

COMMUNITY ACTION AGENCY

JUNE 2020 MEETING BOARD OF DIRECTORS THURSDAY, JUNE 25, 2020

LOCATION:

MWVCAA June 2020 Board Meeting

Thu, Jun 25, 2020 5:30 PM - 7:30 PM (PDT)

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

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Access Code: **430-934-149**

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COMMUNITY ACTION PROMISE

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

Helping People Change Lives

**COMMUNITY ACTION AGENCY
BOARD OF DIRECTORS
AGENDA
June 25, 2020**

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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.

- | | | |
|-------------|--|-------------|
| I. | Welcome and Introductions | 5:30 |
| II. | Public Comment | 5:35 |
| III. | Approval of Agenda, p 2 | 5:40 |
| IV. | Consent Calendar | 5:45 |
| | 1. May 2020 Full Board Meeting Minutes, p 3 | |
| | 2. June 2020 Executive Director Report, p 6-9 | |
| | 3. June 2020 Director of Program Development Report, p 10-13 | |
| | 4. June 2020 Chief Financial Officer Report, p 14 | |
| | 5. June 2020 Chief Operations Officer Report, p 15 | |
| | 6. June 2020 Program Director Reports, p 16-36 | |
| | 7. June 2020 Executive Finance Meeting Minutes, p 37 | |
| V. | Board Business | 5:55 |
| | 1. Executive Director's Report | |
| | 2. OHCS Time-Bound Spenddown Plan – Discussion and <i>Acceptance</i> | |
| | 3. Approval of 615 Commercial Land Sale – Discussion and <i>Approval</i> | |
| | 4. Financials – <i>Approval</i> | |
| VI. | Adjournment | 7:30 |

Next board meeting: Thursday, July 23, 2020

Mid-Willamette Valley Community Action Agency, Inc.
Board of Directors Meeting
May 28, 2020
MINUTES

ATTENDANCE:

Board of Directors: Present:

Erika Romine	Jade Rutledge	Shelaswau Crier	Steve McCoid
Herm Boes	Jon Weiner	Lyle Mordhorst	Jennipher Oajaca
Helen Honey	Kevin Karvandi	Melissa Baurer	

Absent: Linda Bednarz

Others Present:

Program Directors/Staff/Guests:

Jimmy Jones, Executive Director
Helana Haytas, Chief Operations Officer
Kaolee Hoyle, Chief Financial Officer
Dana Schultz, Director of Program Development
Ashley Hamilton, CRP/ARCHES Program Director
Rogelio Cortes, Weatherization Program Director
Sue Maxwell, Nutrition First Program Director
Eva Pignotti, Head Start/Early Head Start Program Director
Tricia Ratliff, HOME Youth & Resource Center Program Director
Amy Schroeder, Office Specialist

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

I. Welcome and Introductions

Board Chair Jon Weiner welcomed everyone and introductions were made.

II. Public Comment

None were made.

III. Approval of Agenda

An approval item was added for the Head Start program.

MOTION: To approve agenda, as amended, made by Steve McCoid,

SECOND: Shelaswau Crier.

APPROVED: Unanimously approved

IV. Consent Calendar

1. April 2020 Full Board Meeting Minutes

No discussions or concerns were raised

2. May 2020 Executive Director Report

No discussions or concerns were raised

3. May 2020 Director of Program Development Report

No discussions or concerns were raised

4. May 2020 Chief Financial Officer Report

No discussions or concerns were raised

5. May 2020 Chief Operations Officer Report

No discussions or concerns were raised

6. May 2020 Program Director Reports

No discussions or concerns were raised

7. May 2020 Committee Meeting Minutes

No discussions or concerns were raised

MOTION: To approve consent calendar made by Herm Boes,

SECOND: Kevin Karvandi.

APPROVED: Unanimously approved

V. Board Business

1. Executive Director report:

a. The City is still interested in buying the land where the ARCHES building is located and leasing it back to us long-term. We anticipate an official offer will be coming within the next four to six weeks.

b. Jimmy presented a short presentation on the state of homelessness in Salem and the general MWVCAA plan to address it.

2. CSBG Community Needs Assessment - Congress passed the CARES Act in response to the COVID pandemic. Within this funding package, additional CSBG allocations were awarded by Congress to Community Action nationally. Mid-Willamette Valley Community Action Agency's (MWVCAA) allocation is \$822,454. The purpose of these funds is to provide: hotel/motel vouchers, boost shelter operations, as well as the provision of rental and utility assistance in the wake of COVID – 19. CSBG-CARES Act funding will be distributed among participating internal programs to enhance service delivery, and address the prioritized needs through direct client services. The grant requires an updated and board approved Community Needs Assessment.

MOTION: To approve CSBG Community Needs Assessment, made by Steve McCoid,

SECOND: Jade Rutledge.

APPROVED: Unanimously approved

3. Head Start Request for One-Time Funding – Head Start seeks one-time funding in the amount of \$81,158 to support health and safety for the Head Start program as it begins operations during the summer months of 2020. The requested funding would provide for the installation of air conditioning in three classrooms, one office, and the hallway at the Buena Crest site, and the addition of after-market air conditioning for two school buses.

