



**October 2024  
Board of Directors  
Meeting**

**Thursday, October 24, 2024**

**LOCATION:**

Community Action Agency  
2475 Center St NE  
Salem, Oregon 97301

**VIRTUAL:**

[Join the meeting now](#)

Meeting ID: 254 477 902 631 Passcode: wcPp7o

**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**

# Table of Contents

**October 2024 Board Meeting Agenda.....1**

**September 2024 Meeting Minutes .....2**

**Executive Summary .....8**

**Executive Director’s Report.....11**

**Regional Anti-Poverty Report .....15**

**Development Director’s Report.....21**

**Community Action Re-Entry Services Report.....22**

**Energy Services Report .....23**

**Head Start Report.....25**

**Child Care Resource and Referral Report.....27**

**Housing - Community Resource Program/HOME Youth Services Report .....29**

**Sheltering - Community Resource Program/HOME Youth Services Report.....40**

**Nutrition First Report .....50**

**Weatherization Report .....51**

**Program Committee Meeting Minutes (October) .....53**

**Executive & Finance Committee Meeting Minutes (October) .....56**

# Board of Directors Agenda

**Date:** Thursday, October 24, 2024

**Time:** 5:30 pm

**Location:**

2475 Center Street NE Salem, Oregon 97301

**Virtual:**

[Join the meeting now](#)

**Meeting ID:** 254 477 902 631 **Passcode:** wcPp7o



## Mission

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

## Vision

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

<b>I.</b>	<b>Welcome and Introductions</b>	<b>5:30</b>
<b>II.</b>	<b>Public Comment</b>	<b>5:35</b>
<b>III.</b>	<b>Declaration of Conflict of Interest</b>	<b>5:40</b>
<b>IV.</b>	<b>Approval of Agenda</b>	<b>5:45</b>
<b>V.</b>	<b>Consent Calendar</b>	<b>5:50</b>
	1. September 2024 Full Board Meeting Minutes	
	2. October 2024 Executive Director Report	
	3. October 2024 Regional Poverty and Legislative Report	
	4. October 2024 Chief Financial Officer Report	
	5. October 2024 Chief Human Resources Officer Report	
	6. October 2024 Program Director Reports	
	7. October 2024 Program Committee Meeting Minutes	
	8. October 2024 Executive & Finance Committee Meeting Minutes	
<b>VI.</b>	<b>Board Business</b>	<b>5:55</b>
	1. Financials (Hoyle) – <i>Approval</i>	
	2. Harvest Fest Update (Jennings) – <i>Informational</i>	
	3. Strategic Planning Update (Hamilton) – <i>Informational</i>	
	4. Executive Director’s Report (Jones) – <i>Informational</i>	
<b>VII.</b>	<b>Executive Session</b>	<b>7:15</b>
<b>VIII.</b>	<b>Adjournment</b>	<b>7:30</b>

**Mid-Willamette Valley Community Action Agency, Inc.**  
**Board of Directors Meeting**  
**September 26, 2024**  
**MEETING MINUTES**

**ATTENDANCE:**

**Board of Directors:**

**Present:**

Catherine Trottman	Helen Honey	Laura Reid
Kevin Karvandi	Lori Martz	Frank Lonergan
Deanna Gwyn	Eunice Kim	

**Absent:**

Steve McCoid	Jade Rutledge
Jeremy Gordon	Erika Romine

**Program Directors/Staff/Guests:**

Jimmy Jones, Executive Director  
Ashley Hamilton, Deputy Executive Director  
Helana Haytas, Chief Human Resource Officer  
Robert Hale, Chief Information Officer  
Kaolee Hoyle, Chief Financial Officer  
Eva Pignotti, Chief Program Officer: Early Learning and Child Care  
Rogelio Cortes, Chief Program Officer: Weatherization and Energy Services  
Marie Jennings, Development Director  
Breezy Poynor, ARCHES Housing Services Program Director  
Carmen Romero, Program Director Nutrition First  
Teri Lewis, Associate Director of Operations – Head Start  
Sarah Herd, Executive Assistant

**The meeting of the Board of Directors was called to order at 5:31 pm by Board Vice Chair Catherine Trottman. It was determined that a quorum was present.**

**I. Welcome**

Board Vice Chair Catherine Trottman welcomed everyone.

**II. Public Comment**

None were made.

**III. Declaration of Conflict of Interest**

None were made.

**IV. Approval of Agenda**

**MOTION:** To approve agenda made by Frank Lonergan,

**SECOND:** Helen Honey

**APPROVED:** Unanimously approved

V. **Consent Calendar**

1. **August 2024 Full Board Meeting Minutes**  
No discussions or concerns were raised
2. **September 2024 Executive Director Report**  
No discussions or concerns were raised
3. **September 2024 Regional Poverty AND/OR Legislative Report**  
No discussions or concerns were raised
4. **September 2024 Chief Financial Officer Report**  
No discussions or concerns were raised
5. **September 2024 Chief Human Resources Officer Report**  
No discussions or concerns were raised
6. **September 2024 Program Director Reports**  
No discussions or concerns were raised
7. **September 2024 Program Committee Meeting Minutes**  
No discussions or concerns were raised
8. **September 2024 Executive & Finance Committee Meeting Minutes**  
No discussions or concerns were raised
9. **September 2024 Full Board Special Meeting Minutes**  
No discussions or concerns were raised

**MOTION:** To approve the consent calendar made by Helen Honey,

**SECOND:** Frank Lonergan

**APPROVED:** Unanimously approved

VI. **Board Business**

1. **Bliss Insurance Renewal (Matt Lokan)**
  - i. Jimmy Jones introduced Matt Lokan from Bliss Sequoia Insurance Agency. Matt Lokan covered some changes in the insurance market, stressed that we are in what's called a Hard Market. This is due to a number of different factors outside our control.
  - ii. Went over the insurance policies that the Agency has from four different companies.
    1. Board members are covered for past, present and future claims relating to their time on the Board. That if they are named in a claim, they are covered for legal defense and settlement costs.
    2. Explained a little more in depth about Abuse & Molestation coverage. This is a newer type of claim, but can end up 20–25-million-dollar lawsuits, they aren't happening as much in the Pacific Northwest.
    3. Our Professional Liability coverage is for the services we provide.
    4. We have Accident Medical as a separate policy from our General Liability to help keep our loss ratio down.
    5. Our coverage through Berkley Select covers the actions of Directors and Officers (employees and volunteers) when they are out in the community representing the Agency. Fiduciary provides coverage for any decisions that are made or not made regarding employee benefits.
    6. Went over the standard process for the cyber-privacy breach coverage. They will try and get the bad actor out of our system, if they are unsuccessful, they pay up to \$3million to get our system back. These cyber-hacks with heavy payouts are rare.

iii. He then opened it up to questions. Helen Honey asked what the “defense outside” coverage was. He explained that this was in addition to the other coverage in that category, it stretches the dollar. For instance, if we end up with a \$3 million payout and a \$1million legal defense bill, they will cover it all, even though it is over our \$3million coverage limit. She also inquired as to whether our Accident Medical covers the adult clients we serve. Matt explained that it does not, only children and volunteers. It is cost-prohibitive and would be very difficult to get coverage for adults.

**2. Business Oregon Childcare Infrastructure Grant Application – Jones**

i. Jimmy explained that this is an application for a \$75,000 planning grant. Eva Pignotti explained more. They hope to apply for a \$2 million-dollar grant next year for the Wallace Road property. The main building is fully renovated and in use. However, they would like to renovate or replace the older building on the property to double the class room size. To be competitive next year they need to make our application stand out by preparing this year.

**MOTION:** To approve the Business Oregon Childcare Infrastructure Grant Application made by Lori Martz,

**SECOND:** Helen Honey

**APPROVED:** Unanimously approved

**3. Nutrition First – Budget for Fiscal Year 2025 – Romero**

i. Explained that this is the standard budget renewal. Will be the first one for 2025, as their grant year is 10/2024 thru 9/2025. The funding comes from USDA and the Oregon Department of Education. Nutrition First works with in-home childcare providers and serves 11 counties. The providers are reimbursed for serving nutritious meals.

ii. Helen Honey complimented Nutrition First on their impressive audit findings.

**MOTION:** To approve Nutrition First – Budget for Fiscal Year 2025 by Frank Lonergan,

**SECOND:** Laura Reid

**APPROVED:** Unanimously approved

**4. Financials – Hoyle**

i. July was the start of our fiscal year. The finance department is still wrapping up and closing out last year.

ii. She highlighted that Management & General is at 11%, as they were holding some costs at the end of June, so it carried over into July. The over/under is sitting around 1 million dollars, which is not as large as you might think due to some of the grants we bill.

**MOTION:** To approve the presented financials by Helen Honey,

**SECOND:** Kevin Karvandi

**APPROVED:** Unanimously approved

**5. Finance Principles and Practices – Hoyle**

- i. Last time they updated the Principles and Practices was March of 2019 and there have been some significant changes and growth in the agency. This is the guidebook for our 200+ grants and how we stay in the good graces of funders and the federal government.
- ii. The changes to the Principles and Practices:
  - 1. Have to add the Program and Membership Committee's to the organizational structure. Changing the requirement regarding needing the Board's approval on grant applications to 1% of annual total budget expenditure. Our fixed asset capitalization threshold is increasing from \$5,000 to \$10,000. We are also increasing our simplified acquisition threshold from \$150,000 to \$250,000. As of June 30, 2023 we now have to disclose our lease liability on our balance sheet.
- iii. De Minimus is not being adopted on 10/1/2024. OHCS is allowing it to be adopted on 7/1/2025. This is still in process and will come to the board for approval at a later date.

**MOTION:** To approve Finance Principles and Practices made by Lori Martz,

**SECOND:** Helen Honey

**APPROVED:** Unanimously approved

#### 6. **Strategic Planning Update – Hamilton**

- i. Uncommon Bridges has been here 3 times in the past 2 weeks. There have been a lot of engaging conversations about how we are going to move forward. We are still in the assessment phase so there is a lot to unpack. Our focus groups are coming up in a couple of weeks. They are also working on a staff survey, and setting up funder one-on-one meetings.
- ii. She asked that the Board please complete the Summit availability survey as we want to maximize feasible participation on that day.
- iii. Post Summit we will be moving into our work group phase.

#### 7. **Executive Director's Report – Jones**

- i. 615 Commercial Street/ARCHES Project
  - 1. Provided a brief overview of ARCHES. ARCHES started as a Marion County project, heavily run by the Marion County Sheriff. However, in 2003 they decided that the program needed to be run by an agency so we stepped in. At our location at 615 Commercial Street, we provide basic services including; 1000 active mailboxes for clients, supportive services, shelter and housing. It is a critical part of our housing and homeless programs.
    - a. We also run a number of sub-programs out of this location including; our outreach program, warming shelter (which has almost doubled how many times it is activated), referrals for our Navigation Center, Arches Lodge and Inn and our Eviction Prevention program.
  - 2. We purchased 615 Commercial Street in 2017 for 2.1 million-dollars and made renovations in 2018 and 2019. Geographically the location of this property is perfect. We are close to several large encampments and a foot-bridge clients frequently use. We geotag much of our work. Jimmy covered one housing program

that with geotagged camp locations and outcomes that ran from 2017-2019. This data showed we are in the right area where the most help is needed.

- a. The land beneath the ARCHES Project, however, is designated as archeologically significant due as it is cultural significance to local Native America tribal governments, so there are limitations as to what can be done with the property in terms of building and renovating.
3. In 2020, the state made an effort to defund statewide Community Action, a failed. In the same timeframe we changed the way we operate. We diversified funding, moved from debts to assets focused model and built a continuum of service where sheltering is key to housing pathways. We were also approached by the city with an offer to purchase the land under our building and lease it back to us for \$100 a year for 30 years. The only requirement is that we operate a day center in the building for 41 hours a week. We accepted the offer and that allowed us to pay off the debt.
4. There are a lot of upcoming changes in the city. We have a new mayor and city council members taking office in January. There is also a new \$150,000,000 development project to the North of this location and the city opened up another redevelopment opportunity (Block 45) to the South of us.
5. We have been approached by non-governmental partners about our willingness to relocate. As part of our analysis, we are considering repurchasing the property from the City, strengthening the lease against any future political pressure trying to push work with our clients (who are disabled, heavily persons of color, and highly vulnerable) out of the downtown.
6. Jimmy also discussed the potential for a new day center within the city limits in east Salem. The City of Salem applied for \$5.5 million and approached us in July to be their non-profit partner in this project.

## **VII. Executive Session**

1. All staff left the room except for Sarah Herd. Catherine Trottman brought executive session to order at 7:15pm. This executive session was to discuss the Executive Director's performance evaluation and the merit pay increase based upon the proposed salary schedule.
2. The Executive Session was brought to a close at 7:39pm and returned to open session.

## **VIII. Open Session**

**MOTION:** To approve the proposed step increase and merit-based bonus for the Executive Director by Laura Reid,

**SECOND:** Kevin Karvandi

**APPROVED:** Unanimously approved



**MOTION:** To approve the Executive Director's performance evaluation by Laura Reid,

**SECOND:** Frank Lonergan

**APPROVED:** Unanimously approved

**IX. Adjournment**

**The Board of Directors meeting was adjourned at 7:42 pm.**

Respectfully Submitted:

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Sarah Herd, Executive Assistant

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Kevin Karvandi, Board Secretary

## Executive Summary

# MID-WILLAMETTE VALLEY COMMUNITY ACTION AGENCY October 2024

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Mid-Willamette Valley Community Action Agency is one of 18 Community Action Agencies in Oregon. Community Action grew out of the Civil Rights Movement and the War on Poverty in the 1960s. It was based on the simple idea that people in poverty (and people working with folks in poverty) knew best how to serve the low-income community. MWVCAA primarily serves Marion and Polk counties, but it also serves Yamhill County in CCR&R and eleven counties in Nutrition First. The Agency was founded in 1969. It employs 570 people in eight human services programs and provides more than \$77 million in resources and services to more than 60,000 Oregonians in poverty each year. Nationally, the Community Action movement includes more than 1,000 agencies, shepherding more than \$5.6 billion in public and private resources annually, serving 9.5 million low-income persons. Among the services they typically offer include Head Start, SNAP and WIC programs, substance abuse education, employment programs, college counseling, food banks, child care, adult education, job training, financial literacy, housing and sheltering, homeless drop-in centers, utility deposits and eviction prevention, transitional housing, medical/legal help, meals programs, senior programs, medical transport, nutrition education, parent education, health clinics, weatherization for private homes, home ownership programs, and low-income housing. MWVCAA is the largest community action organization in Oregon and among the largest in America.

Community Action Agencies are charged with three fundamental obligations:

- Providing Services to the Low-Income Community, using a whole community, holistic approach with wrap-around services.
- Organizing the *entire community's* efforts and resources to fight poverty.
- Advocating for the needs of the low-income community.

The Agency's **Mission** is "empowering people to change their lives and exit poverty by providing vital services and community leadership." Our Vision is that "all people are respected for their infinite worth and are supported to envision and reach a positive future."

MWVCAA is divided into three programmatic divisions:

- **Early Learning and Child Care** includes Head Start, Early Head Start, Child Care Partnerships, Nutrition First, and Child Care Resource and Referral. The Head Start programs have 510 Head Start slots, 130 Early Head Start slots, and 84 CCP slots (724 total). Nutrition First provides meal reimbursements for more than 500 family-based child care providers. CCR&R provides training and technical assistance to 230 family-based childcare providers in Marion, Polk, and Yamhill.

