETING
BOARD OF DIRECTORS**

THURSDAY, SEPTEMBER 28, 2023

LOCATION:

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

VIRTUAL:

MWVCAA Full Board Meeting September 2023

Sep 28, 2023, 5:30 – 7:30 PM (America/Los_Angeles)

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

<https://meet.goto.com/245124365>

You can also dial in using your phone.

Access Code: 245-124-365

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, SEPTEMBER 28, 2023**

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

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

I.	Welcome and Introductions	5:30
II.	Public Comment	5:35
III.	Declaration of Conflict of Interest	5:40
IV.	Approval of Agenda	5:45
V.	Consent Calendar	5:50
	1. August 2023 Full Board Meeting Minutes	
	2. September 2023 Executive Director Report	
	3. September 2023 Regional Poverty Report	
	4. September 2023 Chief Financial Officer Report	
	5. September 2023 Chief Operations Officer Report	
	6. September 2023 Development Department Report	
	7. September 2023 Program Director Reports	
	8. September 2023 Committee Meeting Minutes	
VI.	Board Business	5:55
	1. Executive Director’s Report (Jones)	
	2. Appoint Kevin Karvandi to regular term Board Member - <i>Approval</i>	
	3. Head Start School Readiness Progress Report (Pignotti) - <i>Informational</i>	
	4. Financials (Hoyle) – <i>Approval</i>	
VII.	Executive Session	7:15
VIII.	Adjournment	7:30

Next board meeting: Thursday, October 26, 2023

Mid-Willamette Valley Community Action Agency, Inc.
Board of Directors Meeting
THURSDAY, AUGUST 24, 2023
MINUTES

ATTENDANCE:

Board of Directors:

Present:

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

Absent:

Silveria Campa	Vanessa Nordyke	Jeremy Gordon
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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
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
Carmen Romero, Nutrition First Program Director
Jenna Sanders, CCR&R Associate Program Director
Liz Salinas, Head Start Associate Program Director
Stacey Eli, Head Start Associate Program Director
Ramon Hernandez, Community Engagement Specialist
Jade Wilson, Executive Assistant

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

I. Welcome

Board Chair Jade Rutledge welcomed everyone.

II. Public Comment

RW Taylor, Board Member, thanked Kaolee Hoyle, CFO, on her presentation to staff about her Hmong heritage earlier in the month.

III. Declaration of Conflict of Interest

None were made.

IV. Approval of Agenda

No changes were made.

MOTION: To approve agenda made by RW Taylor,

SECOND: Helen Honey.

APPROVED: Unanimously approved

V. Consent Calendar

1. July 2023 Full Board Meeting Minutes

No discussions or concerns were raised

2. August 2023 Executive Director Report

No discussions or concerns were raised

3. August 2023 Chief Financial Officer Report

No discussions or concerns were raised

4. August 2023 Program Director Reports

No discussions or concerns were raised

5. August 2023 Committee Meeting Minutes

No discussions or concerns were raised

6. Board Member Resignation – Silveria Campa

No discussions or concerns were raised

MOTION: To approve consent calendar made by Kevin Karvandi,

SECOND: Steve McCoid.

APPROVED: Unanimously approved

VI. Board Business

1. Executive Director’s Report

- i. NCAP Convention: Jimmy Jones, Executive Director, had just returned from the National Community Action Partnership Annual Convention that took place in Atlanta, GA. He was invited by the National Alliance to End Homelessness to speak on the evolution of homelessness.
- ii. Poverty Update: US housing affordability is worsening according the Federal Reserve Bank of Atlanta’s National Home Ownership Affordability Monitor Index. Homes are less affordable now than they were in 2008 during the recession. Spiking mortgage rates are one large component to that downward trend.
- iii. Dallas: Church at the Park, a local non-profit, is working towards installing a micro-shelter community in Dallas, OR which will house forty houseless individuals, which has met with some opposition.
- iv. Other Poverty Updates: Jimmy shared several statistics regarding poverty levels amongst Americans currently. He discussed drug overdose/drug related death statistics along the west coast and across the US. He spoke to the deficit in benefits being utilized by those in poverty (i.e. TANF, SNAP, etc). There was further discussion amongst the group regarding the possible reasons for deficit. Jimmy noted that the “Poverty Industries” (industries that benefit from citizens in poverty will become a matter of public issue in 2023.
- v. General Agency Updates:
 1. The ARCHES Inn and Navigation Center had a successful visit from State Representative Mannix earlier this month.
 2. Positive reception from the OHCS (Oregon Housing and Community Services) inspection at Redwood Crossing.
 3. Ramon Hernandez, Community Engagement Specialist, coordinated a Willamette University Day of Service at the Monmouth Youth Shelter. Several students volunteered their time to assist in the renovations of the facility for a day.

4. Construction on the Wallace Road Head Start properties are slated for completion in October 2023.
5. We received good monitoring reports for both the Energy and Weatherization programs from the State.
6. Jimmy discussed a potential project coming up in the near future that would give the agency national recognition. Details to be shared as they emerge.
7. The annual Agency Poverty Report went out earlier this month to local agencies and partners. This discussed program service numbers from this past year.
8. Upcoming Agency Events:
 - a. September 14 - Community Action Field Day. Staff recognition and presentations.
 - b. October 14 – Community Action Fundraising Gala. Annual dinner and silent auction to raise unrestricted funding for the agency.
9. Facilities Updates: Facilities has several projects in progress, such as: Wallace Road Head Start, Center St, ARCHES Inn and the ARCHES Lodge. Working diligently on each renovation and project.
10. IT Updates: IT is working to through system updates and implementing a Disaster Recovery system. Long term goal is to work on an organization wide database system to improve reporting.
11. Paid Leave Oregon: Helana Haytas, COO, spoke a bit about the upcoming change from our current FMLA/OFLA provider to the new Paid Family Medical Leave Insurance (PFMLI) through the State. That is set to begin in September. HR is working to implement trainings for staff on this change.

2. **Nutrition First ODE CACFP FY24 Budget:** Carmen Romero, Nutrition First Program Director, presented the completed FY24 budget for the Nutrition First Program. She sought board approval of the budget in the amount of \$542,615.01 for the year.

MOTION: To approve the Nutrition First ODE CACFP FY24 Budget made by Helen Honey,

SECOND: Steve McCoid.

APPROVED: Unanimously approved

3. **Nutrition First Budget Revision FY23:** Carmen Romero, Nutrition First Program Director, presented the revised FY23 budget for the Nutrition First Program. She sought board approval for the revision of the budget.

MOTION: To approve the Nutrition First Budget Revision FY23 made by Helen Honey,

SECOND: Steve McCoid.

APPROVED: Unanimously approved

4. Financials: Kaolee Hoyle, CFO, presented the June 2023 Budget to Actual document. These were unaudited numbers. Kaolee shared that the next annual audit is scheduled for December 11 with the goal to submit documentation to the auditor before Thanksgiving.