MOTION: To approve one-time funding in the amount of \$81,158 to install air conditioners made by Helen Honey,

SECOND: Jade Rutledge.

APPROVED: Unanimously approved

4. Gladys Plancarte Resignation – Gladys Plancarte has resigned as the Policy Council board representative.

MOTION: To accept the resignation of Gladys Plancarte made by Steve McCoid,

SECOND: Jade Rutledge

APPROVED: Unanimously approved

5. New Head Start Policy Council Board Representative – Jennifer Oajaca was elected by the Policy Council to be the board representative.

MOTION: To approve Jennifer Oajaca as the new Policy Council representative to the board made by Steve McCoid

SECOND: Herm Boes

APPROVED: Unanimously approved

6. Financials – Kaolee Hoyle presented the financial statements thru January 31, 2020

MOTION: To approve the financial statements through January 31, 2020 made by Herm Boes

SECOND: Steve McCoid

APPROVED: Unanimously approved.

7. **Adjournment**

The board of directors meeting was adjourned at 7:00 PM.

Respectfully Submitted:



Amy Schroeder, Office Specialist



Helen Honey, Board Secretary

EXECUTIVE DIRECTOR'S REPORT

MID-WILLAMETTE VALLEY

COMMUNITY ACTION AGENCY

June 2020

OUR MISSION

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

OUR VISION

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

Just when you think 2020 has shown you every unexpected twist and harrowing turn possible, just as it seemed the COVID-19 crisis was headed toward normalcy, the nation convulsed from another crisis triggered by the deaths of three African Americans at the hands of the government. George Floyd's death, in particular, ignited a firestorm across the United States, and led to a sustained wave of riots and political unrest that we have not seen in the United States since the 1960s. Like COVID, this particular crisis caused a reevaluation of who we are as Americans, and how we relate to our government and each other. These kinds of riots have usually subsided quickly, but something fundamental has changed this June. I cannot pretend to know where the political revolution that is unfolding in front of us will lead, nor what the rest of the year will bring. I only know that both COVID and the protests over the exercise of state power have profoundly changed our nation, our state, and our community. As an agency, we were in many ways already walking down this road, with equity work that we had planned out for nearly a year now. That work is to make sure that our practices align with our mission, that our values align with our vision, and that each employee and every client finds opportunity, transparency and access in this agency. I have spent a lot of time thinking about our mission and our vision in recent weeks. Our mission, fundamentally, is to provide services. But our vision represents something else, something aspirational that connects our work to an outcome that encourages participatory democracy. That each person has value. That their lives are important. That our world is better when each of us reach our full potential.

As a leadership group, we have spent much time in recent weeks questioning ourselves. I think that's important. Healthy organizations are self-critical, open and transparent. They ask themselves questions. One of our most fundamental questions is "who are we?" Historically this was an Agency that administered grants that were designed to move our neighbors out of poverty and into self-sufficiency. That progression from poverty to self-actualization has a half century history in our movement. But we are also, by necessity, becoming more. The COVID crisis, and the national equity crisis triggered by the deaths of George Floyd, Breonna Taylor and Ahmaud Arbery, have recast our relationship with the State of Oregon. We are not only a **delivery system for anti-poverty funds**, but we are an **emergency crisis response network**, as shown by the nearly \$10 million in new resources that have flowed in from the state and federal government. Our COVID Rental Assistance program is an emergency response. Our work at ARCHES in the camps and with the motel program was an emergency response. Our emergency child care for health workers in Head Start this summer

was an emergency response. Change is part of the natural order, and the work in front of Community Action across the country continues to evolve. It's not just us. In Eastern Oregon, flooding in Stanfield, Pendleton, Hermiston and La Grande caused enormous housing displacement. The Community Action Program of East Central Oregon (CAPECO) helped evacuees secure housing and food. The economic crisis unfolding in front of us is another example. Every funding agency, from the Office of Head Start, to HUD, to Oregon Housing and Community Services, to the Oregon Department of Education, to the Governor's Office have all asked Community Action to take the lead in many of the relief efforts around Oregon. Those asks are not being made blindly of us. They come because we have a history of success and the internal capacity to make the work happen. These changes may at times be uncomfortable. But they are necessary if we are to thrive. Our core mission, at its very living heart, is to help those in poverty, those in the greatest of need. At times that will mean a Head Start teacher in a classroom or a housing case manager. It may mean a conversation at the Drop-In with a youth or at Energy Assistance for a family with their power shut off. But in times like this it also means serving on the front lines of the state's emergency response system.

