



# **MAY 2022 MEETING BOARD OF DIRECTORS**

**THURSDAY, MAY 26, 2022**

## **IN-PERSON LOCATION:**

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

## **VIRTUAL:**

MWVCAA Full Board Meeting, May 2022  
Thu, May 26, 2022 5:30 PM - 7:30 PM (PDT)

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

<https://meet.goto.com/254803317>

**You can also dial in using your phone.**

United States: [+1 \(872\) 240-3311](tel:+18722403311)

**Access Code:** 254-803-317

## **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**

**COMMUNITY ACTION AGENCY  
BOARD OF DIRECTORS  
AGENDA DRAFT  
THURSDAY, MAY 26, 2022**

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2475 Center St NE  
Salem OR 97301

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

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

<b>I. Welcome and Introductions</b>	<b>5:30</b>
<b>II. Public Comment</b>	<b>5:35</b>
<b>III. Approval of Agenda</b>	<b>5:40</b>
<b>IV. Consent Calendar</b>	<b>5:45</b>
1. April 2022 Full Board Meeting Minutes	
2. May 2022 Executive Director Report	
3. May 2022 Chief Operations Officer Report	
4. May 2022 Development Director Report	
5. May 2022 Program Director Reports	
6. May 2022 Committee Meeting Minutes	
<b>V. Board Business</b>	<b>5:55</b>
1. Executive Director's Report	
2. Annual Program Update: Home Youth Services – <i>Presentation</i>	
3. Strategic Planning Update – <i>Presentation</i>	
4. HHS Cost of Living and Quality Improvement Application - <i>Approval</i>	
5. Financials – <i>Approval</i>	
<b>VI. Adjournment</b>	<b>7:30</b>

**Next board meeting: Thursday, June 23, 2022**

**Mid-Willamette Valley Community Action Agency, Inc.**  
**Board of Directors Meeting**  
**Thursday, April 28, 2022**  
**MEETING MINUTES**

**ATTENDANCE:**

**Board of Directors:**

**Present:**

Catherine Trottman	Jasmine White	Nikol Ramirez
Erika Romine	Jeremy Gordon	RW Taylor
Helen Honey	Kevin Karvandi	Steve McCoid
Jade Rutledge	Michael Vasquez	

**Absent:** Chris Lopez                      Melissa Baurer                      Shelaswau Crier

**Others Present:**

**Program Directors/Staff/Guests:**

Jimmy Jones, Executive Director  
Helana Haytas, Chief Operations Officer  
Kaolee Hoyle, Chief Financial Officer  
Laurel Glenn, Development Director  
Ashley Hamilton, CRP/ARCHES Chief Program Officer  
Rogelio Cortes, Weatherization Program Director  
Sue Maxwell, Nutrition First Program Director  
Carmen Romero, Nutrition First Associate Program Director  
Eva Pignotti, Head Start/Early Head Start Program Director  
Alisa Tobin, HOME Youth Services Program Director  
Grace Porras, Interpreter  
Jade Wilson, Executive Assistant

**The meeting of the Board of Directors was called to order at 5:33 pm by Board Chair Jade Rutledge. It was determined that a quorum was present.**

- I.     Welcome**  
Board Chair Jade Rutledge welcomed everyone.
  
- II.    Public Comment**  
None were made.
  
- III.   Approval of Agenda**  
No changes were made.

**MOTION:** To approve agenda made by Helen Honey,  
**SECOND:** Kevin Karvandi.  
**APPROVED:** Unanimously approved

#### IV. Consent Calendar

**1. March 2022 Full Board Meeting Minutes**

No discussions or concerns were raised

**2. April 2022 Executive Director Report**

No discussions or concerns were raised

**3. April 2022 Chief Financial Officer Report**

No discussions or concerns were raised

**4. April 2022 Director of Development Report**

No discussions or concerns were raised

**5. April 2022 Program Director Reports**

No discussions or concerns were raised

**6. April 2022 Committee Meeting Minutes**

No discussions or concerns were raised

**MOTION:** To approve consent calendar made by Catherine Trotman,

**SECOND:** Helen Honey.

**APPROVED:** Unanimously approved

#### V. Board Business

**1. Executive Director's Report**

- i. 1205/1215 Wallace Rd Property Acquisition – We should close on the property on Monday, May 1<sup>st</sup>, 2022. The HUD fifteen day review has been completed successfully with no issues. This means that the \$700,000 grant from the City of Salem for renovation on the Wallace properties has been secured and we are officially cleared to close.
- ii. Poverty conditions have worsened across the country primarily due to inflation. We have seen an 8.5% increase in the inflation rate of the last month. The cost of food and fuel being the most affected.
- iii. New census data (2010-2020) has shown that poverty has fallen from 15.5% to 12.8% but the pandemic is expected to have affected that 12.8%. It's likely that a cost of living crisis is on the horizon which could impact our services.
- iv. **P3 Program:** We have been awarded a grant for thirty slots for the P3 (Prenatal to Three Years); six of those slots are \$27,000/ea per year and the remaining twenty-four slots are \$20,000/ea per year. That means we have been awarded \$624,000 in operation costs for the P3 program as well as an additional \$291,000 for start-up costs. That equals \$933,000 in state funding for the P3 program which is going to mostly be housed at the Wallace Rd properties in Salem with a few slots at the Hawthorne classroom also.
- v. The mortgage on the 2395 Center Street Head Start property has been paid off. The Middle Grove Head Start property remains under negotiations for re-financing between Columbia Bank and the Federal Head Start office.
- vi. **FEMA Fund Swap:** This process is nearly complete. We will invoice FEMA for \$1,475,315.03 in order pay a portion of that (\$991,557.07) back to OHCS. That would leave us with \$483,000 in unrestricted funds and that repayment back to OHCS in turn creates a new grant of \$966,262 that will be used for housing and sheltering.

- vii. **Program Committee:** We recently formed a Program Committee as a part of our board, which will be in charge of reviewing program policies and procedures and keeping up with Strategic Planning needs. The committee had their first meeting this month. Shannon Vandehey, CCR&R Program Director, shared information about her program.
- viii. **Personnel Changes:** Tricia Frizzell, long time Program Director of HOME Youth Services, left the agency to pursue a position with Salem Health. Her last day was April 21, 2022. Alisa Tobin, current Associate Director of HOME Youth Services, has been promoted to Program Director. She is excited to be continuing the work of the HOME Youth Services program and she noted that Tricia set her up well before her departure. Sue Maxwell, the current Nutrition First Program Director, has chosen to step down and become the Associate Program Director. The current Associate Program Director, Carmen Romero, will be promoted to Program Director, in the coming week.

2. **Community Action History, Part II** - Jimmy Jones, Executive Director, shared Part II of his history of Community Action Agencies. This presentation covered the political climate during the time of the formation of the Community Action Agencies. This is a series of presentations that Jimmy will be completing over the coming months per CSBG (Community Service Block Grant) requirements.
3. **Strategic Planning Update** - Helana Haytas, Chief Operations Officer, presented an update on the Strategic Planning process. The goal of the Strategic Planning process is to develop our agency's five-year plan. The WIPFLI Strategic Planning Workshops in December 2021, identified seven strategic directions. These priorities represent seven key focus areas that the agency will use to create new initiatives; Coordination with Community Partners, Infrastructure and Technology, Funding and Resource Development, Interpreting and Educating the Community on Poverty, Organizational Culture, Program and Services Development, and lastly, Marketing and Communications.

After the completion of the workshops, the participants were divided into groups that represent each of the seven strategic directions and given the task to create initiatives and assign those initiatives to staff. Helana shared several examples of the initiatives from each group. The goal for the WIPFLI advisors is to put all of these initiatives together into a software system that will make tracking these initiatives easier over the next three to five years. Currently, the teams are still finalizing their initiatives and will be sending them to the WIPFLI advisors very soon. There was a suggestion by board members that DEIJ specific initiatives be at the forefront of each strategic direction.

4. **Acceptance of City of Salem Grant (\$700,000)** – This is a City of Salem grant that will be used for the renovation of the Wallace Rd properties for the Preschool Promise and P3 programming. This grant could possibly increase throughout the project but the initial amount requires board approval.

**MOTION:** To accept the City of Salem Grant for \$700,000 to be used for the Wallace Rd renovations made by RW Taylor,

**SECOND:** Steve McCoid.

**APPROVED:** Unanimously approved

- 5. Linea Lab Architectural Services Contract for 1205/1215 Wallace Rd** – This contract is specifically for the Architectural Services that will be provided by Linea Lab Architecture for the 1205/1215 Wallace Rd properties.

**MOTION:** To approve the Linea Lab Architectural Services Contract for 1205/1215 Wallace Rd made by Helen Honey,

**SECOND:** Steve McCoid.

**APPROVED:** Unanimously approved

- 6. Buildskape Contract for 1205/1215 Wallace Rd Renovation** – This contract is specifically for the services that Buildskape (whom will also be the General Contractor for the renovations) will be providing during the design phase of the project. There will be a separate contract for the General Contracting that will be provided after the design phase has been completed.

**MOTION:** To approve the Buildskape Contract for 1205/1214 Wallace Rd Renovation made by RW Taylor,

**SECOND:** Kevin Karvandi.

**APPROVED:** Unanimously approved

- 7. Head Start Preschool Promise grant application and P3 (Prenatal to Three Years) grant application to Oregon Early Learning Division** – These actions are in regards to the applications for the Preschool Promise and P3 program slots we will be hosting at the new Wallace Rd properties and some at the pre-existing Hawthorne Head Start facility in Salem. We have been awarded the funding for thirty slots, which equals roughly \$933,000 including the startup and program costs.

**MOTION:** To approve the Head Start Preschool Promise grant application to the Oregon Early Learning Division made by Helen Honey,

**SECOND:** Steve McCoid.

**APPROVED:** Unanimously approved

**MOTION:** To approve the P3 (Prenatal to Three Years) grant application to the Oregon Early Learning Division made by Steve McCoid,

**SECOND:** Helen Honey.

**APPROVED:** Unanimously approved

- 8. Financials** – Kaolee Hoyle, CFO, presented the February 2022 budget to actual as of April 12, 2022. Weatherization had a \$103,000 reimbursement for their NW Natural Gas reimbursement plan. CARS received a grant recently that has been extended to September 2022. Overall, Kaolee stated the Finance Department is working diligently to improve the timing of their billings.

**MOTION:** To approve the Financials made by Steve McCoid,

**SECOND:** Catherine Trotman.

**APPROVED:** Unanimously approved

**VI. Adjournment**

**The Board of Directors meeting was adjourned at 7:18 pm.**

Respectfully Submitted:

*Jade Wilson*

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Jade Wilson, Executive Assistant

*Kevin Karvandi*

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Kevin Karvandi, Board Secretary

# EXECUTIVE DIRECTOR'S REPORT

## MID-WILLAMETTE VALLEY

### COMMUNITY ACTION AGENCY

May 2022

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May has been a slower month (everything feels slow after the past two years), but there is a lot of good work going on around the Agency, and in the community at large. There are some troubling signs on the horizon, however. The economy is very fragile, and inflation and supply chain issues are hurting the people that we serve. Just this week we saw national shortages of baby formula, as production and supply chain issues plagued an already brittle production and distribution system. The President invoked the Defense Production Act (a Cold War-era law from the 1950s that allows the US government to direct the economy in times of emergency) to address the formula shortage. We checked in with the Governor's office and across the state. The shortages seem to be more pronounced in rural areas, and for those without car transportation in more dense population centers like Multnomah County. This kind of supply chain disruption hits the poor the hardest. Working mothers are not able to breast feed for as many months as those in the middle class, and it harms people of color in particular. Black infants are less likely to be breastfed than Hispanic or White children, while more than 90 percent of Asian babies are breastfed (*Washington Post*). The out-of-stock shortages (which were hovering around 5% for formula in April of 2021), reached 43% in April of 2022. For those in poverty, without transportation to drive around town looking for formula, or those who have to work long shifts in service jobs, the functional barriers to finding baby formula are enormous.