MOTION: To approve the June 2023 Budget to Actual made by Helen Honey,

SECOND: RW Taylor.

APPROVED: Unanimously approved

VII. Adjournment

The Board of Directors meeting was adjourned at 6:43pm.

Respectfully Submitted:

Jade Wilson, Executive Assistant

Kevin Karvandi, Board Secretary

Executive Director's Report
To the MWVCAA Board of Directors
MID-WILLAMETTE VALLEY
COMMUNITY ACTION AGENCY
September 2023

This has been a busy summer, but thankfully the first day of fall has arrived, and things are settling back into routine. The heart of the Agency, to me, has always been our early learning work, and if you think back to your youth, school has always felt like a particularly fall and winter pursuit, ending with the year giving way to the warming days of spring and the prospect of a long summer. In social work, as in education, the “new year” for programming really begins in the fall. Much is going on, inside the Agency and around the community. I will cover the highlights in the next few pages that follow.

- On September 20th, I signed the refinance agreement on the Monmouth Youth Shelter. Remember that we purchased that property with an unsecured six-month bridge loan earlier in the year, which allowed the bank additional time to work through their due diligence for a fully amortized loan. That process was completed last week and we signed and closed yesterday, converting that note to a regular mortgage.
- On September 15th, I signed the re-finance of the Middle Grove Head Start site, which was authorized by Board Action in September of 2022. We had been working on this refinance for the past five years. If you recall, the Agency had entered a mortgage agreement for the Middle Grove property on Silverton Road back in 2013, and at the time Columbia Bank had included a balloon payment to keep the monthly payments low. The federal Office of Head Start had approved that mortgage agreement. In 2018, OHS let the Agency know that those balloon payments were improperly approved, and we would need to refinance. The loan conditions of the refinance were so restrictive that most banks would not consider a loan under those burdensome requirements. Thankfully, Columbia Bank, now Umpqua, stuck with us and found a way to get this done. The new mortgage has been recorded at the County. The next step for us is to complete our prior conversations with Region X (of OHS) and apply for a lump sum payoff of the mortgage we just concluded. This is a very good deal for us, if we can close it, because the program budget would no longer be taxed for mortgage cost on a large and expensive property.
- Last week, I signed a PSA on a potential new property for Energy and Weatherization at 4560 Ridge Drive, NE, with the standard conditions of appraisal, inspection, and Board Approval, any of which would allow us to walk without harm. We will follow up with our due diligence and report that discovery out to the Board in coming weeks. Once we have all the information together, staff will present the details to the Board for a decision.
- Two weeks ago the Governor appointed me to the **Hospital Discharge Task Force**. Yesterday the Task Force selected me as the Chair of that body. The Co-Chair is Elizabeth Burns, the Chief

Medical Officer at Avamere in Portland. The origin of the Task Force was the death of Melisa Blake, back in January, and the public conversation around hospital discharge of homeless clients. I hope that we can create some meaningful change in Oregon, and additional opportunities for safe discharging practices from hospitals and other medical centers.

- We have been working with OHCS, the Governor's Office, and others to frame up an additional sheltering ask for the Winter of 2023-2024. It's increasingly obvious that current sheltering activities across Oregon will be insufficient this winter. OHCS is sitting on \$24 million in sheltering reserves, and we have asked them to release at least half of that sum to compensate for shelter gaps across Oregon, and especially in rural areas.
- The Membership Committee had a good meeting with Frank Lonergan, Mayor of Woodburn. They will recommend him for membership to the Board. The next step will be to invite him to the September meeting to talk about himself a bit, and the formal vote would follow in October.
- We had a good All Staff meeting on September 14th, at the riverfront park in downtown Salem. It was well attended and folks enjoyed the time in the sun.
- **Public Presentations and Other work:**
 - I testified to the Housing Stability Council on September 1st, at the request of Oregon Housing and Community Services, on behalf of the youth housing projects in Oregon.
 - I videoed a presentation for the [Oregon Housing Conference](#) on October 4th. I'm serving as the closing leg of the conference, which includes presentations by Congresswoman Pramila Jayapala (Washington 7th), Richard Cho (Senior Advisor to HUD Secretary Marcia Fudge), Mayor Ted Wheeler, and Governor Tina Kotek. From the work, the conference also includes Rachel Post from the Technical Assistance Collaborative, Eric Martin (the policy director from Oregon's Mental Health and Addiction Certification Board), Maria Foscarinis from Columbia Law (who founded the National Homeless Law Center), and others.
 - On August 24th, I presented to the [National Community Action Partnership](#) on behalf of the [National Alliance to End Homelessness](#) in Atlanta.
 - On September 25th, I presented our work to the Keizer City Council.
 - On October 23rd, I am discussing rental assistance access at the [Manufactured Housing Communities of Oregon](#) conference in Eugene.

*Jimmy Jones
Salem, Oregon
22 September 2023*

The Poverty Report

MID-WILLAMETTE VALLEY COMMUNITY ACTION AGENCY

September 2023

- The City of Salem is projecting large budget cuts if the voters do not pass the payroll tax this fall. The budget impact would follow starting in July of 2024. That's a long time from now, so I do not anticipate any of the cuts listed in that document to actually happen. But there is a cliff, and the city will need to find revenue solutions to navigate the current cost landscape. Homeless services, in particular, would be unfunded across the City, especially for Church at the Park, turning back the clock on five years worth of very observable progress.
- Portland's downtown crisis, a harbinger for what will happen in Salem if we don't turn the tide, continues to grow. Hotels in Portland's central city sold 1.2 million rooms in the first seven months of 2023, a reduction of 20 percent over 2019. There's more to this than just homelessness, including the increasing use of Airbnb and other systems, but the fear that Portland is headed for a 1970s-style urban decline is high.¹
- The 9th Circuit's ruling in the *Boise*, and *Grant's Pass* cases has sharply limited the ability of cities to sweep homeless camps and criminalize homelessness. But in San Francisco, a city that is suffering from one of the worst homeless situations in America, local officials have essentially nullified those rulings by dancing through loopholes in the orders. One of the key principles of the *Boise* case was that jurisdictions could not criminalize homeless camping if there were no shelter beds available. In recent studies, there are about 4,400 unsheltered residents in San Francisco, and only 10-50 shelter beds available at any moment. There literally is nowhere to go for most. The City there has argued that the Court's requirements are too burdensome, however, stating that it would cost something close to \$5 *billion* to build all the shelters necessary to house the homeless in San Francisco. These fights, and the willingness of cities to challenge the federal courts, will grow as the political pressures around the homeless issue continue to escalate.²
- Wildfire risk has increased dramatically with global warming in the American West, and a new study showed that nearly half a million residents of Washington, California, and Oregon have been exposed to wildfires in the past 22 years. About HALF of those folks are socially vulnerable, more than tripling the rate of vulnerable populations exposed to fire in the past decade.³ Global warming's impact will be felt first, and most, by the poor.