This month we will present additional information about the City of Salem's proposal to the Agency for the acquisition of the land around the ARCHES Project at 615 Commercial. Our purchase price for this property in 2017, was \$2.1 million. Just recently we received an appraisal on the property, which is now valued at \$3.015 million. The City is preparing a written offer for \$2,225,000. There is a 2% prepayment penalty and there are some minor details that remain to be worked out. The lease back cost for the land would be \$100 per year on a long-term lease. We currently owe about \$1 million on the building. My recommendation to the board will be to proceed with the sale. It will allow us to put that \$1 million debt back directly into services. The agency will be also able to use the \$1.225 million difference as a cash reserve, one that we have sorely lacked for years. We could place that in a reserve account which could be reported out at the board each month, and perhaps use a small percentage of it for seed money for development activities. This too will improve our homeless services work by further integrating our services with the Salem Housing Authority and the City of Salem, and freeing us up to pursue other sheltering projects as our means and community needs dictate it.

We have spent a lot of time internally in June talking about what kinds of financial reporting the Board needs to make informed choices. We continue to prepare information in new ways and discuss it with the Executive Finance Committee. In particular, there are some key considerations that folks need to remember as they consider the overall financial health of the agency. First, our agency is not a traditional non-profit, nor is it a for-profit business. We are largely a creature of federal and state statutes and that defines how we do our business. At times the organization resembles a more typical Non-Governmental Organization (NGO, like Doctors Without Borders) or a Community Based Organization (CBO, like the YMCA). And unlike most traditional non-profits, 99 percent of our "revenue" sources are local, state, and federal government contracts. Second, this is a grant reimbursement agency. We cannot draw most of our grants in advance of the expense. Generally we have to incur the expense first and then draw down. Third, our budget is never going to be fixed. We are running more than 180 grants across four grant years. It's also true that we very often get very large unexpected sums when the state decides that it needs new work done. This is my fourth year in this Agency and I have never finished a single budget on the housing side (in particular) that did not have at least a 25 percent increase (though this doubling of the ARCHES budget to nearly 12 million was certainly unexpected). The lesson behind it all is that the state and community needs *us* to meet the need around *it*, and the need is always evolving and changing.

Lastly, I want to caution everyone that just because we now have a clean audit (and appear to have found our way out of the woods) we still have much work to do. We are trying to rebuild the agency's financial systems while at the same time executing the day-to-day work. The end of that journey is going to take some time.

Many of our key players in administration, finance and operations have been in these roles less than 24 months. Training and systems take time, repetition, communication and consistency. All that, however, cannot mean that understanding our general financial health is unknowable. It's not. The audits are a marker. But the Board as a whole needs more than a clean audit. It needs to know that the grants are being utilized effectively. That we are not overspending, nor underspending. And most importantly to me the Board needs to fully understand the organization's overall financial health. That question is more than good financial discipline, good transparent systems with accountability of all actors, or clean audits. It's about how can we cope with unforeseen circumstance and how we can plan for unknown (but predictable) transitions. In short, we need cushions and reserves, unrestricted assets. That area in particular has concerned me since I took this job, because we have been making this agency work on a very thin cash margin compared to where it ought to be. That makes us vulnerable to unforeseen circumstances. We have had several the last two years, including the 2019 biennium Master Grant Agreement contract delays, software ransomware attacks on third party vendors that cut access to our accounting software, and COVID. At the end of the day these conversations are about measurables (budgets, revenues, expenditures, balances) but also about risks: what are the current high risk areas, what does our compliance environment look like and how it is changing, are our policies and procedures and internal controls effective in controlling risk. Are we doing a good enough job on training? What are our employment practices risks? Do we have a culture of accountability, compliance, and competence? Most importantly of late, what are our risks to our regular long-term revenue sources (grants), especially the non-competitive grants that make the agency's survival possible? In the past 18 months, we have made it past several crises: cash flow, late and painful audits, administrative rebuild, unfunded mandates, and now COVID. We need to spend the next year building up solid internal reporting structures, perfecting our policies, procedures and practices, developing more unrestricted funds, and creating dashboards and measuring sticks so that the Board and the public can easily know our agency's relative health.

I plan to cover this matter in greater detail during the board meeting, but you will find a Time-Bound Spenddown plan that Oregon Housing and Community Services requires to be reported out to each Community Action board. The enormous sums of state and federal dollars that come into the homeless system in Oregon has placed enormous pressure on both government and non-profits. The biggest pressure with that kind of money is that you had better produce results. With so much more money on the table, the state cannot afford to let that money sit unspent, or clients go unserved. In recent years they have moved toward performance based contracting, a "better bang for your buck" approach that focuses on not only spenddown performance but outcomes. For the state, the outcomes are broad, not only preventing homelessness and ending homelessness, but they also require the agencies to work for social and racial justice, and to make certain that the money is available not only to those in the majority, but also to communities of color in Oregon. The spenddown plan is the first step in increasing that level of accountability. It is, I should add, also for our normal and regular funds, and is categorically distinct from the enormous pressure we have to spend the more than \$5 million in state and federal rental assistance dollars that we have acquired in the past month. So I will end this report where I started. There are many resources coming to us to address the emergency in front of the community. But the expectations have changed dramatically. We not only have to move with great speed, but we have to deliver quality outcomes too. We are not only being judged by spending down our grants, but by how we spend them, and how well we are in alignment with state priorities on diversity, equity and inclusion. Or, as it is written in the state's work plan for our homeless dollars, we are told: *"Constructing a homeless services system that provides equitable service delivery promotes racial justice. Building CAA organizational capacity to identify and address institutional and systemic barriers that have created and perpetuated patterns of disparity in housing and economic prosperity is a first step to ensure equitable, responsive services for all in need."*