Figure 1: A Baby Formula Shelf in South Salem, mid-May 2022



## Updates:

- At the Board level, the Membership and Program committees have both met twice in recent weeks. There is a lot of good conversation coming out of these sessions. I hope you can take the time to read the minutes from those committees, and also to talk to your colleagues on the Board about their experiences in those sessions.
- We received the long expected FEMA reimbursement for our COVID sheltering activity this week, more than \$1.4 million. We appreciate the partnership with the City of Salem and the State of Oregon in securing these funds, and I especially want to highlight the work of Chief Program Officer Ashley Hamilton, who worked many months to make this happen. We were one of the very few non-profits in Oregon that successfully navigated the FEMA process, and that was largely due to Mrs. Hamilton's efforts on this front.
- The Navigation Center project continues to develop on schedule. It is probable that renovations will begin this summer and be completed in time for winter shelter use. The Navigation Center will be located at 22nd Street and Mission, in the old DHS property, and we will operate that facility in partnership with the City of Salem and other partners. The City has agreed to let us hold the primary services grant directly from Oregon Housing and Community Services, so that will be an additional \$5 million in resources available to the Agency starting this summer.
- The City of Salem released its request for qualifications and information on their proposed Mobile Crisis Project this week. We're evaluating that project and considering an application, one which would expand the current ARCHES outreach team to include behavioral health and de-escalation response. I've been skeptical of this project for a long time, but given the growth of the homeless population and the changing need in the community, we're going to take a long, sober look at the concept. We're also looking for potential property to site a second runaway and homeless youth shelter, probably in Polk County. Sheltering is resource heavy and intensive, but the danger outside is acute.
- Kaolee will have more on this at the board meeting, but the Agency's tax returns were completed on-time and in good order ahead of the filing deadline.
- Building and space needs will continue to be pressing, given the cost of commercial rental space in Salem and the growth of multiple program areas at MWVCAA. As an outcome of the Strategic Planning process, we plan to start a Mental Health Services Program within our Early Learning Division this fall, pending Board approval. So we plan to look for more and better space in Salem to do our work.
- We received an additional \$1M in Out of the Cold (Wave 2) funds from OHCS, and an additional \$895K in homeless prevention resources. The \$895K will go to fund eviction prevention work (primarily), and the Out of the Cold will plus up our sheltering work, along with that of our key sheltering partners in Marion and Polk, especially those serving BIPOC and rural communities.

- We have fully closed (May 3<sup>rd</sup>) and taken possession on the new Head Start property for the P3 and (potential Preschool Promise) programs at 1205/1215 Wallace Road in West Salem. The staff are excited about the new resource and very eager to get to work on it. We really appreciate the Board's support in making this acquisition happen. We were able to do so in a way, too, that secured the renovation grant that we received from the City of Salem. Program staff is meeting now with the architect to begin the design phase for the project.
- Our Child Care Resource and Referral Program (CCR&R) has just completed a large grant application in partnership with the Willamette Valley Wine Foundation, which would bring new child care resources to rural areas of our service district. It's a bit of a long-shot, but even if we are not awarded we've made important partnerships and relationships with very influential private sector partners. We have been participating in the Foundation's Willamette Valley Latino Early Childhood Education & Care Steering Committee and I think it's the first collaboration of many to follow.
- Tanisha Bush, Governmental Relations Manager at Marion County, will be attending our Board meetings going forward as a liaison for the Marion County Board of Commissioners. Ms. Bush represents the County at the state legislature and with other governments across the region. I'm very excited about this development. This appointment will assist MWVCAA in keeping the Marion BOC apprised of our work, including new developments in our anti-poverty strategies.

### **National Poverty News:**

At the federal level, the U.S. House Passed HR 5129 (the Community Services Block Grant Modernization Act) on Friday, May 13<sup>th</sup>, by a margin of 246 in favor, and 169 against. The bill had good Republican support, and many who felt like they could not vote for the bill let our federal lobbyist know that the reasons (generally internal political matters) that they couldn't support the bill were not a reflection on our mission. Many of the same members were very active on behalf of CSBG appropriations. Generally we had strong bipartisan support for this measure, in a time where bipartisan support on anything is rare. The bill will now move to the Senate. CSBG is the backbone grant of Community Action nationally. It's what makes "us" "us," shaping our board structure and governance, our mission and vision, and the nature and structure of our work.

On the national poverty front, the direction of the economy remains deeply troubling for those of us fighting for people in poverty, much as it does here in Oregon. At the higher end of the housing continuum, for those who can afford homes, mortgage interest rates have climbed at the fastest pace in decades in the first few months of 2022. Generally, there's a clear correlation between housing costs and the stock/bond market. Conventional wisdom is that stock prices and bond yields are correlated, that if you sell bonds to buy stocks, the bond yields and stock prices move higher together over the short-term (the inverse is true over the long term). The market has tanked considerably in the last two weeks, wiping out many of the gains of the past year. When the Federal Reserve has tightened monetary policy because of inflationary forces in the past, both the bond and stock market have suffered. There were no constriction policies as of May 11<sup>th</sup>, but the very threat of them (based on April's inflation numbers) have led investors to fear more tight money policies, pushing stocks lower and bond yields higher, which generally pushes mortgage

rates lower. There was some slight relief in early May. But most people won't see much difference in the short-term, because mortgage rates were already at their highest since 2009.

Inflation continues to crush families securing basic needs. The two heaviest cost increases are with food and fuel. Gas prices are at an all-time high. National prices reached \$4.59 a gallon on Thursday morning, which is about \$1.50 higher than the year before. In Oregon average prices climbed to \$5.06 per gallon earlier this week, and it is not uncommon to see many stations selling gas for \$5.30-5.50 a gallon. Expected increases in summer traveling and still pressing supply chain issues could force perhaps an additional 37 percent increase by the summer, pushing national averages over \$6.00 a gallon (and possibly as high as \$7.50 a gallon here in Oregon), based on recent analysis by JPMorgan Chase. Salem has a bit shorter average commute time and distances than much of Oregon, but commutes into Salem from rural areas in the counties are sometimes 15-20 miles one way, which translates into about 175 miles driven per week to work. Gas prices will cut significantly into the discretionary income of low-income residents of rural communities commuting into town to work. The US Treasury Department noted this week that immediate relief from gas and food costs isn't on the horizon any time soon. There are still some positive economic signs of growth, but the odds of a significant recession in 2023 cannot be discounted.

### **Homelessness:**

The Marion and Polk PIT (Point in Time) count numbers are available. They show an increase over the past year. Last year, the total PIT count was about 1,350 individuals, and in 2019 it was about 1,095. This year it is up to 1,805. That would mean there has been around a 33% increase over 2021 and roughly a 20% increase in the unsheltered homeless over the prior year. These numbers are consistent across Oregon. The Portland Metro has seen a 25% increase over 2019; Central Oregon is up 17% over 2021. Lane County counted 2,880 in 2022, up from 2,317 in 2021. These are significant increases across the board, and it is probable that all of these counts (given COVID disruptions) are still more of an undercount than the usual undercounts caused by limitations in the Point in Time methodologies.

Many of us repeatedly warned the state (and anyone who would listen) that the single-minded focus on eviction prevention to the exclusion of targeted housing programs for people already homeless was likely a significant mistake. And we can see that in the rising homeless numbers across Oregon. But remember this count was conducted in January of 2022, a time when there were still considerable eviction prevention resources available, and more limitations on a landlord's ability to evict. Those protections are only just now spending out, and the eviction protections are only now beginning to expire. In a normal year in Oregon, pre-COVID, there were about 18,000 evictions, or 1,500 a month. We have not yet returned to those numbers (though the March numbers have crept above 1,100). That's a cold comfort, given the realities of the housing market today. A pre-pandemic eviction or loss of housing is not equal to one in 2022, with such limited opportunity to rehouse. There's also research out there that shows that the number of people self-evicting ahead of court proceedings at the moment is very high, about 5.5 times the number of actual evictions. If that's the case, the number of households losing their homes right now is closer to 6,000 a month in Oregon, which will fuel a considerable increase in our homeless population in 2022-2023.

## US Treasury Department Update on Emergency Rental Assistance Funds:

Statewide, the rental eviction prevention funds are dwindling, and there is little appetite in the legislature to do more. But there is money available. The federal government’s Emergency Rental Assistance fund came in two waves, which we call ERA1 and ERA2. According to US Treasury reports, through March, the State of Oregon spent about \$162M of their \$204M (through various programs, including ours), or about 79% of their ERA1. In addition to the federal grants to the state, local governments also received direct allocations of ERA1. The City of Portland spent about \$16.9M of their \$19.6M (86 percent), Lane County spent about \$8.9M of their \$11.5M (roughly 77 percent), Multnomah spent \$4.4M of their \$4.8M (92 percent), Washington County spent \$14.5M of their \$18M (81 percent), and Marion County has spent \$2.6M of their \$10.4M (about 25%).