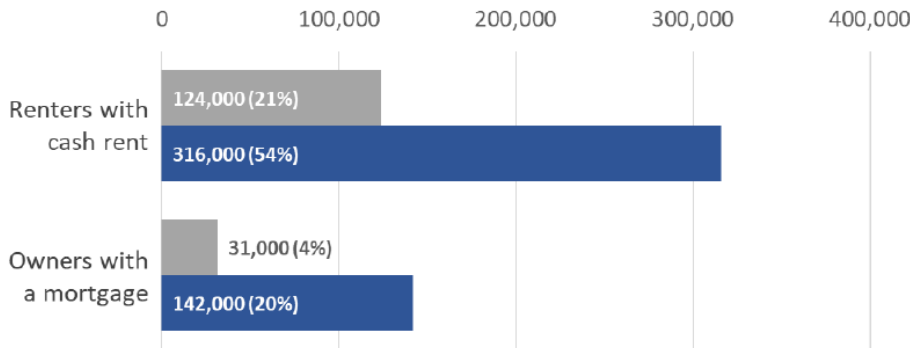
¹ [Portland's hotel rebound stalls: 'Industry is in crisis' - oregonlive.com](https://www.oregonlive.com/portland-hotel-rebound-stalls-industry-is-in-crisis/)

² [San Francisco Is Fighting to Keep Its Homeless Sweeps Going—With or Without Shelter — Shelterforce](https://www.shelterforce.org/2023/08/22/san-francisco-is-fighting-to-keep-its-homeless-sweeps-going-with-or-without-shelter/)

³ <https://theconversation.com/wildfire-risk-is-soaring-for-low-income-elderly-and-other-vulnerable-populations-in-california-washington-and-oregon-213455>

Oregon Households Struggling with Housing Costs

Oregon households living below the federal poverty threshold, or that do not have enough residual income left over after paying for housing



Data: 2021 ACS | Source: Census, IPUMS-USA, MIT, Oregon Office of Economic Analysis

people across the world organized their first Earth Day celebrations. Locally, Oregonians had their own conservation movement, one that was more of a reaction to the suburban sprawl infecting their southern neighbor, California. There they saw farms and forests eaten up by large residential tracts of single-family homes, permanent changes to the state's landscape. Oregonians were determined not to let that happen here.

So Oregon lawmakers passed Senate Bill 100, which established boundaries for urban development as a tool to protect open spaces. If a local government wanted to expand its urban growth boundary, say to make room for more homes or businesses, it would need to ensure the change conformed with statewide planning goals. Since the 1970s, those 19 codified goals have governed how the state utilized land for agriculture, forestry, economic development, open spaces, natural resources and more.

The tenth goal, covering housing, says cities and counties need to regularly inventory their buildable lands and accommodate future housing needs.

Goal 10 didn't capture the nuance of the state's housing needs and how they would change over time. It didn't, for instance, call on governments to encourage the creation of multiple types of housing beyond single-family homes. While it tasked local governments with regularly publishing their housing strategies, it didn't give them a time frame — some cities and counties operated on the same plans for decades without revisiting ever-changing housing dynamics. It also didn't provide counties and cities with the funding they'd need to complete those plans — a struggle for rural areas with fewer taxpayers. Goal 10 also didn't address Oregon's [historically racist and classist housing policies](#) that restricted homeownership among people of color, leading to a wealth gap that [continues to exist today](#).”⁴

The following is from OPB: It's a short summary of how the housing crisis in Oregon came to be.

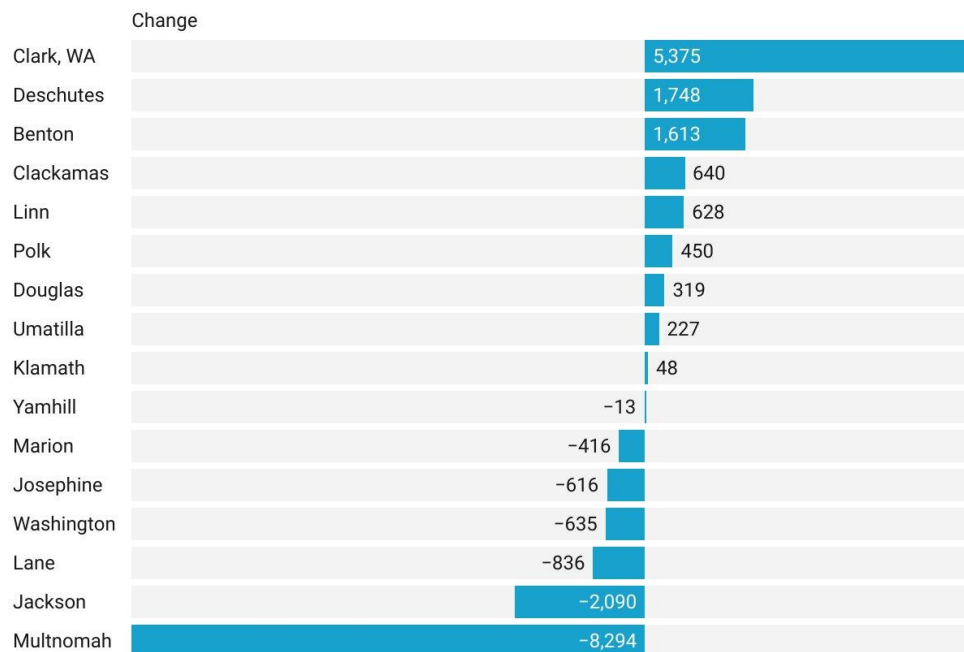
“When Oregon lawmakers passed the state's [ground-breaking land-use law](#) back in 1973, the nation was emerging from a revolutionary environmental movement.

The federal government had just passed the Clean Water Act, and

Proficiency Rates by Grade												
Grade	ELA				Math				Science			
	18-19	21-22	22-23	22/23 Chng	18-19	21-22	22-23	22/23 Chng	18-19	21-22	22-23	22/23 Chng
3	46.5	39.4	39.4	-	46.4	39.4	39.7	+0.3				
4	49.2	42.5	42.3	-0.2	43.2	36.1	37.6	+1.5				
5	54.0	46.8	47.1	+0.3	37.8	30.0	30.7	+0.7	34.7	30.3	30.3	-
6	51.5	40.5	41.0	+0.5	37.1	27.5	28.1	+0.6				
7	54.9	46.3	43.8	-2.5	40.1	29.5	29.6	+0.1				
8	53.2	43.9	41.9	-2.0	38.3	25.9	25.5	-0.4	37.5	27.2	26.0	-1.2
11	66.5	46.9	46.2	-0.7	32.1	20.4	20.4	-	39.5	31.0	32.7	+1.7
All	53.4	43.6	43.0	-0.6	39.4	30.4	30.6	+0.2	36.9	29.3	29.4	+0.1

- Oregon released the statewide school assessment system results this week. The good news is that more students are participating in the survey, and the results demonstrate improvements in certain areas. But there’s still a long way to go.
- **Oregon on the Move:**

