



**NOVEMBER 2023 MEETING
BOARD OF DIRECTORS**

THURSDAY, NOVEMBER 16, 2023

LOCATION:

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

VIRTUAL:

Topic: MWVCAA Full Board Meeting November 2023

Time: Nov 16, 2023 05:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/89195740628?pwd=BgbyGqkDWPjCDO8hUVbaXU>

[Js8gRuwi.1](#)

Meeting ID: 891 9574 0628

Passcode: S6nF2M

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, NOVEMBER 16, 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. October 2023 Full Board Meeting Minutes | |
| | 2. November 2023 Executive Director Report | |
| | 3. November 2023 Regional Poverty Report | |
| | 4. November 2023 Chief Financial Officer Report | |
| | 5. November 2023 Program Director Reports | |
| | 6. November 2023 Committee Meeting Minutes | |
| | 7. Board Member Vanessa Nordyke Resignation | |
| VI. | Board Business | 5:55 |
| | 1. Board Member Addition: Cindy Ramirez Cisneros - <i>Approval</i> | |
| | 2. Board Member Addition: Frank Lonergan – <i>Approval</i> | |
| | 3. Board Member Addition: Laura Reid - <i>Approval</i> | |
| | 4. Executive Director’s Report (Jones) | |
| | 5. Architect Contract Approval for ARCHES Lodge Renovations (Hamilton) – <i>Approval</i> | |
| | 6. Acceptance of Bezos Day 1 Family Foundation Grant (Jones) - <i>Approval</i> | |
| | 7. MWVCAA - Nutrition First USDA FY 24 Grant Revision (Romero) – <i>Approval</i> | |
| | 8. Head Start Federal Continuation Grant (HHS) (Pignotti) – <i>Approval</i> | |
| | 9. Financials (Hoyle) – <i>Approval</i> | |
| VII. | Executive Session | 7:00 |
| VIII. | Adjournment | 7:30 |

Next board meeting: Thursday, January 25, 2024

Mid-Willamette Valley Community Action Agency, Inc.
Board of Directors Meeting
THURSDAY, OCTOBER 26, 2023
MEETING MINUTES

ATTENDANCE:

Board of Directors:

Present:

Catherine Trottman	Jade Rutledge	RW Taylor	Steve McCoid
Helen Honey	Jeremy Gordon	Shelaswau Crier	

Absent:

Erika Romine Kevin Karvandi

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
Rogelio Cortes, Chief Program Officer: Weatherization and Energy Services
Marie Jennings, Development Director
Jenna Sanders, CCR&R Program Director
Hector Guzman, Weatherization Program Director
Traia Campbell, Energy Services Program Director
Liz Salinas, Head Start Associate Program Director
Stacey Eli, Head Start Associate Program Director
Jade Wilson, Executive Assistant

The meeting of the Board of Directors was called to order at 5:31 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**
No changes were made.

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

V. **Consent Calendar**

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

No discussions or concerns were raised

2. **October 2023 Executive Director Report**

No discussions or concerns were raised

3. **October 2023 Regional Poverty and Legislative Report**

No discussions or concerns were raised

4. **October 2023 Chief Operations Officer Report**

No discussions or concerns were raised

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

No discussions or concerns were raised

6. **October 2023 Program Director Reports**

No discussions or concerns were raised

7. **October 2023 Committee Meeting Minutes**

No discussions or concerns were raised

MOTION: To approve consent calendar made by Jeremy Gordon,

SECOND: Helen Honey.

APPROVED: Unanimously approved

VI. **Board Business**

1. **Executive Director's Report**

- i. **ARCHES Lodge** – The expected start date for renovations is December 1, 2023.
- ii. **Warming Update** – Due to the decrease in funding for warming, ARCHES will be focusing on increasing our volunteer base, which dwindled during COVID. That increased volunteer base would cut down on overall costs. Also due to the funding decrease, ARCHES will not be operating some of the warming centers we typically operate during this time of year. As a solution, DHS has provided us with two emergency tents with heaters that will be set up in the ARCHES admin office parking lot. These are temporary solutions as we navigate this change in funding.
- iii. **OHCS Funding** – We are expecting an increase in sheltering funds from OHCS (Oregon Housing and Community Services). We expect around \$2 million to go towards sheltering efforts.
- iv. **Agency Insurance Migration** – The migration of the agency's insurance carrier to Philadelphia is complete and was effective as of October 1.
- v. **Monmouth House** – Grand Opening in November. Delayed opening due to licensing delays.
- vi. **Sequoia Crossings** – Set to open in late January.
- vii. **Head Start Temporary Service Changes** – Head Start will be decreasing hours of service due to lack of staffing. This change in hours of operation will not affect the number of children being served in the program. Support staff have been drafted into classrooms to fill the gaps in staffing. The hope in decreasing program operational hours will help get those staff back to supportive services.
- viii. **Employee Handbook** - Expected update to the board in January 2024.
- ix. **Finance Policy and Procedures** – Expected update to the board in January 2024.

- x. **Gala Recap** – Our annual Community Action Gala event was an overall success. We raised over \$55,000, which is a 78% increase over last year. The evening was a joyful time for attendees.
- xi. **Population Changes** – Jimmy discussed population changes between the years 2021 and 2022 by county and the possible explanations for that.
- xii. **Child Poverty Rates** – Jimmy discussed child poverty rates and how they doubled in 2022. He discussed the poverty thresholds for households based on family size and age.

2. **Prospective Board Member Introduction – Frank Lonergan:** Prospective Board Member Mayor Frank Lonergan was unable to be in attendance. As a result, the vote was tabled until the November 2023 Board Meeting.

3. **DATIS/Continuum Cloud Contract Agreement:** The agency has been using Paycom as our online payroll and HR software program since 2013. As the agency has grown exponentially since then, we are in need of a more sophisticated software that includes electronic benefits enrollment, electronic time-keeping and improved data tracking. Robert Hale, CIO, plans for the implementation of this new program to take six to nine months to roll out. Robert provided further details regarding the software and its implementation process. A motion was made to approve the three-year contract agreement.

MOTION: To approve the DATIS/Continuum Cloud Contract Agreement made by Steve McCoid,

SECOND: RW Taylor.

APPROVED: Unanimously approved

4. **AC&Co Contract Approval for ARCHES Lodge:** The Board requested further information regarding the proposals submitted by each architectural company during the RFP process. There was a motion made to table this until the November 2023 Board meeting.

MOTION: To table the AC&Co Contract Approval for the ARCHES Lodge renovation made by Jeremy Gordon,

SECOND: Steve McCoid.

APPROVED: Unanimously approved

5. **Designation of Umpqua Bank as primary bank:** The agency is looking to change from US Bank to Umpqua Bank as its primary bank due to some clerical issues and a need for increased customer service as it pertains to our work. Umpqua Bank has been a partner with the agency for some time and they have provided great customer service when needed.

MOTION: To approve the designation of Umpqua Bank as the agency's primary bank made by Jeremy Gordon,

SECOND: Steve McCoid.

APPROVED: Unanimously approved

6. **Approval of \$1 million line of credit (Umpqua Bank):** With the change in primary bank, the agency will also need to open a new line of credit with Umpqua Bank. The agency relies on credit card usage for our day-to-day field operations given our sheltering work . Board approval was requested to open the new line of credit.

MOTION: To approve the \$1 million line of credit with Umpqua Bank made by Jeremy Gordon,

SECOND: Steve McCoid.

APPROVED: Unanimously approved

7. **401k Audited Financial Statements and Governance Letter:** Kaolee Hoyle, CFO, provided the 401k Audited Financials and the Governance Letter from Grove, Mueller & Swank, P.C; the agency’s auditor for many years. Kaolee noted that our auditors did not have any noted difficulties conducting the audit and no issues were found during the process. These financials were provided to the board for informational purposes and no approval was needed.

8. **Financials:** Kaolee Hoyle, CFO, provided the August 2023 Budget to Actual document for review. Kaolee noted that CCR&R is currently underspent compared to the original budgeted amount due to some hiring delays. Our management and general expenses were also underspent due to some timing issues with reporting.