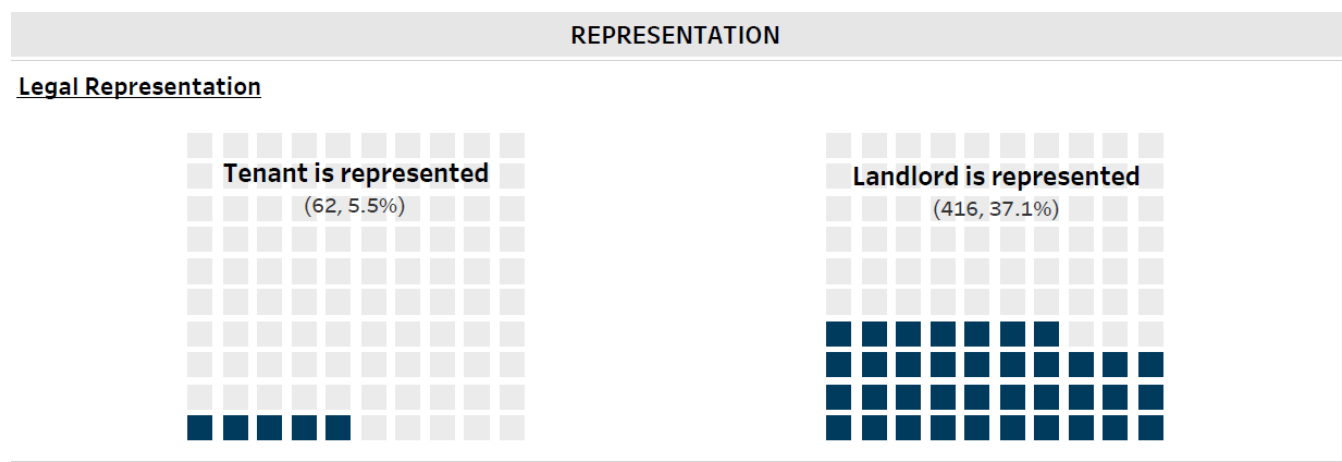
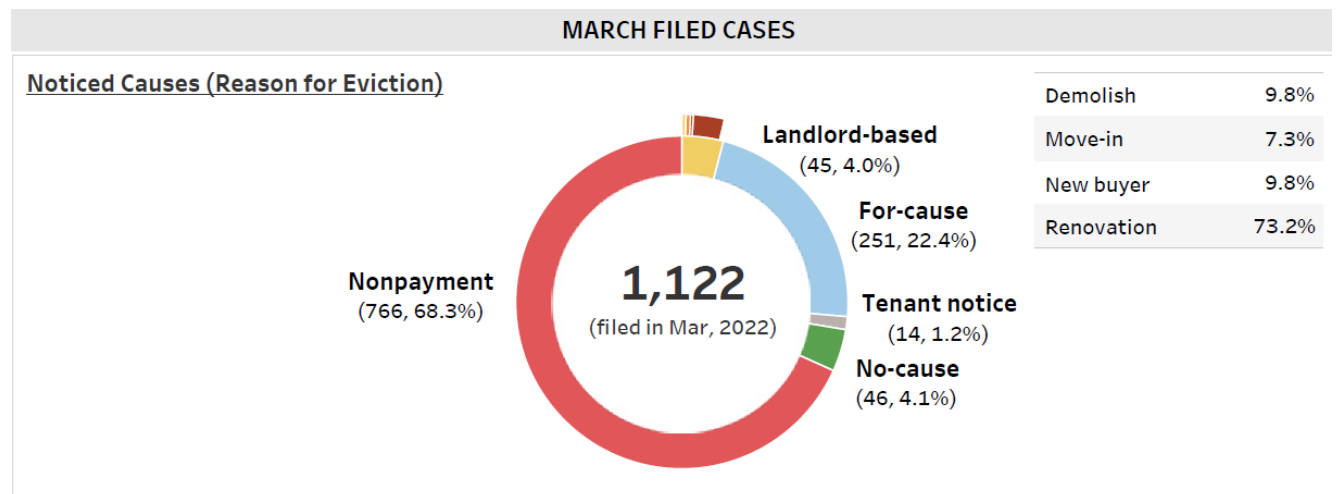
While most of those ERA1 funds are spent down, statewide, there is an additional \$244M statewide in ERA2, including \$82.6M that has been assigned to local governments. Much of that fund remains untouched across multiple counties. The City of Portland, Multnomah County, Clackamas County and Lane County are the only jurisdictions above 25% of that fund spent. It’s possible there are delays in reporting, too, and further complications with software systems. But there are resources out there that are not being utilized by people in need. I am very proud of our program and staff, which moved more than \$27 million to nearly 5,000 Marion/Polk households between the summer of 2020 and November of 2021. Those results have not been matched anywhere else in Oregon. And they certainly kept hundreds in their homes who otherwise would be on the street today.

U.S. Department of the Treasury Emergency Rental Assistance Program (ERA1) Interim Report Consolidated Appropriations Act, 2021 January 1, 2021 - March 31, 2022	January 1, 2021 - March 31, 2022		Total ERA 1 Allocation, Award, and Disbursement \$ Millions <sup>4</sup>
	States, Local Governments, and U.S. Territories <sup>1</sup> / 2022	Reported Spent	
<b>Grand Total</b>	<b>\$16,969.9</b>	<b>\$24,187.4</b>	<b>70%</b>
<b>Oregon</b>	<b>\$216.0</b>	<b>\$281.3</b>	<b>77%</b>
<b>State/DC</b>	<b>\$162.4</b>	<b>\$204.4</b>	<b>79%</b>
State of Oregon	\$162.4	\$204.4	79%
<b>Local Government</b>	<b>\$53.6</b>	<b>\$76.9</b>	<b>70%</b>
City of Portland	\$16.9	\$19.6	86%
Clackamas County	\$6.3	\$12.5	51%
Lane County	\$8.9	\$11.5	77%
Marion County	\$2.6	\$10.4	25%
Multnomah County	\$4.4	\$4.8	92%
Washington County	\$14.5	\$18.0	80%
<b>Grand Total</b>	<b>\$16,969.9</b>	<b>\$24,187.4</b>	<b>70%</b>

### Evictions Likely to Rise:

Evictions are likely to climb sharply this year, and it will fuel a considerable increase in our homeless population. The graphics below are courtesy of the Oregon Law Center’s Eviction

Defense Project, and show both the number and type of evictions, as well as the very limited legal representation tenants have in these proceedings (which for people in poverty frequently ends up either in negotiated exits or in poor people not knowing, understanding, or being able to exercise their rights under Oregon law).



This report for the Eviction Defense Project at Oregon Law Center is prepared under the direction of Lisa K. Bates at Portland State University's Center for Urban Studies. This report is up to date as of April 7, 2022. Some numbers may change as court records are updated.

Last week, I visited the Applewood retirement home on Lancaster to look at their operations. They have 71 rooms, and about 75 residents. It's a less typical model because they don't take Medicaid. It's self-pay, about \$1,700 a month but that includes all services plus three meals a day—a pretty good deal. Prior to this spring, they have not been full in a long time. Now they have a waiting list because so many people are leaving their apartments and retirement villages because they can no longer afford the rental increases. Many of the people expressing interest at Applewood have lived in California, but are moving to Oregon because the costs there are driving them to move closer to their families here (who themselves moved here because of wildfires, cost of housing, etc). The next California event that impacts our housing problem will be the droughts in the Southwest, which will create water refugees seeking a better quality of life here in heavy numbers within a few years. Across Oregon even now, retired people living on fixed incomes are being driven from their homes because even the Affordable Rental Housing prices are increasing at such a rate no one can

keep up. There will be, shortly, another Emergency Board session at the Oregon legislature to allocate \$11M just for these folks facing eviction because of Affordable Housing price increases.

### **Final Thoughts:**

We're exiting the pandemic in a very solid place, financially and programmatically. That's the product of the work of hundreds of folks across the agency, but I am in particular thankful for the leadership of Kaolee Hoyle (our Chief Financial Officer), Helana Haytas (our Chief Operations Officer), Ashley Hamilton (Chief Program Officer for Homeless and Housing Services), Eva Pignotti (Head Start Program Director), Rogelio Cortes (Weatherization Director), Traia Campbell (Energy Director), Breezy Poyner (ARCHES Program Director), Alisa Tobin (Home Youth Services Program Director), Sue Maxwell (Associate Program Director in Nutrition First), Carmen Romero (Program Director in Nutrition First), Shannon Vandehey (Child Care Resource and Referral Program Director), Laurel Glenn (Development Director), Shaun Phillips (IT Director), April Cox (Re-Entry Services Program Director), and Nancy Cain (Manager of Audit and Compliance). These are the folks who made all this good work happen, and they deserve an enormous amount of credit for the Agency's vibrancy after two years of crisis operations.

We are also entering a phase where there is a considerable probability of expanded social services investment. We are in good position to apply for what we can. Our mission (to serve those in poverty, to give hope to those who have little and to secure a better future for our children) has never been more vital. There's new work on the early learning, homeless, sheltering, youth, energy and weatherization and employment fronts in particular that we need to capitalize on. Our community suffered for a generation with undercapitalized human and social services projects. As a result, our community is racing to catch up to where we should have been 20 years ago. MWVCAA is not seeking to build an empire. Rather we are fighting, hard, to accomplish our mission and fill enormous service gaps that exist for a low-income community trying to navigate the complexities of 21<sup>st</sup> century poverty. We're doing this because children need early learning services, especially children of color, so that they have a chance to compete with other children when they go to school. And we're doing this to prevent suffering, indignity, and death among our unsheltered neighbors, while preserving geographic equity and core principles of racial justice.

Where we go from here remains uncertain, however. The final strategic plan should go out to the committees in June for review. It will highlight certain key areas, places where we focus on depth and quality improvement, and areas of needed expansion to serve those in poverty in the community. Those are the things we must do, to be sure. But there will be other opportunities that emerge over the next five years that we cannot foresee now. So in addition to these goals and objectives written into the strategic plan, we need to be commit ourselves to building the strongest, most viable, flexible and efficient agency that we can. The only thing in life that is absolutely certain is the inevitability of change. With proper effort and planning, we can be in a good position to capitalize on that inexorable truth.

Jimmy Jones  
Salem, Oregon  
20 May 2022

**Chief Operations Officer Report  
To The Community Action Agency Board  
Helana Haytas, COO      May 2022**

**Strategic Planning**

Agency strategic planning processes are entering the last phase of development with the assistance of WIPFLI. The Board Program Committee learned about the recent initiatives this month, as Board involvement is expected in the 5-year plan.

**Review of Job Application Self-Identification Data**

Job application numbers for 2020 and 2021 show slight changes in the make-up of job applicants seeking employment with Community Action.

	<u>2020</u>	<u>2021</u>
White	59%	55%
Unspecified race	5%	5%
Hispanic-Latino	22%	25%
Two or More races	4%	5%
Black	3%	4%
Asian	2%	2%
Native Hawaiian Pacific Islander	2%	2%
American Indian	2%	2%

**Safety and Health**

The Safety Committee has recently promoted awareness of safe driving in a Distracted Driving campaign. Reminders to staff about the dangers of distracted driving were distributed throughout the Agency, and in the new Agency Staff Newsletter.

During April Safety Committee members learned about a training program being used at HOME Youth Resources to teach staff about de-escalation and the importance of understanding one’s own psychological health to be prepared for a potential threat such as personal assault.

**COVID Update**

Although mask mandates in Oregon and nationwide are lifted, Community Action has continued to have sheltering staff masked in residential facilities and shelters, such as Tanner Project and ARCHES Day Center. Head Start is in full compliance with the current federal mandate that requires masks in classrooms for staff serving children. The agency has approximately 10 staff with exemptions to the vaccination policy, all in office positions with no client contact.

Quarantines for staff with positive test results were less than five in April, but increased to 13 thus far in May; currently there are seven staff in quarantine.



Mid-Willamette Valley  
**COMMUNITY ACTION**

## **May Board Report: Development Department**

Laurel Glenn, Director of Development

### **Grants**

#### **Recently Applied:**

- 1. Oregon Health Authority** – We applied for a grant to hire a number of Health Navigators for ARCHES.
- 2. Salem Foundation** – We applied for a grant for Tanner Project to help their staff attend a mental health course, to better support the veterans who live there.
- 3. Salem Health** – We applied for a Salem Health grant to install a Youth Health Navigator at the Drop In and Taylor’s House.

#### **Upcoming:**

- 4. Mid-Willamette Valley Homeless Alliance** – We’re applying for a grant from the CoC/HUD to support HOME Youth Services. We submitted a Letter of Intent to let them know we intend to apply; we’re now working on the full application.
- 5. Oregon Association of Education Service Districts** – We’re applying for a Summer Program Grant to support educational programming at HOME this summer.
- 6. Salem-Keizer Public Schools** – We’re applying for a Services Navigator Position routed through ARCHES that would work with families.



7. **City of Salem** – We’re potentially applying for funds that would install a mobile crisis unit at ARCHES.

## Fundraising

- **Kindful Donations**

- Donations through our donor software, Kindful, are currently at **\$1,641.46** for May.
- Our May email appeal brought in around **\$600** for the new ARCHES Inn Fill-A-Freezer Fund. People also donated around **\$125** in in-kind frozen meals to also help fill the freezer. We’re currently feeding residents at the Inn using fridges and freezers while we wait for our commercial kitchen to be installed.
- Several donors also donated in-kind towels, toiletries and comfort items to Redwood Crossings this month, to support the residents there.