Population changes from 2021 - 2022

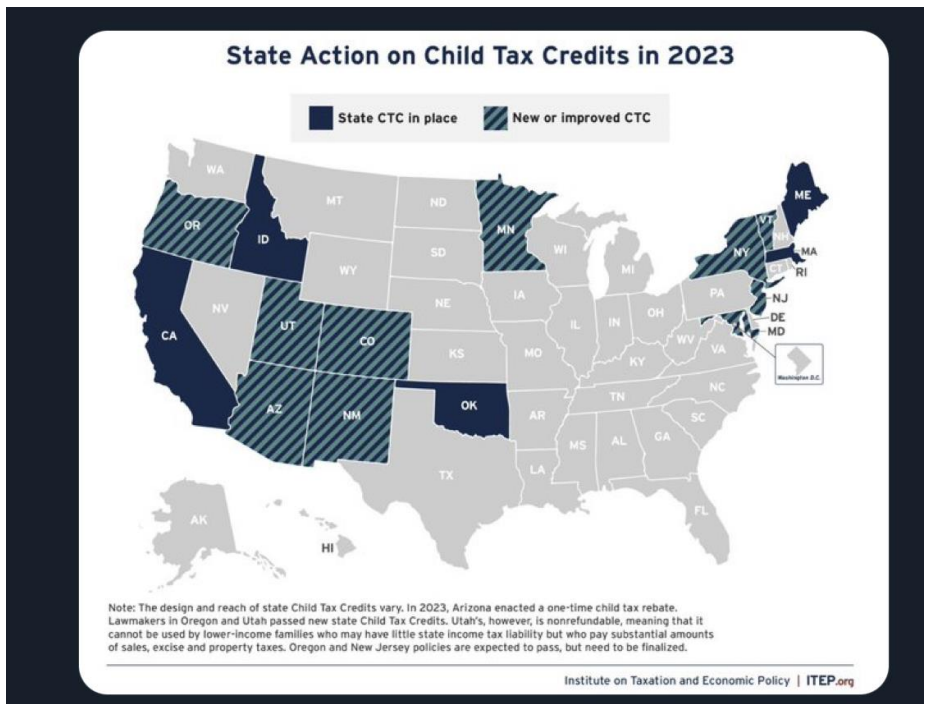


Source: American Community Survey, 2022 1-Year Estimates • Created with Datawrapper

- Oregon’s **statewide audit** was released this week. The results were poor in certain critical areas. It found more than \$35 million in questionable spending of pandemic funds across five state agencies in 2022. Of special note, **Oregon Housing and Community Services (OHCS)** received an “adverse finding score” for its administration of the state’s pandemic rental assistance program. That determination marks the first time in 25 years that the Audit Division has issued a disclaimer of opinion and adverse opinion on a state agency. Generally, the auditors called the expenses into question because of accounting errors or lack of proper documentation. “The audit notes OHCS did not properly track the local organizations that were responsible for distributing rent assistance. In some cases, auditors could not determine how money was spent because of shoddy record keeping.” Long-term consequences from these audit concerns are hard to know at this point, but likely the state will move past it quickly, as there are new challenges on the horizon. There is little political motivation to dig into the chaos of the crisis pandemic years of 2021 and 2022.⁵

That said, one cannot help but pause and marvel at the fairness of it all. Governor Brown, the legislature, and advocates placed enormous public pressure on OHCS and its partners to spend those funds as quickly as possible, to keep people in their homes. Agencies literally put the lives of their staff on the line to help with a national emergency, only now to watch folks who remained safe behind locked doors at home throw OHCS under the bus for the largest, most heroic lift in its history.

- Earlier this month, the **US Census Bureau** announced that the **Supplemental Poverty Rate** (the poverty rate adjusted for the material benefits of the earned income tax credit, federal childcare tax credits, and other subsidies) grew to 12.4 percent in 2022. The single greatest increase since 1967, year-over-year, had been 10.7 percent in the heavy recession year of 1980-1981. The new increase gives us a total increase of 139 percent in child poverty from 2021-2022. This is entirely a government-manufactured increase, something well within the federal government’s means to address, if

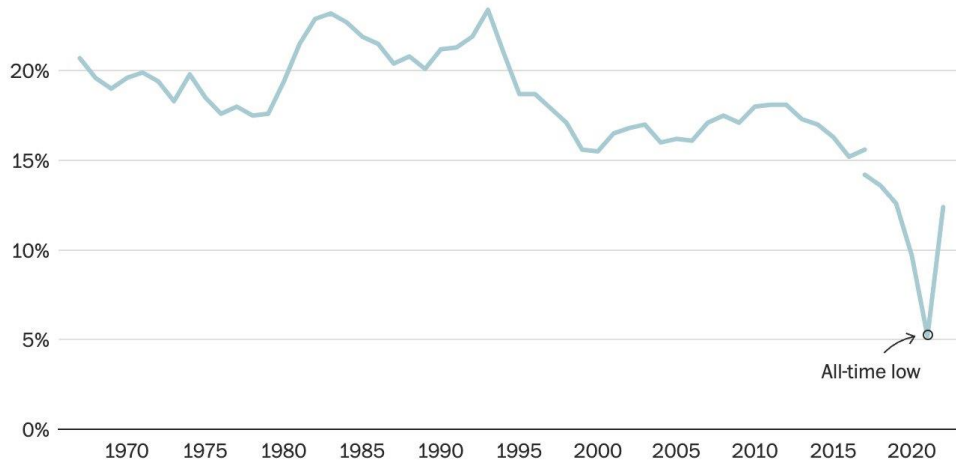


⁵ <https://katu.com/news/local/oregon-audit-flag-millions-in-questionable-spending-of-federal-pandemic-funds>

only the will existed to do so. Some states are moving to assist these low-income families, including Oregon.⁶ Most are not.

After reaching an all-time low in 2021, the child poverty rate more than doubled in 2022

% of U.S. children in poverty, counting federal programs

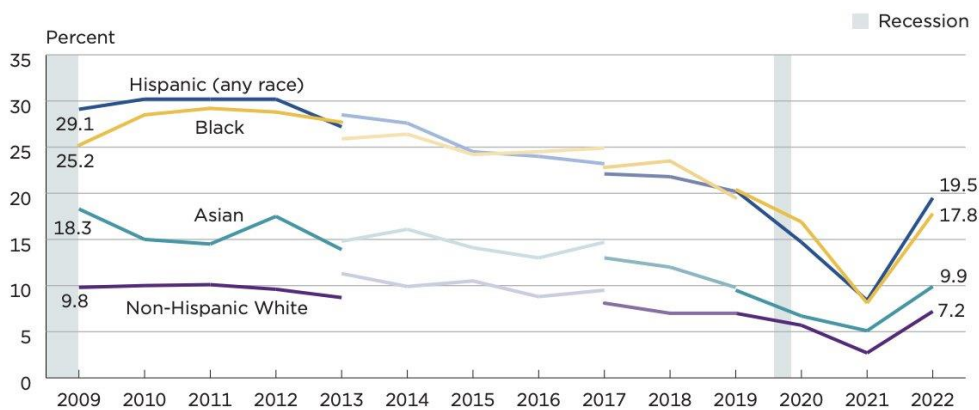


Break in 2017 reflects implementation of an updated processing system by the U.S. Census Bureau. Figures use Supplemental Poverty Measure (SPM), which accounts for federal tax and benefit programs, with thresholds adjusted annually for changes in basic needs spending.