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

SECOND: Jeremy Gordon.

APPROVED: Unanimously approved

VII. Begin Executive Session

The Executive Session was called to order by Board Chair Jade Rutledge at 7:11pm.

VIII. End Executive Session

The Executive Session was adjourned by Board Chair Jade Rutledge at 7:14pm.

IX. Adjournment

The Board of Directors meeting was adjourned at 7:15 pm.

Respectfully Submitted:

Jade Wilson, Executive Assistant

Kevin Karvandi, Board Secretary

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

We have a quick turnaround time for the November board meeting because of the holiday. But there have been some important developments since our October board meeting.

- **Board Meeting Preview:** We have the addition of three new board members scheduled for consideration: **Cindy Ramirez Cisneros** (Policy Council), **Laura Reid** (Keizer City Councilor), and **Frank Lonergan** (Mayor of Woodburn). Board Member Vanessa Nordyke has resigned, and her resignation is noted on the consent calendar. We will also have a grant acceptance from Day 1 Family Foundation, the USDA budget revision for Nutrition First, the **ARCHES Lodge** architectural contract, and the Head Start **Continuation Grant** for approval.
- We were awarded the full and maximum \$5,000,000 grant by the **Jeff Bezos (Amazon) Day 1 Family Foundation**. We have met with their communications team last week, and the Foundation plans to publicly release the awards between 15-30 November. Given the pace of events, I believe the announcement will happen prior to November 22nd.

This is a singular honor for the Agency, and evidence of our growing national reputation in homeless services. We will essentially be able to end family homelessness in our community with this \$5M award. Last year only 40 entities were awarded nationally, and of those only 15 were awarded the maximum \$5 million award. And those 15 served places like Tucson, Miami, Houston, San Luis Obispo, LA, Denver, and San Diego. We are only the fourth Oregon project ever awarded, and the three prior (JOIN, NAYA and Portland Homeless Family Solutions) all served the metro. More details here:

[Day 1 Families Fund](#)

I am very proud of our staff, especially **Ashley Hamilton**, **Breezy Poynor** and **Sara Webb**. Their many years of great work, and thousands of hours dedicated to this cause, made this award happen. I am grateful too for our Board, which has stuck with us as we've had to fight for everything we have achieved through some tough times. I want to also recognize **Robert Marshall** (ARCHES Grant Manager) who wrote the grant. This is such a tremendous national accomplishment for our Agency.

- After about six months of advocacy, we were awarded an additional \$1.278M in shelter funds, including more than \$800,000 for warming in Salem. We did not get our full ask of \$2 million, but we are close. These funds were part of \$24.1 million in sheltering funds that were held back for further programming by **Oregon Housing and Community Services**. OHCS did not, however, have a clear idea of the impact of the reduction in federal funding on emergency and on-going shelter operations. Their statewide survey, which we helped organize, demonstrated that there was \$64 million in unmet need by Oregon shelters, and \$36 million by OHCS currently funded shelter projects. OHCS, understanding the enormous financial gaps statewide, wisely released the full \$24.1 million, and the Governor is now planning for a new shelter ask in the spring session.

The good news is that we now have a paid warming budget for Salem this winter, and a basis to argue for more statewide investment for cities and providers in sheltering in the years to come. It will continue to be a challenging environment, however, given the financial crises emerging in Oregon cities in the mid-2020s, as the long consequences of no sales tax, measures 5 and 50 from the 1990s, and other revenue limitations dictate declining urban services in the decade ahead. The cities are expected to bear the burden of emergency services, but counties are funded for public health and community mental health. None of these streams are adequate for the work that needs to be done.

- The proposed **City of Salem** sales tax failed, by the extraordinary number of 81 to 19 percent opposed on Tuesday. The results were expected, and the outcome never in doubt. One of the City's arguments was, critically, that this tax was needed to fund not only police and fire, but also homeless services. **Church at the Park**, which is the entity most heavily funded by the City, advocated hard for the enactment of the tax. We, wisely, stayed out of the question entirely. But there is still some damage done in terms of public opinion, because of the linkage between the tax and helping the homeless. I hope much of that will be abated by positive tone around the "no child sleeps outside" campaign that rests at the programmatic heart of the Day 1 fund.
- The **ARCHES Lodge** will open in December. We have final clearance to proceed. We are still waiting on licensing approval from ODHS for **David's House** in Monmouth, but expect to hold a grand opening later in the month or early in December.
- **Sequoia Crossings** is scheduled to open in January/February. We had hoped to have a board meeting there this month, but given the normal 5:30 time of our board meetings, and on-going improvements to the lighting and the parking lot, we are looking to hold a Board tour during the daytime instead. I am going to ask **Jade Wilson** to schedule that tour.
- Last week I presented to the **Senate Housing Committee** (**Sen Jama**, Chair) with **Sybil Hebb** from the **Oregon Law Center** on eviction prevention, and to the **House Housing**

Committee (Rep Dexter, Chair) on homeless response systems.

- Spent October 27th with the **Racial Justice Council** housing committee, as we met over at the headquarters of the **Confederated Tribe of the Siletz**. They toured the ten of us through their affordable housing and land trust projects (a very good model), and then we were able to sit in the dance hall (which is a very rare honor) and listen to the Tribe's oral history. It was a wonderful day, and we were able to discuss our work with tribal leaders, the **Oregon Housing Alliance**, and the **Oregon Law Center**.
- **Helena Haytas** (COO) will be taking some time off for the next 10-14 days. **Nicole Shrock**, our HR Manager, will step in for her. As needs arise, we will use our employment practices attorney to assist with disciplinary work.
- We held a two-day management summit for Agency managers last week, focusing on recent changes and updates in Oregon employment law, and best practices in terms of performance management.
- ARCHES will be bringing the contract recommendation for architectural services at the ARCHES Lodge on Thursday, after developing some additional information. We are under a bit of time crunch, as the VA Capitol Grant of \$2.2 million must be spent down by next September. But we also want to make sure the Board has all the information it needs to make the best choice. If we are not fully comfortable with our information, we may postpone any action and call a special board meeting in early December.

Board Schedule: The holidays mean a bit of turnover in our board schedule from the normal cycle of dates. The below are the near-term events ahead of us.

- | | |
|-------------------|--|
| • November 9: | Executive-Finance Committee |
| • November 10: | Sign Day 1 Family Foundation Grant Agreement |
| • November 15-30: | Day 1 Grant Announced |
| • November 16: | MWVCAA Full Board Meeting |
| • November 21: | Tour of Sequoia Crossings |
| • December 1: | ARCHES Lodge Opens |
| • December 14: | December Executive-Finance Committee Meeting |
| • December 15: | David's House Opens |
| • January 11: | Executive Finance Committee Meeting |
| • January 25: | Full Board Meeting (Annual Meeting, Elections) |
| • Late January: | Sequoia Crossings Opens |

*Jimmy Jones
Salem, Oregon
13 November 2023*

The Poverty Report

MID-WILLAMETTE VALLEY COMMUNITY ACTION AGENCY November 2023

KATU [featured Polk County's homeless services work](#) in a 30-minute segment in prime time on Friday evening, November 10th. The County's Family and Children's Outreach Office has done such tremendous work over the last decade, and have made enormous strides in preventing and ending homelessness the last five years in particular. You can watch the full segment by clicking the arrow in the box below.



In October, *Oregon Public Broadcasting* ran two segments on how homeless came to be such a crisis in Oregon. The first [article](#) traces the history of the 1960s, 1970s, and 1980s, and the end of poor farms, SRO's, and lodge housing, the decline of the mental health system nationally, and the rise of alcohol and drug problems in the 1990s. The second article looks at the emergence of [evidence-based practices](#) this century, and the barriers to re-housing and re-integrating the homeless.