## May Social Media Updates:

This month is officially Community Action Month! Community Action Agencies across the country are all celebrating their hard work and dedication to helping people exit poverty. We’ve been creating and posting graphics to celebrate CAA month:





### Three Ways to Get Involved in Fundraising this Month:

1. **Offer Ideas:** We're planning a CAA Fundraising event for this October! Have some great ideas for it? Want to weigh in on themes, colors, and decorations? Join our event planning committee. Email [laurel.glenn@mwvcaa.org](mailto:laurel.glenn@mwvcaa.org) to get connected.
2. **Share:** You can make your own fundraiser for Community Action on Facebook, share the work that we're doing, and ask your friends to donate:  
<https://www.facebook.com/MWVCommunityAction>
3. **Network:** Do you know of a local business that might be interested in donating in-kind goods? Are you part of a local club or group that might want to donate hygiene packs, socks, or even frozen meals? Send them our way! Have them call us at 971-304-6848, or email us at [development@mwvcaa.org](mailto:development@mwvcaa.org).



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

615 Commercial Street NE  
 Salem, Oregon 97301

**CRP Board Report - May 2022**

Beginning April 4, 2022 the ARCHES Day Center expanded its service hours and is now open six days a week. During these expanded hours all traditional services are available, including: mail, showers, laundry, meals, and client care services. The new Day Center hours are Monday - Saturday 9am - 4:30pm.

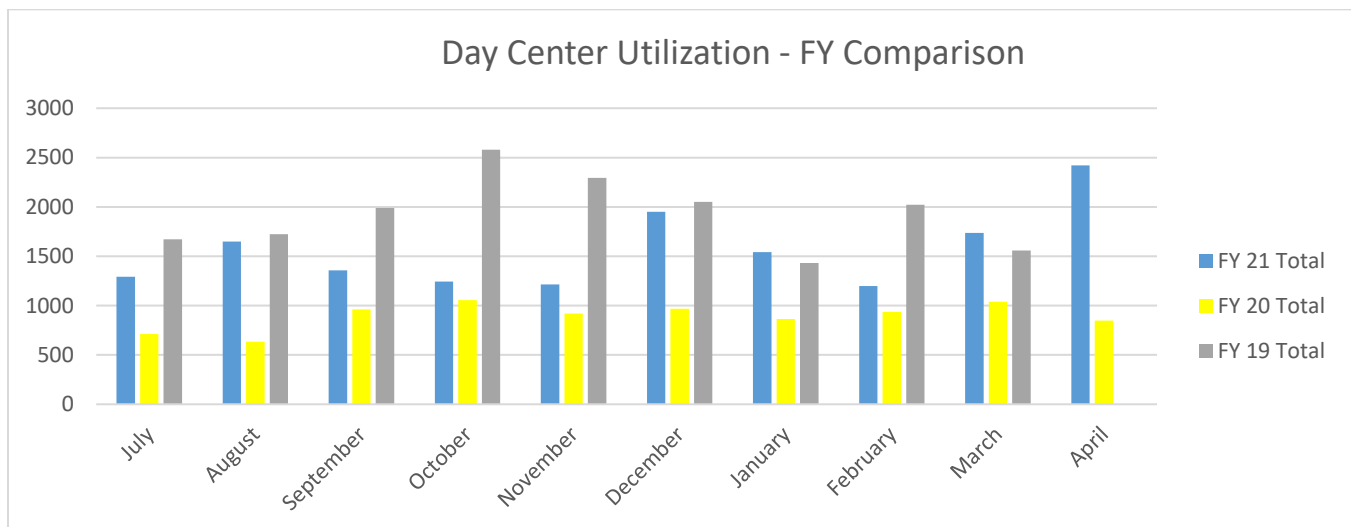
Since opening day, the total number of duplicated Day Center visits is 78,640 - with an average daily attendance rate of 84. Since the beginning of FY 2021, the Day Center has seen a steady increase in utilization over FY 2020. With April utilization being 149% higher than the previous year. This increase is likely attributed to the expanded Day Center hours.

**Expanded Day Center Hours  
Starting April 4th!!**

**Monday - Saturday  
9am to 4:30pm**

**Breakfast, Lunch, Showers, Laundry,  
Mail, Client Care and Internet access.**



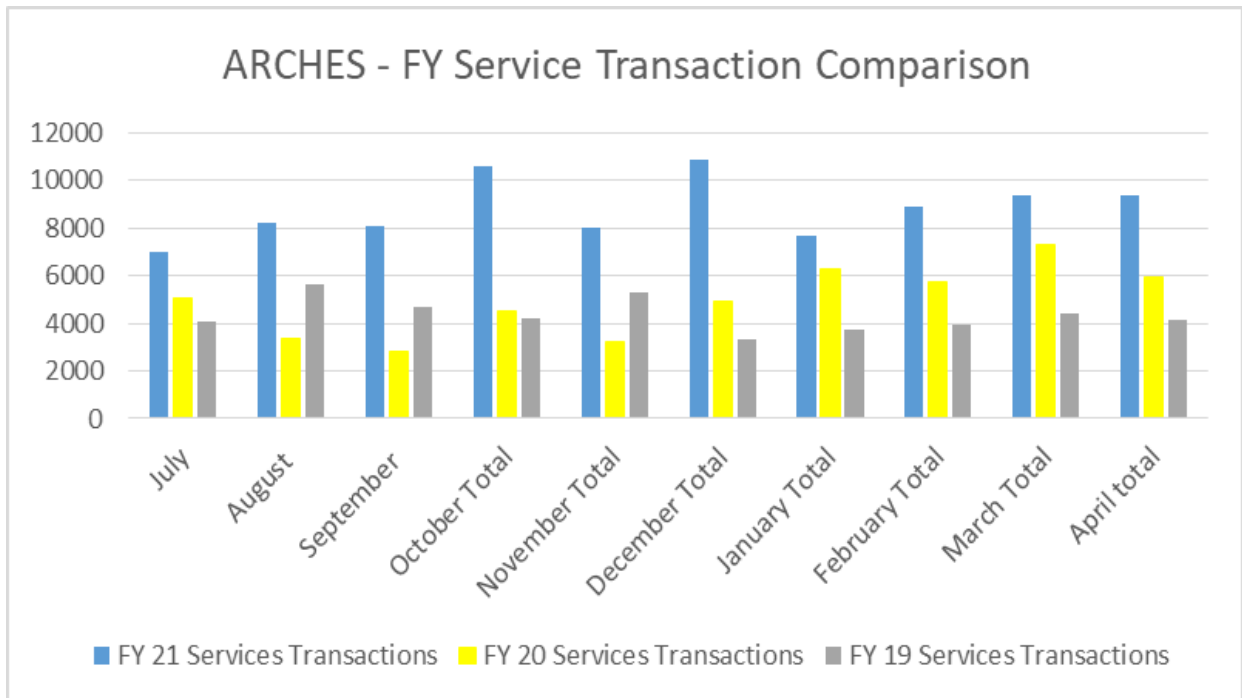


## Community Resource Program

### ARCHES Basic Needs & Supportive Services:

Basic Needs & Supportive Services									
Month	New client Mail Boxes	Checking Mail	Meals	Calls	Pet Food	Hygiene Packs	Showers	Laundry	Client Care
Q 1 Total	157	3076	17330	981	176	173	590	342	524
Q 2 Total	149	3862	21923	1264	373	285	611	393	621
Q3 Total	167	3199	18972	794	382	963	548	363	547
April Total	47	923	6489	380	175	782	212	136	257
FY 2021 Total	520	11060	64714	3419	1106	2203	1961	1234	1949
FY 2020 Total	496	11871	37078	9066	559	642	2293	863	1534
FY 2019 Total	735	11685	22326	16505	793	371	605	105	305
FY 2018 Total	750	9908	23145	17505	1863	403	N/A	N/A	N/A

Current utilization of Day Center Supportive Services continues to grow, especially in comparison to FY 2020 and FY 2019. During April 2022 ARCHES saw **9,401 supportive service transactions**. This is double pre-pandemic service levels from FY 2019. ARCHES Supportive Services has also surpassed FY 2020 numbers in all categories. The majority of Supportive Services provided in April were in the meal category, including **breakfast, lunch, and evening meals**. With a record number of 782 hygiene packets distributed. This is the highest monthly utilization rate to date.



## Community Resource Program

### **Program Showcase: Kaiser Permanente Project HOME (KP HOME)**

**Purpose:** KP HOME serves individuals in the Kaiser Permanente network who are homeless and are medically fragile with health inequities related to their social determinants of health. The Kaiser medical system utilizes a social determinants of health questionnaire for their patients. On that questionnaire, patients identify when they need help with rent, food, housing search or other. Once referred, our team contacts the individuals to determine eligibility and enroll into the program. The team's goal is to get these individuals connected with as many wrap-around resources as possible to help alleviate current barriers, at the same time, find either transitional, supportive or other permanent housing options. We anticipate that 75% of participants enrolled into Project HOME will maintain a lower vulnerability index score through collaborative supports around health and housing. This program is using a housing first model to give individuals the ability to gain stability so that they can be housed long term.

### **Collaborative Approach**

KP HOME is the first program in our community with frequent and intentional collaboration among the housing and medical systems. MWVCAA and Kaiser Permanente meet weekly to discuss best practices and determine modifications needed to ensure a successful program design. Unite Us/Connect Oregon will be used as the referral tool so that each medical clinic in our jurisdiction can refer directly into the program. Once referrals are received, MWVCAA staff will reach the patient to discuss Coordinated Entry and program eligibility/enrollment. Prior to utilizing Connect Oregon, KP sent secured data containing potential KP HOME clients and MWVCAA cross referenced the individuals with our Coordinated Entry system. Our Coordinated Entry, Coordinated Outreach and housing programs understand the critical importance of collaborating efforts to ensure a client receives an upcoming housing opportunity. Because of this ARCHES has built a new process which will allow CE staff to reach out and update assessments with potential clients, making them eligible for enrollment into the KP HOME Program. Our CRP programs also now have shared data regarding clients who have been sent eligibility information but have not responded to written requests. Because of this, our outreach and day center teams will be able to navigate the client to the housing program so that their housing opportunity is not missed.

*"We need to recognize the strength of MWVCAA and choosing the right partner embedded in the community. It's all about long-term relationships." – Tracey Dannen, Kaiser Permanente*

### **Expected results**

Our team of case managers and housing navigators are trained to offer intensive wrap-around services across the continuum of the client's care. We expect to serve at least 100 homeless vulnerable households. Throughout the program, we will reduce economic and health barriers to increase their long term housing stability. The goal will be to find a housing situation that will work for each client, considering all barriers and accommodations necessary through a housing-first approach. In addition to this, after the individuals are housed, we will be utilizing a retention model to check in with clients to see how they are doing, what they might need, and to help make sure that they stay housed. Our case managers are trained in SOAR and work closely with the client's medical team. Unique to this project, we have the ability to determine the tenant's rent portion, which will fluctuate depending on the income and other financial barriers of the household. Of the 100 households served in this project,

## Community Resource Program

85 will remain housed after six months and at least 75 will have reduced vulnerabilities and barriers. KP Project HOME is a pivotal program in addressing whole-person care.

### ARCHES Housing & Specialty Programs:

For the 2021 Fiscal Year, ARCHES continues to report monthly on households and individuals served by our housing stabilization programming. This data is represented in two categories. The first category, focusing on ARCHES housing programming (*Table 1*), outlines our residential facilities, rapid re-housing services, rental assistance, barrier removal, and deposits. The second category is specialty programming (*Table 2*), which is inclusive of services that provide basic need supports, as well as self-sufficiency development.