Other Notes:

- The state legislature has been called into session on June 24th. This is the first of two likely sessions (the second probably at the end of July or early August). The first session will focus on a broad policy agenda of reform and COVID response, while the second session will be budgetary in nature. That second session is of some concern because, while the Governor can only make blanket cuts, the legislature can make targeted program cuts. There's enormous pressure to solve the projected budget shortfalls on the revenue side (in particular the controversial Corporate Activities Tax) and make the school districts whole. While the housing side grants do not face any cuts under current plans, there is great uncertainty what the rest of the summer holds for early learning.
- I will draw everyone's attention to the Head Start Program report. Eva has managed to cobble together a budget to put together a very meaningful and significant summer program for rising Kinders. For many of them, this is the first instruction they've had since March, and it will be critical as they transition into the public schools.
- I was invited and presented to the State Senate Interim Committee on Housing and Development on statewide shelter concerns on June 5. There remains great interest in developing and funding transitions centers for the homeless, but with projected budget cuts and revenue reductions there's no clear path for those projects (yet).
- The warming center location on Portland Road is firming up with the City of Salem. From the initial space assessment by Fire it looks like we can get about 75 people inside, and we have asked the City of Salem for permission to run a tent camping program (of some form) in the parking lot spaces at that same location. It's our hope that between the two we can have more than 100 spots at that location. We have not yet made a determination on whether this location would be a temperature based model or a duration warming model. It would operate in conjunction with other warming centers around the city.
- We have been working on the Middle Grove refinance for nearly two years now. Approval is awaiting with Head Start's legal team at the federal level. This will hopefully be resolved by Fall.

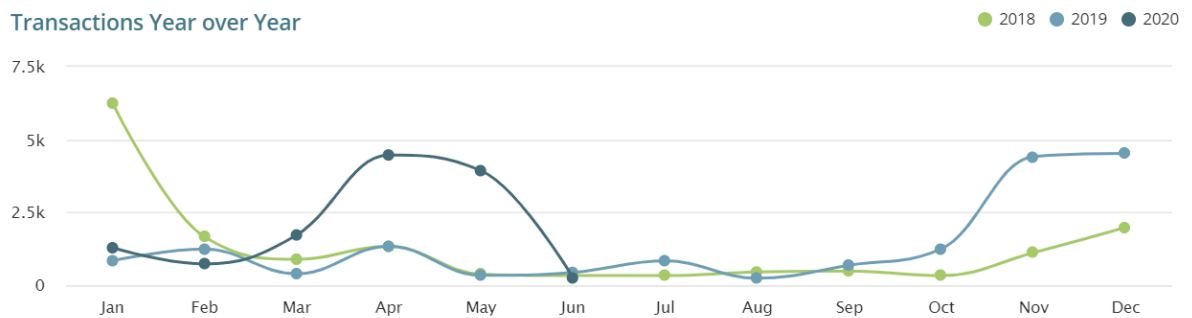
Program Development Board Report
Dana Schultz
June 2020

Fundraising

Grants

- **Awarded \$20,000 from Oregon Community Foundation for COVID 19 Response and General Operations**
- **Awarded \$35,000 from the EFSP CARES/Phase 37 for HOME and ARCHES sheltering services**
- **Working with HOME Youth Services to apply for Street Outreach Program funding via The Department of Health and Human Services: Family and Youth Services Bureau. This would be up to \$150,000 per year for three years, to strengthen the outreach capacity and related services at The Drop In and Taylor's House.**

Transactions Year over Year



Fiscal YTD Fund Distribution

[Manage](#)

Sponsor the Mat	<div><div></div></div>	38%	\$9,271
General	<div><div></div></div>	31%	\$7,491
ARCHES	<div><div></div></div>	29%	\$7,130
Taylor's House	<div><div></div></div>	2%	\$440

Fiscal YTD Campaign Distribution

[Manage](#)

Sponsor the Mat	<div><div></div></div>	38%	\$9,271
Community Action	<div><div></div></div>	31%	\$7,491
ARCHES	<div><div></div></div>	29%	\$7,130
HOME Youth and...	<div><div></div></div>	1%	\$290
Other	<div><div></div></div>	1%	\$150

Donations

Website and Logo Updates

We are continuing to work with Cardwell Creative, a local branding and design firm, to redesign our agency's website and to assist with effective branding methodologies. I am coordinating this project through correspondence with Cardwell Creative, facilitating meetings with the Executive team, and collecting input from Program Directors. Cardwell Creative has updated our logo to a cleaner, more modern version of itself and has begun the redesigning of our website. It is expected to be completed by July/August.