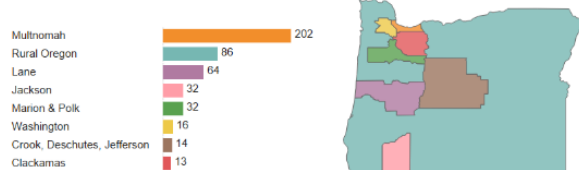
Portland's much publicized, and deeply misguided, homeless camping ban is [now on hold](#) pending the settlement of a legal challenge to the constitutionality of the ordinance. The suit was filed by the **Oregon Law Center**, on behalf of a [group](#) of folks experiencing homelessness in Portland. The city's plan, even if you support the policy goal, would be wildly ineffective and prohibitively expensive, proposing to establish a series of massive camps which are doomed to failure. There are systems which can solve this problem, even as large as it is in Portland, but the City's plan is largely a political solution that cares little about consequences for those living outside, and ignores the practical limitations of attempting to force people into government-sanctioned camps at scale. The real effort here is to drive the homeless population out of Portland, and into Vancouver, Gresham, Washington County, Clackamas County, and points south along I-5. Portland's metro services tax could bring in nearly [\\$1 billion in revenue](#) by 2029, but still they do not have the capacity to shelter more than 30 percent of the unsheltered residents of the city.

The labor supply issues we have seen in Head Start and other early learning classrooms in Oregon [are not unique to our state](#). On the other side of the continent, Head Start programs in Massachusetts have had to close classrooms, and readjust their program designs. The labor crunch is the product of low wages (post-pandemic) in that state (where early learning workers are paid an average of \$39,000 a year). That’s not the same problem we have here in Oregon (much higher wages, but much greater competition from other models), but it is nationally concerning. In Oregon, we have more of a “worker’s economy,” where those looking for work have a selection of jobs. In Portland, a new [“Pre-School for All”](#) model that pays teachers between \$19.91 and \$37 an hour (while the average Oregon childcare worker is paid just \$13.39 an hour) is drawing labor away from poverty centered programs (like Head Start) and to the higher paying jobs. For comparison’s sake, our teachers at MWVCAA make between \$24-36 an hour. These new programs are designed to make preschool available to everyone, regardless of income. In the first year of the new “Pre-School for All” program, 82 percent of the preschoolers came from families making 350 percent of poverty level. In effect, a very good policy concept here (every child receives preschool) is undermining free preschool programs for low-income families in poverty, because of market competition. That condition has been exacerbated in Oregon, essentially, by the state creating its own version of Head Start (which was originally designed for those between 100 and 200 percent of poverty level, but in fact has become a competitor to Head Start programs). It’s going to take a few years to figure out the labor supply issues in early learning. In the meantime, there is stark competition for teachers across the early learning landscape.

Domicile unknown deaths
Oregon occurrences, preliminary data

Health
Authority
Center for Health Statistics

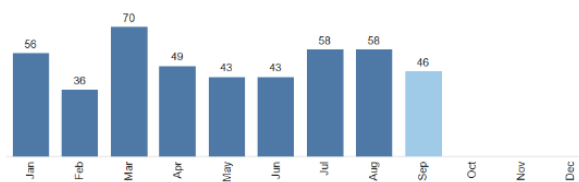
Continuums of Care



459
total
unhoused decedents
2023 year-to-date
(Jan-Sep)

- Choose a year:
- 2022
 - 2023
- Choose a geography:
- HSPR regions
 - Continuums of Care

Month of death



Notes and definitions

- Preliminary data
- Records being processed

*Asterisks denote data that may be unreliable. See "Notes and definitions" (above), Sex and Rates.

Our efforts in Salem are having an impact. The chart below is from the [Oregon Health Authority’s “Domicile Unknown” report](#), tracking homeless deaths in Oregon since 2022. Last year we lost 45 who died outside in Marion-Polk. This year we are on track to see a slight reduction, projected to be 42 deaths. Across Oregon, these rates are not declining from 2022, however, but are actually increasing. Lane County

has seen more than twice the number of homeless deaths as Marion-Polk in 2023. And Jackson County, which has half of the population of Marion-Polk, has seen the same number of homeless deaths.

Jimmy Jones
Salem, Oregon
13 November 2023

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

Actual to Budget, July 2023

- Total agency revenue was \$14,411,662 while total agency expenditures was \$14,522,556. The difference of \$110,895 is due to timing of billing.
- Overall, we are at 21% actual spent. This is due to some renovation dollars which will be spent down as renovations progress.
- Admin rate at 8% for the fiscal year through September 2023.

DELC CCR&R Monitoring

All documentation submitted to DELC. Waiting on DELC for their review and additional request.

OHCS Monitoring

All documentation submitted to OHCS. Waiting on OHCS for their review and additional request.

FY23 Financial Statement Audit

The fiscal year 2023 financial statement audit and Single Audit is scheduled for the week of December 11th. No delays estimated.

Payroll Filings

All payroll deposits have been made timely.

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

	Jul 2023 - Sept 2023		FY24 - Budgeted	Expected Spent %	Actual Earned/Spent %	Difference
Grant and awards	\$ 14,263,421		\$ 69,126,458	25%	21%	-4%
Other program revenue	111,591		280,000	25%	40%	15%
Contributions	36,650		200,000	25%	18%	-7%
Total Revenue	14,411,662		69,606,458	25%	21%	-4%
Expenses						
Community resource programs	4,080,308		25,643,081	25%	16%	-9%
Reentry services	127,764		528,630	25%	24%	-1%
Child care resource and referral network	376,040		3,363,837	25%	11%	-14% {c}
Energy assistance programs	1,658,795		5,732,375	25%	29%	4%
Weatherization services	585,159		2,977,095	25%	20%	-5%
Nutrition first USDA food program	1,156,647		4,645,521	25%	25%	0%
Head start	4,776,063		17,349,138	25%	28%	3%
Home youth services	637,287		3,878,395	25%	16%	-9%
Management and general	1,124,494	{a}	5,488,386	25%	20%	-5%
Total Expenditures	14,522,556		69,606,458	25%	21%	-4%
Revenue Over/(Under)						
Expenditures	\$ (110,895)	{b}	\$ -			

- {a} MG&A percentage 8%
- {b} Timing of billing.
- {c} Short-staffed.

Community Resource Program



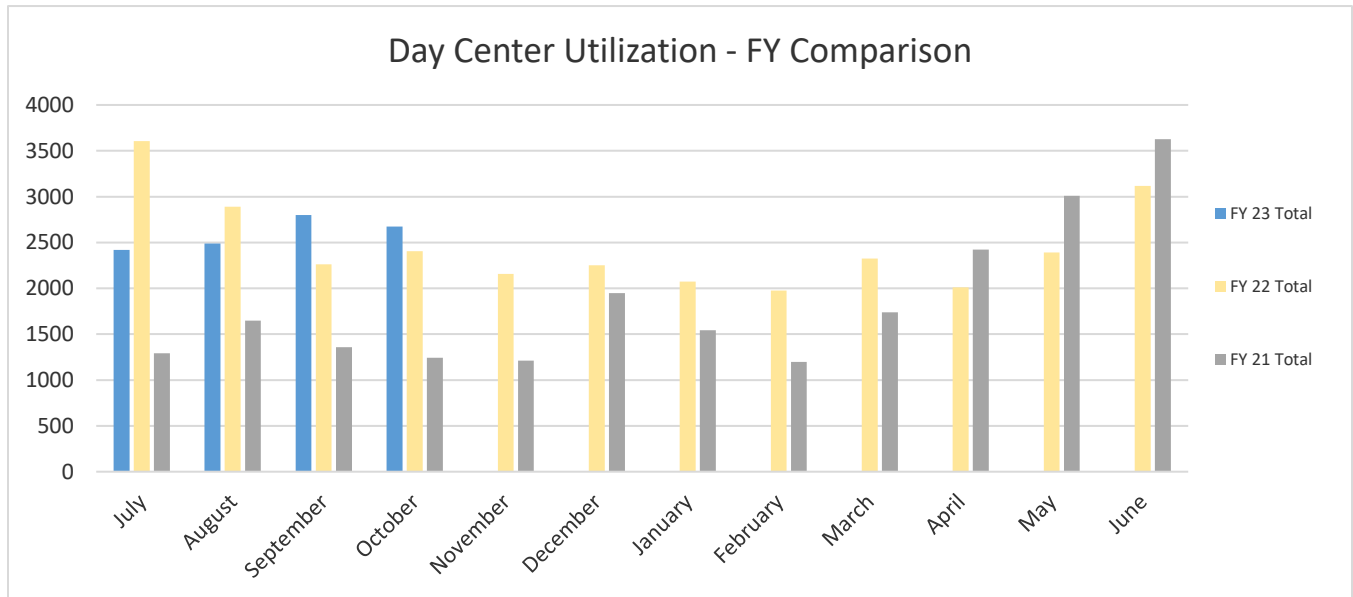
Mid-Willamette Valley
COMMUNITY ACTION
The ARCHES Project