Source: Center on Budget and Policy Priorities analysis of SPM data from Columbia Center on Poverty and Social Policy (before 2009) and U.S. Census Bureau (2009 and later). THE WASHINGTON POST

And it's impacting children of color the most:

Figure 5. **Child Supplemental Poverty Rates by Race and Hispanic Origin: 2009 to 2022**



Note: Population as of March of the following year. The Supplemental Poverty Measure (SPM) estimates for 2019 and beyond reflect the implementation of revised SPM methodology. More information is provided in the SPM technical documentation available at <https://www2.census.gov/programs-surveys/supplemental-poverty-measure/datasets/spm/spm_techdoc.pdf>. The data for 2017 and beyond reflect the implementation of an updated processing system. The data for 2013 and beyond reflect the implementation of the redesigned income questions. The data points are placed at the midpoints of the respective years. Information on recessions is available in Appendix C. More information on confidentiality protection, sampling error, nonsampling error, and definitions is available at <<https://www2.census.gov/programs-surveys/cps/techdocs/cpsmar23.pdf>>. Source: U.S. Census Bureau, Current Population Survey, 2010 to 2023 Annual Social and Economic Supplements (CPS ASEC).

⁶ "Oregon Kids' Tax Credit (House Bill 3235) HB 3235 provides relief to families impacted by rising cost of living with the Oregon Kids' Tax Credit, a fully refundable \$1000 tax credit per child between the ages of 0 and 5 for families earning \$30,000 or less. The Oregon Center for Public Policy estimates that nearly 55,000 children across Oregon will benefit from this credit, with a higher representation in rural communities and communities of color." 14

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

Actual to Budget, July 2023

- Total agency revenue was \$4,756,639 while total agency expenditures was \$4,860,434. The difference of \$103,795 is due to timing of billing.
- Admin rate at 7% in July 2023.

FY23 Financial Statement Audit

The fiscal year 2023 financial statement audit and Single Audit is scheduled for the week of December 11th. Work has begun in order to meet this deadline.

CY2022 401k Audit

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

Payroll Filings

All payroll deposits have been made timely.

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

	July 2023		FY24 - Budgeted	Expected Spent %	Actual Earned/Spent %	Difference
Grant and awards	\$ 4,732,211		\$ 69,126,458	8%	7%	-1%
Other program revenue	17,173		280,000	8%	6%	-2%
Contributions	7,256		200,000	8%	4%	-5%
Total Revenue	4,756,639		69,606,458	8%	7%	-1%
Expenses						
Community resource programs	1,233,589		25,643,081	8%	5%	-4%
Reentry services	38,978		528,630	8%	7%	-1%
Child care resource and referral network	119,942		3,363,837	8%	4%	-5%
Energy assistance programs	706,876		5,732,375	8%	12%	4%
Weatherization services	153,020		2,977,095	8%	5%	-3%
Nutrition first USDA food program	350,785		4,645,521	8%	8%	-1%
Head start	1,690,806		17,349,138	8%	10%	1%
Home youth services	221,670		3,878,395	8%	6%	-3%
Management and general	344,767	{a}	5,488,386	8%	6%	-2%
Total Expenditures	4,860,434		69,606,458	8%	7%	-1%
Revenue Over/(Under)						
Expenditures	\$ (103,795)	{b}	\$ -			

{a} MG&A percentage 7%

{b} Timing of billing.

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

New Staff

Community Action is continuing to hire new staff with 28 in August and 11 in September so far, 39 in total. Shelters hired the most staff with 20 new staff since August 1st. The Agency had 48 staff leave since August 1st and 32 were with Head Start. August is commonly the peak time for separations and hiring, when Head Start staff leave to pursue other opportunities prior to the new school year.

Open Enrollment

September is an important time for employees to make changes to their benefit selections. This year, MWVCAA continues to offer three plans to staff. One option is a High Deductible Health Plan (HDHP) with a Health Savings Account, and the other is a “buy-up” PPO plan using First Choice Network. If the employee elects the HDHP, the Agency will deposit approximately \$145.62 per month into the employee’s H.S.A. plan.

Medical/Vision premiums were up 5% for the agency however, deductions each pay period for both the base plan and the HDHP are \$0 for employees again this year. Kaiser has offered the Agency a \$0 Copay for Mental Health Visits with unlimited visits, and maintained current office copays. Dental benefits and premiums stayed the same at \$0 per paycheck for employees. The Flex Spending Account also continues this year, and allows employees to roll over up to \$550 from last year to this year.

One new benefit is with the Life Insurance plan. In prior years, the Agency offered a \$50,000 Life insurance and AD&D benefit to all employees. This year, the \$50,000 benefit is available, and for staff making more than \$50,000, the insurance aligns to employee compensation at 1.25 times an employee’s annual salary.

Staff Field Day

Staff gathered at Riverfront Park in Salem to enjoy a very sunny, warm day relaxing and participating in activities such as lawn games, Jazzercise, Agency Trivia game, and hearing two clients speak about their experience with MWVCAA, Sarah Valore and Savana Milroy. There was also a Call to Action by David Bynes, DEI Professional. An outdoor picnic lunch was provided to staff. This is the one event for Agency staff each year, this year allowing each employee a guest to attend with them, and it was memorable again this year. Jade Wilson, Executive Assistant organized the event, and Namene James Rodgers, DEI Specialist, assisted; both were instrumental in this successful Agency event.



September Board Report: Development Department

Fundraising Update

Donation numbers:

- August donations: \$11,615
 - Up from last year's August donation total, which was \$2,013. In addition to our ongoing recurring donations to the Community Action Fund, ARCHES, etc., we received a massive \$10,000 donation allocated to Fuerza Campesina from the Willamette Health Council.

Donation overview: The recurring donations towards everyday giving campaigns remain strong. Much of the external communication over the past month has focused on the Community Action Gala, with ticket sales from August resulting in \$2,430 (this number is not included in the August donation total listed above).

Grants Update

- Willamette Health Council; Community Impact – submitted \$100,000 LOI to support HOME Youth Services Youth Empowerment Program. We have since received an invitation to submit a full proposal.
- U.S. Department of Housing and Urban Development; Continuum of Care Coordinated Entry and Youth Homelessness Demonstration Program

Coordinated Entry – assisted with renewal applications for CE and YHDP CE renewals at \$36,309 and \$242,217 respectively. We have since been approved for all renewals requested.

- Albertsons Companies Foundation; DEI Grant – wrote \$20,000 proposal to help fund agency-wide DEI initiative to better educate staff in diversity, equity, and inclusion.

