



**December 2024
Board of Directors
Special Meeting**

Tuesday December 17, 2024

VIRTUAL:

[Join the meeting now](#)

Meeting ID: 287 617 119 33 Passcode: Kz2X4rf9

COMMUNITY ACTION PROMISE

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

Helping People Changing Lives

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Board of Directors Agenda

Date: Tuesday December 17, 2024

Time: 4:00pm

Virtual:

[Join the meeting now](#)

Meeting ID: 287 617 119 33 **Passcode:** Kz2X4rf9



Mission

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

Vision

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

I.	Welcome and Introductions	4:00
II.	Public Comment	4:05
III.	Declaration of Conflict of Interest	4:10
IV.	Approval of Agenda	4:15
V.	Board Business	4:20
	1. Nutrition First – Oregon Family Day Care Home State Administrative Funds Grant – <i>Approval</i>	
	2. Nutrition First – USDA Program Continuation FY 25 revision 1 – <i>Approval</i>	
	3. ARCHES Inn – Sub-contractor – <i>Approval</i>	
	4. ARCHES Lodge – Sub-contractor – <i>Approval</i>	
VI.	Adjournment	4:50

Next Board Meeting: January 23, 2025

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

Special Board Meeting

December 2024

We will need to call a special board meeting this week to authorize a series of actions that are time sensitive. There are two sets of actions. The first action relates to two construction projects, one at the ARCHES Inn and the other at the ARCHES Lodge. The second action relates to a new budget for Nutrition First, caused by the addition of state funds to support the administrative capacity of the program.

Motel Renovations

Background: Both renovation projects are being managed by our architect **AC & Company**. We have completed earlier (smaller) phases of renovations at both sites in the past, but the next phase at both sites includes the largest spends to date. They are separate projects from the earlier work. When we have complex renovations, we typically let the architect manage the procurement process and other administrative pieces relating to billing, because they have the relevant experience in reviewing payment requests by the general contractor and in evaluating requested change orders (both of which insures quality review of spending requests and keeps potential cost escalation down). Once they greenlight payments, then we pay the general contractor. Since we are writing the checks at that point, however, we need Board approval given the size of the contracts. Normally, I would have let this wait til the January board meeting, but there are other considerations:

- 1.) Time constraints on spending the funds;
- 2.) Permits and Bonds by the General Contractor that will expire shortly if there are delays;
- 3.) Potential cost escalators in the spring if the new administration imposes tariffs, which could dramatically increase the cost of materials. We want to pre-purchase as many materials as we can now.

Project #1: ARCHES Inn, 1288 Hawthorne Ave NE, Salem

Contractor	Contract Amt.	Scope of Work	Funding Source	Fund Value	Fund Expiration
Medcalf Construction	\$1.4M	Sprinklers, elevator install, flooring, noise mitigation (HUD mandated windows)	Oregon Department of Administrative Services (Senator Patterson)	\$750K	June 2025
			Federal Department of Housing and Urban Development (Senator Wyden, Senator Merkley) via City of Salem	\$1.2M	June 2026
			Oregon Department of Administrative Services (Senator Patterson)	\$1M	August 2030

Notes: Potential future additional funds from Oregon legislature; if so future additions include commercial kitchen. Also note that the contract will leave substantial sums remaining for future smaller projects that we will manage ourselves (thus avoiding mark up from architect and general contractors). Examples include interior painting, new appliances, filling in the swimming pool, etc).

Staff Recommendation: Approve the budget in the named above amount.

Project #2: ARCHES Lodge, 1875 Fisher Road NE, Salem

Contractor	Contract Amt.	Scope of Work	Funding Source	Fund Value	Fund Expiration
Essex Construction (Eugene)	\$1.2M	Sprinklers, kitchen install	United States Department of Veterans Affairs	\$1.5M	Sept 2025

This project will complete the renovation at the ARCHES Lodge. Prior improvements include a new roof and new flooring. \$300K projected to remain for minor projects.

Staff Recommendation: Approve the budget in the named above amount.

