



**MAY 2022 MEETING**

**BOARD OF DIRECTORS**

**THURSDAY, MAY 26, 2022**

**Addendum A**

**Contents:**

- 1.) Chief Financial Officer Report*
- 2.) March 2022 Financials*
- 3.) Governing Body Approval Form – 2022 COLA Quality Award*

**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**

**Chief Financial Officer Report  
To The Community Action Agency Board  
Kaolee Hoyle, Chief Financial Officer  
May 2022**

401k Audit

The 401k audit is in process. The deadline is August 1<sup>st</sup>. We do not anticipate needing an extension this year.

990

The Agency's tax return was completed and filed on May 16<sup>th</sup>, 2022.

Payroll Filings

All payroll deposits have been made timely.

# MWVCAA

## Actual to Budget, 7/1/2021 - 3/31/2022

	7/1/2021 - 3/31/2022		FY22 - Budgeted	Expected Spent %	Actual Earned/Spent %	Difference
Grant and awards	\$ 49,580,845		\$ 61,006,374	75%	81%	6%
Other program revenue	235,001	{a}	60,000	75%	392%	317%
Contributions	114,383		150,000	75%	76%	1%
<b>Total Revenue</b>	<b>49,930,229</b>		<b>61,216,374</b>	<b>75%</b>	<b>82%</b>	<b>7%</b>
<b>Expenses</b>						
Community resource programs	23,638,212		30,515,980	75%	77%	2%
Reentry services	259,186		399,690	75%	65%	-10% {b}
Child care resource and referral network	1,126,525		1,541,591	75%	73%	-2%
Energy assistance programs	6,248,475		5,089,512	75%	123%	48% {c}
Weatherization services	1,392,720		1,580,238	75%	88%	13% {d}
Nutrition first USDA food program	3,283,671		4,017,994	75%	82%	7%
Head start	11,046,395		13,827,350	75%	80%	5%
Home youth and resource center	1,115,184		1,549,199	75%	72%	-3%
Management and general	1,898,470		2,694,820	75%	70%	-5%
<b>Total Expenditures</b>	<b>50,008,838</b>		<b>61,216,374</b>	<b>75%</b>	<b>82%</b>	<b>7%</b>
Revenue Over/(Under) Expenditures	\$ (78,609)	{e}	\$ -			

- {a} \$103k is related to Wx's NW Natural Gas Reimbursement. We don't budget for these reimbursements because they are dependent on the project which could span multiple years, and is dependent on other variables.
- {b} The number of clients being served is a below normal due to COVID restrictions within the jail. In addition, there is one grant for which CARS is working on trying to spend down.
- {c} Additional funding increasing total budget to \$10,359,235.25. Funding did not come in until January. Most of the grants are for 12 months, but can be extended to 18 months.
- {d} Additional funding increasing total budget to \$2,929,062.45. Funding did not come in until January. Most of the grants are for 12 months, but can be extended to 18 months. There were supply chain issues that caused delays; however, expecting to pick back up.
- {e} Timing of billing.

**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

The signatures below demonstrate Governing Body approval for the submission of this application.

\_\_\_\_\_  
 Signature, Jade Rutledge, Board Chair

*Carolina Camarena*

\_\_\_\_\_  
 Signature, Carolina Camarena, Policy Council Chair

\_\_\_\_\_  
 Date

05/21/2022

\_\_\_\_\_  
 Date