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)

August Facebook Numbers

- Page Reach: 7,555
- Post analytics:
 - o Likes/Reactions: 426
 - o Comments: 25
 - o Shares: 89
 - o Link Clicks: 88
 - o New Followers: 50

August Instagram Numbers

- Page Reach: 102
- Post analytics:
 - o New Followers: 18

Dustin's Update:

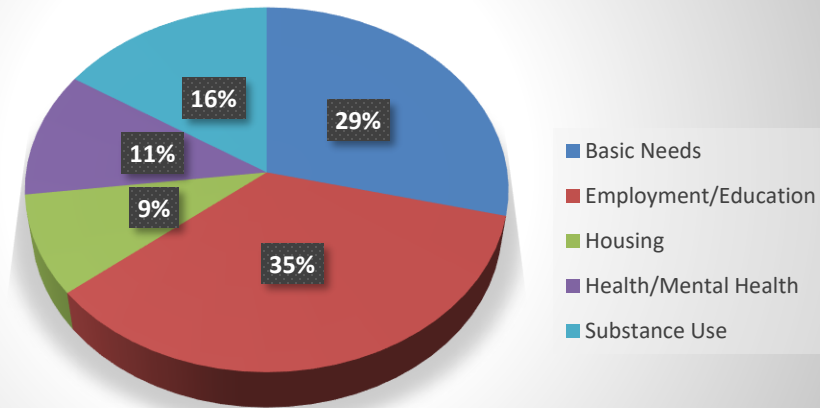
Social media content in September focused on growing engagement and ticket sales for the upcoming Community Action Gala. This includes sharing links to the ticket page, showing off what is in store and running Facebook ads. To avoid oversaturation, these posts were separated by usual branded content such as program stories, photos and statistics.

De Muniz Resource Center

April Cox, Director

September 2023

How the De Muniz Resource Center Served Clients in August



Opportunities/Challenges

- ❖ De Muniz Resource Center served 129 clients in August, with 315 services provided.
- ❖ This month 71% served were adults in custody vs. 29% out of custody.
- ❖ During this reporting period, 15 clients (30 occurrences) took advantage and attended our cognitive based classes. The classes covered the following topics:
 - Problem solving skills
 - Identifying strengths
 - Healthy mind frames
 - Problem solving
 - Emotional regulation
 - Prosocial leisure
- ❖ Our partnership with Northwest Human Services yielded 26 clients completing their enrollment for Oregon Health Plan prior to release (from incarceration).
- ❖ We assisted 20 clients with obtaining their state ID card this month.
- ❖ Forty-one clients (77 occurrences) took advantage of our volunteer's services, which include recovery support groups, GED prep, gambling awareness, ARCHES housing assessments, and mock employment interviews.
- ❖ Twelve clients took advantage of our free legal clinic services to assist with civil matters.
- ❖ Our emergency clothing closet was utilized by 13 clients this month.

De Muniz Resource Center

April Cox, Director
September 2023

Community Event

Members from our team were invited to participate as panel members in the statewide Manufacturing Industry Consortium and the Technology Industry Consortium. These events were hosted and organized by the Higher Education Coordinating Commission, on behalf of Future Ready Oregon. Future Ready Oregon is a comprehensive investment package that supports the education and training Oregonians need for good-paying jobs, with a focus on advancing opportunities for historically underserved communities. As recipients of the capacity building round of Future Ready Oregon, we were invited as panelists to represent the reentry (justice involved) individuals in our community. Representatives from industry, labor, education, and community-based organizations convened for a series of presentations, panels, and working group discussions. For more information visit https://www.oregon.gov/highered/policy-collaboration/Pages/Future-Ready.aspx?utm_medium=email&utm_source=govdelivery



De Muniz Resource Center

April Cox, Director
September 2023

Success Story

From our first meeting, Victor was extremely focused on seeking employment and having more structure in his life. The day his Probation Officer sent a referral for employment, Victor made it to the Resource Center before I was even able to reach out to him. During our first meeting, he shared that he wanted to become a flagger but was not able to afford the training and gear that is required before he can secure employment.

With our grant through Willamette Workforce Partnership, I was able to work with Victor to help him achieve his goals. We reached out to A+ Flagging and completed his application for training. Victor quickly completed and passed his training, which allowed us to purchase the gear required in order to begin his employment. Victor was very excited for the opportunity because his financial constraints were the only thing keeping him from achieving these goals.

We were also able to help Victor with a gas card to ensure he had the resources and abilities to get to and from work until he received his first paycheck. After working for a while, Victor informed his employer and got approval to take time off work so he could travel to another state to see his child graduate from school. Victor has come a long way from not communicating properly with previous employers (in the past) to doing things the right way now. Victor has a great attitude and mindset. He thanked me for helping him with this opportunity and feels this opportunity has helped him become a better father and citizen.

Story Submitted by Employment Navigator

Child Care Resource & Referral

Board Report – September 2023

CCR&R has received the funds to draw for our main grant and has approval for the budget for the biennium.

CCR&R does outreach to newly licensed family child care programs and takes them a Welcome Kit which includes a binder of forms and documents that are important for staying in compliance and running a quality program. CCR&R has been working with licensing to streamline the binder to align with the current forms they are using.

CCR&R supports programs who receive preschool promise (PSP) funding. PSP runs on a school years schedule. In order to start the beginning of the school year the CCR&R PSP staff held 3 in-person six-hour Orientations with a total of 109 attendees across the 3 days. They covered topics such as Ambitious Instruction, Understanding the Grant Agreement and CCR&R Supports Available. CCR&R is funded to have 7 staff supporting the PSP programs and we are currently hiring for 4 of those staff.

CCR&R received funding this biennium to participate in the Oregon Child Care Alliance. This funding has allowed us to hire a full-time Early Learning Coach who is bilingual. She will be supporting cohorts of early learning programs in obtaining business acumen by providing training and technical assistance.

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

Energy Services households served in August 2023

August 2023, Marion & Polk county completions by funding source								
Funding	HH	People	>6	60+	Disabled	At or below 75% prov.	Ave HH pmt	
E LIHEAP	342	968	114	93	113	153	45% of HH's	\$495
LIHEAP	79	248	32	22	24	28	35% of HH's	\$452
LIHWA CAA	91	267	21	25	27	30	33% of HH's	\$456
LIHWA ARPA	171	470	33	101	62	42	33% of HH's	\$370
OEA PP	51	147	11	24	17	18	35% of HH's	\$541
OLGA	143	443	42	54	44	51	36% of HH's	\$467
Total	877	2543	253	319	287	322	37% of HH's	\$464

August 2022, Marion & Polk county completions by funding source								
Funding	HH	People	>6	60+	Disabled	At or below 75% prov.	Ave HH pmt	
LIHEAP	346	933	134	88	92	165	48% of HH's	\$487
LIHEAP ARPA	349	361	134	89	92	166	48% of HH's	\$403
LIHEAP AC	166	482	45	64	69	71	43% of HH's	\$430
LP ARPA AC	44	109	14	20	26	26	59% of HH's	\$410
LIHWA_CAA	144	432	45	61	46	58	40% of HH's	\$251
OEA PAC	17	45	1	4	6	4	24% of HH's	\$941
OLGA	135	410	45	51	38	53	39% of HH's	\$423
Total	1201	2772	418	377	369	543	45% of HH's	\$478

OHCS completed Energy's first LIHWA desktop monitoring. Seventy two LIHWA applications were uploaded for review. Questions were asked and additional documents requested but there were no findings. LIHWA funds have been extended from September 30, 2023 to March 2024. Energy has funding available for LIHWA CAA and ARPA, the extension provides time for Energy team to provide needed assistance to eligible clients. Energy is waiting for the approved vendor extension form to be sent to the network. Once received a signed copy will be sent to all LIHWA vendors for review and signature.