During the month of April, 85 households (397 persons) received housing support. Including 22 new housing placements, as well as 7 households exiting into self-sufficiency, meaning they are able to live independently of ARCHES assistance moving forward. There were also 157 households on active housing search, working closely with navigation staff for placement. Since tracking began in July 2019, 646 households have exited ARCHES programming into permanent housing solutions.

### April Data:

ARCHES Housing Programs <i>Table 1</i>										
Core Programs	New Households Served	Avg VI-SPDAT Score	Adults	Children	Households Searching	Total Households in Housing	Household PH Exists	Marion Households	Polk Households	Total Unique Served
Home TBA	3	9.4	26	32	38	9	1	11	11	58
ERA	1	10	2	2	0	0	0	1	1	4
HUD CoC	4	6.79	19	25	35	8	0	17	3	44
City of Salem - TBRA	4	7.7	51	60	47	9	0	42	4	111
EHA	1	4.7	1	1	0	0	0	0	1	2
DHS Fresh Start	4	8.5	19	10	9	4	0	13	0	29
DHS Navigators	1	8.5	8	8	5	1	3	6	0	16
HSP	1	10	11	17	2	1	1	8	1	28
Redwood Crossing										
ARCHES Inn	1	8.54	28	1	8	21	0	19	2	29
OHA-VRAP	0	9.5	39	3	4	26	0	28	1	42
Tanners Project	2	6.5	24	0	7	1	1	21	3	24
VET DRF	0	6.25	10	0	2	5	1	4	4	10
EHA	0	0	0	0	0	0	0	0	0	0
Clients Served	New Households Served	Avg VI-SPDAT Score	Adults	Children	Households Searching	Total Households in Housing	Household PH Exists	Marion Households	Polk Households	Total Unique Served
<i>April Served</i>	<b>22</b>	<b>7.4</b>	<b>238</b>	<b>159</b>	<b>157</b>	<b>85</b>	<b>7</b>	<b>170</b>	<b>31</b>	<b>397</b>

ARCHES specialty services engaged 615 households in this most recent period (April 2022). The two most common services are VSO assistance (veterans) and Coordinated Outreach programs. To date, 22,355 households (duplicated) have connected with ARCHES specialty services since July 2019.

## Community Resource Program

ARCHES Specialty Programs							
Table 2							
Specialty Programs	Households Served	Adults	Children	Veterans	Fleeing DV	BIPOC/LatinX Individuals	Total Unique Served
Marion County VSO	255	255	0	255	0	N/A	255
RENT	1	1	0	0	0	0	1
Birth Certificates	0	0	0	0	0	0	0
Coordinated Outreach	233	282	0	10	0	0	282
Mobile Showers	52	52	0	N/A	N/A	N/A	52
Fuerza Campesina	74	60	14	0	0	74	74
<b>April Served</b>	<b>615</b>	<b>650</b>	<b>14</b>	<b>265</b>	<b>0</b>	<b>74</b>	<b>664</b>
Coordinated Entry	110	130	73	7	1	N/A	203
<b>Coordinated Entry - April TOTAL</b>	<b>110</b>	<b>130</b>	<b>73</b>	<b>7</b>	<b>1</b>	<b>0</b>	<b>203</b>

### Special Announcement:

*You are cordially invited to attend a Homeless Memorial Event hosted by The ARCHES Project. We hope you will join us as we share stories from the streets, thoughtful speeches and a memorial dedication for the neighbors we have lost. The event will be held at Marion Square Park, on May 26<sup>th</sup> from 4-6pm.*



### Success Story: Outreach

On April 19<sup>th</sup>, ARCHES Outreach participated in a resource event at Grace Community Church on North Lancaster with Be Bold, Helping Hands, NWHS Medical Outreach, Easter Seals, ROCC, Cricket Wireless, and Ideal Option.

While at the event the Outreach team encountered a well-known chronically homeless veteran. He had open wounds on his face and said that he had been attacked during the night before. Easter Seals began talking with him after he identified as a veteran but didn't know if he qualified for any VA services. While Easter Seals was searching through VA records, NWHS attended to the facial wounds, and ARCHES was able to get the individual into Coordinated Entry. Members of the Outreach team also provided him with an ARCHES ID and a walk-in appointment at DMV to get a state ID. During this appointment, the DMV was able to issue a replacement state ID using the ARCHES ID as proof of identification. While at the DMV, Easter Seals was able to verify the veteran's service records and determine he was eligible for VA benefits and contacted Tanner Project to see if he could enroll. NWHS was able to transport the veteran directly to Tanner Project so that he could complete his intake and move in.

In addition to housing veteran that day, ARCHES:

- Conducted 29 outreach contacts

## Community Resource Program

- Provided 29 showers
- Enrolled 4 first time users into Coordinated Entry
- Completed 1 client update

### **Program Showcase: Wildfire Recovery and Resiliency Account (WRRRA)**

In 2021 the Oregon Legislature approved \$21,500,000 in emergency funds for the WRRRA program to assist Oregonians that were affected by the 2020 Labor Day wildfires. The program funds: shelter, clothing, and essential services for those impacted households. It also provides housing and housing support to those who were made houseless. In late fall 2021 MWVCAA was awarded \$3.12 million of this WRRRA allocation.

The overarching goal of WRRRA is to move participants into permanent housing that is affordable, acceptable, and safe, while acknowledging that some participants will have to stay in temporary (e.g., hotels) housing while permanent housing is built or obtained. WRRRA follows a “Housing First” philosophy, which increases equity by reducing barriers to program entry such as requirements around income, housing readiness, sobriety, and employment in favor of getting participants into housing as quickly as possible.

To date, 95 households have been served. Totaling 1181 individuals. 53 households are currently receiving financial supports from WRRRA. Enabling them to retain their current housing status, as well as preparing them for the transition into permanent housing.

<i>Wildfire Recovery and Resiliency Account</i>									
Month/Year	New Households Served	Adults	Children	Households Searching	Total Households in Housing	Household PH Exists	Marion Households	Total Unique Served	Notes
Sep-21	3	4	0	0	3	0	3	4	
Oct-21	3	5	0	0	3	0	3	5	
Nov-21	5	7	3	0	5	0	5	10	
Dec-21	8	12	5	0	8	1	8	17	
Jan-22	6	9	0	0	6	0	6	9	
Feb-22	30	39	12	20	10	1	30	51	Start of Rapid Re-Housing
Mar-22	25	38	9	8	17	0	25	47	
Apr-22	15	29	9	7	1	0	15	38	
<b>Total Served</b>	<b>95</b>	<b>143</b>	<b>38</b>	<b>35</b>	<b>53</b>	<b>2</b>	<b>95</b>	<b>181</b>	

### **Program Highlights:**

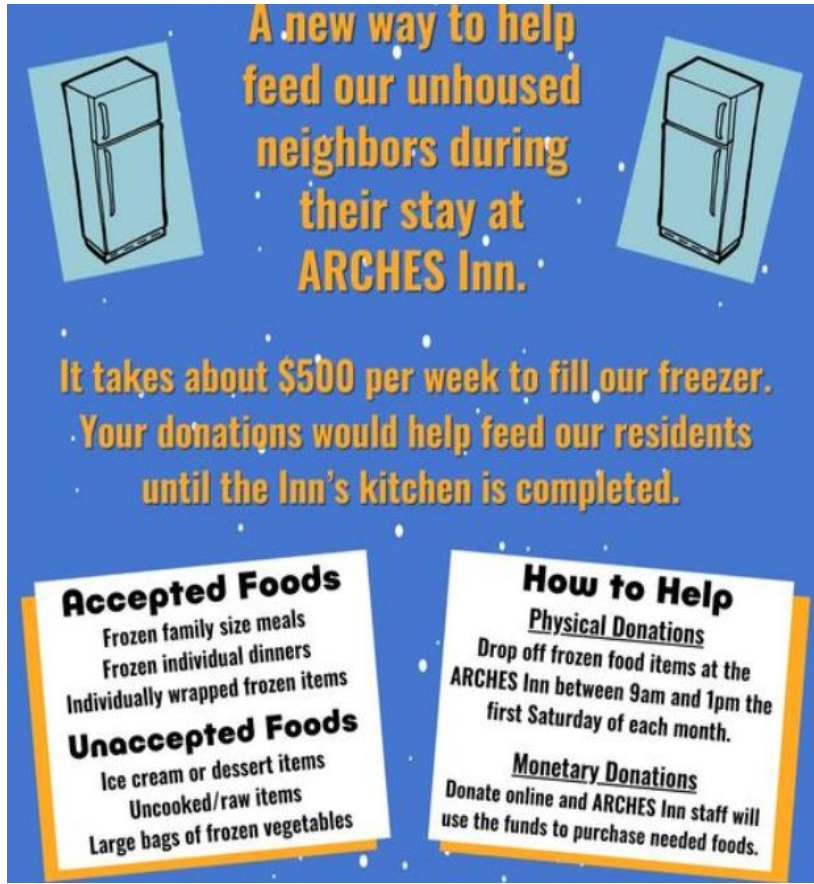
- For the second year in a row, SOCC (Santiam Outreach and Community Center) was awarded Non-Profit of the year by the North Santiam Chamber of Commerce. SOCC is a regional resource center for MWVCAA in partnership with Recovery Outreach and Community Center (ROCC). Where day center, mail, rental assistance, and basic need supports are provided to the Santiam Community.





## Community Resource Program

- ARCHES Inn is collecting frozen meal donations to help supplement daily meals for our residents. Donations can be received every Saturday, beginning May 7th, from 9am -1pm. ARCHES Inn is located at 1288 Hawthorne Ave NE, Salem.



**A new way to help feed our unhoused neighbors during their stay at ARCHES Inn.**

**It takes about \$500 per week to fill our freezer. Your donations would help feed our residents until the Inn's kitchen is completed.**

**Accepted Foods**  
Frozen family size meals  
Frozen individual dinners  
Individually wrapped frozen items

**Unaccepted Foods**  
Ice cream or dessert items  
Uncooked/raw items  
Large bags of frozen vegetables

**How to Help**  
Physical Donations  
Drop off frozen food items at the ARCHES Inn between 9am and 1pm the first Saturday of each month.

Monetary Donations  
Donate online and ARCHES Inn staff will use the funds to purchase needed foods.

**CCR&R PROGRAM REPORT**  
Shannon Vandehey-Program Director  
May 2022

## **Opportunities:**

### **Marion County**

- CCR&R Quarter 3 Report to ELD deliverable- Complete: Submitted to ELD.
- CCR&R Quarter 1 Training Plan to ELD deliverable-Completed: Submitted to ELD.

### **City of Salem Child Care Grant:**

- The first cohort for this Child Care Business grant funded by City of Salem and CCR&R unrestricted funds is coming to completion. Plans are for a graduation celebration for participants. This cohort test run has been a learning experience which will make it even better for next run, if the extension from City of Salem is approved.

Chemeketa is working on getting the next session approved for College Credit, which is very exciting and may make recruitment for the next one easier. Once the Small Business Development Center and Chemeketa summarize the data for this experience I will share here.