- **Energy and Weatherization**, including the Energy and Weatherization programs. Energy provides federal and state financial support to low-income community members who need help with their utility bills. Weatherization is a federal program chartered in 1976 to help low-income families reduce energy consumption and costs. The program performs energy audits on homes and then uses contractors to make repairs. Both programs are chartered and regulated at the federal level and are exclusive to Community Action Agencies.
- **Housing and Homeless Services** include the ARCHES Project (aka the Community Resource Program), HOME Youth, and the CARS (Community Action Re-Entry Services) programs. HOME Youth (HYS) houses, shelters, and provides daytime resource services to vulnerable runaway and homeless youth. HYS operates two overnight shelters for runaway and homeless youth (David's House and Taylor's House), which are the only RHY shelters in Marion-Polk. ARCHES is the adult homeless and community supportive services program that provides housing, sheltering, emergency, day services, and veterans services, including the operation of 300+ overnight shelter beds (Navigation Center, ARCHES Lodge, ARCHES Inn, etc). CARS provides navigation and educational services to those exiting incarceration in Marion and Polk.

**October Board Meeting:** This month we will:

- Receive an update on the Agency's fall fundraiser, *Harvest Fest*.
- Receive an update on the Agency's program positions heading into the Legislative session in 2025.
- Receive an update from one of our programs describing services in greater detail.

**Recently (September and Quarter 1), MWVCAA:**

- Paid off the amount due on the Middle Grove Head Start property, which is now debt free.
- We are fully enrolled in Head Start, and very close to full enrollment in Early Head Start.
- In ARCHES rapid-rehousing, we served 29 new households in September (with 51 persons), including 17 children. We have another 24 households searching for housing.
- In September we paid 377 rent months in Marion-Polk, inclusive of \$47,803.73 to folks in danger of losing their homes.
- In total we served 169 persons with rental assistance in September.
- In September, we served 121 homeless households in Coordinated Entry.
- Last month we served 116 households in Redwood Crossings, Sequoia Crossing, and Yaquina Hall, inclusive of 1,366 service transactions.
- We housed four new youth households in HOME Youth in September, 23 in total since program start.
- David's House in Monmouth had an 82 percent bed utilization rate in September.
- Since the ARCHES Day Center opened in 2024, we have cataloged 141,972 visits, with an average daily unique user count of 122.
- The Day Center saw 2,867 visits in September, with a daily average of 136.
- The Day Center logged 10,983 supportive services transactions in September, including 7,693 meals.
- In September, our homeless services teams made more than 1,400 outreach contacts.
- Outreach in the first quarter provided food assistance to 6,891 person.

- In September, all ARCHES shelters brought in 40 new households and had 16,867 client engagements.
- Our CARS program received a new \$500,000 workforce grant from the Higher Education Coordinating Committee.
- Energy served 251 households in September, and 3,616 households in the current program year.
- Our CCR&R program provided 154 hours of support through August.

**So what do we do?** We house. We shelter. We feed. We give people a place to take a shower and do their laundry. We prevent the spread of disease. And sometimes, we save clients lives through the use of NARCAN and CPR. We talk to people who are suffering and in need. We work with them to access employment and medical treatment. We help them access mainstream benefits (Social Security, SNAP, and Medicaid). We keep folks warm, safe, and dry. We are there when there is snow on the ground, when the water is high, in blistering hot weather, and through wildfires and ice storms, we fill a gap in Salem that no one else can. We keep the lights on and the heat running. We give runaway and homeless youth, children really, a safe place to sleep. We prevent the victimization of youth and adults who have no family and no protection outside. We offer the sick a safe space to recover when they exit the hospital. We repair their homes and drive down utility bills. We help reintegrate formerly incarcerated persons back into the community. We teach children and help family childcare businesses stay open.

This is what we all do together, from the Board down to our Head Start Teachers and Shelter Workers. We do the hard work that no one else does—to defend people with too few allies and advocates, and we do so in the service of people in desperate need.

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

October 2024

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October starts the second quarter of the year. That's usually the magic date when the work begins to be challenging. In **Energy**, it's the start of our new program year, and people are lining up in large numbers to access services. In **sheltering**, we are closer to cold and wet weather. The homeless population moves closer into town, and the desperation grows. On the **Head Start** side, full enrollment means we have 2019 levels of very high-needs children, on a scope and scale we have not seen before.

**Head Start Enrollment:** As you know, we have struggled in recent years to hit full enrollment, between the pandemic, the market dynamics of early learning, and the traditional inflexibility of the federal Head Start program. We received a warning letter at the start of the program year about chronic under-enrollment (these are standard letters going out across the country). Federal rules require that the program is 97 percent filled. As of Friday (4 October), we have 508 of 510 slots filled in Head Start (**99.6%**). In Early Head Start, we have 130 of 130 slots filled (**100%**). In our Child Care Partnership Program, we have 199 of 214 slots filled (**92.9%**). Federal rules treat the CCP program as part of EHS, which means we have 199 of 214 funded slots filled, for **92.9%**. We are very close to the standards. I am very proud of all the hard recruitment efforts by Head Start staff this summer. This is good work in Head Start, considering:

Nationwide, programs report

<b>20%</b>	<b>30%</b>	<b>90%</b>
annual staff turnover	staff positions are currently unfilled	had to close classrooms

**Administration:** We are working to finalize our year-end close in finance, and finish the processing of our annual open enrollment for health insurance. Both tasks require an enormous amount of work by nearly 30 people. We are still working out the kinks in the payroll software transition, but have made a lot of progress in the past two weeks. I appreciate all the efforts of [Chief Financial Officer Kaolee Hoyle](#), [Chief Human Resources Officer Helana Haytas](#), [Chief Information Officer Robert Hale](#), and [Associate Director of Human Resources Nicole Schrock](#). Our contract consultant [Rw Taylor](#) is leading our DEI work. Also, after an exhaustive interview process, we hired [Shelaswau Crier](#) on a nine-month contract as [Director of Strategic Partnerships](#), ahead of the public and legislative conversation in the coming weeks.

**October 14<sup>th</sup>:** The Agency celebrates its first official [Indigenous People's Day](#) on Monday, October 14<sup>th</sup>. This holiday honors the perseverance and courage of America's Indigenous peoples in the face of persecution and discrimination, and reaffirms our commitment toward social and racial justice, and the dignity of all peoples.

**October 30<sup>th</sup>:** The Agency will celebrate both our annual [Weatherization Day](#) and our [Harvest Festival](#) on October 30<sup>th</sup>. Both are open events, so folks can come and go, and stay for as long as they like. I hope Board members can attend parts of one or both events that day.

**Strategic Planning:** The work is moving forward. [Deputy Executive Director Ashley Hamilton](#) is leading the work on our end. The consultants have met with community stakeholders and state-level funders. I am hoping that gave them a better understanding of the role of a Community Action Agency in Oregon. They met with with [Scott Cooper](#), the Executive Director of [NeighborImpact](#), the Community Action in Crook, Jefferson and Deschutes counties, [Nkenge Harmon Johnson](#) from the [Urban League](#), [Melissa Baurer](#) from [Santiam Hospital](#), [Mike Savara](#) (who organizes the Governor's programs) at [Oregon Housing and Community Services](#), [Ed Flick](#) (the director of Emergency Management at [ODHS](#)), [Kristin Kuenz-Barber](#) from [Northwest Human Services](#), [D.J. Vincent](#) from [Church at the Park](#) and others.

### **Property Concerns:**

- **Weatherization:** We are continuing to look for a property for our [Weatherization Program](#), as well as a tri- or quad-plex to support our [Day One](#) work.
- **ARCHES on Commercial:** [Ashley Hamilton](#) touched base last week with the developers who expressed interest in moving ARCHES out of the downtown. There is no update there yet. The City of Salem is meeting to discuss the offer this week (16 October).
- **ARCHES Inn:** We have selected [Andy Medcalf](#) as the General Contractor, and value engineering is currently underway. Our goal is to reduce his project bid by \$1.3

million to align with our current budget of \$3.8 million. Finishes such as flooring, colors, and countertops have been selected.

- **ARCHES Lodge:** We have completed asbestos testing, which came back negative, and the renovation has now been finished. Flooring replacement is in progress, and the roof project is complete. We are currently obtaining cost estimates for the commercial kitchen conversion/installation to use as a gauge for the full project bid for a General Contractor. We are also awaiting final permitting from the City on our blueprints, which [AC & Co](#) is leading.
- **Family Shelter:** The roof has been completed, as well as the interior painting. Plumbing work is expected to be finished by mid-October, and exterior painting will start in a few weeks. We anticipate that staff will begin occupying the space in late November, with clients moving in by January 1. This facility will have 36 beds available for families.

#### Grant News:

- **Community Action Re-Entry Services:** On Thursday October 10<sup>th</sup>, we received notice of an award of \$500,000 from the [Higher Education Coordinating Committee](#) in the “[Manufacturing Workforce Ready](#)” grant competition. This is a big victory for the CARS program, with another \$540,000 in grant applications pending.
- **Sustainable Shelter Workgroup:** [Governor Kotek](#) and House Housing Chair [Rep. Pam Marsh](#) have put together a work group to craft recommendations for a statewide sheltering system. The Governor’s and Rep. Marsh’s preferred model is a regional distribution system, as opposed to continued direct funding of service providers. I have been pushing back heavily against that model, as I do not believe it serves the interests of the homeless persons in Oregon. The Governor appointed me to this task force, and I chair the “[How We Fund Sub-Group](#),” which will determine in part the structure that is used to distribute the expected \$200 million in sheltering funds sought during the 2025 legislative session. The outcome of this conversation will shape the future of our shelter operations for years to come.
- **Medicaid Billing:** Earlier this summer we were awarded a \$585,809 grant from [Pacific Source](#) as part of their [Community Capacity Building Fund](#). That sets the stage for us to convert to Medicaid Billing on some projects when it begins on November 1<sup>st</sup>. The state of Oregon received more than \$1 billion in extra funds as part of the 1115 Waiver two years ago, and in November the program is going live. It allows us to bill Medicaid for certain services, mostly in case management and homeless prevention. Unsheltered homelessness is not yet the priority, but our housing work is so expansive we believe

we can use these funds to dramatically stretch not only the resources we have now, but to bring a few million extra into the Agency in 2025.

- **Joint Taskforce on Hospital Discharge:** The Task Force is drawing to a conclusion, in advance of its final report to the [Legislative Assembly](#). I have chaired that Task Force, along with my colleague [Dr. Elizabeth Burns](#) from [Avamere](#). Among its several recommendations, the task force is prioritizing a direct funding model and expansion of [Shelter Care Plus](#) programs, and further linkages with the [Medicaid 1115 Waiver](#), as an option to homeless persons exiting hospitals. We run such a program at [ARCHES Inn](#). This work, especially the Shelter Plus recommendation, will complete the “second leg” of the use of federal Medicaid funds to support homeless services in Oregon.

### Other News:

- **ARCHES:** In late August we completed a program monitoring with OHCS for the [Emergency Solutions Grant \(ESG\)](#) and the [HOME Tenant Based Assistance \(HTBA\)](#) grant programs. These are federal programs with high standards. The monitoring went well and the two concerns were addressed without finding and closed.

OHCS also reviewed the highly controversial and deeply scrutinized [Oregon Emergency Rental Assistance Program \(OERAP I\)](#) that ran during the pandemic from 7/1/2021 to 6/30/2022). Out of more than \$20,000,000 moved, OHCS had questioned costs on \$11,048.97. The concern was over client energy costs which, at the time, they told us to pay. The expense was eligible, but OHCS wanted PGE bills to have monthly itemized costs and not total due. These funds have been coded to another grant fund and the monitoring closed in good order.

- **Nutrition First:** The program monitoring by the [Oregon Department of Education](#) was completed in September. Out of more than \$5,000,000 in resources, ODE determined there had been one overpayment of \$102.60. All corrections have been applied, and the monitoring was closed in good standing.

Jimmy Jones  
14 October 2024  
Salem, Oregon



**Executive Director's Report**  
*to the Board of Directors*  
**MID-WILLAMETTE VALLEY COMMUNITY ACTION AGENCY**  
**Poverty Report**  
 October 2024

**Political Season:** By the time we meet next the state and national elections will be very close. It is always interesting to see, this time of year, where the concerns of the public lie. Recently, [DHM Research](#) polled Gen Z (b. 1997-2012) and Millennial Oregonians (b. 1981-1996) about their greatest concerns ahead of the election. The results are not surprising, but the centrality of housing and homelessness is perhaps not widely appreciated. Homelessness was the #1 issue, with 38 percent identifying it as the most critical question in Oregon today, and housing generally was a distant second at 16 percent. The correlated (but not causal) concern of drugs/addictions and mental health was third. Between the three, two out of every three young Oregonians selected one of those three concerns as the gravest.<sup>1</sup>

Issue	All respondents
Homelessness	38%
Housing affordability	16%
Drugs/Addiction/Mental health	12%
Cost of living	10%
Crime	6%
Economy/Jobs	5%
Education/Schools	5%
Climate change	4%
Democrats/Liberals	3%
Poor leadership/Government mismanagement	3%
Taxes	3%
Wildfires/Forest fires	2%
Political divisions/Partisanship	2%
Budget/Wasteful spending	1%
Minimum wage/Salary	1%
Environment/Pollution	1%
Roads/Infrastructure/Traffic	1%

Table: John Hill/OPB • Source: DHM Research

<sup>1</sup> <https://www.opb.org/article/2024/10/11/oregon-millennial-and-gen-z-voters-say-homelessness-is-top-issue-in-statewide-poll-2/>

In the Willamette Valley, homelessness was also the top issue, identified by 38 percent as the most pressing problem in Oregon today.<sup>2</sup>

### How young Oregonians across the state see the issues?

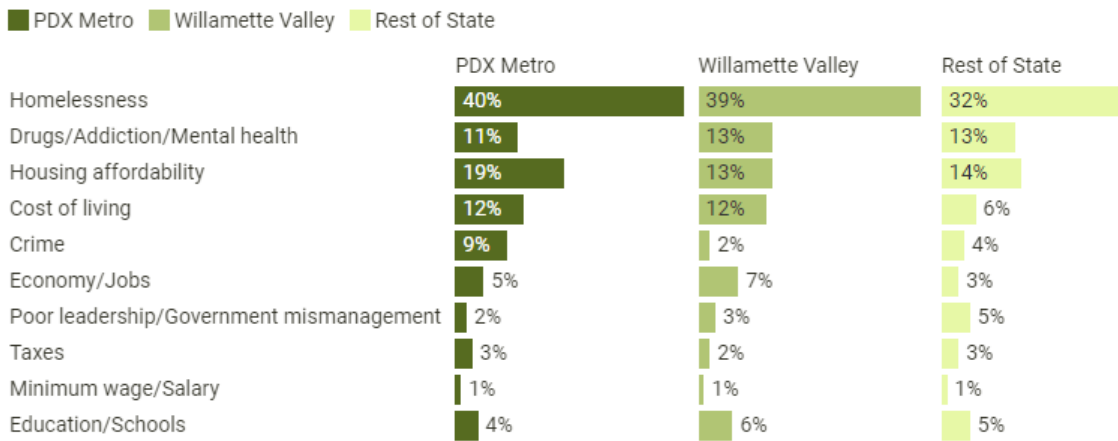
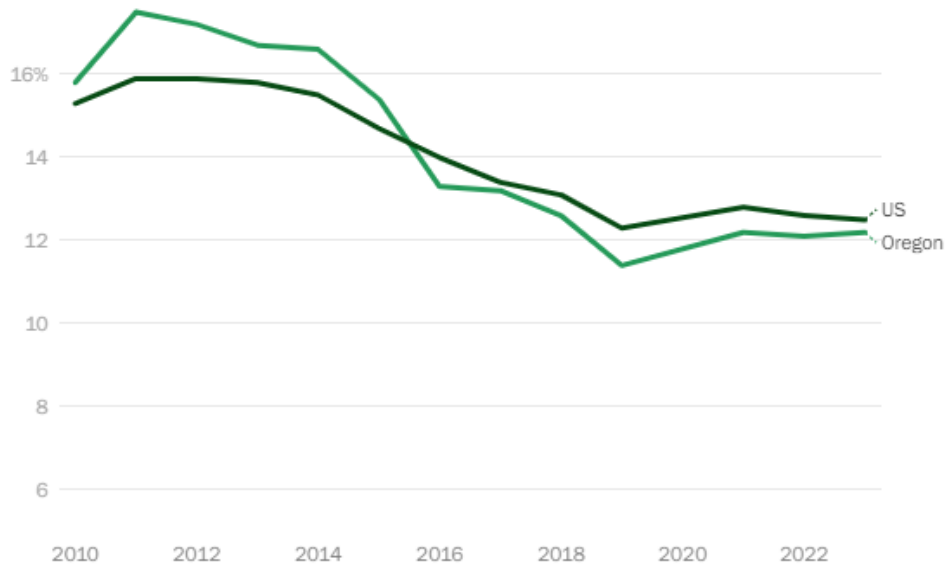


Chart: John Hill/OPB • Source: DHM Research

Oregon’s poverty rate remains low in newly published data. That’s encouraging news, given the uneven impact of the pandemic.<sup>3</sup>

### Poverty rates, by year

Poverty fell sharply in the years after the Great Recession.