615 Commercial Street NE
Salem, Oregon 97301

CRP Board Report - November 2023

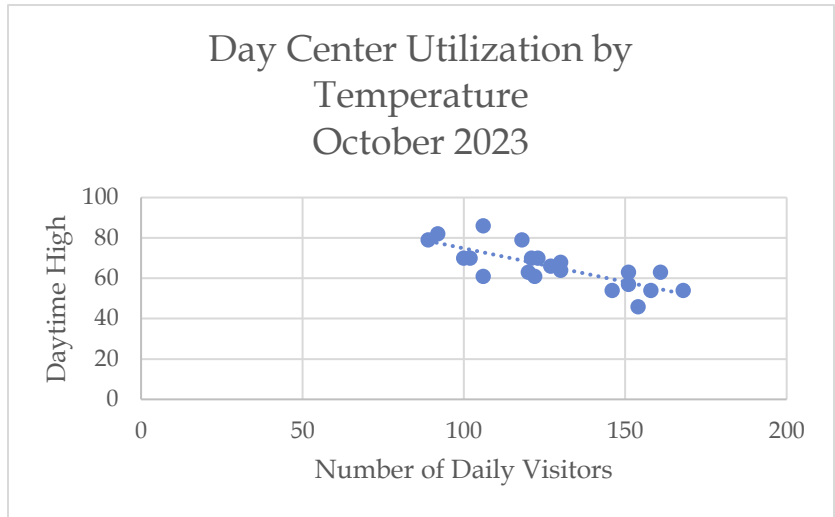
The ARCHES Day Center is open five days a week. During these hours all traditional services are available, including: mail, showers, laundry, meals, and client care. Day Center hours are Wednesday – Sunday from 9am – 4:15pm. *In the event of inclement weather, the Day Center extends its service hours to align with emergency shelter operations.*

Since opening day, the total number of duplicated Day Center visits is 117,346 - with an average daily attendance rate of 118. October 2023 showed a 38% increase in daily utilization over October 2022. With the highest use date being September 20^h at 161 unique visitors.



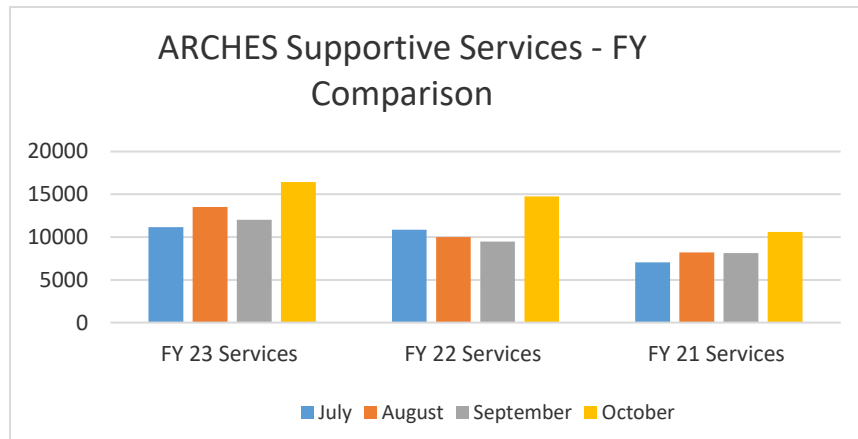
Community Resource Program

During October, the Day Center saw a total of 2,675 visitors. Of which, a common trend emerged. The colder the day-time high, the more daily visitors seeking shelter and services. This is represented in the associated chart; whereby daily temperatures are compared to the number of visitors per day into the Day Center. Showing the colder the outside temperature, the higher the volume of visitors.



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 October services showing a 12% increase compared to the prior fiscal year. During October, ARCHES provided **16,440 supportive service transactions**. This is the *highest service transaction total since reporting began in 20219*. The majority of Supportive Services provided were in the meal category, including **breakfast, lunch, and evening meals; providing 11,593 meals**.

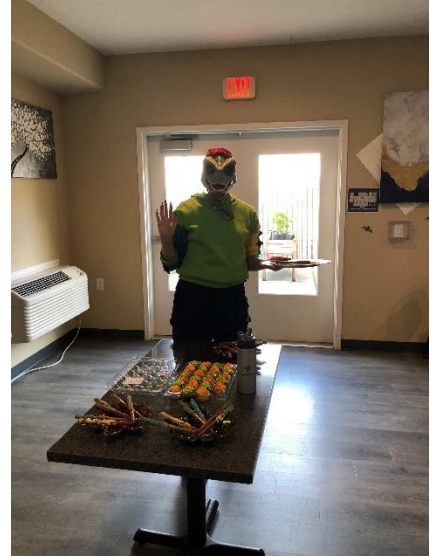


Community Resource Program

Program Showcase: Redwood Crossing

"Every month, staff host an event to celebrate the birthdays of Redwood residents. The October celebration was extra special as it coincided with Halloween festivities. Our two newest case managers, Pricila and Wendy, planned a celebration that included snacks, music and Camaraderie. Redwood also held October events in partnership with the ROCC that included Karaoke, Pictionary and Bingo"

- Lucy Briseno, ARCHES Program Manager



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 October 2023, 16 new households (totaling 18 individuals) were supported by ARCHES Sheltering or Permanent Supportive Housing programming. **23%** of which self-reported as being from a rural community within Marion County. Of everyone currently served, 17 exited into permanent housing.

In the months ahead, ARCHES will begin reporting on 4 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	6	8	0.0	8	0	0	72	1	0	6	0
Redwood Crossings	0	0	0	0	0	0	275	0	0	0	0
Sequoia Crossing	Program Pending										
Yaquina Hall	0	0	0	0	0	0	47	0	0	0	0
Navigation Center	6	6	0	6	0	0	56	11	1	5	0
Center Street	4	4	7.8	4	0	0	4	6	2	2	0
ARCHES Lodge	Program Pending										
Evergreen	Program Pending										
Family Shelter	Program Pending										
October Clients Served	16	18	2.0	18	0	0	407	18	3	13	0

Community Resource Program

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 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 October 2023, 14 new households (37 persons) received housing support. As outlined by *Table 2*, several programs 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 not needed to stabilize a household. ARCHES fully anticipates these programs reporting once other less flexible funds become depleted.

October 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	1	1	11	1	0	0	0	0	0	0	1
ERA	0	0	0	0	0	0	0	0	0	0	0
HUD CoC	1	1	12	1	0	0	0	0	0	1	0
City of Salem - TBRA	0	0	0	0	0	0	0	1	0	0	0
AHOP - EHA	0	0	0	0	0	0	0	0	0	0	0
Wildfire Response	0	0	0	0	0	0	0	0	0	0	0
KP Home	0	0	0	0	0	0	0	1	0	0	0
DHS Fresh Start	3	18	8.6	10	8	3	3	1	2	1	0
HSP	4	11	8.75	4	7	1	1	8	1	3	0
OHA-VRAP	1	2	7	1	1	0	25	0	0	1	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	4	4	7.33	4	0	0	4	0	0	4	0
EO - Eviction Prevention	<i>Data Available on EO - Prevention Table</i>										
October Clients Served	14	37	9.11	21	16	4	33	11	3	10	1

ARCHES Supportive Services engaged 1,058 households in this most recent period (October 2023) as showcased in *Table 3*. The two most common services are VSO assistance

Community Resource Program

(veterans) and Outreach programs, including Fuerza Campesina and mobile showers. **13%** of all service engagements occurred in rural communities of Marion and Polk County.