Energy assisted 1,456 NWN customers October 2022 through August 2023 with OLGA funds. OLGA is allocated through NWN to participating agencies within their territory. Energy has received a total of \$781,878 through July and the final allocation will be sent in August. The need for gas assistance remains high, historically Energy runs out of OLGA funds prior to the next allocation. NWN graciously provided 2 separate \$100,000 allocations to Energy in 2023. Energy has not had to deny OLGA assistance due to the lack of available funding this program year due to NWN's generosity.

Energy continues to provide portable AC units to vulnerable income eligible households in Marion and Polk Counties. A total of 10 portable AC/heating units have been installed in homes through our partnership with Weatherization team. Vulnerable households are those with members over 60 and/or disabling conditions, meet LIHEAP income guidelines and when outdoor temperature's reach 90+. Non federal funds were utilized to purchase and install the units.

August 2023, Polk county completions by funding source								
	HH	People	>6	60+	Disabled	At or below 75% prov.	Ave HH pmt	
E-LIHEAP	53	134	10	16	18	19	36% of HH's	\$448
LIHEAP	20	41	4	11	11	7	35% of HH's	\$413
LIHWA-CAA	17	46	2	7	5	6	35% of HH's	\$445
LIHWA-ARPA	28	67	4	21	12	8	29% of HH's	\$376
OEA PAC	23	67	5	9	7	7	31% of HH's	\$613
OLGA	22	50	5	10	7	5	23% of HH's	\$438
Total	163	405	30	74	60	52	32% of HH's	\$456

August 2022, Polk county completions by funding source								
Funding	HH	People	>6	60+	Disabled	At or below 75% prov.	Ave HH pmt	
LIHEAP	42	120	13	12	19	15	36% of HH's	\$388
LIHEAP ARPA	42	122	13	12	18	14	33% of HH's	\$387
LIHEAP AC	17	40	1	10	5	8	47% of HH's	\$388
LP ARPA AC	1	2	0	1	1	0	0% of HH's	\$245
LIHWA_CAA	16	43	3	9	8	5	31% of HH's	\$302
OEA PAC	9	26	1	2	3	3	33% of HH's	\$1,064
OLGA	7	21	0	3	2	3	43% of HH's	\$474
Total	134	374	31	49	56	48	36% of HH's	\$396

**HEAD START PROGRAM REPORT TO BOARD OF DIRECTORS & POLICY COUNCIL
Eva Pignotti, CPO of Early Learning & Child Care – September, 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%	65.97%

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%	72.08%

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%	79.35%

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

The Head Start program attendance rate for August was 65.97%, below the required 85%. The top absence reasons during the month were approved extended leave, which accounted for 35.32%, children’s illnesses, accounting for 16.54% of the absences, and family day/vacation, which accounted for 15.61% of the absences.

The Early Head Start program attendance rate for August was 72.08%, below the required 85%. The top absence reasons during the month were unexcused, which accounted for 16.89% of the absences, children’s illnesses, accounting for 15.11% of the absences, and family day/vacation, which accounted for 13.33% of the absences.

The EHS Child Care Partnerships program attendance rate for August was 79.35%, below the required 85%. The top absence reasons during the month were family day/vacation, which accounted for 37.69% of the absences, and children’s illnesses, which accounted for 30.39% 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	462	448	98	90

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	113

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	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	103	115	51	110

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	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	15	19	18	21

USDA Meal Reimbursements

	August 2023	
USDA Meal Reimbursements	Number of Meals Served	Amount Reimbursed
Breakfast	1,480	\$3,374.40
Lunch	1,504	\$6,932.00
Snack	0	0
Cash In Lieu		\$ 443.68
Total Reimbursement	2,984	\$10,750.08

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

Head Start: Very busy times with hiring staff and enrolling children at the annual peak. Increased pay rates have yielded more applicants for positions. Intensive child recruitment is paying off with greater volume of children’s applications. Classes started on 9/5/23 for the EHS CCP program, and will start on 9/18/23 for the rest of the program. We are neither fully enrolled nor fully staffed, but in a much better position than we have been at this point over the last two years.

Staff Child Care: Hiring is scheduled for September to staff the child care program. The biggest challenge is making it affordable to our staff, with personnel costs being the largest expense. We are exploring options for funding to support staff child care, which will reduce the amount parents need to pay for care.

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

	Feb. 2023	March 2023	April 2023	May 2023	June 2023	July 2023	Aug 2023
Start of Month	498	500	503	499	504	513	511
Opened	13	10	10	13	12	10	14
Closed	11	7	14	8	3	12	8
End of Month	500	503	499	504	513	511	517

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

- For August, we signed on 14 providers (12 registered/certified with Child Care Licensing Division (CCLD), and two license-exempt provider this month) and we closed 8 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 August, staff conducted 14 in-home sign-ups, 170 in-home monitoring reviews and saw 1,360 children in the reviews.
- During the June ~ September, we focus on the third and final visit cycle for fiscal year 2023. This cycle's training is on the transition to KidKare and infant feeding. Childcare providers will received a KidKare manual and brochures and a poster to help with infant feeding requirements. All children are getting a fruit & veggie-coloring book and stickers.
- At the closing of August, all 517 providers were activated In KidKare and in September, we will work with Finance to run provider reimbursements using KidKare alone, instead of using the old and new databases, side by side, which has been problematic.
- Nutrition First has seen a jump in numbers of providers joining the CCFP program. Our funding is dependent on the number of claiming providers (not active providers). Because of the increase in providers, we were able to submit a second budget revision to ODE to increase our funding.

PROJECT COMPLETIONS

For the month of August, two homes completed all weatherization work and passed the final inspection. Continuous running fans for adequate ventilation were installed in both homes.



Total HH Completed: 14



Health & Safety Issues Addressed: 14



Total # of People Served: 31



Heat Systems Replaced: 12

Based on Weatherization measures installed, Energy-saving items, and Education received, each household can potentially **save an average of \$63, a month on their energy bills.**

INTAKE/OUTREACH

During the month of August our program took part in three outreach events, FFB River Front Family Fest and Health Fairs organized by Yakima Valley Farm Workers Clinic, in Salem and Woodburn. Our office staff distributed program information and 723 Energy Saving items, including Smoke Detectors, LED Light Bulbs, Power Strips, and Water Saving items; in addition to 601 promotional items.



