



Mid-Willamette Valley

**COMMUNITY ACTION**

**Compassion in Motion**

**AUGUST 2024 MEETING**

**BOARD OF DIRECTORS**

**THURSDAY, AUGUST 22, 2024**

**Addendum A**

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**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**

### **HRIS Payroll Project**

The Agency is on track to be in a new time-clocking system by September 1, 2024. This is a significant change for the agency, as good stewards of the funds received into the Agency. We are already seeing a significant difference in the overall accuracy of time and attendance systems.

### **Agency Pay Program**

For the last 2 years, HR staff have been working with programs to develop pay scales for all programs and analyze positions for internal and external equity. Many of the positions have similar job titles and yet the jobs are different. That analysis has brought about changes to job descriptions to be more detailed and pay alignment adjustments have been made across the organization. CRP and Early Childhood Education are planning to roll out the new pay scales to staff by September. HR has developed internal review processes for staff to submit educational and certification credentials for pay increases.

### **HR Staff**

New Recruiting Specialist Selene Bustamante has started out this summer supporting the Executive Director while we onboard a new Executive Assistant. Once that process is completed Selene will resume full-time Recruiting Specialist work in HR.

### **Hiring at MWVCAA**

As in previous years, HR works with Head Start to hire staff for the new school year. Recruiters have been busy posting on social media, holding job fairs and attending community events such as River Front Community event, Public Library, Job Connection and Work Source job fairs, Salem for Refugees, Farmworker Appreciation and Lancaster Family Health Center Event. Recruiters have been showing up in the community to reach out to diverse applicants and promote open positions. There are currently 28 job postings with multiple vacancies for many of the open positions.

### **Program changes**

CRP has several grants ending this month. Although that is not uncommon in non-profit grant funded organizations, it can be challenging for staff in programs going through funding changes. When funding changes, the Agency occasionally has to lay-off staff working under the spent grants. We encourage staff to apply to open positions, as new grants come online. CRP can often place some of the staff into other open positions in CRP and across the agency.

**Mid-Willamette Valley Community Action Agency, Inc.**  
**Board of Directors Executive & Finance Committee**  
**Meeting Minutes**  
**THURSDAY, AUGUST 8, 2024**

**ATTENDANCE**

**Committee Members Present:** Jade Rutledge, Board Chair; Catherine Trottman, Board Vice-Chair; Kevin Karvandi, Secretary; Helen Honey, Board Member; Steve McCoid, Board Member; and Lori Martz, Board Member.

**Absent:** none.

**Staff:** Jimmy Jones, Executive Director; Kaolee Hoyle, Chief Financial Officer; Helana Haytas, Chief Human Resources Officer; Ashley Hamilton; Deputy Executive Director; Robert Hale, Chief Information Officer; Rogelio Cortez, Chief Program Officer and Selene Bustamante, Interim Executive Assistant.

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

1. **Financials:** Kaolee Hoyle, CFO, presented the July 2023 to June 2024 Budget to Actual document. Kaolee Hoyle reported that the FY24 budget for CRP is \$25.6 million, with CRP operational spending on target but CRP renovation projects significantly underspent (4% actual vs. 100% budgeted). Key projects, including Arches Inn and various renovations, are progressing with timelines extending into fiscal year 2025. In CCR&R, budget adjustments were made due to an unawarded Yamhill grant, but overall spending remains below budget, partly due to staff vacancies. The CARS program is overspent by 65% after its primary contract was canceled by Marion County, with alternative funding being explored. Some grant-funded projects have not started, affecting revenue recognition, but carryover balances are expected.
2. **Strategic Planning:** Jade Rutledge and Ashley Hamilton reviewed the Strategic Planning Calendar of Events, discussing a tentative schedule and proposing the formation of a core team composed of senior staff and board members to guide the Uncommon Bridges initiative. Ashley highlighted the critical nature of defining core team membership and responsibilities. Kevin suggested that Strategic Planning be included as a regular agenda item for the full board. Jade requested that this be added to the August agenda and future agendas. In August, the board will address the selection of representatives for the Core Team, with Jade facilitating the discussion.
3. **Executive Director's Program Updates**
  - i. **General Updates:**
    1. Marion County is closing its transition center, using \$1.3 million to reduce homelessness and develop a new navigation center model. The CARS program will be moved to 2085 Commercial with a rebranding effort.
    2. Finance Policies and Procedures will be presented at the next meeting.

3. Mill City property closed in July 2024.
4. Agency insurance premiums are increasing by 12.9 percent.
5. Pence Loop site project has been canceled.
6. Procurement for Arches Inn renovation is complete.
7. Middle Groove will receive \$800,000 to \$900,000 this month to finalize its project.
8. New grants include \$1.3 million from Oregon Housing, \$90,000 for an ARCHES fence, \$585,000 from Pacific Source for Medicaid capacity building, \$660,575 from OHCS ORI Marion, and \$739,985 from OHCS ORI Polk.

ii. **Legislative Update:**

1. The states Agency Recommended Budgets are being finalized, which will feed into the Governor’s Recommended Budget this winter.
2. Efforts are ongoing to secure additional funding for the Food Bank.
3. IP 17 is now Measure 118; with considerable opposition emerging.
4. Jimmy requested that the board vote on an opposition statement to Measure 118 at the next board meeting.

iii. **YCAP Update:**

1. The YCAP potential merger has been discussed with the Governor's Office, OHCS, various housing authorities, CAPO, the McMinnville mayor, Polk County, and Yamhill County.
2. Jimmy Jones and the Committee discussed the potential acquisition of YCAP, focusing on future organizational, personnel, and service delivery plans.

4. **August 2024 Full Board Meeting Agenda Draft:** Jade Rutledge motioned to amend the agenda to include Strategic Planning. Jimmy Jones requested that the board vote on Measure 118 at next meeting.

**MOTION:** To amend the August 2024 Full Board Meeting Agenda Draft to include Strategic Planning and vote on Measure 118 moved made by Helen Honey.

**SECOND:** Kevin Karvandi.

**APPROVED:** Unanimously approved.

**Meeting adjourned at 7:17pm.**

Respectfully Submitted:

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Selene Bustamante, Interim Executive Assistant

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Kevin Karvandi, Board Secretary