### **Marion/Polk/Yamhill:**

- Mike McNally from the Willamette Wine Foundation and Jaime Arradondo from CAPACAS submitted the Lego Foundation grant Mid May. This is an international grant. Project: Latino Early Childhood and Care Rural Willamette Valley. Leveraging existing resources to ensure families have access to best-in-class, culturally sensitive Early Childhood Education and Care. If awarded Community Action would be the fiscal agent.
- Jenna Sanders and Caitlin Calip from CCRR were invited to attend a Chemeketa ECE course taught by Erika Lanning to talk about CCR&R, and give more insight into the Oregon Registry Online. I will be going at the beginning of June along with Julie from Head Start to discuss job opportunities in the field of Early Childhood Education. Working directly with children, and/or supporting adults in ECE, as well as, at the higher level, looking at opportunities that involve policy, systems and Professional Development for adults.

### **Polk County:**

- CCR&R is co-locating in Dallas Academy building in the Polk County Family and Community Outreach Suite again every Wednesday from 9am-4pm. Current “in the works” projects with FCO:
  1. In Progress: The Bridges to the Future Early Childhood Conference is this Friday and Saturday. Virtually on Friday May 20<sup>th</sup> and in Person on Saturday 21<sup>st</sup> at WOU.

2. CCRR staff attended as a vendor booth at FamJam April 23<sup>rd</sup> at the Polk County Fairgrounds. This was put on by the Polk County Family and Community Outreach. They had a total of 408 Children attend, 315 Adults and more than 40 different service providers and activities.
3. Registered CCRR for a booth at the August Family Building Blocks 2022 Riverfront Family Fun Fest.

#### **Yamhill County:**

- CCRR Advisory: Working with the YCCO and their Yamhill Early Learning Council for time on their agenda (quarterly or semi-annually) to include time for CCR&R community advisory. In process: working with Jennifer Richter at the YCCO to revise the Charter to include CCR&R Advisory language.

#### **Challenges:**

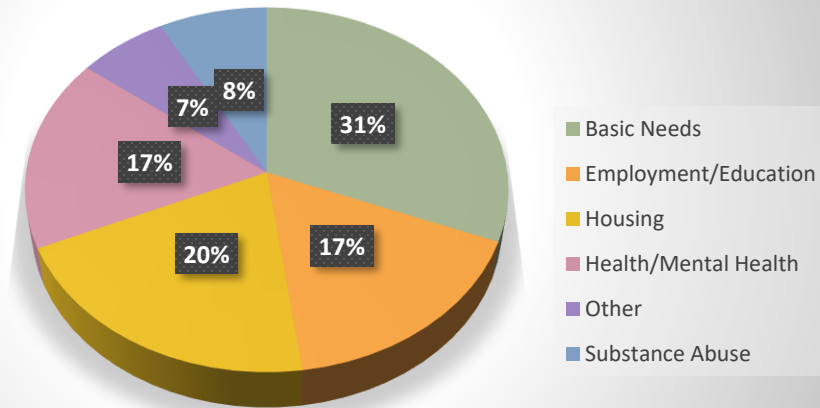
- **Completed:** We received notice by the ELD, that they are beginning the fiscal monitoring of our CCRR grant for the 19-20year. Documents will be due April 22<sup>nd</sup>. We have been working with the CFO and team to prepare for submission.
- CCR&R is preparing to bring all staff back to the office by July 1. There will still be the option to work virtual if needed, especially for those who work primarily in the field, but I feel like the team is ready. I think this will be very important as we really need to reestablish our team relationships and reduce internal silos.

# De Muniz Resource Center

April Cox, Director

May 2022

## How the De Muniz Resource Center Served Clients in April



## Opportunities/Challenges

- ❖ De Muniz Resource Center served 170 clients in April, with 372 services provided.
- ❖ This month 53% of clients served were in custody vs. 47% out of custody. We continue to receive more referrals from community partners for housing and employment services.
- ❖ During this reporting period, 18 clients (26 occurrences) took advantage and attended our cognitive based classes. The classes covered the following topics:
  - Healthy mind frames
  - Problem solving
  - Parenting skills
  - Emotional regulation
  - Maximizing strengths
  - Success planning
- ❖ DMRC assisted 17 clients with bus passes during this reporting period.
- ❖ Eighteen clients utilized our on-site clothing closet.
- ❖ Our partnership with Northwest Human Services yielded 52 clients completing their enrollment for Oregon Health Plan prior to release (from incarceration).
- ❖ We have been lucky enough to get a few more of our volunteers back to provide presentations and support groups for our clients. This month 28 clients participated in Narcotics Anonymous support meetings, employment workshops, and/or a gambling awareness presentation.
- ❖ The main challenges we have revolve around the pandemic and physical space limitations (lack of private space) within our center.

# De Muniz Resource Center

April Cox, Director

May 2022

## **Success Story**

Having struggled with homelessness and substance abuse, Jane moved to Oregon in hopes of a fresh start. Jane was able to secure a bed in a micro shelter and worked as a night manager for the shelter site. At this point, Jane came to the resource center for housing assistance. We assisted Jane in finding housing and she was able to secure an apartment. We assisted Jane with filling out applications and covered her security deposit and first month of rent. She then had the stability she needed to obtain a new job that pays her more and is one that she enjoys. Sharing her own challenges and successes, Jane was able to appear before the Legislature and explain to them the importance of micro shelters. Jane stated early on, “I need to leave my past life in order to have the life that I want.”

Submitted by Housing Navigator

Energy Services April PY 2022, Program Report  
 Traia Campbell, Energy Director  
Executive Summary of Activities (Numbers served/service units/outcomes)  
 Energy Services households served in April 2022

<b>April 2022, Marion &amp; Polk county completions by funding source</b>								
Funding	HH	People	>6	60+	Disabled	At or below 75% prov.	Ave HH pmt	
LIHEAP	567	1508	163	197	193	257	45% of HH's \$398	
LIHEAP ARPA	569	1509	163	199	193	256	45% of HH's \$396	
LIHWA_CAA	119	357	39	64	43	49	41% of HH's \$241	
OEA PGE	210	535	48	77	72	74	35% of HH's \$583	
OEA PP	19	51	5	6	8	6	32% of HH's \$619	
CEAP PGE	303	834	90	114	103	129	43% of HH's \$758	
CEAP PP	33	92	11	16	16	7	21% of HH's \$768	
OLGA	109	325	25	47	29	42	39% of HH's \$452	
GAP	36	107	12	10	11	14	39% of HH's \$136	
<b>Total</b>	<b>1965</b>	<b>5318</b>	<b>556</b>	<b>730</b>	<b>668</b>	<b>834</b>	<b>42% of HH's \$527</b>	

<b>March 2022, Marion &amp; Polk county completions by funding source</b>								
Funding	HH	People	>6	60+	Disabled	At or below 75% prov.	Ave HH pmt	
LIHEAP	741	2058	220	305	267	339	46% of HH's \$400	
LIHEAP ARPA	740	2057	220	304	267	339	46% of HH's \$408	
OEA PGE	283	768	72	114	104	107	38% of HH's \$653	
OEA PP	34	96	8	15	15	11	33% of HH's \$682	
CEAP PGE	236	670	58	357	96	102	43% of HH's \$819	
CEAP PP	24	64	35	7	5	14	59% of HH's \$772	
OLGA	160	463	43	90	62	72	45% of HH's \$431	
GAP	24	69	6	15	8	9	38% of HH's \$129	
<b>2</b>	<b>2242</b>	<b>6245</b>	<b>662</b>	<b>1207</b>	<b>824</b>	<b>993</b>	<b>44% of HH's \$694</b>	

Energy's allocation of Covid Energy Assistance Program (CEAP) funding was received the end of March 22. CEAP payments for PGE & PP started April 1. Both CEAP and OEA are similar, both allow express enrollment. Express enrollment enables eligibility specialists to assist households that includes a minimum of one member that received LIHEAP, OEA, SSI, or weatherization USDOE during the current or previous program year. Households that are currently enrolled in WIC, SNAP, TANF, Medicare are also automatically eligible for express enrollment. CEAP and OEA offer a minimum payment of \$500 and maximum of \$2500 payments are based the currently account total. CEAP's eligibility income qualification is 80% AMI and OEA's is based on 60% OMI. To receive CEAP the household must have been impacted by COVID which is not required for OEA. CEAP PGE and PP funds are quickly being allocated, I foresee CEAP PGE funding will be spent out in May.

Low-Income Household Water Assistance (LIHWA) pilot funds were received in March, Energy began helping income eligible households April 1. LIHWA permits express eligibility for applicants that received LP22 and their household composition and address has not changed from the LP22 application. To participate applicants water/wastewater vendors must sign and return a vendor agreement. LIHWA can only assist eligible households with participating vendors. Currently, Energy has 13 participating vendors and are recruiting others in Marion and Polk counties. LIHWA benefits are based on allowable charges on their vendors bill. Disallowable charges include but are not limited to; the account holder does not live at residence, fees (including but on limited to) franchise, streetlight, city operations, tampering, special handling/reprocessing, police and fire services, water meter installation, etc. LIHWA payments have a floor of \$100 and ceiling \$1000. Energy adds a \$100 stabilization payment to the current allowable account charges to determine the payment. This 2 year pilot includes LIHWA CAA and LIHWA ARPA funds eligible applicants are eligible for 1 payment from either CAA or ARPA and may be eligible for a crisis payment. The need for water assistance continues to increase, a

<b>April 2022, Polk county completions by funding source</b>								
Funding	HH	People	>6	60+	Disabled	At or below 75% prov.	Ave HH pmt	
LIHEAP	56	151	16	17	21	25	45% of HH's \$396	
LIHEAP ARPA	57	152	16	18	21	25	44% of HH's \$392	
LIHWA_CAA	21	65	8	11	9	11	52% of HH's \$370	
OEA PGE	5	18	0	5	4	2	40% of HH's \$507	
OEA PAC	10	32	4	2	3	5	50% of HH's \$720	
CEAP PGE	6	16	0	6	6	3	50% of HH's \$1,253	
CEAP PAC	18	53	6	7	9	3	17% of HH's \$707	
OLGA	7	33	3	4	2	2	29% of HH's \$446	
GAP	5	21	3	2	2	1	20% of HH's \$117	
<b>Total</b>	<b>185</b>	<b>541</b>	<b>56</b>	<b>72</b>	<b>77</b>	<b>77</b>	<b>42% of HH's \$599</b>	

<b>March 2022, Polk county completions by funding source</b>								
Funding	HH	People	>6	60+	Disabled	At or below 75% prov.	Ave HH pmt	
LIHEAP	77	213	14	31	23	33	43% of HH's \$409	
LIHEAP ARPA	77	213	14	31	23	33	43% of HH's \$408	
OEA PGE	7	19	0	1	2	4	58% of HH's \$730	
OEA PAC	16	53	5	5	4	6	38% of HH's \$833	
CEAP PGE	6	17	1	2	3	3	50% of HH's \$1,115	
CEAP PAC	10	29	3	4	3	5	50% of HH's \$821	
OLGA	19	55	4	11	5	9	48% of HH's \$427	
GAP	2	8	1	2	0	2	100% of HH's \$150	
<b>Total</b>	<b>214</b>	<b>607</b>	<b>42</b>	<b>87</b>	<b>63</b>	<b>95</b>	<b>44% of HH's \$678</b>	

**HEAD START PROGRAM REPORT TO BOARD OF DIRECTORS & POLICY COUNCIL  
Eva Pignotti, Program Director - May, 2022**

**Attendance**

**Head Start Preschool**

	9/21	10/21	11/21	12/21	1/22	2/22
Regular	80.27%	71.01%	67.41%	70.18%	63.31%	62.50%
Subsidized	64.15%	62.96%	66.19%	67.23%	59.39%	61.50%
	3/22	4/22	5/22	6/22	7/22	8/22
Regular	69.52%	66.64%				
Subsidized	73.52%	68.61%				

**Early Head Start**

	9/21	10/21	11/21	12/21	1/22	2/22
Regular	79.84%	67.10%	64.07%	70.20%	64.26%	64.19%
Subsidized	78.13%	71.05%	63.83%	52.48%	80.62%	59.14%
	3/22	4/22	5/22	6/22	7/22	8/22
Regular	64.98%	64.92%				
Subsidized	71.63%	62.50%				

**Early Head Start Child Care Partnerships**

	9/21	10/21	11/21	12/21	1/22	2/22
Regular	74.83%	69.89%	62.95%	65.78%	63.71%	64.21%
	3/22	4/22	5/22	6/22	7/22	8/22
Regular	74.16%	75.82%				

**Community Action Head Start Attendance Analysis  
Absences for April 2022**

The Head Start Preschool Program attendance rate was 66.74% overall, below the required 85%. The top absence reasons during the month of April were sick children, which accounted for 54.1% of the absences, and bus transportation cancelled, which accounted for 11.13% of the absences

The Early Head Start Program attendance rate was 64.30% overall, below the required 85%. The top absence reason during the month of April was sick children, which accounted for 61.99% of the absences.