No data for 2020

Source: American Community Survey • [Get the data](#)



<sup>2</sup> Ibid.

<sup>3</sup> <https://www.oregonlive.com/business/2024/09/oregon-poverty-remains-relatively-low-overall-but-higher-for-some-groups-and-in-some-places.html>

Per the *Oregonian*:

*“Oregon’s median household income was \$81,160 last year, according to newly released data from the U.S. Census Bureau’s American Community Survey. It’s a 6% increase from 2022, 2.1% higher in inflation-adjusted terms.*

*“The typical Oregon household’s income has never been higher even after accounting for inflation,” former state economist Josh Lehner wrote in a recent analysis.*

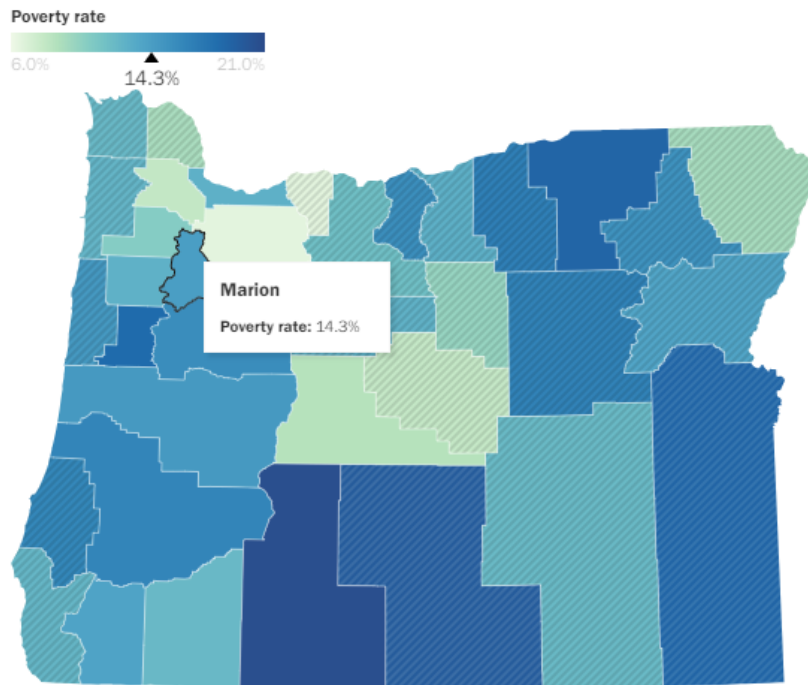
*Oregon’s median income grew at the sixth-fastest rate nationwide, Lehner found. But Oregon may have been playing catch-up: Since 2019, the state’s income growth rate ranked 21st.*

*The statewide poverty rate was 12.2% last year, little changed from 2022 and roughly even with the national rate.”<sup>4</sup>*

Marion County poverty remains higher than the state average, at 14.3 percent.

### Oregon poverty rate by county, 2023

Percent of the population living below the poverty line.



/// 2022 5-year estimate (2023 numbers unavailable for less-populated counties)

Source: American Community Survey, U.S. Census Bureau • [Get the data](#)

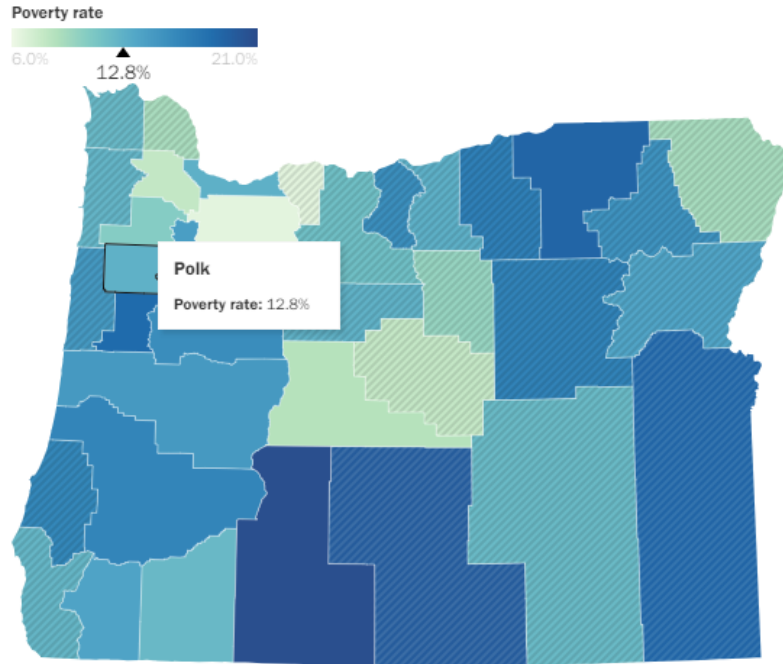


<sup>4</sup> Ibid.

While Polk County registered a 12.8 percent poverty rate.

### Oregon poverty rate by county, 2023

Percent of the population living below the poverty line.



/// 2022 5-year estimate (2023 numbers unavailable for less-populated counties)

Source: American Community Survey, U.S. Census Bureau • [Get the data](#)



I am meeting with the [Sequoia](#) architect next week to talk about future projects. They provided us with some high-quality pictures of our shared work at [Sequoia Crossings](#), which I will link to [here](#). I encourage you to view the pictures. It is just extraordinary what this community and Agency can accomplish when we're demanding much of ourselves.

I also have attached the [Governor's Housing Policy and Housing Production Framework](#). This document summarizes a lot of the work going on in 2024, ahead of the session in 2025. I am involved in many of these planning efforts. The reorganization of all these systems is both deep and profound, and will change the destiny of many projects across Oregon in the years to come.

Jimmy Jones  
14 October 2024  
Salem, Oregon



**Governor's Homelessness Response and Housing Production Frameworks: grouping deliverables, identifying leads, and providing Governor's Office housing and homelessness contacts**

**Oregon Housing Needs Analysis**  
*Housing production targets, needs and production, strategies and accountability*

**Lead:** DLCD (Aurora Dziadul)  
**GO Contact:** Svetha Ambati

**Housing Land Readiness**  
*Site readiness, infrastructure for housing*

**Lead:** GO (w/Business Oregon)  
**GO Contact:** Nate Stice, Kelly Brooks

**2024 Housing Production Package**  
*Design and implementation of SB1537 tools including HAPO, revolving loan fund, one-time UGB tool, model codes, etc.*

**Lead:** BCD/OBDD/DLCD/OHCS deliverables  
**GO Contact:** Matt Tschabold, Kelly Brooks

**Housing Workforce Needs**  
*Occupation type and geography talent assessment, pre-apprenticeship, priority population inclusion, mutual aid, plan review and inspection capacity*

**Lead:** GO (w/BCD, HECC)  
**GO Contact:** Matt Tschabold

**Land Use, Public Works, Utility Studies**  
*Analysis and interventions for land use, public works, building, and utility permitting*

**Lead:** DLCD (Aurora Dziadul)  
**GO Contact:** Svetha Ambati

**Housing + Wetlands**  
*Technical assistance, credits, local program*

**Lead:** GO (w/DSL deliverables)  
**GO Contact:** Nate Stice, Chandra Ferrari

**Preservation + Manufactured Housing**  
*Affordable and manufactured housing park preservation, or capital or operating needs*

**Lead:** Sen. Jama's Office

**Expanded and New Programs**  
*New and expanded programs including Tribal housing block grant, housing finance agency products, CSO set-asides, acquisition and conversion of new housing, land acquisition funding, etc.*

**Lead:** OHCS (Amy Nehl)  
**GO Contact:** Matt Tschabold

**Middle Housing and Infill**  
*Policy changes for middle and infill housing*

**Lead:** GO (w/DLCD, OHCS)  
**GO Contact:** Matt Tschabold

**State Process Improvements for Housing**  
*DEQ-DSL-ODOT housing projects teams, stormwater standards*

**Lead:** GO (w/DEQ, DSL, ODOT)  
**GO Contact:** Nate Stice, Chandra Ferrari, Kelly Brooks

**System Development Charges**  
*SDC deferral incentive program for local governments*

**Lead:** Rep. Gamba's Office

**Housing Production Framework**

**Homelessness Response Framework**

**Insurance**  
*Options to address insurance costs for shelters, navigation centers, Project Turnkey sites, and affordable housing*

**Lead:** GO (w/DCBS, OHCS)  
**GO Contact:** Svetha Ambati

**State Lands**  
*State owned and leased properties for housing development, framework for survival activities on state owned land*

**Lead:** GO (w/DAS, OPRD)  
**GO Contact:** Svetha Ambati

**Maintenance of Effort**  
*ARB and GRB outcomes-oriented budget development to maintain critical services currently funded with one-time funds*

**Lead:** GO (w/state agencies)  
**GO Contact:** Matt Tschabold

**Housing Data and Outcomes**  
*Infrastructure and standards, programs outcome tracking and reporting, production and equity indicators and analysis*

**Lead:** GO (w/state agencies)  
**GO Contact:** Svetha Ambati

**Housing for Transition Populations**  
*For veterans, AICs, and youth aging out of foster care or leaving OYA, assess and improve housing services and outcomes*

**Lead:** GO (w/DMV, DOC, ODHS, ODVA, OYA)  
**GO Contact:** Jonna Papaefthimiou, Rachel Currans-Henry

**Shelter Framework**  
*Definitions, standards, expectations, outcomes, and alignment for shelter funding system*

**Lead:** Rep. Marsh + GO  
**GO Contact:** Matt Tschabold

**Rehousing + Prevention Framework**  
*Definitions, standards, expectations, outcomes, and alignment for rehousing and prevention funding system*

**Lead:** GO (w/OHCS)  
**GO Contact:** Svetha Ambati

**Veterans in Housing Programs**  
*Data tracking and outcomes analysis for veterans in state funding shelter, transitional housing, PSH, and affordable housing, explore set-asides*

**Lead:** GO (w/OHCS)  
**GO Contact:** Svetha Ambati

**Housing + Health and Behavioral Health**  
*Requirements for CCO, CMHP, and FHQC health-behavioral health services to people experiencing homelessness*

**Lead:** GO (w/OHA)  
**GO Contact:** Matt Tschabold, Kristina Narayan

**Permanent Supportive Housing**  
*Shared standards and outcomes, behavioral health alignment, gaps/needs analysis, tiered program model*

**Lead:** GO (w/OHCS, OHA)  
**GO Contact:** Svetha Ambati

**Youth Focused Programs**  
*Analysis and alignment of youth serving housing and homelessness programs*

**Lead:** GO (w/ODHS)  
**GO Contact:** Svetha Ambati, Rachel Currans-Henry

**Development Department  
Marie Jennings, Director  
Board Report**

**Annual Fundraiser 2023 Gala Recap:**

Estimated # of gifts	Actual # of gifts	Gift Amount
2	0	\$5,000
	1	\$2,500
6	2	\$1,000
10	5	\$500
	3	\$300
12	7	\$250
	3	\$200
16	16	\$100
24	13	\$50
30	12	\$25
<b>100</b>	<b>62</b>	<b>Total # of Gifts</b>

**Unfortunately, we missed our goals at both ends of the donor giving pyramid. Both major gift donors as well as entry level donors.**

**Annual Fundraiser 2024 Harvest Festival:**

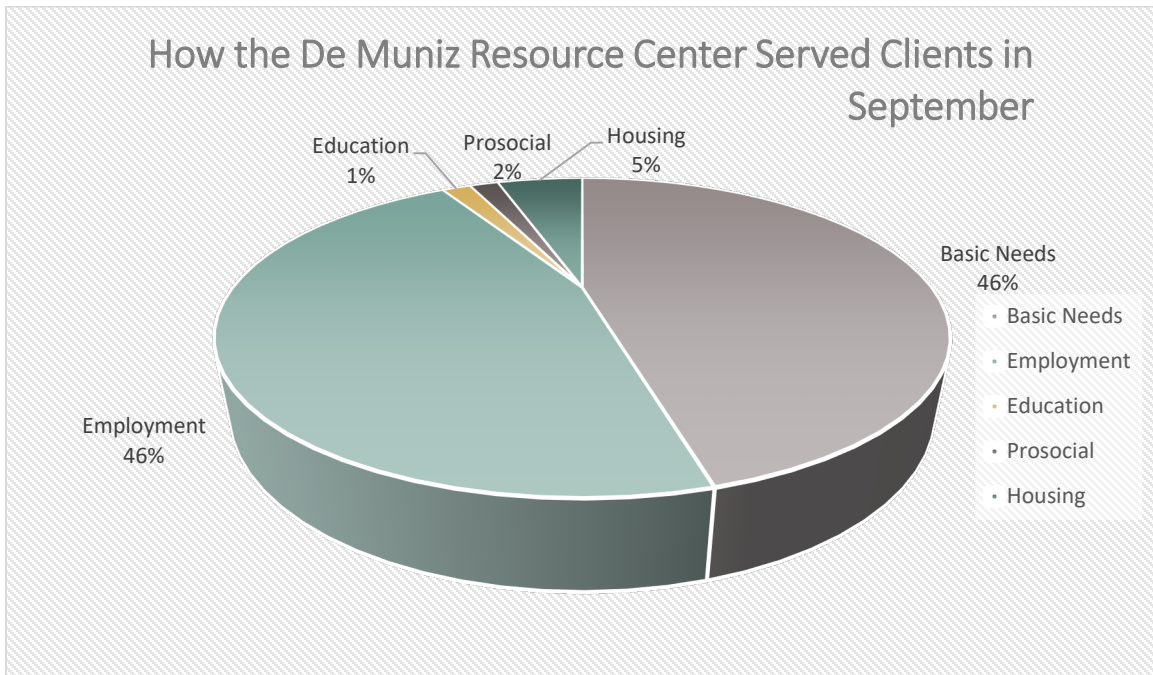
This will be a Large-Scale Fundraising Event at The Willamette Heritage Center

Date: Wednesday, October 30<sup>th</sup>

- Targeting 250 attendees
- Ticket is affordable (\$40) - Looking to broaden our donor base. \$100 VIP Ticket is also available
- Dress: Costumes encouraged
- Included: Charcuterie spread, NA Beverages, Fitzpatrick Painting photo booth, dancing.
- Fundraising Opportunities: Goth doll house for Taylor’s House, tarot reading, cake walk, face-painting, professional portraits.
- There will be no formal program of events.
- Staff will be included to provide passive program education via Human Slot Machine game.
- Big focus on event sponsorship.