In addition, through Coordinated Entry, 177 housing assessments (avg. 44 per week) were conducted, servicing 215 individuals. **30%** of these assessments were conducted for households in rural communities.

October 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	383	383	0	383			
RENT	5	6	0	0	0	6	0
Outreach	386	386	0	1	76	292	17
Mobile Showers	223	223	0	0	0	223	0
Fuerza Campesina	61	81	49	0	0	61	0
October Clients Served	1058	1079	49	384	76	582	17
Coordinated Entry - Prevention	54	74	61	2	19	26	9
Coordinated Entry - Homeless	115	133	29	7	9	92	14
Coordinated Entry - Youth	8	8	0	1	1	6	1
Coordinated Entry - TOTAL	177	215	90	10	29	124	24

Program Highlight: Emergency Order – Polk Co. Rapid Re-Housing

“The MWVCAA Emergency Order - Polk County Rapid Re-Housing (EO – PC - RRH) team is working in collaboration with Polk County Family and Community Outreach (PFCO). Their partnership supports unsheltered families and individuals in Polk County with locating and maintaining housing.”

“PFCO begins the housing process by providing eligible households with housing navigation support, application fee assistance and barrier relief funding. Meanwhile MWVCAA then provides funding for deposits, on-going rent assistance, and case management to support the goals of self-sufficiency.”

“Barriers faced by clients while seeking housing include, poor or no rental history and barrier removal funds not being sufficient to cover past debts. The availability of affordable units in the area can also be a challenge, as well as establishing positive relationships with landlords that may have had damaging experiences with programs in the past. To help offset this, MWVCAA has focused on landlord engagement and retention. Because of this, the MWVCAA team has been able to successfully create great relationships with property

Community Resource Program

management companies and landlords. Some will even contact the team prior to a home becoming available. One of the families recently housed was a family of four, with two children under the age of two, that were living in their vehicle. In addition to housing, MWVCAA and PFCO worked to purchase items needed for the children including beds, dressers etc.

- Petra Jauregui, ARCHES Program Manager

Program Showcase: Emergency Order – Prevention

MWVCAA has been tasked as part of the Governor’s Emergency Order, to prevent homelessness for 667 households in Marion and Polk Counties. To meet this goal, ARCHES received 2.56 million to be allocated between the two counties, all in efforts of stabilizing households that were facing eviction. Many of them still heavily impacted by the fiscal effects of the pandemic.

To achieve this goal, MWVCAA contracts with Polk Family and Community Outreach (Polk FCO) to provide prevention payments to Polk County. While the ARCHES team would internally focus on payments for Marion County. Both of which could pay for rent arrears, utility arrears, and on a limited basis forward payments.

As of November 2023, a total of 544 households have been assisted, with an average payment of \$2,031.00. In total this program has provided \$1,219,905 in stabilization payments. Serving 82% of the overall Governor’s regional household goal. At current expenditure rates MWVCAA and Polk FCO are projected to meet full spend down ahead of goal end date of January 10, 2024.

Emergency Order - Prevention Funding										
Clients Served to date										
Marion County	Households Served	Individuals Served	Total # Households	Total # of Individuals	Funds Spent/Month	Avg. Arrears (Months)	Avg. Forward Payments (Months)	Average Payment	Funds Spent Total	# On Waitlist
April	10	35	10	35	\$ 29,583.63	2	1	\$ 2,768.63	\$ 29,583.63	0
May	23	63	33	98	\$ 69,340.11	2.5	1.5	\$ 2,310.00	\$ 98,923.74	15
June	48	123	81	221	\$ 118,169.72	2	1.5	\$ 2,990.00	\$ 217,093.46	24
July	52	154	133	375	\$ 112,505.63				\$ 329,599.09	78
August	106	357	239	732	\$ 279,464.76	1	1	\$ 2,260.00	\$ 609,063.85	36
September	85	216	324	948	\$ 129,887.37	2	1	\$ 1,735.67	\$ 738,951.22	75
October	72	169	396	1117	\$ 202,707.31	1.5	1	\$ 2,431.88	\$ 941,658.53	7
Total Marion Co.	396	1117	396	1117	\$ 134,522.65	2	1	\$ 2,416.03	\$ 941,658.53	33.57143
Polk County	Households Served	Individuals Served	Total #Households	Total # of Individuals	Funds Spent/Month	Avg. Arrears (Months)	Avg. Forward Payments (Months)	Average Payment	Funds Spent Total	# On Waitlist
May	1	1	1	1	\$ 1,500.00			\$ 1,500.00	\$ 1,500.00	N/A
June	21	58	22	59	\$ 36,000.00				\$ 37,500.00	N/A
July	29	76	51	135	\$ 50,786.89			\$ 1,757.27	\$ 88,286.89	N/A
August	41	119	92	254	\$ 74,640.97	2	1	\$ 1,791.00	\$ 162,927.86	N/A
September	37	97	129	351	\$ 71,418.92	2	0	\$ 1,930.21	\$ 234,346.78	N/A
October	19	54	148	405	\$ 43,900.38	1	1	\$ 2,311.00	\$ 278,247.16	N/A
Total Polk Co.	148	405	148	405	\$ 46,374.53	2	1	\$ 1,857.90	\$ 278,247.16	0
Total EO Prevention	544	1522	544	1522	\$ 90,448.59	2	1	\$ 2,031.00	\$ 1,219,905.69	33.57143

Community Resource Program

Success Story: Emergency Order – Prevention

“The Robinson family (Lesley, Chad, and their four children) needed help with a pending eviction in mid-October. Chad had recently lost his job and the family had never experienced anything like this before. The Robinsons were new to getting public assistance; just needing a little support to get them through. During their intake, they were told that MWVCAA was going to pay all of their back rent. Lesley broke down in tears. She had no idea that MWVCAA would pay all of it off, and she exclaimed, "I never imagined someone helping us. You can't imagine how much this is going to help." With assistance through EO-prevention funds, the Robinson family was able to avoid eviction.”

- Sean Sachs, ARCHES Program Manager

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 90% of shelter beds occupied per month.

October Data

ARCHES Sheltering By Month Utilization Rate					
October-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	2066	44	2110	98%	1.4
Navigation Center	1468	857	2325	63%	28
ARCHES Lodge	0	0	0	0%	0
Center St.	845	271	1116	76%	9

For the October reporting period, ARCHES sheltering provided 4,379 bed nights, leaving 1.172 unoccupied. The primary reason for the large number of unoccupied beds is the phased approach being taken to fill the Navigation Center. Whereby the law enforcement diversion beds were unoccupied to refine the referral system. For the 60 remaining general use beds, an average 80% occupancy rate was reached during October.

Community Resource Program

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 October, 38 households were assisted thus avoiding homelessness. **100%** of these services occurred **outside the city limits** of Salem, serving our rural communities.

October 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	19	54	29	25	0	19	19	0	0	19
Woodburn Resource Services	11	38	17	21	0	11	11	11	0	0
Mill City Resource Services (SOCC)	8	24	14	10	0	8	8	8	0	0
October Clients Served	38	116	60	56	0	38	38	19	0	19

Community Resource Program

Program Highlights:

- Temperatures dropped below freezing prior to the formal start of the Warming Shelter season. As a result, MWVCAA quickly mobilized to provide warming services in Salem. During the winter event, the ARCHES Day Center become an overnight shelter for three nights, inclusive of the use of two Oregon Department of Emergency Management heated tents. Serving in total 207 duplicated guests and 20 pets (that's an average of 68 guests per night). Additional warming efforts were also provided by Polk County Family and Community Outreach, as well as Seed of Faith Ministries. Both funded via MWVCAA.