The EHS Child Care Partnerships attendance rate was 75.82% overall, below the required 85%. The top reasons for absences during the month of April were sick child, which accounted for 51.04% of the absences, and family day/vacation, which accounted for 26.11% of the absences.

**Enrollment Reporting:** Programs must be full within 30 days of the start of the school year and continue to fill vacant slots within 30 days of the vacancy until 30 days before the end of the year. Numbers reported include slots vacant for less than 30 days.

**Head Start Preschool – Full Enrollment = 697 (summer = 136)**

	9/21	10/21	11/21	12/21	1/22	2/22	3/22	4/22	5/22	6/22	7/22	8/22
Regular (677)	244	308	342	366	380	382	393	413				
Subsidized (20)	14	14	17	16	17	15	16	16				

**Early Head Start – Full Enrollment = 108**

	9/21	10/21	11/21	12/21	1/22	2/22	3/22	4/22	5/22	6/22	7/22	8/22
Regular (100)	59	66	63	61	67	70	74	73				
Subsidized (8)	8	8	8	8	7	8	8	8				

**Early Head Start Child Care Partnerships – Full Enrollment = 80**

	9/21	10/21	11/21	12/21	1/22	2/22	3/22	4/22	5/22	6/22	7/22	8/22
Regular (80)	75	76	74	74	73	74	79	79				

**Waiting Lists**

**Head Start Preschool**

	9/21	10/21	11/21	12/21	1/22	2/22	3/22	4/22	5/22	6/22	7/22	8/22
Regular	55	72	89	57	60	76	94	92				
Subsidized	2	2	1	1	2	4	4	4				

**Early Head Start**

	9/21	10/21	11/21	12/21	1/22	2/22	3/22	4/22	5/22	6/22	7/22	8/22
Regular	5	7	13	16	16	25	28	28				
Subsidized	0	0	0	0	1	1	2	2				

**Early Head Start Child Care Partnerships**

	9/21	10/21	11/21	12/21	1/22	2/22	3/22	4/22	5/22	6/22	7/22	8/22
Regular	3	10	13	12	13	16	16	16				



## USDA Meal Reimbursements

USDA Meal Reimbursements	April 2022	
	Number of Meals Served	Amount Reimbursed
Breakfast	4,095	\$ 8,067.15
Lunch	4,132	\$ 15,123.12
Snack	633	\$ 633.00
Cash In Lieu		\$ 1,074.32
<b>Total Reimbursement</b>	8,860	\$ 24,897.59

### Report from Program Director:

The Office of Head Start will be onsite the week of June 13-17 to conduct a Focus Area 2 monitoring review. We are abuzz with preparation and excited to show our federal funders a competent and successful program.

The programs have been operating at less than capacity this year because of COVID and low application numbers. We are starting to see that slowly turn around, and this month we will be opening the Wilbur Early Head Start site to serve 16 infants and toddlers. This is a location the program has owned and used for offices, but which has now been renovated to serve as a classroom.

**GOVERNING BODY APPROVAL FORM - MAY 2022**  
**HHS COST OF LIVING (COLA) AND QUALITY IMPROVEMENT APPLICATION**

The Office of Head Start is awarding the program COLA and Quality Improvement funding to provide all Head Start employees and EHS CCP contractors with a 2.28% COLA, and to make other program improvements. Funding may be used for expenses other than pay increases to include the cost of fringe benefits and offsetting higher operating costs.

For Head Start, the COLA award does not fully cover the cost of the pay increases for all employees, because the program is jointly funded by HHS and Oregon Department of Education. Funding is in the amount of \$117,276, and the cost for the COLA is \$167,674. The excess cost for implementing the COLA will be absorbed by the program operating budget, using both state and federal funds.

For Early Head Start, the COLA award is more than needed to increase staff and provider pay, so additional costs will be utilized to bear the cost of the impending increase in minimum wage, as well as fringe benefit costs including health insurance.

The Quality awards for both Head Start and Early Head Start will allow the program to implement a targeted pay increase for Bus Drivers. This is in response to a recent salary study for like positions in our area, and a strategy we hope will attract more applicants to fill numerous vacant Bus Driver positions.

Funding:

Head Start COLA	\$117,276
Early Head Start COLA	\$81,272
Head Start Quality Improvement	\$12,542
Early Head Start Quality Improvement	\$14,959
Total Award	\$226,039

Budget:

Staff COLA – Head Start	\$117,276
Staff COLA – Early Head Start	\$42,850
Early Head Start CCP Contractor COLA	\$17,552
Fringe – Payroll Taxes - EHS	\$4,285
Fringe – 401K - EHS	\$1,714
Minimum Wage Increases - EHS	\$7,415
Health Insurance – EHS	\$7,456
Targeted Pay Increase for Bus Drivers	\$27,491
Total Budget	\$226,039

# Board Report April 2022



## Outreach:

- The Drop In saw a 29% increase in total visits from March to April 2022. Although our new intakes remained about the same, youth accessed services more during April.
- Working alongside other community partners, the Outreach team was able to assist two youth into stable housing programs.
  - One youth, Dylan, is an 18-year old experiencing physical and neurological disabilities. Youth Navigators hit multiple barriers while working with his team in order for him to access housing, but eventually were able to work with Arches, where the youth is currently a resident at the Inn. Dylan is excited to have access to stable housing so he can focus on meeting other needs. The Outreach team is still working with him as part of his team, empowering him to use his voice and advocate for himself.
  - Milan, a 17-year old youth has consistently learned to advocate for herself. When she first began to experience housing and family instability, she started working to meet her basic needs. She finished high school early and began college to work toward a degree, all while continuing to provide for herself. In April, Milan was accepted into the YRAP (Youth Rental Assistance Program) program through Salem Housing Authority. Milan is the first youth to access YRAP services with the encouragement of our Outreach team. Our Youth Navigators persistently called the YRAP team to help break down barriers as they came up for Milan. Milan and the Outreach team are regularly meeting with YRAP to find the right apartment for her that fits within the parameters of the YRAP program.
- Although we have seen continued staffing shortages throughout April, the Outreach team has been consistent in completing street outreach.

Zone	Hours	Youth	Contacts
Zone 1 (Salem downtown)	12	20	4
Zone 2 (Keizer, North Salem)	6	7	0
Zone 3 (Woodburn)	3	0	0
Zone 4 (South Salem)	8	23	0
Zone 5 (Dallas & Monmouth)	6	0	0
Zone 6 (Silverton & Mt. Angel)	0	0	0
Zone 7 (Santiam Canyon)	0	0	0

- The Outreach team has developed a plan to be more consistent in reaching the targeted number of hours and contacts in the coming months, including working with community partners when two staff members from HOME are unable to go out together.



## Board Report

April 2022

### Emergency Shelter:

- In April, 2022, 8 youth (including a parenting youth with their baby) stayed in shelter for a total of 166 nights.
  - Of those, 4 youth were in ODHS custody and spent a total of 75 nights in shelter.
- Staff successfully managed one critical incident in April. The incident included a youth running from shelter and not returning. After the incident, staff debriefed the event. Debrief includes the involved staff explaining the incident to staff who may not have been involved or on site at the time. As a team, we evaluate the following:
  - What went well?
  - How could we have responded differently?
  - How may the youth have perceived the event and staff's response to the event?
  - Did staff feel supported by management? If not, what could management have done differently throughout the situation
  - What can we do differently next time to avoid a similar crisis or increase team support in a similar crisis?
- 5 youth accessed mental health or substance use disorder services.
- 1 youth reengaged in education.
- 7 youth accessed counseling services in the community.
- 8 youth engaged in case management services, including 1 youth accessing aftercare services.

### Youth Empowerment Program:

- All 10 youth who began the current cycle have continued participating at some level throughout April. Although not all have completed every workshop, all 10 youth have attended at least 1 workshop.
- Youth are continuing to show up for their internships, both on site and off site. Youth are engaging in navigation with the youth navigators and being consistent, especially since more services are being offered on site at the Drop In.
- Raymond has experienced many roadblocks throughout this cycle. He was initially placed in one of our external internships where we hoped he would thrive. At the start of this cycle, he was an unaccompanied minor living at a temporary shelter. A few weeks into this cycle he left that shelter and has since been sleeping on the streets again. Raymond is an exceptional young man and was doing great before returned to living on the streets. Due to his change in living situation, we decided to remove him from the external internship and place him into the internal internship program at the Drop-In. This way, we could accommodate his schedule and availability easier. Even though he is currently living on the street, he remains consistent in coming in for work, and is an excellent communicator. He calls and lets staff know if he cannot make it to work on any given day, as opposed to texting, which speaks volumes to his character.

## Board Report April 2022



Mid-Willamette Valley

**COMMUNITY ACTION**

**HOME Youth Services**

His best friend recently died by suicide which would give some further reason for him to quit. Although Raymond is hurt and disappointed with the things going on in his life, he blames no one, keeps advocating for himself, and hopes/dreams for a better future.

### **Community Connections & Supports:**

- Youth had the opportunity to attend the OMSI teen night. Taylor's House attended as a House activity, and the Outreach team brought a van of youth as well, utilizing our new 15-passenger van purchased in February. At the OMSI Teen Night, staff had the opportunity to connect with individuals from both OMSI and Best Buy to begin the conversation about potential partnership with both organizations to construct a creative space for youth to learn technical skills.
- Outreach staff have been in communication with the Santiam Teen Center to partner with them for outreach activities. As the partnership is forming, there is possibility for staff to be stationed at Santiam Teen Center one day a week to meet new youth and connect them with services needed.
- Tricia Frizzell, our previous Program Director, began a new adventure in the community in late April, 2022. Alisa Tobin, the previous Associate Program Director, stepped into the Program Director role and is currently in the process of connecting with current, former, and potential community partners to discuss how partnerships can increase and how we can further support the youth in the community.
- The RFP for YHDP funding has been released, so the HOME team will be working with the Development team to write and submit a proposal in late May, 2022. The YHDP funding would increase funding for housing and homeless services specific to Youth and Young adults, with the potential to increase services even more into rural Marion and Polk counties.

**Nutrition First**  
**Carmen Romero, Program Director**  
**May 16, 2022**

- ✓ For the month of April, we signed on four new providers (all were OCC registered/certified) and closed 13, leaving us with 481 active homes.
- ✓ We provided 106 in-home monitoring visits during the month of April.
- ✓ Approximately 848 children were seen at home visits.
- ✓ Staff drove a total of 2490 miles.