**Sponsorships 2024:**

- **We’ve hit our \$20,000 business sponsorship goal for this year’s fundraiser.**
- **AND** we still have a couple of open asks out there, giving us a real chance to surpass our goal.
- This year we received our first \$5,000 sponsorship and our average sponsorship amount is up **\$440** over last year!
- Our goal of increasing sponsorship amounts has been a big win, with all but one sponsorship gift coming in at the \$1000 plus level.
- Special thanks to Dustin Steinhoff for creating an engaging sponsorship packet that really encouraged business to step up at a higher level.



### Opportunities/Challenges

- ❖ De Muniz Resource Center served 49 unduplicated clients in September, with 59 services provided. As expected from our programmatic changes with losing the Marion County grant and having to move our clientele numbers have decreased significantly. Staff are dedicating a lot of their workloads to performing outreach to local community providers as well as attending and tabling resource fairs and events.
- ❖ The team has organized and hosted two client events in our new space with success. We are offering a weekly ‘Toasty Tuesdays’ event where clients come in for coffee and toast and to connect with our team. This is an informal event where clients check-in with our team and we see if we can help with services. This also provides a sense of community to our clients and allows a casual way for new clients to check out our services.
- ❖ We are currently recruiting for our next welding cohort as a partnership with Chemeketa Community College. Our next cohort is scheduled to start in January.
- ❖ Grant updates:
  - We applied for a new grant offered by Meyer Memorial Trust, \$400k for a 2-year term. This grant would support operational expenses as well as a more dedicated effort to expand into Polk and Yamhill Counties.
  - Last week we were notified that we were selected for a new award through Higher Education Coordinating Commission for the Future Ready Oregon Manufacturing Workforce Ready Grant of \$500,000. This is our second Future Ready Oregon award that will allow further expansion of training and employment services for the manufacturing industry. We will continue partnering with Chemeketa Community College and SEDCOR for the training opportunities.



## Energy Services September 2024 Program Report

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

#### September PY 24 unduplicated completions, Marion and Polk counties

	HH	People	>6	60+	Disability	LP HH's at or below 75% poverty		Ave HH pmt
<b>Total</b>	<b>597</b>	<b>1625</b>	<b>176</b>	<b>250</b>	<b>229</b>	<b>251</b>	<b>=42% of HH's</b>	<b>\$435</b>

#### PY 24 unduplicated completions, 10-23 through 9-24 Marion and Polk

	HH	People	>6	60+	Disability	LP HH's at or below 75% poverty		Ave HH pmt
<b>Total</b>	<b>7467</b>	<b>19746</b>	<b>2112</b>	<b>3244</b>	<b>2869</b>	<b>3,616</b>	<b>=48% of HH's</b>	<b>\$425</b>

Energy received 499 applications in September. A total of 91 applications/requests were denied. The denied applications included; 29 incomplete, 36 over income and 26 did not meet program guidelines. Of the 26 that did not meet eligibility 4 had already received all available funding for PY24, funding was not available for 19 and 3 did not meet guidelines. Energy allocated all Disaster Relief LIHEAP direct clients vendor funds in early September and only had LIHEAP funds available, those requesting additional funds had already received LIHEAP were denied. PY 24 ended September 30, Energy's PY25 begins October 1 for eligible households with members over 60 and/or experiencing a permanent disability. Energy denied over 550 applications in PY24, applications are spot checked when received. Eligibility Specialists fully review applications when processing, additional missing documents or questions may be identified.

Energy received an additional 54 applications to reconnect service. An average of 3 requests to reconnect service were received daily and 12 per week in September. Approximately 970 people came into the office; many requested information about how to apply for PY25 assistance in October/November. Approximately 1256 calls were received and assisted.

Processes have been updated to increase customer service and allow Energy team to increase productivity. We are collaborating with IT and development to create an online application, go live date estimated to be in November, 2 Office Specialist 2 team members have been hired to focus on the online applications and to assist incoming people and assist at reception, a set number of applications will be available 1-15 monthly, Energy is closed to the public on Fridays (phones open), additional updates may be added as determined to increase productivity and client experiences.

Energy team selected a local printer for printing and completing bulk mail to confirmed vulnerable households (members over 60 and/or experiencing a permanent disability). Over 800 application packets were printed and mailed, an additional 6 plus months of applications were printed for the office. This is the first time Energy has out sourced bulk mail and printing, the process was easy, fast, smooth and reduced team stress. We are very happy with the results and plan to do service with them again.

**September PY 24 unduplicated completions, Polk County**

	HH	People	>6	60+	Disability	LP HH's at or below 75% poverty		Ave HH pmt
<b>Total</b>	<b>98</b>	<b>239</b>	<b>29</b>	<b>47</b>	<b>36</b>	<b>36</b>	<b>=36% of HH's</b>	<b>\$402</b>

**PY 24 unduplicated completions, 10-23 through 9-24 Polk County**

	HH	People	>6	60+	Disability	LP HH's at or below 75% poverty		Ave HH pmt
<b>Total</b>	<b>982</b>	<b>2504</b>	<b>252</b>	<b>413</b>	<b>418</b>	<b>480</b>	<b>=48% of HH's</b>	<b>\$430</b>

Energy processed 98 applications for eligible households in Polk county in September. Of the 98, 44 full applications were submitted by Polk County Resource Center. All applications for Marion and Polk counties are processed in Salem by the date they are received. Processed applications are reviewed for quality assurance then authorized and batched weekly for payments.

**HEAD START PROGRAM REPORT TO BOARD OF DIRECTORS & POLICY COUNCIL  
Eva Pignotti, CPO of Early Learning & Child Care – October 2024**

**Attendance**

**Head Start Preschool**

9/24	10/24	11/24	12/24	1/25	2/25
84.24%					
3/25	4/25	5/25	6/25	7/25	8/25

**Early Head Start**

9/24	10/24	11/24	12/24	1/25	2/25
78.77%					
3/25	4/25	5/25	6/25	7/25	8/25

**Attendance Analysis - Absences for September 2024**

The Head Start attendance rate for September was below the required 85%. The top absence reason during the month was:

- Child illness – 52.81%

The Early Head Start attendance rate for September was below the required 85%. The top absence reasons during the month were:

- Child Illness – 29.95%
- Family/Vacation Day – 15.21%
- Unexcused 12.11%

**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 = 510**

9/24	10/24	11/24	12/24	1/25	2/25	3/25	4/25	5/25	6/25	7/25	8/25
501											

**Early Head Start – Full Enrollment = 214**

9/24	10/24	11/24	12/24	1/25	2/25	3/25	4/25	5/25	6/25	7/25	8/25
198											

## Waiting Lists

### Head Start Preschool

9/24	10/24	11/24	12/24	1/25	2/25	3/25	4/25	5/25	6/25	7/25	8/25
69											

### Early Head Start

9/24	10/24	11/24	12/24	1/25	2/25	3/25	4/25	5/25	6/25	7/25	8/25
22											

## USDA Meal Reimbursements

	September 2024	
USDA Meal Reimbursements	Number of Meals Served	Amount Reimbursed
Breakfast	3,528	\$ 8,361.36
Lunch	3,575	\$15,837.25
Snack	971	\$ 1,174.91
Cash In Lieu		\$ 1,072.50
<b>Total Reimbursement</b>	<b>8,074</b>	<b>\$26,226.02</b>

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

**Head Start Leadership:** For the first time since February, we have all key leadership positions filled in the Head Start program. Erin Chambers is our newest team member, filling the Program Manager position. Teri Lewis is in the Associate Director of Operations position. A new management position, Monitoring & Compliance Manager, was created and filled by Corey Lanini. These organizational changes will help us to stay ahead of all federal and state regulations, and allow for a higher level of monitoring and support throughout the program.

**Head Start 2024-2025 Enrollment:** Enrollment is going much better this fall than in the previous two years. We are full in Head Start and getting close to full in Early Head Start. Some of the struggles in Early Head Start come from adding a new child care provider who is actually starting her business, so didn't come with children already in care whom we could enroll. Our new Associate Director of Operations has been focusing on recruitment and the enrollment process with her team. I expect to see great things coming from this work that will allow us to be consistently fully enrolled.

## **Child Care Resource & Referral**

### **Board Report – October 2024**

CCR&R's early childhood apprenticeship was approved on September 12<sup>th</sup> and is now officially registered with BOLI. We are in the early stages of applying to get our pre- apprenticeship program registered with BOLI, and working with high schools to learn more about developing a Career Technical Education track.

CCR&R actively supporting the first cohort of 10 early education pre-apprentices in Yamhill County, they are placed in the classrooms and the coach has had 1:1 introductory meetings with all of the pre-apprentices and mentor teachers. Interest in the program is growing with 5 new individuals inquiring about the winter cohort already. This month our apprenticeship coach was in contact with over 25 programs across Yamhill county to share resources available, resulting in more programs engaged with us and two new potential apprenticeship employers.

Our business navigator has sent out the application for an expansion and start up grant that CCR&R is funded by the Yamhill Community Care Organization to provide to programs in Yamhill county. We had two applicants in the first 24 hours, and many inquiries on the program. She is working on Elevate your Business trainings and has 15 existing businesses signed up to participate. A scoring sheet and committee have been created to provide a fair scoring process for the grants. All of our marketing flyers for Yamhill have been updated to align with agency branding.

CCR&R's resource specialist who was hired to support licensed centers and school age programs has met with all the centers in Yamhill and Polk counties, and has 12 programs newly engaged with our services. She will be reaching out to programs in Marion county next. She has 18 active participants in the Center Director Community of Practice.

We have been actively partnering with both Early Learning Hubs on a 12 hour literacy training series, and are starting to go to all in home programs who are not engaging with the Hubs or CCR&R and are bringing a book gift set, and information on the importance of early literacy, upcoming training options, and the various resources CCR&R can offer.

CCR&R is actively engaged in supporting Salem for Refugees in identifying and supporting parents who need child care referrals. We are working with our second cohort of refugees who want to work with children and have been providing intensive supports to help them complete the necessary requirements.

The Preschool Promise team provided 6 hours of pre-service trainings to 70 educators and 6 hours of pre-service trainings to 50-60 administrators who provide Preschool Promise services in the region.

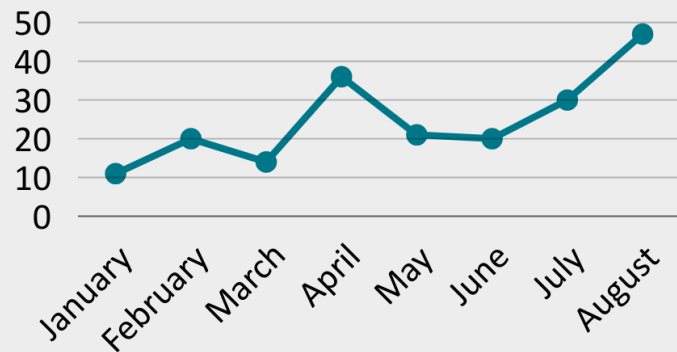
# Walk In Support January - August 2024



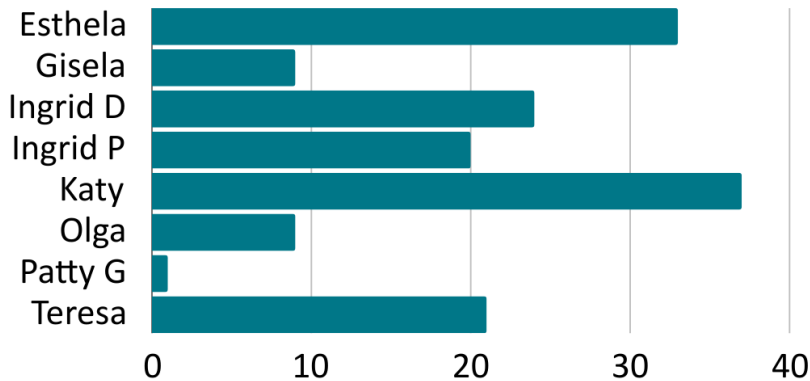
Mid-Willamette Valley  
**COMMUNITY ACTION**  
Child Care  
Resource & Referral

# 199

walk ins  
were helped



Hours of Staff Time



# 154

total hours  
of support



# 89%

of walk-ins were  
Spanish Speaking



6.5% English | 4.5% Russian



Mid-Willamette Valley

**COMMUNITY ACTION**

**The ARCHES Project**

615 Commercial Street NE  
Salem, Oregon 97301  
CRP Board Report – October 2024

**Welcome to our September Housing Board Report:** This month, the team will be providing reports highlighting the outstanding efforts of both the Community Resource Program (CRP) and Homeless Youth Services (HYS). This issue includes a detailed account of the exceptional work accomplished by CRP and HYS housing teams in September.

### **ARCHES Housing**

The ARCHES Housing Rapid Re-Housing (RRH) teams are instrumental in assisting individuals and families who have experienced homelessness. Their comprehensive programs offer rent assistance for periods ranging from 4 to 24 months, paired with dedicated case management aimed at fostering self-sufficiency. The primary goal is to empower clients with the resources they need to regain stability and independence in their housing situations.

September marked a pivotal transition for ARCHES Housing Programs. To enhance service delivery and maximize client support, the former ARCHES Housing Opportunity Program (AHOP) has been restructured. The team is now split between Marion County RRH and Polk County RRH. This strategic move is designed to streamline services and ensure equitable distribution of funds across the region.

The RRH teams have also commenced work on the Oregon Rehousing Initiative (ORI), which expands upon the existing RRH efforts in both counties. Currently, the teams have made impressive strides, with **5 households** in Polk County receiving housing navigation and rent assistance, and **8 households** in Marion County benefiting similarly.