Qualities We Wanted the Community Action Logo + Tagline to Convey:

- Capable / Relevant
- Compassionate
- Accessible
- Innovative
- Collaborative

Refreshed agency logos and new tagline:



Mid-Willamette Valley
COMMUNITY ACTION
Compassion in Motion



Mid-Willamette Valley
COMMUNITY ACTION



Mid-Willamette Valley
COMMUNITY ACTION
Compassion in Motion

commUNITY



Mid-Willamette Valley
COMMUNITY ACTION



Special Projects

Redwood Crossing

The Salem Housing Authority and Mid-Willamette Valley Community Action Agency have come together to provide the Salem community with its first single-site permanent supportive housing project: Redwood Crossing. Redwood Crossing will provide 31 units of permanent supportive housing for highly vulnerable and chronically homeless individuals (plus 6 units of transitional respite housing for people experiencing homelessness who are discharged from Salem Health ED). The units are single-room occupancies with one 1-bedroom available.

Salem Housing Authority will be the property manager for Redwood Crossing, ensuring tenant compliance and building safety. They will work in close partnership with Mid-Willamette Valley Community Action Agency who will be providing on-site intensive case management and care coordination.

UPDATE: Redwood Crossing construction is nearing a close with an anticipated move-in of late July/early August. Program Manager Linda Strike and I are getting ready to hire case managers, peer support specialists, and a Health Services Coordinator to fully staff the site, as well as furnish the new office space and develop program workflows to ensure the best services are provided. We have received funding from Pacific Source and are awaiting an award decision from Kaiser Permanente.



**Chief Financial Officer Report
To The Community Action Agency Board
Kaolee Hoyle, Chief Financial Officer
June 2020**

Annual Financial Audit

The Annual Financial Audit has been scheduled for October 12th – 15th.

ODE HS CACFP Administrative Review

ODE performed their CACFP Administrative Review on January 22nd – 23rd. We submitted the final requested documentation to ODE on June 11th, 2020.

ODE NF CACFP Monitoring

ODE performed their CACFP Monitoring and found six areas not in compliance with federal and/or state regulations and policies, including one in financial – administrative costs. We submitted the corrective action items on June 17th, 2020.

IRS 990

The IRS 990 has been extended to July 15, 2020.

Payroll Filings

All payroll filings and deposits have been made timely.

**Chief Operations Officer Report
To The Community Action Agency Board
Helana Haytas, COO June 2020**

Resumed Operations

HR continues to work with programs to address any ongoing transition in operations, including cleaning and sanitation, PPE, distancing, guidelines for meetings and break areas, building occupancy limits, protective plexi-glass for front desk areas, and inventory of donated kn95 masks. Staff working remotely are continuing to do so, with some departments increasing hours for on-site work schedules. Most staff working on-site are using cloth or disposable facial coverings when in close proximity to others. Agency-wide, masks are not required. PPE masks are now available if requested by staff or client. ARCHES and HYRC have established program policy requiring staff to use face coverings while on-site, with exceptions for medical accommodations. Weatherization is resuming home services with face coverings and Energy is providing more on-site appointments and staff are encouraged to use them.

COVID@mwvcaa.org continues to be available for reporting concerns, circumstances and updates from employees separate from their direct management.

COVID-19 Pay and Leaves

The agency recognizes the employee roles with the most risk—direct client or public contact, and implemented temporary hazard pay differential during the last 2 months in some programs. HR staff is also working with individual employees who may qualify for eFMLA paid sick leave under Families First Coronavirus Relief Act. They may take leave for COVID illness, caring for an ill family member and/or child care closure due to COVID reasons.

Summer Hiring

ARCHES is in full-recruitment mode for staff providing the public with housing assistance with recently acquired COVID funding, at the same time as Head Start has been hiring for its summer program. HR staff places advertising, sourcing applicants and onboarding with job offers, screening, virtual (Zoom and GoTo Meetings) meetings, and document signing. School year employees in Head Start officially began their summer furlough.

Performance Evaluations

Staff are evaluated annually and typically between May and August. This year is a bit unusual with the remote work and changes made as result of COVID. Management will also review succession and career development plans.

HIPPA Compliance

An audit of our HIPPA compliance capabilities and privacy measures with respect to internal systems will begin this month in order to identify our ability to deliver services in conjunction with health care providers in the community.

Personnel Policies Handbook

This month management will review a draft of updated personnel policies, last updated and approved in May of 2018. The policy manual update is scheduled for implementation in July 2020.

401k enrollments

July 1st marks the mid-year enrollment window for newly eligible staff to begin participation in the agency retirement plan. HR coordinates twice annual meetings for newly eligible staff to learn about Mutual America and the retirement plan benefits.

WEATHERIZATION Program

June 2020



Weatherization Report

We have learned a lot these last few months but most importantly that even when faced with new challenges we adapt and move forward maintain a positive mindset that keeps us focused and strong so that we can continue to help our community.

Weatherization has returned to “Open for business” status but with safety guidelines and protocols in place. We are actively working to find safe, innovative and efficient ways for us to serve our clients.