WEATHERIZATION DAY EVENT

Planning is underway for our Weatherization Day celebration. Event will take place on Monday October 30, 2023. This year's event will be a combination of a "Trunk or Treat" and resource fair. Northwest Natural Gas has so graciously agreed to cater the event. Those that are interested in participating should contact our Office Manager, Nancy Ibarra at (503)315-7055 or nency.ibarra@mwvcaa.org

Our program is currently registered to attend the following events:

- Sept. 23rd – Kroc Center Family Fair – Salem
- Oct 14th – Salem Binational Health Fair – Salem

GENERAL PROGRAM UPDATE

We currently have three field technicians attending training for REA Installer stick built & mobile home classes. While still operating normal duties helping our clients.

Mid-Willamette Valley Community Action Agency, Inc.
Board of Directors Program Committee
Meeting Minutes
WEDNESDAY, SEPTEMBER 6, 2023

ATTENDANCE

Committee Members Present: Catherine Trottman, Board Member; and Steve McCoid, Board Member.

Absent: Erika Romine, Board Member and Program Committee Chair

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

The meeting of the Program Committee started at 12:33pm. It was determined that a quorum was present.

1. Executive Director's Program Updates

- a. DELC Contract Approval Delay:** The Department of Early Learning and Childcare is transitioning into a new payment system. This process has been slow following the approval of the contracts. This issue was resolved this week.
- b. Santiam Canyon and Marion County:** There has been a struggle with getting the final wildfire victims housed, served, and closed. The County and the Santiam Canyon nonprofit that's handled the case management are struggling with each other.
- c. MWVCAA and the Coordinated Entry:** Jimmy is seeking further capacity support from the CoC as MWVCAA does the majority of the heavy lifting for coordinated entry for Marion and Polk County.
- d. Funding:** Nonprofit funds have been decreasing across Oregon within sheltering activities and housing programs. The agency is focused on contingency planning, creating more partnerships, and enhancing our public profile with the hopes of driving more resources to the agency. Jimmy discussed his current projects with expanding the public profile.
- e. Church at the Park and City of Salem:** Due to the decrease in funding for sheltering activities, Church at the Park is seeking other funding resources (i.e. City of Salem). MWVCAA is partners with Church at the Park and we have been assisting where we can.
- f. Moss Adams Performance Review:** The City of Salem is conducting a performance review of their homeless services investments. Jimmy, Sara, and Ashley had a successful visit with them last week.
- g. Homeless Politics:** Jimmy provided some context to political issues surrounding the homeless crisis currently.
- h. Spring Legislative Session:** The agenda will be set soon. This next session mostly centers around resources; but some policy questions are likely to come up as well.

- 2. Review Staff Field Day Award Nominations:** Due to time restraints, committee members took the information home to review and provide feedback at a later time.

Meeting adjourned at 2:05pm.

Respectfully Submitted:

Jade Wilson, Executive Assistant

Kevin Karvandi, Board Secretary

Mid-Willamette Valley Community Action Agency, Inc.
Board of Directors Executive & Finance Committee
Meeting Minutes
THURSDAY, SEPTEMBER 7, 2023

ATTENDANCE

Committee Members Present: Jade Rutledge, Board Chair; Kevin Karvandi, Secretary; Helen Honey, Board Member; and Steve McCoid, Board Member

Absent: Shelaswau Crier, Board Vice-Chair

Staff: Jimmy Jones, Executive Director; Kaolee Hoyle, Chief Financial Officer; Helana Haytas, Chief Operations Officer; Robert Hale, Chief Information Officer; Rogelio Cortes, Chief Program Officer: Weatherization and Energy Services; and Jade Wilson, Executive Assistant

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

1. Executive Director's Program Updates

- a. DELC Contract Approval Delay:** The Department of Early Learning and Childcare is transitioning into a new payment system. This process has been slow following the approval of the contracts. Hoping for a resolution this week.
- b. Staff Field Day:** Staff Field Day is taking place at the Riverfront Park in Salem on September 14, 2023. Jimmy invited board members to attend.
- c. Open Enrollment:** Open enrollment for employee benefits begins September 15, 2023. No changes this year with the plans we are offering to staff.
- d. Community Action Gala Update:** Jimmy provided information regarding current ticket sales and sponsorships for the event. The fundraiser takes place on October 14 at the Salem Convention Center. Jimmy again invited board members to attend.
- e. New Hire:** We have hired a new Development Director named Marie Jennings whom is set to begin work soon. Excited to have her join the team.
- f. Brokerage Account:** Finance is looking into potentially opening a brokerage account with US Bank because of several property renovations we have going on this year.
- g. Funding:** Nonprofit funds have been decreasing across Oregon within sheltering activities and housing programs. The agency is focused on contingency planning, fostering more partnerships, and enhancing our public profile with the hopes of driving more resources to the agency. Jimmy discussed his current projects with expanding our public profile.
- h. Spring Legislative Session:** The agenda will be set soon. This next session is mostly centered around resources; but some policy questions are likely to come up as well.

2. Financials: To be presented at the full board meeting later in the month.

3. September 2023 Full Board Meeting Draft: No changes were made.

MOTION: To approve the September 2023 Full Board Meeting agenda made by Helen Honey,

SECOND: Steve McCoid.

APPROVED: Unanimously approved

Meeting adjourned at 6:17pm.

Respectfully Submitted:

Jade Wilson, Executive Assistant

Kevin Karvandi, Board Secretary

Mid-Willamette Valley Community Action Agency, Inc.
Board of Directors Ad-Hoc Membership Committee
Meeting Minutes
WEDNESDAY, SEPTEMBER 20, 2023

ATTENDANCE

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

Absent: None

Staff/Other: Jimmy Jones, Executive Director; Jade Wilson, Executive Assistant; and Frank Lonergan, Mayor of Woodburn and Prospective Board Member.

The meeting of the Membership Committee was called to order by Jeremy Gordon at 11:25am. It was determined that a quorum was present.

- 1. Introductions:** Jeremy invited each committee member and staff person present in the interview to provide a brief introduction followed by a brief introduction by Mayor Lonergan.
- 2. Prospective Board Member Interview – Frank Lonergan, Mayor of Woodburn:** Mayor Lonergan had submitted an application for membership to the Board of Directors. The Membership committee invited Mayor Lonergan for a brief interview and discussion.
- 3. Follow-up Discussion:** It was decided that the committee would invite Mayor Lonergan to the September Board meeting for introductions and a recommendation to accept his application would be made. This would then go to the board for a vote at the October board meeting.

Meeting adjourned at 12:45pm.

Respectfully Submitted:

Jade Wilson, Executive Assistant

Kevin Karvandi, Board Secretary