ARCHES Rapid Re Housing											
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	2	6	8	2	4	0	2	0	2	0	0
ERA	0	0	0	0	0	0	0	0	0	0	0
HUD CoC	1	2	6	1	1	11	1	0	0	1	0
Wildfire Response	0	0	0	0	0	0	0	0	0	0	0
DHS Fresh Start	12	12	0	12	0	4	0	0	0	11	1
HSP	1	5	0	1	4	2	0	0	0	1	0
PC - EO - RRH	0	0	0	0	0	0	0	0	0	0	0
PC-ORI-RRH	5	15	8	7	8	3	2	0	0	0	5
MC - EO - RRH	0	0	0	0	0	0	0	0	0	0	0
MC - ORI - RRH	8	11	7.7	11	0	4	4	0	0	8	0
<b>September Clients Served</b>	<b>29</b>	<b>51</b>	<b>8.15</b>	<b>34</b>	<b>17</b>	<b>24</b>	<b>9</b>	<b>0</b>	<b>2</b>	<b>21</b>	<b>6</b>

The first quarter ended on September 30th, during which the team compiled the total amount of rent payments made on behalf of households in the Rapid Rehousing (RRH) programs. For the period from July 1st to September 30th, the Rapid Rehousing teams assisted with 377 months of rent, totaling **\$447,803.73**, with an average rent payment of \$1,322.00. **Serving 143 households**

RRH 1st Quarter Rent Payments (July 1st 2024-September 30th , 2024)			
Core Programs	Avg. Monthly Rent Payment (\$)	# of Total Months of Assistance	Financial Assistance Total (\$)
Home TBA	\$1,352.52	19	\$28,379.59
ERA	\$856.00	1	\$856.00
HUD CoC	\$1,981.54	11	\$21,873.14
PC-ORI-RRH	\$1,340.00	42	\$56,301.00
PC-EO-RRH	\$1,301.96	144	\$164,394.00
MC - EO - RRH	\$1,100.00	160	\$176,000.00
MC-ORI-RRH	\$-	0	\$-
1st Quarter	\$1,322.00	377	\$447,803.73

**Staff Spotlight: Rapid Re-Housing Polk County – Case Manager Karla Madera**

*“Karla Madera started with Community Action in November of 2023 for the Rapid Re-Housing Program in Polk County. The success of client’s housed in Rapid Re-housing can depend greatly on the case managers that are supporting those clients, this includes connecting them to resources and advocating for them to receive the services they need from the community. Karla has helped her clients tremendously, showing them much needed compassion and understanding, she is truly dedicated to helping them succeed. With changes in staffing, Karla has picked up many additional clients showing great flexibility and doing extra work where needed to assist clients in meeting their needs by connecting them with identification, food banks and clothing, as well as childcare resources, and getting them signed up for the Oregon Health Plan.*”





*Karla is always looking for training opportunities and ways to grow in her role. She is currently attending an intensive training to become certified as a Community Health Worker. Karla has built great relationships with the Community Partners we share a building with here at the Polk County Resource Center, she is often called on for language support and is always happy to assist. Karla is part of the CASA (Court Appointed Special Advocate) of Polk County and volunteers her time to helping others. She also works a second job on the weekends. In her spare time Karla like to spend quality time with her friends and family. Karla is a great support to her entire RRH team, she is always willing to answer questions and has proven a tremendous talent in working with the unsheltered clients in Polk Count”*

*Petra Jauregui Polk County RRH Program Manager*

## Eviction Prevention

Housing prevention serves as a crucial first line of defense against housing instability and homelessness, primarily addressing the inability to pay rent consistently.

The Eviction Prevention Program provided **62 households** with rental payments to ensure **that 89 adults and 80 children** maintained stable housing in September of 2024.

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
Salem Resource Services	37	99	52	47	0	37	37	0	37	0
Polk County Resource Services	8	24	11	13	0	8	8	0	0	8
Woodburn Resource Services	10	28	13	15	0	10	10	10	0	0
Mill City Resource Services (SOCC)	7	18	13	5	0	7	7	7	0	0
<b>September Clients Served</b>	<b>62</b>	<b>169</b>	<b>89</b>	<b>80</b>	<b>0</b>	<b>62</b>	<b>62</b>	<b>17</b>	<b>37</b>	<b>8</b>

The 1<sup>st</sup> quarter included the end of summer and kids returning to school. The Eviction Prevention teams across Marion and Polk County were able to assist with **373 months of rent**, with an average payment of \$1253.24 and total of \$489,497.80 serving **241 Households**.

Eviction Prevention 1st Quarter Rent Payments (July 1st 2024-September 30th , 2024)			
Core Programs	Avg. Monthly Rent Payment (\$)	# of Total Months of Assistance	Financial Assistance Total (\$)
Salem - Eviction Prevention	\$1,285.00	216	\$278,415.48
Polk County Resource Services	\$1,639.96	76	\$124,636.95
Marion County Resource Services	\$1,090.00	51	\$55,642.67
Mill City Resource Services	\$998.00	30	\$30,802.70
<b>1st. Quarter</b>	<b>\$1,253.24</b>	<b>373</b>	<b>\$489,497.80</b>

## ARCHES Housing Coordinated Entry

Supportive Services are a critical pathway for individuals seeking stable housing and long-term success. These services focus on addressing day-to-day needs while establishing connections that can lead to participation in housing programs.

September marked the end of walk in Coordinated Entry Assessments occurring at our 615 Commercial St location. The team is focusing on serving individuals and families in our sheltering programs. The Program Manager of that program, Rachel McKee, also developed and shared an assessment request form, so that programs inside MWVCAA can request assessments for their clients.

In September the Coordinated Entry Teams assessed **121 households** and provided **179 service engagements** in Marion and Polk Counties. These services can include an actual assessment, client update or resource referral.

ARCHES Housing Supportive Services							
ARCHES Program	Households Served	Adults	Children	Veterans	Number of Service Engagements		
					Rural Marion	Salem Metro (West, Salem, Keizer)	Rural Polk
Coordinated Entry - Homeless	108	125	36	4	9	141	11
Coordinated Entry - Youth	13	11	7	0	0	14	4
<b>September Clients Served</b>	<b>121</b>	<b>136</b>	<b>43</b>	<b>2</b>	<b>9</b>	<b>155</b>	<b>15</b>

### *Youth Coordinated Entry Participates in Punx in the Park*

The Mid-Willamette Valley Community Action Agency's Youth and Young Adult Coordinated Entry (YYACE) team participated in the 2024 Punx in the Park event hosted by Punx with Purpose, a local non-profit focusing on youth services and peer support. This event welcomed over 700 individuals ranging from youth and young adults, to families and other community members who wanted to learn more about services available in the Mid-Willamette Valley. Participants had the opportunity to experience bands, games, prizes, food trucks, and many other free resources.



Community Action Agency supports youth in the valley in many ways. Our youth outreach programs in both Marion and Polk counties support unsheltered youth by providing supplies, and connecting them with resources. The purpose of the YYACE team includes providing outreach, but more importantly housing assessments geared toward establishing long-term housing. According to Oregon Department of Education (ODOE) data, nearly 4%, or 22,903, of preK-12 schoolchildren in Oregon were homeless during the 2022-2023 school year. During this event the YYACE team provided care packs that included a pair of socks, information on coordinated entry, a water bottle, and snacks. Participants at the event also had the opportunity to spin a prize wheel, and have an interactive way to learn more about the program. While tabling at the event, the YYACE team engaged with over 200 individuals, and distributed 75 care packages to those in need.

### **Coordinated Entry: Success Story**

*“On a rainy day in September, one of our assessment specialists Steven, was completing an assessment for Jennifer. Jennifer is a single individual from Salem, who is currently in the middle of leaving a domestic violence*

*situation. To Steven, Jennifer appeared as being more optimistic than most clients entering our office, and she has continued to work on getting her life back on track. She was positive and engaging as she worked through the process of completing the housing assessment. A person leaving domestic violence is often left with nothing more than the clothes they are able to grab on the way out the door. With no resources or support network, Jennifer started by making the decision to look for work. She is hoping to get back on her feet by securing housing, and applying for multiple work opportunities.*

*After completing the assessment, Steven asked if there was anything else he could help with. Jennifer mentioned having a job interview lined up, but she felt she did not have the appropriate clothing, and was hoping to make a good impression. The assessor went above and beyond by looking through clothing donations. He was able to find nice slacks, a shirt, and some heels in the client's size for her to wear for her interview. She was incredibly appreciative of the additional services, with her face lighting up when she saw the clothing. Jennifer was able to leave ARCHES feeling better about her situation and made it to her interview feeling more prepared. This small gesture by Steven is one of the vital services our staff provide to empower our clients day after day in their desire to change their lives and exit poverty."*

*Rachel McKee Community Programs Manager*

### **ARCHES Supported Housing**

In a move to enhance clarity and effectiveness in reporting, the ARCHES team has begun to present detailed reports on their Permanent Supportive Housing (PSH) programs separately from other initiatives. This focused reporting will concentrate on the distinctive elements of delivering support directly within residents' homes and engaging with property management. By isolating these reports, the team aims to provide a clearer understanding of how PSH services impact residents, track specific outcomes, and refine support strategies to better address resident needs. This approach will also facilitate improved communication of successes and challenges to board members, ensuring a more targeted and responsive delivery of services. These programs include Redwood Crossing, Sequoia Crossing, and Yaquina Hall.

For the month of July, the Supportive Services team provided **1366 services** to **146 residents**. This included assistance with benefits, guiding them with mental health and recovery services, and providing fun shared events including movies, self-care days and celebrating birthdays

Supported Housing	ARCHES Permanent Supportive Housing					
	Households Served	Individuals Served	Adults	Children	Number of Engagements	Household PH Exists
Redwood Crossing	21	21	21	0	292	0
Sequoia Crossing	57	70	67	3	799	1
Yaquina Hall	38	38	38	0	275	2
September Totals	116	129	126	3	1366	3

October 1<sup>st</sup> marks the end of the 1<sup>st</sup> quarter. The Supportive Services Team had a successful first quarter with **8 households** moving out of supported housing and into units that they have selected, often using a section 8 voucher to secure the unit.

1st Quarter Summary (July 1st 2024-September 30th 2024)						
Supported Housing	Households Served	Individuals Served	Adults	Children	Number of Engagements	Household PH Exists
Redwood Crossing	22	22	22	0	924	2
Sequoia Crossing	60	77	69	8	2344	2
Yaquina Hall	38	40	40	0	738	4
1st Quarter totals	120	139	131	8	4006	8

# HOME Youth Services- Housing

## September 2024

### Rental Assistance for Youth (RAY) Rapid Re-Housing

#### Program Description

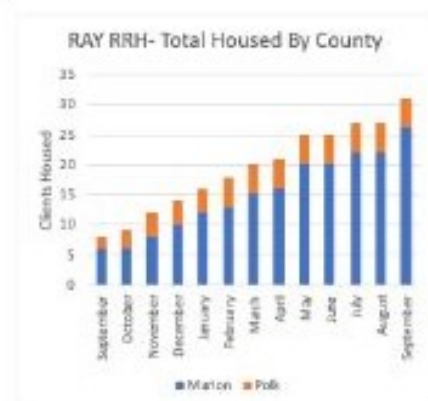
The HYS Rental Assistance for Youth Rapid-Rehousing program, established in response to state initiatives like the Oregon Legislature's House Bill 2163, focuses on aiding youth aged 16-24 in their transition from homelessness to self-sufficiency. This program, which launched as a pilot in 2023, is a direct effort to address the critical need for housing stability among young Oregonians, offering rental assistance and a spectrum of support services aligned with the Statewide Housing Plan's emphasis on collaboration, equity, and racial justice.

Participants receive tailored case management, which includes financial aid for rent and utilities, furnishing homes, professional development like job search assistance, personal goal support such as help with legal documents, and medical care coordination, including dental health. The program also facilitates a unique "Quality of Life" allowance further to empower the youth in their journey towards independence.

#### Current Activities

September marked a successful month for the RAY program, achieving a record by submitting 18 rental applications—the highest number submitted in a single month. Through collaboration with community partners such as HOST, Polk County's Family and Community Outreach team, and a referral from David's House, the program was able to house four clients, totaling six individuals including their children. These housing successes are a driven by the strong relationships RAY has built with community partners and landlords, leading to continued positive outcomes and housing opportunities for those in need.

In addition to housing efforts, the RAY program focused on filling an open staff position created in August. After conducting multiple interviews, a job offer was accepted, and the new team member will begin in early October. This hire will provide much-needed support as the program continues its critical work of serving youth and families experiencing housing instability.



## Success Story

*Gwen has faced years of homelessness and unstable housing, but her resilience has never wavered. About eight months ago, Gwen’s life took a difficult turn when she had to flee a domestic violence situation involving a firearm, further limiting the safe places she and her two young children, ages two and five, could stay. Despite these overwhelming challenges, Gwen continued to work full-time, pursue her education, and care for her children.*

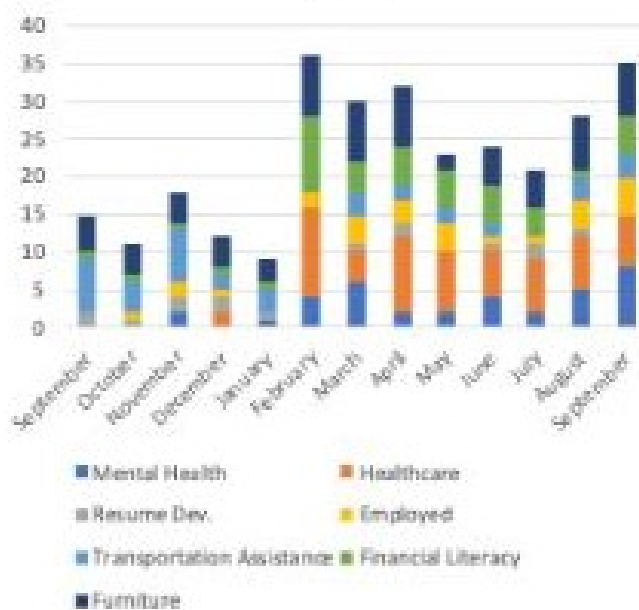
*In early August, Gwen was referred to the RAY program by Polk County’s Family and Community Outreach team. Housing proved difficult—her temporary living arrangement in Portland had no running water and visible sewage issues, compounding her already stretched schedule. Gwen stayed determined throughout the pre-housing process, personally visiting apartment complexes to ensure they were safe for her children. In fact, she even turned down an approved apartment after observing drug use in the area.*

*On September 27, 2024, Gwen’s persistence paid off when she and the RAY program signed a lease for a three-bedroom apartment. The joy was evident as her children ran excitedly through the new home. One of her children exclaimed, “Have you seen this place? This place is all ours!” while another eagerly showed off their new room, proud to finally have a safe, stable place to call home.*

## Future Plans

Looking ahead, the RAY program anticipates housing several new clients in October through continued partnerships with community organizations and an upcoming Coordinated Entry pull. The onboarding of a new staff member will increase the program’s case management capacity and enhance client support capabilities. Additionally, RAY plans to refresh its outreach efforts by engaging with both existing and new community partners, offering program explanations and facilitating referrals. These actions will help strengthen RAY’s presence in the community and broaden access to its services. A reassessment of workflow processes is planned, with an emphasis on integrating Coordinated Entry more seamlessly into the intake process and optimizing case conferencing to better serve potential clients.

RAY RRH- Supportive Services by Month



## David's House

### **Program Description**

David's House is a Transitional Home for unstably housed youth in Polk and Marion Counties. The project is designed to provide a safe and nurturing environment for youth ages 14-18, focusing on increasing access to services in rural Polk County and providing youth housing within their own community. The program's approach is centered on community collaboration and support, ensuring that our services are impactful and sustainable. The House will open initially with 5 youth, expanding to serve 10. A youth's length of stay will depend upon individual needs, ranging from a matter of weeks up to 24 months. With 24/7 on-site staffing, it operates like a real home, providing meals, chores, homework assistance, transportation to health services, and other essential supports.

### **David's House Current Activities**

September was a busy and productive month at David's House. The program welcomed three new youth while successfully transitioning one youth into independent housing and another into a family reunification setting. Through a partnership with Monica, Central High's McKinney-Vento Liaison, four youth were enrolled in school, ensuring they are set for success in the upcoming academic year. Additionally, one youth secured full-time employment, while another was enrolled in beauty school full-time, providing them with critical career skills and opportunities.

David's House continued to focus on empowering youth by helping them obtain cell phones and services, enabling them to stay connected and work towards greater independence. The youth participated in various enriching activities, including kickboxing, trips to the Lan Su Chinese Gardens, Punx in the Park, and Oktoberfest, offering a blend of physical activity, cultural experiences, and community engagement. Youth Era also continued to provide on-site group sessions, further supporting the emotional and mental well-being of the residents.