The following are items are some of the current changes implemented:

OFFICE

- Screen clients using screening tool
- Follow Oregon Health Authority, State and local guidance
- ask for client approval to go to their home.
- Everyone visiting WX is asked to wash hand or use hand sanitizer, use of PPE, social distancing, recommend face mask (offer new mask if they don't have one).
- Limited front office area for ease social distancing and disinfecting.
- Added contactless Drop box and pick up for documents for clients.
- No In office interviews. Only by phone, mail and email.

ON-SITE at Clients Home

- Use of PPE
- Stage are with plastic sheathing to place tools and materials
- Limit the amount of materials and tools to use
- Field staff are following some of the above items
- All tools and material are brought into home are disinfected before returning to work vehicle
- All of the garbage and used gloves, masks, tape and other material are bagged and tied before placing in vehicle.



As we work to return to some sort of normality we have also started to release work to our contractors and have asked them to also follow State, County recommendation so we can all stay safe. We have offered to share some of the mask we have on hand if they are having issues finding acquiring their own and also so that they can offer the clients one is clients don't have one when contractors are onsite.

Most clients are happy to hear back from us and eager for us to get back started at their home.

Our limited appointments are focusing on the projects that are ready for inspections and continue with Energy Audits and Tech work as we see fit.



THE ARCHES PROJECT

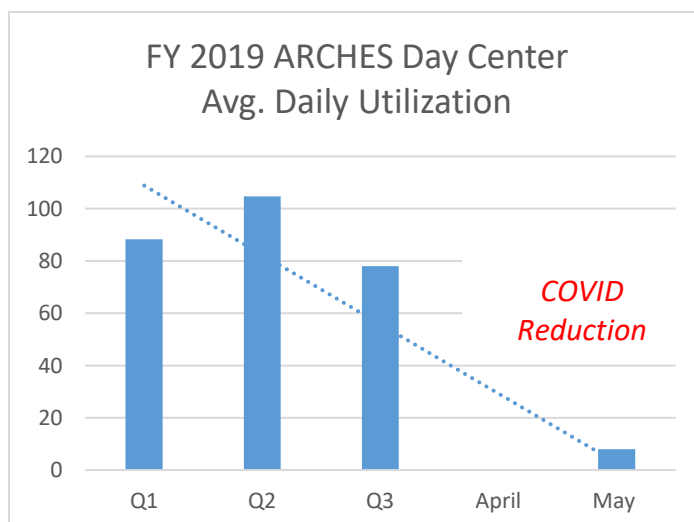
615 Commercial Street NE
Salem, Oregon 97301

CRP Board Report – June 2020

CRP administers MWVCAA’s homeless services and housing programs in Marion and Polk Counties. These programs are commonly called the “ARCHES Project.” Our services are located at 615 Commercial Street in Salem, as well as at the Dallas Resource Center in Polk County, and the Santiam Outreach Community Center in Mill City.

ARCHES Day Center:

Since opening day, the total number of duplicated Day Center visits is 43,579 - with an average daily attendance rate of 99. During the month of May, there were 178 duplicated visits.



This decrease is a result of with, COVID-19. The Day Center began implementing exposure control measures during the first week of March. As ARCHES moved through our COVID Exposure Response Plan, increased prevention measures were applied. This move resulted in early closures, limiting occupancy, and on March 20th closing the Day Center. This closure remained in effect through April.

In May, the ARCHES Day Center re-opened with limited hours, Monday – Friday 9:00am – 3:00pm.

Exposure control measures were put into place to protect both clients and staff, including: Max occupancy of

10 persons with rotating groups every hour, social distancing, frequent cleanings, and PPE utilization. Lobby services remain open Monday – Friday, 8:15am – 3:00pm. Beginning May 25 max occupancy was raised to 20 persons.

Starting on April 29, ARCHES began piloting their laundry services. With walk-in appointments available M-F, 8:30am-3:00pm. Under this pilot test, 44 loads of laundry were completed in May.

On June 9, the newly installed commercial kitchen passed its inspection with Marion County Environmental Health and is now a licensed facility. Food production will commence upon the next inspection with Marion-Polk Food Share.

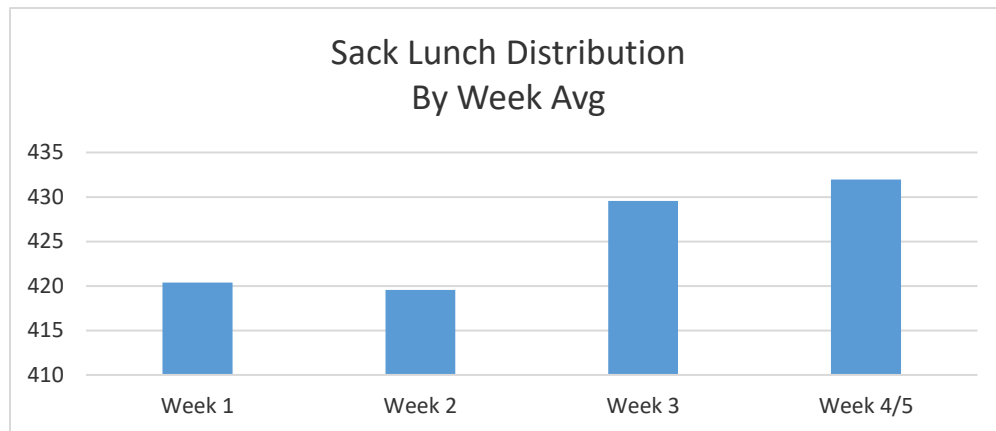


ARCHES Basic Needs & Supportive Services:

Basic Needs & Supportive Services									
Month	New client Mail Boxes	Checking Mail	Lunches	Calls	Pet Food	Hygiene & Hair Cuts	Showers	Laundry	Client Care Navigation
Q 1 Total	212	3061	5771	4789	402	145	N/A	N/A	N/A
Q2 Total	159	2812	5656	4191	133	69	N/A	N/A	N/A
Q3 Total	187	3407	5031	3426	42	28	N/A	N/A	N/A
April Total	36	831	1798	1390	77	34	N/A	N/A	N/A
May Total	83	846	2187	1699	73	58	223	44	137
FY 2019 Total	677	10957	20443	15495	727	334	223	44	137
FY 2018 Total	750	9908	23145	17505	1863	403	N/A	N/A	N/A

Current utilization of Day Center Supportive Services began to see an increase during May 2020. Likely in response to Lobby and Day Center restrictions lifting. During COVID, Lobby Services include: community mailboxes, sack lunches, hygiene kits, hair cut vouchers, and pet food. Newly added Day Center services include: Showers, Landry, and Client Care Navigation. In all, the month of May saw 5,350 supportive service transactions. Our highest month this fiscal year. Which is likely a result of the community seeking COVID related resources, as well as the addition of new Day Center services.

The majority of Supportive Services provided in May were sack lunches (40%), as well as accepting incoming calls for resource referrals (32%). The general trend of increasing sack lunch distribution throughout the month remained.



ARCHES Housing & Specialty Programs:

For the 2019 Fiscal Year, ARCHES continues to reports monthly on households and individuals served by our housing stabilization programing. This data will be broken up into two segments. The first category, focusing on ARCHES housing programming (*Table 1*), which supplies prevention services, rental assistance, barrier removal, and deposits will be displayed. The second category is specialty programing (*Table 2*), this is inclusive of services that provide basic need supports, as well as self-sufficiency development.

May ARCHES Housing Programs							
Table 1							
Housing Programs	Households Served	Adults	Children	Households Searching	Newly Housed	Self-Sufficiency Exit	Total Unique Served
RRH+	12	14	6	5	0	0	20
RRH	69	82	51	38	3	4	133
Diversion	5	8	6	5	5	5	14
DHS Fresh Start RRH	0	0	0	0	0	0	0
DHS Navigators	13	13	3	10	2	0	13
HSP	8	13	17	2	1	4	30
OHA-VRAP - RRH	32	42	6	3	0	0	48
Polk County RC - Prevention	0	0	0	0	0	0	0
Polk County RC - Diversion	4	11	0	0	3	15	11
Marion County - Diversion	1	4	0	0	1	5	4
Marion County - Prevention	0	0	0	0	0	0	0
Mill City RC - Prevention	0	0	0	0	0	0	0
Mill City RC - Diversion	0	0	0	0	0	0	0
TOTAL Served	Households Served	Adults	Children	Households Searching	Newly Housed	Self-Sufficiency Exit	Total Unique Served
	144	187	89	63	15	33	273

During the month of May, 144 households (273 persons) received housing support, as well as 33 households exiting into self-sufficiency. Meaning they are able to live independently of ARCHES assistance moving forward. Since tracking began in July 2019, 389 households have exited ARCHES programing into permanent housing solutions.

May ARCHES Specialty Programs						
Table 2						
Specialty Programs	Households Served	Adults	Children	Veterans	Fleeing DV	Total Unique Served
HRAP	4	4	0	0	0	4
Coordinated Entry - Marion	282	346	218	13	5	520
Coordinated Entry - Polk	0	0	0	0	0	0
Coordinated Entry - TOTAL	282	346	218	13	5	520
Mobile Showers	0	0	0	0	0	0
Employment Navigation	18	18	0	6	1	18
Marion County VSO	246	246	0	246	0	246
Birth Certificates	2	2	0	0	0	2
RENT- Tenant Education	0	0	0	0	0	0
Total Served	Households Served	Adults	Children	Veterans	Fleeing DV	Total Unique Served
	270	270	0	252	1	270

ARCHES specialty services engaged 270 persons (or 270 households) in this most recent period. Currently, the Veteran Service Office Program and Coordinated Entry are two of ARCHES' highest volume specialty programming. To date, 6,243 households have engaged with ARCHES specialty services since July 2019.