**Comments, Concerns, Celebrations**

- April was the first month going back to in-home visits; providers have been very welcoming with helping us get back to regular in-home reviews.
- COVID is still a concern with staff and providers alike, monitors are staying on top of safe distancing while in the providers home and using hand sanitizer before and after each home visit.
- April was my first board meeting, even though it felt a little intimidating with how much I was unaware of what is covered at these meetings, I was glad to get to hear and learn what happens behind the scenes with the different programs.

## PROJECT COMPLETIONS

	HOMES	PEOPLE	FURNACE REPLACED	FURNACE REPAIRED	IMPROVED VENTILATION	OTHER Health & Safety
April '22	11	30	8	1	11	11
YTD	30	84	19	2	30	29

During April, 11 homes completed all weatherization work and passed the final inspection. Based on Weatherization measures installed, Energy-saving items, and Education received, each household has the potential to **save \$91.18 a month on their energy bills.**

Below is what one of these clients commented in their final survey.

6. Any other comment or suggestions you would like to add regarding the Weatherization Program?

*All of the people who helped were extremely compassionate and wanted to help. I am so blessed!*

## INTAKE/OUTREACH/GENERAL

<i>INTAKES – Qualification Process</i>							
	Intakes Scheduled	No Shows (Marked Inactive)	Pending (Missing Docs)	Incomplete Apps (NOA Expired, Marked Inactive)	Over Income (Marked Inactive)	Not Qualified Misc. Reasons, Marked Inactive)	Qualified Job # Assigned (Marked inactive)
TOTAL	38	4	0	0	3	0	31

April was a busy month for our intake office, they qualified 31 applicants for the weatherization services. We continue to keep an eye out for outreach opportunities in both Marion and Polk Counties. Our program is currently registered to attend the following events.

- July 29<sup>th</sup> – Yakima Valley Farm Workers Clinic - Lancaster Health Fair – Salem
- Aug 6<sup>th</sup> – Family Building Blocks – Riverfront Family Fest – Salem
- Aug 11<sup>th</sup> - Yakima Valley Farm Workers Clinic - Salud Health Fair – Woodburn
- Oct 8<sup>th</sup> – Salem Binational Health Fair – Salem

## STAFF TRAINING

Two of our staff successfully completed important milestones in their Auditor careers.  
Andy Ortiz – Quality Control Inspector Certification  
Juan Duarte – Building Performance Institute Certification

## UPCOMING TRAINING CONFERENCES

- OECA Quarterly Directors meeting, May 24 -26
- 2022 National Energy & Utility Affordability Coalition Conference, June 27- 30
- Energy OutWest 2022 Conference, August 1-5

**Mid-Willamette Valley Community Action Agency, Inc.**  
**Board of Directors Membership Committee**  
**Meeting Minutes**  
**Thursday, May 5, 2022**

**ATTENDANCE**

**Committee Members Present:** Jeremy Gordon, Board Member and Chair of Membership Committee; Jade Rutledge, Board Chair; Helen Honey, Board Member; and Steve McCoid, Board Member

**Absent:** Melissa Baurer, Board Member; and Michael Vasquez, Board Member

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

**The meeting of the Membership Committee started at 5:00pm. It was determined that a quorum was present.**

1. **Executive Director's Updates** – Jimmy Jones, Executive Director, welcomed members of this committee to the meeting and expressed the importance of the work of this committee. He gave updates on the current status of the board and its members. The board currently sits at fourteen members. We have the capacity for up to eighteen members. There was some further discussion regarding potential board members.
  
2. **Review of Board Membership Requirements** – Per CSBG (Community Service Block Grant) requirements, our board must follow a tri-partite format: One-third of the members must be elected officials or their designees, one-third of the members must represent people in poverty (either directly or indirectly), and the remaining one-third of the members can be other representatives from stakeholder groups in the community. At this time, our board is in need of one elected official to maintain that format. There was discussion regarding the current recruitment process and what can be done to improve it. There was discussion regarding an interview process for potential board members. It was decided that at the next Membership Committee meeting, committee members will review the current application, create application questions, develop a process for interviewing potential board members and how they would then provide recommendations to the rest of the board.

**Meeting adjourned at 6:37pm.**

Respectfully Submitted:

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Jade Wilson, 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, May 12, 2022**

**ATTENDANCE**

**Committee Members Present:** Jade Rutledge, Board Chair; Shelaswau Crier, Board Vice-Chair; Kevin Karvandi, Secretary; Steve McCoid, Board Member; and Helen Honey, Board Member

**Absent:** None

**Staff:** Jimmy Jones, Executive Director; Kaolee Hoyle, Chief Financial Officer; and Jade Wilson, Executive Assistant

**The meeting of the Executive & Finance Committee started at 5:32pm. It was determined that a quorum was present.**

**1. Executive Director's Program Updates**

- a. Middle Grove Letter of Valid Finding**– Earlier in May, there was an incident involving a teacher with the Head Start program. The teacher used an inappropriate disciplinary technique with a child demonstrating difficult behaviors. This incident was resolved quickly and the Agency took disciplinary action. There has been an increase in behavioral issues with children since the COVID-19 pandemic began, which has made classrooms more difficult even for seasoned teachers. The Agency self-reported the incident and received a Letter of Valid Finding from the state.
  - b. Board Chair, Jade Rutledge, formed an Ad-Hoc Membership Committee as well as a Program Committee.** The goal of the Membership Committee is to aid in recruiting members for the board and establishing a process for the recruitment. The primary focus of the Program Committee is review and evaluate program activities and needs. Both committees have had their first meetings and have made significant progress.
  - c. OHCS – Oregon Housing and Community Services** has outsourced their Finance and Auditing operations to conduct reviews of the Community Action Agencies, and other state funded contractors. Traditionally this process is in-house, but the State has lost an enormous number of workers, and have been unable to fill the positions quickly.
  - d. PIT Count –** The Marion and Polk county PIT count numbers have come back and they are showing an increase over the past year. Last year, the total gathered at the PIT count was about 1,350 individuals, and in 2019 it was about 1,095. This year it is up to 1,805. That would mean there has been around a 33% increase over 2021 and roughly a 20% increases in the unsheltered homeless over 2021. There was further discussion amongst the committee what the possible root cause of these increases.
  - e. Navigation Center –** Jimmy spoke on the model for the new Navigation Center ARCHES has been involved with. The goal of the center will be to run on a cohort model. Smaller groups of individuals will work through resources and then be given either a section 8 or low income housing voucher or a direct referral to an apartment. This will aid in getting folks better access to resources, get them stabilized and then into permanent housing.
- 2. Financials -** Kaolee Hoyle, CFO, presented the July through March 2022 budget to actual financials. The original budget had listed Energy's budget at around \$5 million. The grant that Energy received in January 2022 increased their overall budget to \$10.3 million. Weatherization

also had an increase in budget due to grant funding which is up to \$2.9 million. The CARS grant that they have been struggling to spend will be extended to September. Another note from Kaolee is that the 401K audit is coming up so the finance department is busy trying to prepare for that.

- 3. May 2022 Full Board Meeting Draft** – No changes were made.

**MOTION:** To approve the Full Board Meeting agenda draft made by Kevin Karvandi,

**SECOND:** Steve McCoid.

**APPROVED:** Unanimously approved.

- 4. Credit Card Expenditure Review** – These were not reviewed at the meeting. To be reviewed separate from the meeting by board member Helen Honey.

**Meeting adjourned at 7:03pm.**

Respectfully Submitted:

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Jade Wilson, Executive Assistant

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Kevin Karvandi, Board Secretary

**Mid-Willamette Valley Community Action Agency, Inc.**  
**Board of Directors Program Committee Meeting**  
**Tuesday, May 17, 2022**

**ATTENDANCE**

**Committee Members Present:** Erika Romine, Board Member and Program Committee Chair;; Chris Lopez, Board Member; Melissa Baurer, Board Member; and Steve McCoid, Board Member

**Absent:** Catherine Trottman, Board Member

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

**The meeting of the Executive & Finance Committee started at 12:16pm. It was determined that a quorum was present.**

1. **Executive Director's Program Updates**
  - a. **Finances** – Overall, Jimmy explained that the financials are going well. We have paid all bills on time and are sitting at around \$2 million in the bank currently.
  - b. **OHCS Grants** – We received an additional \$2 million from OHCS recently much of which will be dispersed amongst our community partners.
2. **Program Monitoring Reports** – These were provided to the committee members prior to the meeting for their review. The reports that were provided to them were: Energy (Oregon Housing and Community Services), CCR&R (City of Salem), and CARS (Willamette Workforce Partnership). No one had any questions or further discussion regarding the reports.
3. **Home Youth Services/Policies and Procedures** – Alisa Tobin, the new HOME Youth Services Program Director, gave a brief overview of the HYS program. The focus of her presentation was primarily what types of youth we are assisting and what types of situations are we generally finding these youth in when they are referred to our services. Much discussion followed regarding the immense need for these services.
4. **HYS Incident Report Review** – There were two reports provided to the committee members regarding recent incidents between clients and staff. Generally, these reports are completed by staff immediately following an incident with a youth that has run away from the facility, had a dispute with other clients or staff, or has failed to comply with the rules of Taylor's house or the Drop-In.
5. **Chief Operating Officer: Strategic Planning Update** – There were no updates to share at this time.

**Meeting adjourned at 1:30pm.**

Respectfully Submitted:

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Jade Wilson, Executive Assistant

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Kevin Karvandi, Board Secretary

**Mid-Willamette Valley Community Action Agency, Inc.**  
**Board of Directors Membership Committee**  
**Meeting Minutes**  
**Thursday, May 19, 2022**

**ATTENDANCE**

**Committee Members Present:** Jeremy Gordon, Board Member and Chair of Committee; Jade Rutledge, Board Chair; Helen Honey, Board Member; and Steve McCoid, Board Member

**Absent:** Melissa Baurer, Board Member; and Michael Vasquez, Board Member.

**Staff:** Jimmy Jones, Executive Director; Helana Haytas, Chief Operations Officer; and Jade Wilson, Executive Assistant.

**The meeting of the Membership Committee started at 1:06pm. It was determined that a quorum was present.**

**1. Executive Director's Program Updates:**

- a. Tanisha Bush, the Government Relations Manager for the Marion County Commissioners, will be attend the full board meetings on a regular basis to represent Marion County.

**2. Application Packet/Process Review** – The Committee reviewed the current application packet for potential board members and made edits as necessary. There were minor edits that they chose to make to the current application including an emphasis on a DEI statement within the application. Helana Haytas, COO, provided several very helpful suggestions as she oversees our hiring practices and Human Resources department and has knowledge in those areas. There was much discussion about updating the current process for recruiting board members. Specifically, the committee would like to form a formal interview process prior to making recommendations to the whole board of potential new members.

**3. Board Member Interview Questions** – The committee reviewed the sample questions that Jimmy had provided. The committee discussed the pros and cons of those interview questions. The committee developed a few sample questions. These will be compiled by Jade Wilson, Executive Assistant, prior to the next meeting on June 16, 2022. Jimmy plans to put together an updated New Board Member Packet and proposed minor By-Law adjustments ahead of the next meeting.

**Meeting adjourned at 2:48pm.**

Respectfully Submitted:

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Jade Wilson, Executive Assistant

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Kevin Karvandi, Board Secretary