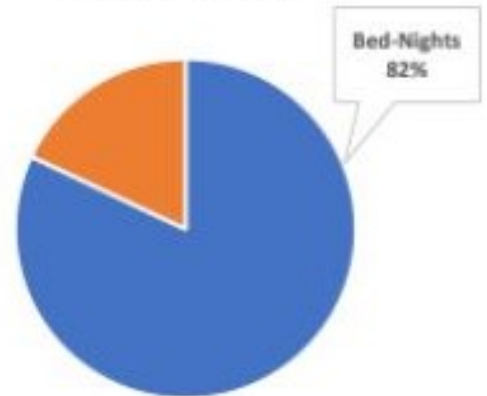
Community support remained strong, with ongoing contributions from Amazon wishlists, providing the youth with essential items and reinforcing the collective commitment to their growth and stability.

### **Success Story**

*When Trevor first joined David's House, he had just moved from another state and was staying with friends in town. He heard about the program through his uncle and decided to try it out. This was a whole new experience for him—Trevor wasn't used to having a strong support system, and the idea of so many people rooting for him felt unfamiliar. But since arriving, Trevor has shown remarkable growth. He's taking steps toward getting his driver's license, enrolled in school, and is even thinking about joining the high school wrestling team. These are milestones he never thought possible before.*

*When Trevor first arrived, he was shy and unsure of himself, not used to the structure or the amount of attention he was receiving. Over time, though, his personality began to shine. He's become much more confident*

David's House- September 2024  
Utilization Rate



and comfortable expressing himself. One of the biggest changes we've seen is his ability to advocate for himself. Trevor now trusts the staff and knows that he has a voice—he feels heard, understood, and supported in ways that were missing before.

Watching Trevor's transformation has been inspiring for everyone involved. His journey is a perfect reminder of why the work we do matters so much. Seeing him thrive—gaining confidence, setting goals, and becoming more independent—has been one of the most rewarding experiences. Trevor's future looks brighter every day, and we can't wait to see what he accomplishes next.

- Nicole Nichols, David's House Youth Support Specialist

## Future Plans

Looking forward, David's House plans to maintain its full capacity while continuing to enhance the quality of life and educational opportunities. The program is actively working with the Department of Human Services to refine and improve its Policies and Procedures as staff gain more experience and the youths settle further into the house. In addition to pursuing a rezoning process to increase capacity to 10 youth, the team is exploring creative methods to expand services and reach more individuals in need. This expansion will enable us to assist more young individuals in need, providing them with the support and resources necessary for a successful transition.

Additionally, the program will continue to strengthen its relationships with local schools and community organizations, ensuring that the youths have access to all necessary resources for their development and well-being. By focusing on creating a stable and nurturing environment, David's House is committed to supporting each youth's journey towards a hopeful and successful future.

## Youth & Young Adult Rural Polk Outreach

### Program Description

The Youth and Young Adult Rural Polk Outreach program, supported by HUD and the YHDP grant in collaboration with Backbone, is a mobile outreach initiative dedicated to assisting youth and young adults facing housing instability in Rural Polk County. Designed to address the absence of a robust support network in rural areas, this program conducts direct outreach to youth and expands access to housing resources to those in remote locations. By fostering connections among youth-focused service providers and school systems, the program is an essential component of capacity-building in regions where such services have historically been sparse, ensuring that every young person has access to the support they need for a stable future.

### Current Activities

September was an active month for the Youth & Young Adult Rural Polk Outreach team, highlighted by the "Punx in the Park" event on September 14th. The team directly engaged with over 100 youth between the ages of 11 and 18, providing critical resources and support. In collaboration with local schools, the team





delivered totes of school supplies to Polk County school districts for youth enrolled in the McKinney-Vento Program, ensuring students in need have the necessary materials for the school year.

With the return of the academic year, the team is working to rebuild connections with Polk County schools, starting with meetings with the principal of Central High School to initiate tabling during lunch periods. This will help maintain the program's visibility and accessibility to students. Additionally, the outreach team provided essential supplies to two groups of youth experiencing homelessness, including a 16-year-old who is currently expecting. These efforts reflect the team's ongoing commitment to supporting vulnerable youth in rural Polk County.

### **Future Plans**

Looking ahead, the Youth & Young Adult Rural Polk Outreach program plans to expand its engagement efforts by increasing the frequency and diversity of its events. The goal is to continue providing varied and meaningful experiences that can positively impact the lives of rural youth. Plans are in place to develop new partnerships with local organizations and schools to widen the reach and effectiveness of the outreach efforts.



*Jocelynn and Kira setting up the YYA RPO booth at Punx in the Park*

In addition to event-based outreach, the program will focus on enhancing access to coordinated entry assessments and increasing visibility within the community. This will involve strategic collaborations and involvement with the upcoming Voices of Youth count to ensure that every at-risk youth in Rural Polk County knows where to turn for support and assistance. By strengthening these areas, the program hopes to further its mission of building a robust support network that can address the unique challenges rural youth face.

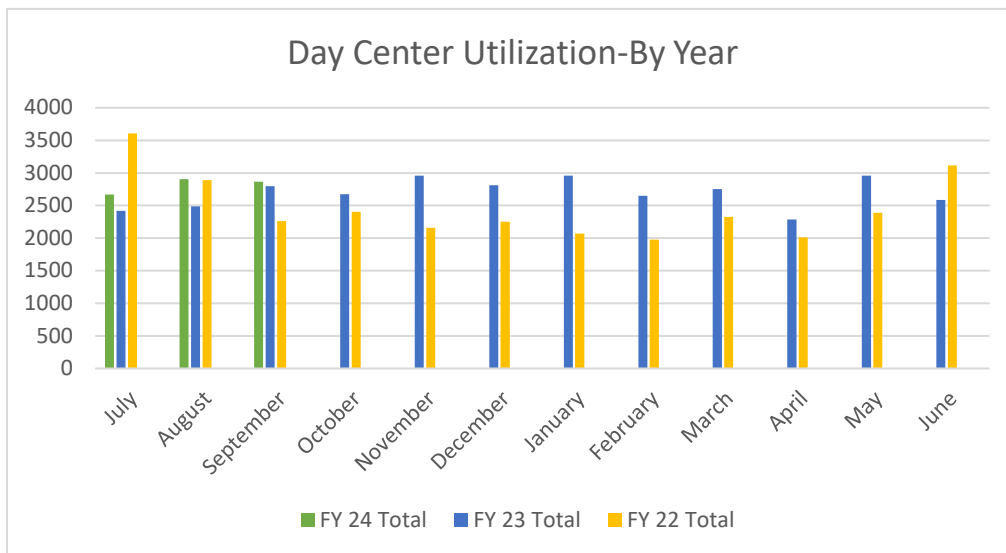


Mid-Willamette Valley  
**COMMUNITY ACTION**  
**The ARCHES Project**

615 Commercial Street NE  
Salem, Oregon 97301  
CRP Board Report - September 2024

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.

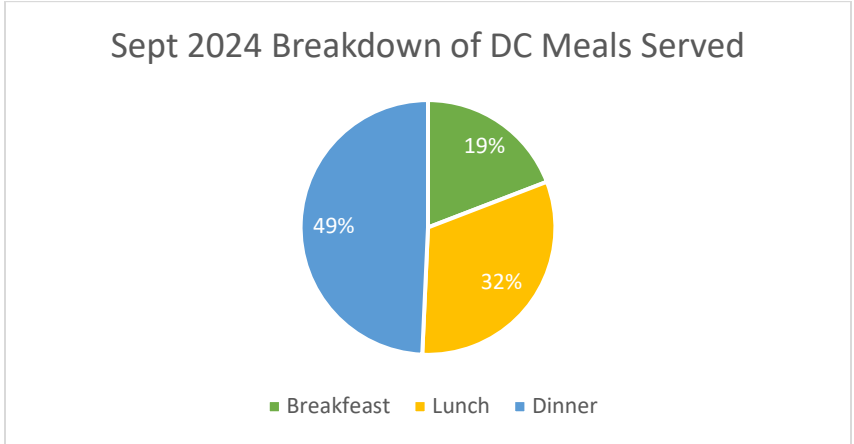
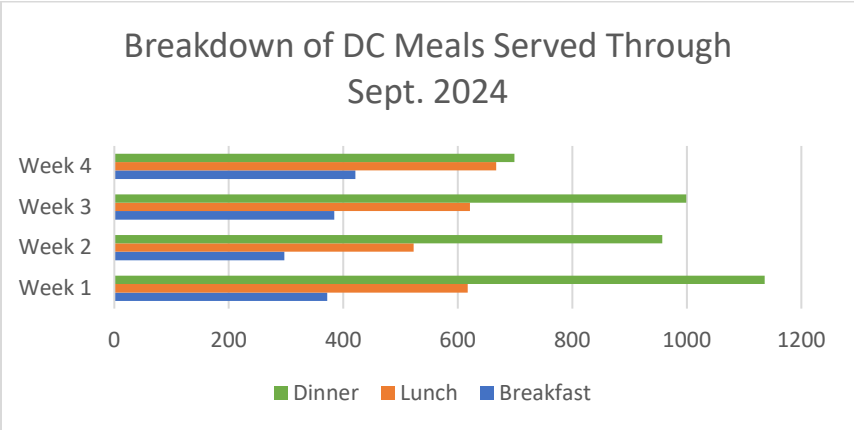
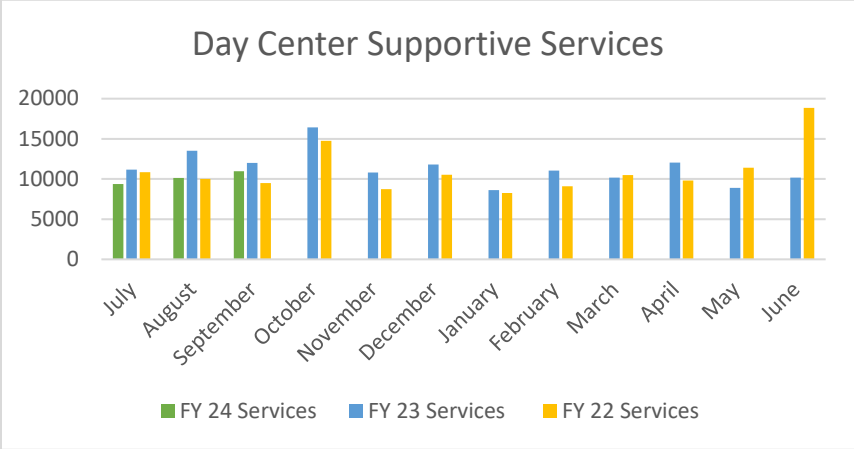
Since opening day, the total number of duplicated Day Center visits has reached 141,972, with an average daily attendance of 122 individuals. This rate has remained stable and consistent with previous months. In September 2024, the Day Center saw a total of 2,867 visits, with a daily average of 136 individuals served. With Polk County averaging 13.8 days and Marion County 11.6 days above 90°F, according to the National Weather Service, the rise in daily attendance underscores the continued need for cooling shelters and essential relief services amid extended high temperatures into September.



**ARCHES Basic Needs & Supportive Services:**

In September, the Day Center’s Supportive Services team successfully delivered a total of **10,983 supportive service** transactions. The greatest utilized service was meal provisions, with **7,693 breakfast, lunch, and dinner meals** served. The ARCHES Day Center team is delivering approximately

75% of services in this category, with many supplies sourced through partnerships with community stakeholders and generous donations from the public. The Day Center meal data reveals an upward trend in usage as SNAP benefits are depleted throughout the month. Additionally, despite offering two fewer dinner meals in September, dinner remained the most attended meal, emphasizing the critical need for meal services as a fundamental part of the center’s offerings. This underscores the importance of prioritizing meal services as a key component of support, reflecting their vital role in addressing the essential needs of the community.



**Outreach for July - September:**

Monthly Outreach Service Transactions	Basic Needs - Service Transaction # & Facilitated Connection - Service Transaction #								
	Food	Weather Related Supplies	Hygeine Items	Pet Supplies	Camping Supplies	Medical/BH Connection	Crisis Care	Shelter Placement	Housing Assessment
July	3654	23	11	438	8	0	0	2	0
August	2048	2	45	233	1	0	0	0	0
September	1189	2	2	219	1	0	0	4	0
Combined Totals	6891	27	58	890	10	0	0	6	0

The Outreach team has made significant efforts to engage with unsheltered individuals, as demonstrated by the Monthly Outreach Service Transaction chart. This data underscores the critical gaps in services still prevalent within our community. During the first three months of the fiscal year, the team **provided 6,891 food related service transactions** and successfully facilitated **shelter placement for 6 individuals**. These figures reflect both the ongoing need for outreach services and the vital role our team plays in addressing food insecurity and housing instability among our unsheltered populations.

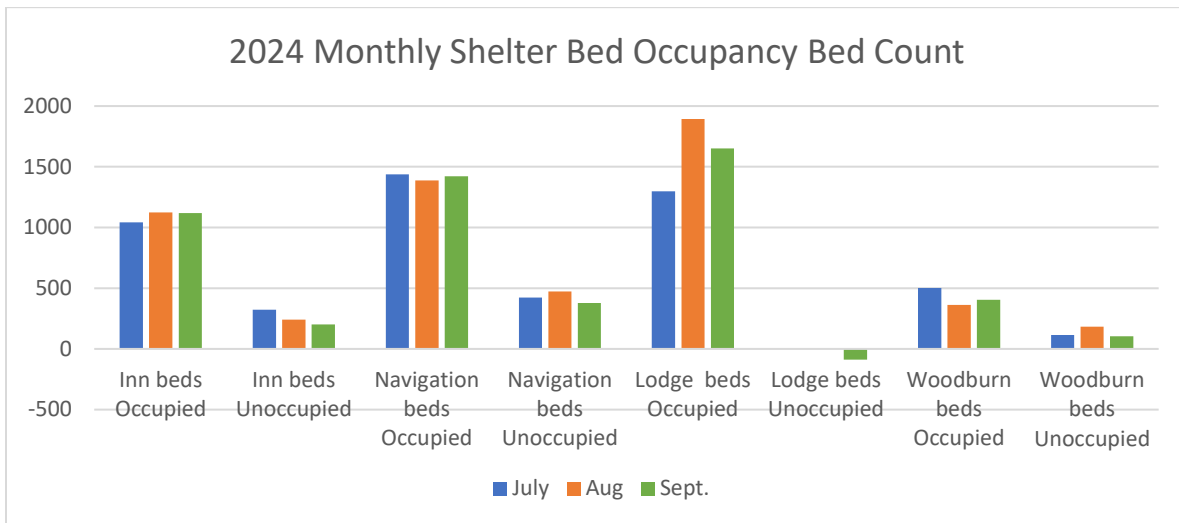
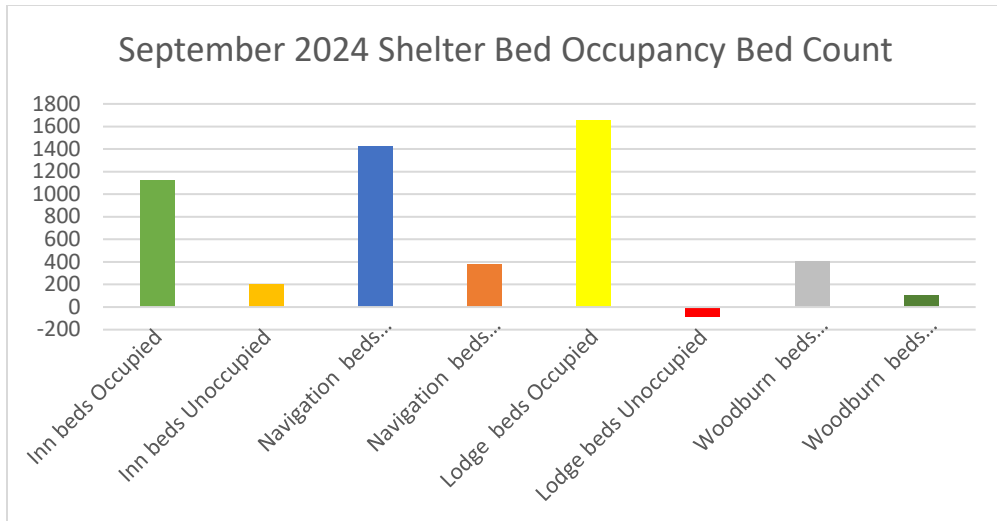
**ARCHES Sheltering:**

For fiscal year 2024 (July 1, 2024 through June 30, 2025), ARCHES will report on all sheltering programs, sharing information on how many households were served, what part of the two-county continuum those households originated from, and outcomes for those households.