Nutrition First Budget Update

Our Nutrition First program administers the United States Department of Agriculture Child and Adult Food Care Program (CACFP) in 11 Oregon Counties. That program is sub-granted from USDA to the Oregon Department of Education, and on through to us. We are a “sponsor,” which provides services to “providers,” where the providers are family based child care entities. We provide those family child care providers with federal funds to support their meal costs, and we monitor the “providers” to make sure their meals meet federal regulations. Essentially, we are an arm of the state in this program action, creating transparency and accountability for the use of these funds.

Nutrition First is one of the most closely monitored and regulated programs that we have at Community Action. Any budget changes, even five dollars, must be approved by both ODE and our Board of Directors. Historically, the state has had no support for the program; the federal grant had to support the entire operations. In the spring of 2024, the Oregon Legislature appropriated \$660,000 per biennium as part of SB 5701, which created a state administrative support for the sponsors across the state. ODE is now amending our budget to include the state funds. After discussions with ODE, we have crafted a new budget for the program. The Board will need to approve both the revised federal CACFP budget and the new state budget.

There are two funding levels for this grant. Level 1 is for new Sponsoring Organizations who are in the application period and first year of operations. Level 1 is eligible for up to \$120,000.00 for the first year of the agreement. Level 2 is for returning Sponsoring Organizations in subsequent years of operation as a FDCH Sponsor. Level 2 is eligible for up to \$50,000.00 per year.

Fifty percent of the funding will be issued upon the execution of the grant, with the additional fifty percent after January 1, 2025, pending receipt and review of the initial progress and expense report. Funds that are not expended by June 30, 2025, must be returned to ODE. Carryover is not allowed for state funds.

Nutrition First Budget Details

The Staff ask of the Board is outlined in the two attached budget documents. In brief, we are changing and adopting two budgets.

Project #3: USDA Federal (Revision #1, changes to FY25)
Adjusted carryover funds: We are allowed to carry over 10% of unspent money from FY24 to FY25.
Staff Wages: Included all staff wage increases in this budget for consolidation.

Moved Costs: Removed from the federal budget: four computers, six months' worth of KidKare software used for program administration, and all costs associated with training for providers and staff.

Budget to be approved: The federal grant is: \$623,203.26. That amount is inclusive of \$64,800 in administrative funding.

Staff Recommendation: Approve the budget in the named above amount.

Project #4: ODE, Oregon Family Day Care Home Administrative Fund

Initial budget for new funds to be approved: \$49,961.

Staff Recommendation: Approve the budget in the named above amount.

Jimmy Jones
15 December 2024
Salem, Oregon

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

GRANT NAME: Oregon Family Day Care Home State Administrative funds

PROGRAM: Nutrition First, MWVCAA FY 25

GRANT DUE DATE: January 1, 2025

FUNDING SOURCE: State of Oregon Funds, Oregon Department of Education

GRANT PERIOD: January 2025-June 2025

AMOUNT REQUESTED \$49,961.00

ADMINISTRATION AMOUNT: 0.0

FUNDING: The funding was passed by the Oregon Legislators as a part of Senate Bill 5701. The intention of the FDCH Administrative Assistance Funds is to strengthen the Oregon CACFP FDCH Program for sponsors and providers. Administrative Assistance funds may be used to increase participation among eligible providers and increase resources of sponsors to maintain staff and recruit eligible providers.

PURPOSE OF GRANT: Nutrition First will use this funding to supports all FY-25 provider and staff trainings, purchase of 4 desk computers, and payment of 5 months of KidKare software used to administer the CACFP program.

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

APPROVED BY BOARD OF DIRECTORS:

BOARD CHAIR

DATE

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

GRANT NAME: USDA (program continuation)

PROGRAM: Nutrition First, MWVCAA FY 25 revision 1

GRANT DUE DATE: August 16, 2024 / revision submitted 12/04/2024

FUNDING SOURCE: USDA, Oregon Department of Education

GRANT PERIOD: 10/1/24 through 9/30/25 (this change is from 12/1/24 to 09/30/25)

AMOUNT REQUESTED \$623,203.26

ADMINISTRATION AMOUNT: \$64,800

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

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

APPROVED BY BOARD OF DIRECTORS:

BOARD CHAIR

DATE