WARMING SHELTERS
GET UP TO DATE INFORMATION ABOUT
ACTIVATION STATUS AND LOCATION

 SIGN UP TO RECEIVE TEXT AND
EMAIL ALERTS
BIT.LY/SHELTER-ALERTS

CALL THE SHELTER
ACTIVATION HOTLINE
(971) 304-9211 

 FOLLOW US ON FACEBOOK
FACEBOOK.COM/SALEMARCHES

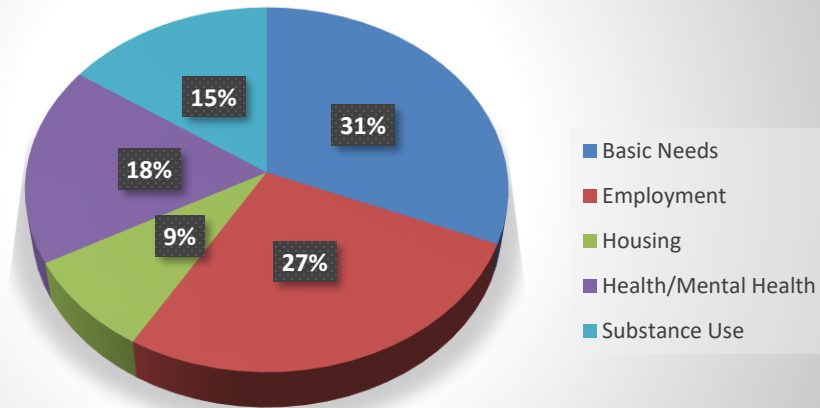
COMMUNITY

De Muniz Resource Center

April Cox, Director

November 2023

How the De Muniz Resource Center Served Clients in October



Opportunities/Challenges

- ❖ De Muniz Resource Center served 94 clients in October, with 194 services provided.
- ❖ This month 70% served were adults in custody vs. 30% out of custody.
- ❖ During this reporting period, 10 clients (21 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 28 clients completing their enrollment for Oregon Health Plan prior to release (from incarceration).
- ❖ We assisted 10 clients with obtaining their state ID card this month.
- ❖ Thirty-six clients (46 occurrences) took advantage of our volunteer's services, which include recovery support groups, GED prep, gambling awareness, ARCHES housing assessments, and mock employment interviews.
- ❖ Ten clients took advantage of our free legal clinic services to assist with civil matters.
- ❖ Our program helped 12 individuals with bus passes, courtesy of our partnership with United Way, during this reporting period.

De Muniz Resource Center

April Cox, Director
November 2023

Success Story

Jane embarked on a challenging journey, marred by an extensive criminal background. After six months of seeking guidance from our housing navigator and legal clinic, she resolved to start anew. She found shelter in an Oxford House, a transitional home tailored to aid individuals in recovery, marking the inception of her path to rebuild her life. Nevertheless, the road to redemption was not without its obstacles. Her first setback arose when she applied for an apartment, only to face rejection, a bitter reminder of her past.

Determined to change her trajectory, she decided to take a brief pause, focusing on personal growth in preparation for our next rental application. During this interlude, she dedicated herself to the goal of becoming a drug and alcohol counselor, with the intention of aiding others who had experienced similar hardships. Jane sought assistance from our legal clinic services, which equipped her with the necessary paperwork to expunge her charges, enabling her to move forward from her past. Additionally, she succeeded in securing an apartment that offered her a second chance, a new beginning she was unwaveringly committed to. Our housing navigator swiftly provided rental and security deposit assistance, facilitating a seamless transition for Jane. As time passed, Jane's transformation journey continued to unfold. Her past, once tainted by a criminal record, began to fade into obscurity. We take great pride in having been a part of her success story and are fully committed to supporting her as she strives to help others overcome their own challenges. Her story serves as a reminder that with the right support and unwavering determination, there are no limits to what one can achieve, even in the face of adversity.

Story Submitted by Housing Navigator

Energy Services October 2023 PY 2024, Program Report

Traia Campbell, Energy Director

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

Energy Services households served in October 2023

October 2023, Marion & Polk completions by funding source PY 2024

Funding	HH	People	>6	60+	Disability	At or below 75% prov.		Ave HH pmt
E LIHEAP	771	0	0	0	0	0	% of HH's	\$350
LIHWA-ARPA	58	131	10	46	35	16	28% of HH's	\$401
OEA PGE	188	325	16	138	152	45	24% of HH's	\$341
OEA PAC	23	33	1	23	16	5	22% of HH's	\$334
CEAP PGE	177	0	0	0	0	0	0% of HH's	\$350
CEAP PAC	20	0	0	0	0	0	0% of HH	\$348
OLGA	53	108	2	43	35	7	13% of HH's	\$446
GAP	0	0	0	0	0	0	0% of HH	\$0
Total	1290	597	29	250	238	73	=6% of HH's	\$367

October 2022, Marion & Polk completions by funding source PY 2023

Funding	HH	People	>6	60+	Disability	At or below 75% prov.		Ave HH pmt
LIHEAP	887	0	0	0	0	0	% of HH's	\$350
LIHWA-CAA	113	249	12	117	79	24	22% of HH's	\$187
OEA PGE	78	184	14	56	58	26	34% of HH's	\$445
OEA PAC	11	18	0	10	11	2	19% of HH's	\$470
CEAP PGE	83	109	24	53	61	22	27% of HH's	\$494
CEAP PAC	6	19	1	3	4	0	0% of HH	\$320
OLGA	34	66	5	31	24	2	6% of HH's	\$390
GAP	0	0	0	0	0	0	0% of HH	\$0
Total	1212	645	56	270	237	76	= 7% of HH's	\$380

Program year 2024 began October 1. Energy provided applications to households that included seniors and/or those with members experiencing a disability, vulnerable populations documented in our IR. We received 1115 applications and 68 applications for disconnected service. The PY 2024 LIHEAP funding is expected to be released later this year (November or December). Energy is also expecting rollover funds from PY 2023 LIHEAP and ELIHEAP soon. Our first OLGA allocation was received in October for \$178,374 which enabled Energy to begin assisting NWN customers with OLGA. OHCS reallocated \$60,000 LIHWA ARPA to Energy. All previous LIHWA ARPA funds had been allocated, these funds will enable us to serve approximately 150 new clients.

October 2023, Polk completions by funding source PY 2024

Funding	HH	People	>6	60+	Disability	At or below 75% prov.		Ave HH pmt
E LIHEAP	89	0	0	0	0	0	0% of HH's	\$350
LIHWA-ARPA	9	18	1	8	4	3	33% of HH's	\$374
OEA PGE	1	1	0	1	1	0	0% of HH's	\$295
OEA PAC	11	17	1	12	7	3	27% of HH's	\$353
CEAP PGE	3	3	0	0	0	0	0% of HH's	\$498
CEAP PAC	7	7	0	0	0	0	0% of HH's	\$406
OLGA	4	8	0	1	3	1	25% of HH's	\$463
GAP	0	0	0	0	0	0	0% of hh	\$0
Total	124	54	2	22	15	7	6% of HH's	\$391

October 2022, Polk completions by funding source PY 2023

Funding	HH	People	>6	60+	Disability	At or below 75% prov.		Ave HH pmt
LIHEAP	96	0	0	0	0	0	0% of HH's	\$350
LIHWA-CAA	18	34	0	20	12	2	12% of HH's	\$216
OEA PGE	1	4	2	0	0	0	0% of HH's	\$535
OEA PAC	7	12	0	6	7	1	15% of HH's	\$466
CEAP PGE	0	0	0	0	0	0	0% of HH's	\$0
CEAP PAC	4	11	1	1	3	0	0% of HH's	\$356
OLGA	9	18	0	11	6	0	0% of HH's	\$466
GAP	0	0	0	0	0	0	0% of hh	\$0
Total	135	79	3	38	28	3	3% of HH's	\$398

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

Attendance

Head Start Preschool

9/23	10/23	11/23	12/23	1/24	2/24
81.76%	81.50%				
3/24	4/24	5/24	6/24	7/24	8/24

Early Head Start

9/23	10/23	11/23	12/23	1/24	2/24
83.59%	79.20%				
3/24	4/24	5/24	6/24	7/24	8/24

Attendance Analysis - Absences for October 2023

The Head Start program attendance rate for October was 81.50%, below the required 85%. The top absence reason during the month was child illness, which accounted for 43.89% of the absences.