In September, the shelters served **40 new households**, with an impressive **16,867 client service engagements**. These engagement counts include assistance with benefits, daily living support, or client wellness checks. The Shelter Bed Occupancy Count graphs for July, August, and September 2024 demonstrate stable bed utilization across our four shelters, underscoring the consistent demand for emergency housing services. Notably, the data also reflects the successful transition of clients to positive housing outcomes, reinforcing the effectiveness of our programs in supporting long-term stability and independence for individuals experiencing homelessness.

ARCHES Shelter Programs Septembert 2024 (NEW ONLY)

ARCHES Programs	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	7	8	11.25	8	0	0	3294	1	2	7	0
Woodburn Shelter	18	20	7.7	19	1	0	1980	2	18	0	0
Navigation Center	11	11	9.84	11	0	1	5615	3	0	11	0
Center Street	Program Pending										
ARCHES Lodge	4	4	5	4	0	1	5978	2	0	2	0
Evergreen	Program Pending										
Family Shelter	Program Pending										
<b>Sept Client Served</b>	<b>40</b>	<b>43</b>	<b>8.44</b>	<b>42</b>	<b>1</b>	<b>2</b>	<b>16867</b>	<b>8</b>	<b>20</b>	<b>20</b>	<b>0</b>



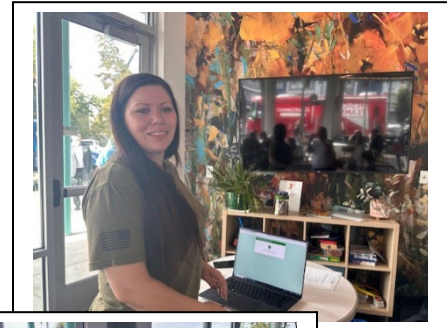
### ARCHES Lodge: Veteran’s Stand Down

The Veteran’s Stand Down is an annual event, typically held around September 11th, dedicated to supporting and honoring our nation’s veterans by providing vital services and connections to resources. For over 10 years, Sara Webb, Program Director of Sheltering Services, has collaborated with Rosy Macias, Readjustment Counseling Technician at the Salem Veterans Center, to bring this event to life with the backing of the Family YMCA Center of Marion and Polk Counties.

This year’s event **assisted 217 veterans** from all branches of the military, connecting them with essential services such as housing, healthcare, employment, and legal aid. Volunteers, vendors, and community partners helped bridge gaps, offering resources tailored to veterans' needs.



The Stand Down is a hub for veterans to connect with local organizations, access benefits, and engage in peer support, fostering a sense of camaraderie. Whether through health screenings, job fairs, or simply sharing experiences, the goal remains the same: ensuring every veteran knows they are not alone on their journey.



### **Success Story: ARCHES Sheltering and Rapid Rehousing**

John's story exemplifies resilience and transformation. Despite early challenges, including a broken home and alcoholism, his turning point came through AA meetings, marking the start of his sobriety and personal growth.

After joining the U.S. Air Force, John faced depression, leading to financial struggles and homelessness. Through MWVCAA's veteran outreach, he connected with the Tanner Project, where he received vital support. With the help of his Case Manager and behavioral health services, John stabilized his mental health and finances, eventually securing an apartment.

Leveraging aftercare services, John honed job skills, built a resume, and found a role helping troubled youth—giving back to the community. His journey highlights the power of perseverance and the critical role of support programs like the Tanner Project.

### **Staff Highlight: Kimberly Carpenter – Navigation Center**

Kimberly Carpenter joined the Navigation Center in September 2023, starting as a site assistant. She quickly advanced to Case Manager by March, and in August, she accepted the role of Supportive Services Coordinator. Kimberly brings a calming presence to both clients and staff, consistently demonstrating her willingness to step in and assist wherever needed, making her a valuable team player.

In her roles as Case Manager and Supportive Services Coordinator, Kimberly has managed a demanding caseload, including some of our most complex clients. Her approach, rooted in genuine compassion and a commitment to maintaining healthy boundaries, has consistently yielded positive outcomes for the individuals she serves.

Kimberly is an invaluable asset to our team, consistently adding immense value through her work and exemplifying the mission of Mid-Willamette Valley Community Action Agency. Her dedication and alignment with our core values reflect her commitment to serving the community. We look forward to witnessing her continued growth and success!

### **ARCHES Inn and Lodge Renovation Project Update:**

Progress on the Arches Inn renovation is moving forward smoothly. We've met with our architect, AC Co, and general contractor, Andy Medcalf, to discuss project details. Currently, we're in the value engineering phase to align costs with the budget. Once this is finalized, we'll ensure all necessary renovations comply with grant guidelines. Key subcontractors, including those for flooring and elevators, are already selected and ready to start pending city approval. Once the plans are approved, the renovations will proceed.

At Arches Lodge, we're working with AC Co to finalize sprinkler system plans for inside the building, with approved plans already in place for the external system. We're also waiting on final kitchen renovation prints and continuing value engineering to stay within budget. Once complete, we plan to award contracts for four additional ADA rooms, a dog wash station, a bed bug sauna, and a new ADA-compliant front door.

### **Tentative Schedule for Arches Lodge:**

- **Drawing Date:** September 20, 2024
- **Advertise for Bids:** September 26, 2024
- **City Review Submission:** September 26, 2024
- **Pre-Bid Walk-Through:** October 17, 2024
- **Bid Date:** November 7, 2024
- **Construction Start:** December 2, 2024 (pending budget and contract development)
- **Substantial Completion:** August 29, 2025
- **Final Completion:** September 26, 2025

# HOME Youth Services - Sheltering September 2024

## The Drop-In Day Center

### Program Description:

The Drop-In provides comprehensive support for youth aged 11-18 within their community. Operating five days a week, including weekends when school facilities may be unavailable, it ensures consistent access to services. Extended hours from Thursday to Monday, 12-7 pm, accommodate varying schedules and offer ample opportunities for youth to engage.

On-site, a broad range of services addresses multiple needs. Two hot meals a day, food boxes, a food pantry, and a clothing closet ensure that basic necessities are met. Additionally, essential care kits, mail services, and showers contribute to the well-being and dignity of the youth accessing the center.

The inclusion of case management services demonstrates a commitment to individualized support, helping youth navigate their circumstances and access additional resources. By creating a safe and welcoming environment, the center fosters positive connections and encourages engagement, ultimately supporting youth in their well-being and potential pathways out of homelessness or housing instability.

### Drop-In Day Center Data & Activities:

The Drop-In Day Center kicked off its relaunch by offering a paid internship to youth ages 14-18. This program, Youth Empowerment Program, will run through beginning of December. It provides 8 youth work experience, employment skill building, and culinary and custodial training.

We are partnering with Salem First Christian Church to deliver a unique culinary training experience. Youth will work with a chef each week to develop meal plans and cook them from start to finish in a commercial grade kitchen. This month they received their food handlers training, cooked their first meal, and started on resume building.

Looking forward, the Drop-In plans to start providing food boxes to youth weekly and staff will provide case management to youth in need. The interns will set-up and maintain the food pantry to provide food boxes and delivery to community youth. Staffing is being prioritized in order to support full program opening. The Drop-In doors will fully open to youth for day center services by beginning of November.





## HYS Street Outreach:

### Program Description:

HOME Youth Services' outreach team plays a vital role in serving youth throughout Marion and Polk counties, using a "meet them where they are" approach. Whether connecting with youth on the streets or in community spaces they frequent, the team ensures accessibility and inclusivity in their services.

Through street outreach and the provision of essential resources, the team helps youth access information and services from both HOME Youth Services and other community providers. This proactive approach fosters engagement with available services, aiming to improve outcomes for the youth served.

Operating across Marion and Polk counties, the Street Outreach Program delivers critical resources directly to youth in their environments. The team visits known gathering spots and participates in community pop-up events to raise awareness and enhance engagement.

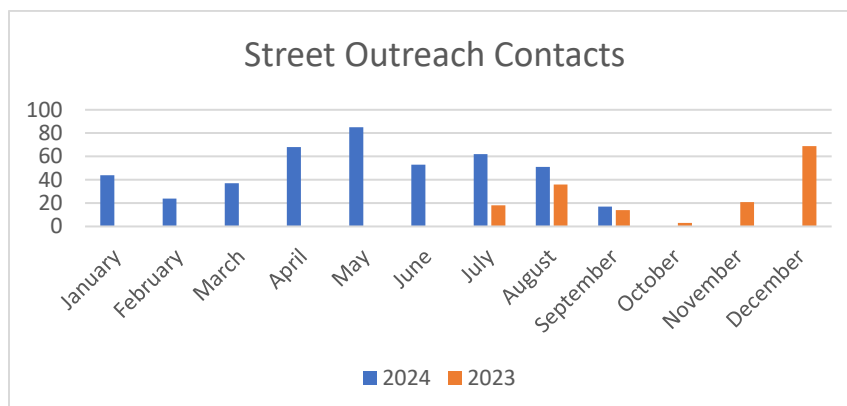
By attending and hosting these pop-up events at locations like schools, libraries, and recreational spaces, the outreach team creates opportunities for direct interaction, informing youth about HOME Youth Services' programs and building stronger connections within the community.

### Street Outreach Data & Activities:

In September, the street outreach program concluded its final month of service as the grant ended. We focused on collaborating with community partners to raise awareness of youth services, ensuring that when youth are identified by these partners, they are connected to support. Our partnership with Safety Compass continued, ensuring that the most vulnerable youth received timely assistance.

During the final month, the street outreach program served 17 youth under the age of 21, 15 of whom had experienced abuse, neglect, including sexual abuse and trafficking.

As the program ends, we are prioritizing collaboration with community outreach programs for direct referrals to our services. Recognizing the unique needs of this population, we will continue to address those needs through service referrals, basic need supports, and case management.



**Success Story:**

*Outreach Staff and Safety Compass advocates were working with a youth who they had contacted but had gone on the run and was gone for approximately 1.5 years. This youth was found and brought into the juvenile department by law enforcement. Staff were dispatched to the juvenile department where they were able to make a number of referrals for the youth into both individual and family counseling as well as medical services. The youth is now living with her mom and has recently found a new job and is back in school.*

*-Safety Compass/HYS Outreach Staff*

**Future Plans:**

HYS outreach staff will focus street outreach efforts on the downtown Salem areas, particularly around transit hubs. Our team will collaborate with law enforcement and community partners to identify youth who may be experiencing homelessness or housing instability.

**Taylor's House- Emergency Shelter:****Program Description:**

Taylor's House serves as a vital resource for youth aged 11-18 in need of emergency shelter and support, offering a safe and stable environment that promotes growth. With a capacity for 10 individuals, the shelter provides personalized attention, fostering a sense of community and belonging.

The co-ed accommodations and structured programs highlight a commitment to inclusivity and holistic development. By engaging youth with the wider community, Taylor's House not only meets their immediate shelter needs but also empowers them to thrive beyond their time at the facility.

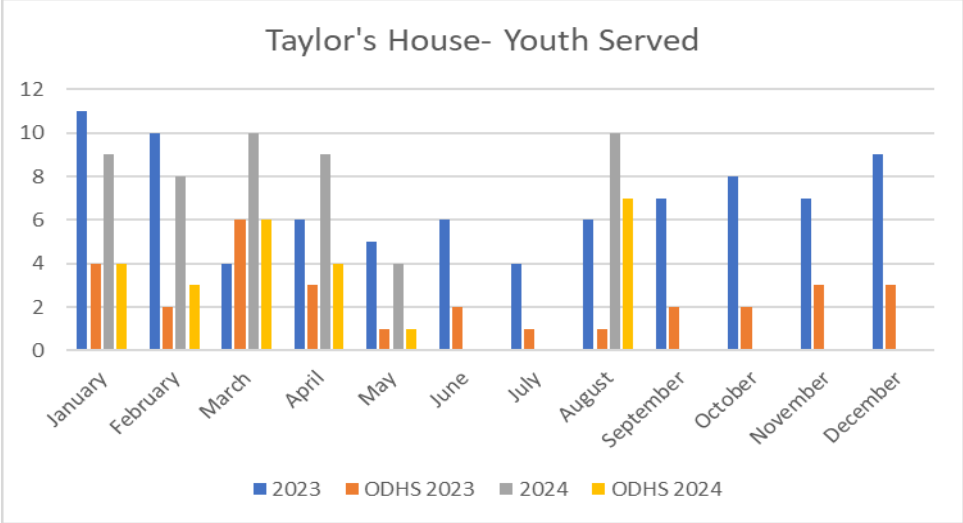
Dedicated spaces for meetings, recreational activities, and mental health services underscore the importance of addressing both practical and emotional needs. Access to nourishment, hygiene facilities, technology, transportation, and personalized coaching ensures all basic needs are met, laying the foundation for personal growth and future success.

**Taylor's House Data & Activities:**

Taylor's House reopened in August to provide emergency shelter for youth aged 11-18. In September, the shelter served 10 youth, including 6 from ODHS, providing 181 bed nights. The shelter supported a smooth transition back to school, with 8 youth attending local high schools in person, 2 connecting to GED programs, and 1 recent graduate receiving assistance with college applications.

Staff and youth enjoyed fall walks to the park and trips to Dutch Bros, taking advantage of outdoor activities before the rainy season. "Lava Monster" has become a favorite outdoor game among the youth.

Recent program updates have expanded the capacity to serve more youth for extended periods. In September, Taylor’s House secured long-term contracts to provide Independent Living programming for residents. This initiative allows for a stabilization plan and longer placements in the shelter as permanent housing is arranged.



**Future Plans:**

Taylor’s House services will be continuing to offer more flexible sheltering services. Taylor’s House will be providing transitional living program beds as a dual shelter site for the agency’s Youth Homelessness Development Program.

Nutrition First - Child Care Food Program  
 Carmen Romero - Program Director  
 September 2024

Nutrition First Child Care Food Program (CCFP) reimburses child care providers who are certified or registered with the Child Care Licensing Division (CCLD) or license-exempt providers listed with ODHS.

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 meals.

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 CCFP program is from October to September.