The Early Head Start program attendance rate for October was 79.20%, below the required 85%. The top absence reason during the month was children’s illnesses, which accounted for 42.85% 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 = 578 (*summer = 51)

9/23	10/23	11/23	12/23	1/24	2/24	3/24	4/24	5/24	6/24	7/24	8/24
367	444										

Early Head Start – Full Enrollment = 234

9/23	10/23	11/23	12/23	1/24	2/24	3/24	4/24	5/24	6/24	7/24	8/24
152	179										

Waiting Lists

Head Start Preschool

9/23	10/23	11/23	12/23	1/24	2/24	3/24	4/24	5/24	6/24	7/24	8/24
24	42										

Early Head Start

9/23	10/23	11/23	12/23	1/24	2/24	3/24	4/24	5/24	6/24	7/24	8/24
14	24										

USDA Meal Reimbursements

USDA Meal Reimbursements	October 2023	
	Number of Meals Served	Amount Reimbursed
Breakfast	5,277	\$12,031.56
Lunch	5,298	\$22,516.50
Snack	916	\$ 1,071.72
Cash In Lieu		\$ 1,562.91
Total Reimbursement	11,491	\$37,182.69

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

Head Start: Enrollment continues to increase, and staff hiring/onboarding continues. There are still 24 vacant positions, and a good number of staff who are out on some type of protected leave. The plan implemented last month to have four day per week classes in Head Start operating only two, and shortening the duration classes by having no class on Fridays or shortening hours has helped to alleviate some of the pressures. Coaches and supervisors are now more able to provide needed supports instead of subbing for vacant positions. Management analyzes the situation on a weekly basis, and will return classrooms back to regular schedules as they are fully staffed. We regret that the need to modify our programming inconveniences parents and children alike, and are doing all we can to get back to normal programming.

Nutrition First -Child Care Food Program
 Carmen Romero - Program Director
 November 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 2023-2024. It shows the total number of clients, including those who opened and those who closed each month. The fiscal year for the CACFP program is from October to September.

	June 2023	July 2023	Aug 2023	Sept. 2023	October 2023
Start of Month	504	513	511	517	526
Opened	12	10	14	24	12
Closed	3	12	8	15	11
End of Month	513	511	517	526	527

- For October, we signed on 12 providers (10 registered/certified with Child Care Licensing Division (CCLD), and two license-exempt provider this month) and we closed 11 providers, leaving us with 527 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 12 in-home sign-ups, 129 in-home monitoring reviews and saw 1,032 children in the reviews.
- October through January Staff focus is on providing the CACFP Annual Records Training to all providers at the monitoring in-home reviews. All providers will be left with information on the CACFPs appeal process, WIC brochures, and a 2024 record keeping calendar. All children are will get coloring pages that promote nutrition and build your funny face stickers.

Mid-Willamette Valley Community Action Agency, Inc.
Board of Directors Program Committee
Meeting Minutes
WEDNESDAY, NOVEMBER 1, 2023

ATTENDANCE

Committee Members Present: Erika Romine, Board Member and Program Committee Chair; Catherine Trottman, Board Member; and Steve McCoid, Board Member

Absent: None

Staff: Ashley Hamilton, Chief Program Officer: Housing and Homeless Services; Don Dobbs, Warming Program Manager; James Riddle, Lead Veteran Services Officer (ARCHES); and Jade Wilson, Executive Assistant.

The meeting of the Program Committee started at 12:40pm. It was determined that a quorum was present.

1. **General Program Updates** – Ashley Hamilton, Chief Program Officer: Housing and Homeless Services, shared several Community Resource Program (ARCHES) program updates:
 - a. **OHCS Funding:** ARCHES can expect an additional \$1.275 million from Oregon Housing and Community Services (OHCS) as a part of the additional \$24.1 million being dispersed statewide. These additional funds are specifically for warming and sheltering services.
 - b. **Navigation Center:** The Navigation center has completed nine (with one in the process) housing placements in the last thirty days. Clients staying in the Navigation Center receive a dedicated housing placement upon exit from the center. This differs from temporary shelter exit process.
 - c. **Warming Network:** Out of 638 emergency shelter beds available in Marion and Polk, 119 are seasonal emergency shelter beds that activate when outside temperatures reach freezing. Prior to COVID, this was a largely volunteer run model and had expanded due to high numbers of volunteers. After COVID, that volunteer base decreased and with it, bed capacity. Now with a reduction in warming funds, ARCHES will be focusing on volunteer recruitment and growing community partnerships in order to keep up with capacity.
2. **Warming Services Overview** – Don Dobbs, Warming Program Manager (ARCHES), provided a general overview of the ARCHES warming plans for this coming winter season. Due to the reduction in warming funds, our warming program staff are using creative alternatives to keep up with warming capacity. In partnership with DHS, ARCHES will be hosting two large tents in the ARCHES admin office parking lot, which will provide a warm, low-barrier space for anyone eighteen and older to shelter in place for the colder nights. They will also be converting the ARCHES Day Center into a warming shelter with a thirty-bed capacity. Lastly, they will be utilizing the Salem First Presbyterian Church for warming which has a seventy-five bed capacity. Don shared information about how clients can find out about shelter locations and what activation of these shelters looks like.
3. **Veteran Services Program Overview** – James Riddle, Lead Veteran Services Officer (ARCHES) provided a general overview of the services we provide to veterans in Marion and Polk counties. Their program staff serve clients out of the Veteran Service Office of Marion County and James, along with one other Veteran Service Officer, have national and state

accreditation to provide these services to all veterans, spouses, children and parents of veterans. They provide services to aid veterans with processing disability claims (both service and non-service), survivor benefits, education benefit information, and many other duties. They have assisted over 11,000 veterans and in 2023 alone, they saw, on average, thirty-seven clients a day. James shared a couple client success stories that provided board members with a great example of the importance of their work.

Meeting adjourned at 1:40pm.

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, NOVEMBER 9, 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; Robert Hale, Chief Information Officer; 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. Calendar Dates: Jimmy shared several upcoming important events between now and January 2024 (i.e. ARHCES Lodge opening Dec. 1; David's House Youth Shelter opening Dec. 15; Full board meeting on Nov 16, etc.).

b. General Updates:

- i.** Jimmy discussed upcoming grant contracts and their timelines.
- ii. Refugee Conversation:** Jimmy provided updates on MWVCAA's involvement in housing immigrant families in the near future.
- iii. Executive Team:** Helana will be out on medical leave for a bit of time.
- iv. OHCS Sheltering Funds:** ARCHES can expect an additional \$1.275 million from Oregon Housing and Community Services (OHCS) as a part of the additional \$24.1 million being dispersed statewide by Governor Kotek's Emergency Order. These additional funds are specifically for warming and sheltering services. Many current statewide sheltering activities are under financial stress, while attention has been directed toward the Governor's new sheltering projects.
- v. City of Salem, Salem Health and Greenlight:** Jimmy shared updates regarding the Gussie Belle Brown project adjacent to our admin office off Center Street.
- vi. Renovation Architect:** ARCHES will be providing an update at the November Board Meeting on the architect selection for the ARCHES Lodge renovation to begin soon.
- vii. City of Salem Payroll Tax:** Jimmy referenced the results of the City of Salem Payroll Tax vote and possible next steps.
- viii. Weatherization Building:** Jimmy shared updates regarding the Weatherization and Energy Services building search.
- ix. Falls City:** Jimmy shared some ideas regarding outreach and providing services in Falls City.

- x. **Salem Feed the Folks:** In partnership with the Urban League of Portland, We will be hosting a Salem “Feed the Folks” event providing free holiday meal kits for anyone in need of one this holiday season. This event is taking place November 14 between 12 and 3pm at the ARCHES Lodge.
 - xi. **Sequoia Crossings:** Jimmy invited board members to participate in a walk-through of the Sequoia Crossings apartments on November 21st at 2pm. More information will follow.
2. **Financials** – Kaolee Hoyle, CFO, presented the July through September 2023 Budget to Actual document. Kaolee noted that CCR&R is currently underspent compared to the original budgeted amount due to some hiring delays. Kaolee shared also that the Finance Department is focused on prepping for the audit set to begin in December 2023.
 3. **November 2023 Full Board Meeting Draft** – No changes were made.

MOTION: To approve the November 2023 Full Board Meeting agenda made by Helen Honey,
SECOND: Kevin Karvandi.
APPROVED: Unanimously approved
 4. **Begin Executive Session** – Executive session began at 6:48pm.
 5. **End Executive Session** – Executive session ended at 7:03pm and the board returned to general session. No motions were made.

Meeting adjourned at 7:04pm.

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
MONDAY, NOVEMBER 13, 2023

ATTENDANCE

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

Absent: None

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

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

- 1. Introductions:** Jimmy Jones, Executive Director, introduced Laura Reid, Keizer City Councilor and interviewee to the committee and provided some background context as to why we are providing interviews in this board recruitment process.
- 2. Prospective Board Member Interview – Laura Reid, Keizer City Councilor:** Councilor Reid had submitted an application for membership to the Board of Directors. The Membership committee invited Councilor Reid for a brief interview and discussion.
- 3. Follow-up Discussion:** It was decided that the committee would invite Councilor Reid to the November 2023 Board Meeting, where the Committee will recommend that Councilor Reid be added as a member of the Board. Follow up emails will be provided to the board and Councilor Reid.

Meeting adjourned at 4:13pm.

Respectfully Submitted:

Jade Wilson, Executive Assistant

Kevin Karvandi, Board Secretary

Re: MWVCAA Board Resignation

Vanessa Nordyke <VNordyke@cityofsalem.net>

Fri 11/3/2023 5:00 PM

To: Jade Wilson <jade.wilson@mwvcaa.org>

Cc: Jimmy Jones <Jimmy.Jones@mwvcaa.org>

I hereby tender my resignation from the [Mid-Willamette Valley Community Action Agency Board of Directors](#). It has been a privilege to serve alongside my fellow directors. I want to express my deepest gratitude to the MWVCAA staff for all they do each day to alleviate poverty and uplift our community.

Vanessa Nordyke

Salem City Councilor, Ward 7

Cell: (971) 707-3732

From: Jade Wilson <jade.wilson@mwvcaa.org>

Sent: Friday, November 3, 2023 3:42 PM

To: Vanessa Nordyke <VNordyke@cityofsalem.net>

Cc: Jimmy Jones <Jimmy.Jones@mwvcaa.org>

Subject: MWVCAA Board Resignation

Good afternoon Councilor Nordyke,

Hope you are well! I am reaching out to request from you a letter of resignation from our Board of Directors. We will include this in our November Board Meeting packet which will go out next Friday, November 10, 2023.

Thank you and let me know if you need any further information.

Jade Wilson (she/her/hers)

Executive Assistant

Mid-Willamette Valley Community Action Agency

2475 Center Street NE

Salem, OR 97301

Ph: 503-585-6232 x 1140

Cell Ph: 971-208-4163

Email: jade.wilson@mwvcaa.org





Prospective Board Member Application

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.

Promise: Community Action changes people's lives, embodies the spirit of hope, improves communities and makes America a better place to live. We are about the entire community and we are dedicated to helping people help themselves and each other.

Name: Frank Lonergan

Address: 270 Montgomery Street **E-mail:** frank.lonergan@ci.woodburn.or.us

City: Woodburn **Zip:** 97071

Daytime phone: [REDACTED] **Evening phone:** [REDACTED]

1. What interests you about Community Action and serving on our Board of Directors?

The benefits that Community Action offers to citizens of Marion County.

2. What are the strengths and abilities you would bring to the board?

I'm very familiar with Woodburn.

3. What is your career/work experience? What type of leadership roles have you held?

50+ years business management
Self-employed
25 years manager at Republic Services.

Revised 12/14/2021

4. Have you served on a non-profit board of directors before? If so, what was the organization? What committees have you served on?

No.
I've served on five City of Woodburn committees.

5. What is your fundraising experience?

Limited- some with Chamber of Commerce and City of Woodburn.

6. What is your finance experience?

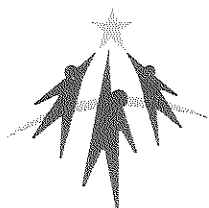
25 years managing \$25 million budget and 70 people.

7. Is there any particular area of work where you would like to be more directly involved?

I'm open.

8. How do you think you can help the CAA in fulfilling its mission?

Being a positive and insightful board member.



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Name: Laura Reid

Address: [REDACTED] E-mail: _____

City: [REDACTED] Zip: [REDACTED]

Daytime phone: [REDACTED] Evening phone: _____

1. What interests you about Community Action and serving on our Board of Directors?

I have long admired your contributions to the efforts of mitigating homelessness in our region, and I would like to contribute my perspective.

2. What are the strengths and abilities you would bring to the board?

Having been on the Keizer City Council for six years, I have learned a great deal about the complexities of homelessness. I bring the abilities to ask tough questions and offer creative solutions to problems under consideration.

3. What is your career/work experience? What type of leadership roles have you held?

I have been an English teacher at McNary for 21 years and have extensive experience working with youth. I have also served on the Keizer City Council and in various leadership positions at church. I have also served as secretary on several boards.

4. **Have you served on a non-profit board of directors before? If so, what was the organization? What committees have you served on?**

Keizer Heritage Foundation (Secretary, City of Keizer Rep)

By-laws Committee

Various planning committees (for different events)

Keizer Homegrown Theatre (Secretary, member at large)

By-laws Committee

Production Committees

Marketing Committee

Mid-Willamette Valley Homeless Alliance (Mayor Cathy Clark's alternate)

5. **What is your fundraising experience?**

I have led many classes to raise funds for McMary's Adopt-A-Celt program. I have been involved in raising funds for the Keizer Heritage Foundation for projects such as windows, carpet, and painting.

6. **What is your finance experience?**

Nothing formal.

7. **Is there any particular area of work where you would like to be more directly involved?**

I am eager to learn all I can.

8. **How do you think you can help the CAA in fulfilling its mission?**

I have been Cathy Clark's second in representing Keizer for the Mid-Willamette Valley Homeless Alliance. I have learned a great deal, and I offer perspectives of both years and the constituents of Keizer.

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

GRANT NAME: USDA (program continuation)

PROGRAM: MWVCAA - Nutrition First USDA FY 24 Grant Revision

GRANT DUE DATE: November 1, 2023

FUNDING SOURCE: USDA, Oregon Department of Education

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

AMOUNT REQUESTED \$585,297.70

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

HHS Continuation Application for Head Start and Early Head Start:

Approval for the year 5 federal continuation grant is requested from the Board and the Policy Council. These funds combined with Oregon Department of Early Learning & Care funding provide services to 578 Head Start children and 234 Early Head Start children. The application is due to HHS by 12/01/2023. This grant reflects the shift in funding from Head Start to Early Head Start through the conversion and slot reduction request submitted during year 4.

HHS grant funding represents about 40% of the funding for the Head Start program, and 95% of the funding for the Early Head Start program. Oregon Department of Early Learning & Care provide the balance of the funding for these programs.

Funding Type	Head Start	Early Head Start
Program Operations	\$4,888,528	\$4,693,564
Training and Technical Assistance	\$ 36,438	\$ 90,787
		Total Federal Award \$9,709,317
Budget Categories	Head Start	Early Head Start
Personnel	\$3,943,496	\$3,061,315
Classroom Operating Expenses	\$ 683,032	\$1,326,675
Non-Classroom Operating Expenses	\$ 262,000	\$ 305,574
Training & Technical Assistance	\$ 36,438	\$ 90,787
		Total Budget \$9,709,317