Month	Jan. 2024	Feb. 2024	March 2024	April 2024	May 2024	June 2024	July 2024	Aug. 2024	Sept. 2024
Start	531	518	511	507	503	505	503	503	503
Opened	7	9	6	7	11	5	8	13	15
Closed	21	16	10	11	9	7	8	13	13
Active #	518	511	507	503	505	503	503	503	505

- For September, we signed on 15 providers, two later decided to not participate after the sign-up (of those sign-ups 14 providers are registered with CCLD and one is license exempt with DHS) Nutrition First also closed 13 providers, leaving us at the end of September with 505 active homes. Of those closures, 4 of the homes were taken over by a new-provider and reflect in the new provider count above. 3 providers retired, 3 did not want to do attendance in KidKare, 1 provider took a job outside of daycare, and 4 providers did not give a reason for closing.
- During September, staff conducted 15 in-home sign-ups, 145 in-home monitoring reviews and 22 virtual scheduled monitoring reviews and saw approximately 1336 children in the reviews.

**Program updates:**

Nutrition First wrapped up FY 2024 on September 30<sup>th</sup>. It has been a rough year with the administrative review from our funder, implementing the final step in having providers fully doing all claim forms in KidKare and keeping staff position filled.



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## September 2024 Report for Weatherization Program

Below is the Auditor, Inspectors monthly report and I have attached the Intake/  
Energy education Office report.

Audits completed 23

Final inspections 13

Technicians completed 10 Air seals

Thanks

Hector Guzman  
WX Program Director

# WEATHERIZATION

Month: September 2024



## WAITLIST

Utility	Pre-Screening Form Request	Pre-screening forms Returned	Total on waitlist
PGE	22	16	221
PPL	3	2	54
NNG	12	6	135
BPA	1	1	21
Other	2	2	4
<b>Total</b>	<b>40</b>	<b>27</b>	<b>435</b>

Waitlist Total: 435



## INTAKE

Utility	Appointments Scheduled	No Shows	Pending	Not Qualified	Qualified—Job Number Assigned
PGE	11	5	0	0	6
PPL	1	1	0	0	0
NNG	21	7	3	3	8
BPA	1	0	0	0	1
Other	0	0	0	0	0

TOTAL NEW JOBS: 15  
Jobs Year to date: 95

**DONE!**

## COMPLETIONS



Total HH Completed: 13



Total # of people served: 45



Total # of minors: 13



Total # of seniors: 9



Total # of disabled persons: 5

Total # of Veterans: 0



Utility	Completed Jobs	Total Spent
PGE	7	89518.21
PPL	2	30445.38
NNG	4	56521.13
BPA	0	
Other	0	
<b>Total</b>	<b>13</b>	<b>176,484.72</b>

Site Built Homes	<u>6</u>
Mobile Homes	<u>7</u>

Owners	<u>12</u>
Renters	<u>1</u>

Salem	<u>2</u>
Dallas	<u>3</u>
Woodburn	<u>4</u>
Keizer	<u>3</u>
Donald	<u>1</u>

**Mid-Willamette Valley Community Action Agency, Inc.**  
**Board of Directors Program Committee**  
**Wednesday, October 2, 2024**  
**Meeting Minutes**

**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, Deputy Executive Director; Robert Hale, Chief Information Officer; Rogelio Cortes, Chief Program Officer – Weatherization and Energy Services; Sara Webb, ARCHES Program Director – Sheltering; Breezy Poynor, ARCHES Program Director – Housing, Traia Campbell, Program Director Energy; Aleah Jewell, Grants and Development Specialist and Sarah Herd, Executive Assistant

**The meeting of the Program Committee was called to order at 12:32pm. Program Committee Chair Erika Romine welcomed everyone and it was determined that a quorum was present.**

**1. Community Action Program Updates**

- a. Rogelio Cortes – Gave a brief overview of Weatherization Day. It will be held on October 30 at their current location from 4-7pm. This is a family event and will have trunk or treat. Last year we had about 200 people attend and this year we are hoping for 400. NW Natural is providing hotdogs for everyone. And 10 community partners will have tables at the event. There will be presentations showing the different stages of the weatherization process. Going to start posting flyers and banners to advertise the event soon.
- b. Ashley Hamilton – Reminded everyone that our annual fundraiser a Harvest Fest will be the same day from 5-9pm. She hopes everyone can attend both events.
- c. She then showed the OHCS shelter data collection requirements. And explained that all the information has to be created and input into HMIS within 72 hours of a client receiving service. It is beneficial to us as we can also access the information and track what services are being utilized. This information creates the Client Profile that we use as well. She wanted to highlight this as an example that shows how each grant has different requirements regarding reporting information. It was asked what the RAY program listed was. RAY is a youth pilot program, specifically targeting runaway youth. We are one of 6 or 7 agencies in the pilot. It is funded through the legislature so reporting all the information we receive helps justify continuing the project.

**2. Family Services Continuum – Shelter & Housing**

- a. Sara Webb and Breezy Poynor presented on the new family services continuum. They wanted to show how this serves a family from start to finish
- b. Between May 2023 – May 2024, 148 families self-reported as living in a place not meant for habitation. 67% reported of that group said that this was their first experience with homelessness. We define families as any household that includes a minor child in their legal care. Last fiscal year we served 660 families across 7 different programs.
- c. We agreed we needed a new approach to serving families which took into account DHS/CPS involvement, shared family sheltering, school and safe neighborhoods. Specifically looking at each individual in the unit, creating a holistic approach.

- d. We received \$5 million in day 1 funds which gave us an opportunity to understand the needs of homeless families, allowed us to create a space where we can get accurate numbers of families experiencing homelessness and then create a good pathway forward
  - i. These day 1 funds are specific to those that are living places not meant for human habitation.
- e. We quickly realized access was key, as there hasn't historically been one central location where families could go to receive services.
  - i. We are working with IT to create a website where families can self-report. Clients will be able to share what they want to share, and staff can reach out for further information.
    - 1. Sometimes it is about building a relationship which allows them to be comfortable with providing more information.
  - ii. We are also working on creating an online resource guide that families can access. This will include the process and eligibility requirements for each resource.
- f. Family Day Center – We are still brainstorming a final name for this.
  - i. We are creating a center where in addition to providing services it is also a location where they can get respite. There will be couches and tv, computer labs, meals, showers and laundry services are offered, along with trainings. Will have activities related to certain ages, but are not providing child care. Also creating a pathway for HeadStart enrollment. Want to create a space where they can feel like a family. They are currently located in the Broadway building and sharing the space with the Youth Drop-in center. Each center will have offset hours.
- g. Family Sheltering –
  - i. We are remodeling the 2933 Center Street building into the family shelter. This will provide long term low barrier shelter. Will be the first of its kind in the area. Once completed they will have 36 beds, and each room is different size. It will mirror the services of the family day center. It will be staffed 24/7.
    - 1. Research has proven that if families/individuals are stabilized in a transitional shelter they are more successful in permanent housing.
    - 2. Hope to have the renovation completed by the end of October or mid-November.
- h. Currently we are working on building partnerships and referrals –
  - i. Key among them is an internal agency referral process. This will allow staff in every program to be able to refer families to the family resource continuum. Specifically, we are focusing on head start and early head start.
  - ii. We are also partnering with Liberty House to provide mental health services for kids. The focus will be on generational trauma.
- i. Future plans for the continuum include -
  - i. Rapid rehousing via scattered site housing. We hope to provide services to families in the apartment/house they are currently in.
  - ii. Family transitional housing we are looking into buying a triplex. We will work with families in our eviction program and rapid rehousing program. This will help the families that seem to have insurmountable obstacles to overcome find a stable and safe living space.
  - iii. Further down the line we are also discussing permanent supportive housing.
- j. In summary –
  - i. The whole goal is keeping families together.
  - ii. We believe it is really more than 148 families reported. There tends to be more fluctuation in the numbers for unhoused families. This is due to various reasons, families might go stay with other family, they might get split up as the kids go to stay with other family but the parents stay in a shelter. And sometimes they aren't willing to share their situation due to fear of losing their kids.
  - iii. We wanted the full continuum covered so families can stay together can make it as individualized as possible for the family.



- iv. Research has also shown that families tend to move through continuums faster and more successfully.

### 3. Other program updates

- a. Traia Campbell from our Energy Services Program shared that we started program year 2025 yesterday and had 175 people come in. Some key differences from last year are that we did a bulk mail program. People were able to bring in completed applications and have them reviewed so they could correct any errors on the spot. Only offering applications the 1-15<sup>th</sup> of the month. And are also working with IT to create an online application – most likely to be complete by November 1.

### 4. Program Committee Structure

- i. Ashley explained how the program committee is outlined in the current bylaws. While members of the committee must be appointed by chair, you don't need to be a committee member to attend the meetings. We are inviting all board members and MWVCAA Leadership, to get more interest and involvement in the committee and the programs we offer.
- ii. She has outlined what programs will be presenting for the next few months. However, she wants to diversify the type of content we are sharing and conversations we have. She sees it less as a big program overview, but as a committee that reviews annual reports, incident reports, and audits. As an educational tool it can be used to cover new programs that we have created as well. For instance, CCR&R has a new internship and apprenticeship program.
- iii. We want the program committee to have more engagement with the full board.
  - 1. How do we do that?
    - a. Floated the idea of requiring board members to attend a certain number of program committee meetings a year.
    - b. Have a program committee member report back to the board what they learned for the month at the full board meeting.

**Meeting was adjourned at 1:34 pm.**

Respectfully Submitted:

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Sarah Herd, Executive Assistant

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Kevin Karvandi, Board Secretary

**Mid-Willamette Valley Community Action Agency, Inc.**  
**Board of Directors Executive & Finance Committee**  
**Meeting Minutes**  
**Thursday October 10, 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:**

**Staff:** Jimmy Jones, Executive Director; Ashley Hamilton, Deputy Executive Director; Kaolee Hoyle, Chief Financial Officer; Helana Haytas, Chief Operations Officer and Sarah Herd, 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. The Higher Education Coordinating Committee has awarded CARS with a \$500,000 grant. This grant runs from July 1, 2024 to June 30, 2026. Which means any qualifying expense from July 1 to present we can be reimbursed for. CARS has another \$540,000 pending. This is exciting news as our CARS program has never been over a million dollars before.
- b. Provided an overview of the Governor's homelessness response and housing production frameworks. There are 22 subgroups, he is on 8 of them and is helping to lead 2.
- c. Head Start has changed how we recruit and have really good enrollment numbers. Our CCP program is at 92% enrollment. This affects the enrollment number for our Early Head Start program as well because the Federal Government combine these 2 programs. We are working diligently to get it to the 97% enrollment we need.
- d. He also provided the members with the Governor's Sustainable shelter workgroup summary for Board review at a later time. Historically the housing model will follow the sheltering model.

**2. Health Related Social Needs –**

- a. Ashley Hamilton explained this is a new program opportunity for us starting November 1<sup>st</sup> and could be a sustainable long-term funding to the agency. HRSN will only be available for Oregon Health Plan recipients who fall into key subcategories. Is looking at a holistic approach to health, focusing on the climate, housing and nutrition with the goal of maintaining or improving one's health status.
- b. This is an exciting opportunity and big change for our agency. To help make sure we are able to hit the ground running on November 1 we received a capacity building grant from Pacific Source.
  - i. It will work 2 key ways in our agency.
    1. Through our staff engaging with current clients and partners. An authentic and organic extension of what we are already doing.
    2. By creating dedicated HRSN programming.
- c. Eligible services
  - i. Climate – benefits released March 2024.
    1. Focuses on devices to maintain health temperatures and clean air. This is a benefit we do not currently participate in but is a part of the long-range planning for the agency as it applies to Weatherization.
  - ii. Housing – benefits being released November 2024.

1. Will include housing transition (Navigation and Barrier Removal services).
  2. Medically necessary home modifications.
  3. Rent and/or utility assistance.
  4. Case management and support services.
- iii. Nutrition – estimated to release in January 2025 but that could change depending on how the Housing benefit release goes.
- d. Staffing needs
- i. HRSN Administrator
    1. Was onboarded this week
  - ii. HRSN Coordinators
    1. Will train our staff on the HRSN process from start to finish with a client.
  - iii. Community Engagement Coordinators
    1. Will help drive community members to our doors and make them aware of the services we provide. They can also liaise with other programs to help find clients who might need assistance in these areas.
  - iv. Grant Specialist
    1. Will work in finance and be responsible for billing and getting our expenses reimbursed.
- e. This program will go through a Unite Us Platform. They will be the referral source, request manager, will verify eligibility and approves the requests.
- i. Once a client is approved, we will receive an authorization form that we complete with the client’s needs which generates an invoice that Unite Us will reimburse us for.
- f. The revenue to the agency will be seen mostly through the services offered. As an example, we can bill Medicaid \$20 for every 15 minutes.
- i. These will be unrestricted funds and we are estimating the revenue to the agency at 6 months to be between \$150,000 and \$200,000 per employee with full-time billing capacity.
    1. This is only for the dedicated HRSN program, doesn’t include our normal engagements with our current clients that might qualify.
- g. We are on the forefront of this opportunity, we had to be really committed to the process, and will be able to hit the ground running on November 1.
- i. We will be phasing in this program over the next 12 months to ensure agency capacity and fidelity to the new billing model.
  - ii. The state has \$6 billion to spend by 2029 or the money will revert back to the Federal government and will lose the waiver they received for this program.
- 3. Financials**
- a. Kaolee Hoyle presented the financial statements ending August 2024.
    - i. We are looking at 17% of our budget spent so far. Of the other program revenue \$170,000 of that is reimbursement from the Energy Program. She has not touched base with Rogelio to see if that is on track of their current estimate.
    - ii. Of our revenue over/under expenditure \$33,000 is for CCR&R. Some of our grants have limits on what % of the grant we can use for admin costs, and we are not reimbursed if we go over that. We used to use class fees to cover that loss, however, we determined that was not an appropriate use of those funds.
      1. When Head Start and warming are fully running, the CCR&R programs has less admin costs as larger programs help cover those expenses.
- 4. Strategic Planning**
- a. Ashley Hamilton gave an update on our strategic planning process. Uncommon Bridges performed 4 focus groups this week.
    - i. Generally speaking, we received a lot of positive feedback. Our rural partners are happy that we are more present and expanding into the rural areas.
    - ii. Clients who had been with us long term noted that there have been a lot of changes over the last few years at the agency.
    - iii. Staff had a lot of passion for what we do and a lot of great ideas about what our priorities and focuses should be on.

- iv. We will get summaries from each focus group and will include that in the packet for the Board Summit.
    - b. Employee survey went out today as well. Will include the results/data from that as well.
  - 5. **October 2024 Full Board Meeting Draft Agenda**
    - a. Helen suggested we add an executive session to the October agenda.  
**MOTION:** To approve the October 2024 Full Board Meeting Agenda with an executive session added made by Lori Martz,  
**SECOND:** Helen Honey  
**APPROVAL:** Unanimously approved
  - 6. **The committee then moved into Executive Session at 6:45pm. Jimmy Jones and Sarah Herd remained.**
    - a. A discussion over a potential personnel matter was had.
    - b. Ashley Hamilton was brought in while a Board of Director's matter was discussed. She then left.
    - c. The Committee presented Jimmy with his performance evaluation, pay raise and bonus.  
**Left executive session at 7:24pm.**
  - 7. **Board Chair Jade Rutledge resigned as Board Chair, elevating Board Vice-Chair Catherine Trottman to Board Chair.**
    - a. Jade Rutledge intends to remain on the Board and the Executive Finance Committee.

**Meeting adjourned at 7:25pm.**

Respectfully Submitted:

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Sarah Herd, Executive Assistant

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Kevin Karvandi, Board Secretary