ARCHES Success Story:

Veteran Service Office

"I first met the widow of an Atomic Era Veteran (Feb 3, 2020) while conducting outreach at the Woodburn Senior Estates. She came in wanting to explore the idea of filing for DIC (Dependency and Indemnity Compensation). The widow felt that since her husband had been denied more than once for service connection disabilities, to exposure to Ionizing Radiation exposure during his service in the Navy, there was little to nothing I would be able to do for her. "

"A review of the Veteran's file showed that the Veteran served in the Navy and was deployed to the south Pacific aboard the USS Navarro in support of Operation Hardtack. The Veteran had submitted a claim and was denied service connection on January 24, 2008. Years later the Veteran tried again when his conditions failed to improve. He completed and submitted a Questionnaire for Oceanic Test Participants and

sent all supporting documentation to the VA. Veteran was denied a second time for service connection for Prostate Cancer on June 3, 2011. Review of the original Death Certificate stated cause of death was Parkinson's Disease which is not an Atomic Veterans Presumptive. When I talked with the widow she stated that husband also died of complications from Prostate Cancer. "

"I explained to widow that if we tried to get the Death Certificate amended to include the prostate cancer there may be a chance. The widow was able to get the death certificate amended to show prostate cancer as a secondary cause of death. With the death certificate amended we were able to file for DIC with a presumptive cause of death. The widow was awarded DIC on March 6, 2020. The DIC award of \$1,340.14 is a tax free monthly benefit that she will receive for the rest of her life. When I last spoke with the widow, she was emotional and stated how thankful she was for our office, that I helped provide needed closure to a difficult issue for her and her husband. It was a very emotional conversation with us both."

- Eddie Grainger, Veteran Service Officer

MWVCAA – Homeless Prevention/ Rent Relief Program

In response to COVID, ARCHES has designed a robust prevention platform. Where households who have been impacted by COVID (i.e loss of employment, sickness, etc) are eligible to receive one time rental and/or utility assistance to help re-stabilize after the pandemic. ARCHES anticipates a large increase in prevention requests and has opened multiple access points within Marion and Polk County, including: ARCHES, Santiam Outreach Center (SOCC), Polk CDC – Dallas, Love Inc. – Woodburn, Sheltering Silverton – Silverton. Further access points are in negotiation, opening up geographic opportunity as well as culturally specific services.

Funding for the prevention program is provided from a variety of state and federal sources. All aimed at helping Oregonians to stay in their homes as a result of COVID closures and rebuild stability within the community. Sources include: Oregon Housing and Community Services (OHCS) – Rent Relief funds and the CARES Act. In all, ARCHES anticipates roughly 5.2 million dollars in direct client service.

To access aid, households are encouraged to call 503-399-9080 ext 4003 to speak with a Coordinated Entry representative. To date, 456 households (totaling 1,220 persons) have received a housing assessment and have been referred to the ARCHES Prevention Team for bill payment. Since beginning services in mid-May, \$157,230 has been disseminated across Marion/Polk counties. Assisting 67 households, of which 26% self-reported as Hispanic and 16 were defined as families.

Spending Category	Spent	Household Data				Individual Data				
		Households served	Utility Assistance	Rent Assistance	Individuals Served	Hispanic	Non-Hispanic	Disabeled	Families	Veteran
Allocated	\$ 108,501.00	19	7	17	49	26	23	1	3	0
Expensed	\$ 48,729.00	48	25	47	192	39	153	16	13	1
Total	\$ 157,230.00	67	32	64	241	65	176	17	16	1

To increase spending and to ensure efficiently service delivery,

ARCHES is opening a new location. An office where processing COVID related bill payments will be its sole purpose. Comprised of 20 new staff members, this office will be open Monday – Saturday, 8am-8pm. This new addition will increase ARCHES file processing times and will likely boost bill payment. It is ARCHES goal to provide \$30,000 in COVID assistance per day.

Coronavirus Response:

Current operations are at a **Phase Three response – Environmental Controls**. With the main focus being modification of services (i.e Day Center, Outreach, and Housing), suspension of high risk services (mobile showers, tenant education classes, volunteer program), as well as moving the bulk of ARCHES services to a remote work-site mobile.

- **COVID - Program Operations:**

- Day Center: Open. 20 guests at a time. M-F 9:00am – 3:00pm.
- Lobby & Supportive Services- Open. 3 guest at a time. M-F, 8:15am-3:00pm.
- ARCHES showers & Laundry – Open. M-F, 9:00am – 3:00pm. Walk-in Only.
- Coordinated Entry – Available by phone. M-F, 8:30am – 3:00pm. Call 503-399-9080 ext 4003.
- Resource Centers-
 - *Santiam Outreach & Community Center* – Available by phone, M-F 8:15am – 4:30pm. 971-332-5676
 - *Marion County Resource Center* – Available by phone, M-F 8:15am – 4:30pm. 503-508-1926
 - *Polk County Resource Center* – Available by phone, M-F 8:15am – 4:30pm 503-623-9664
- Veteran Services – Available by phone, M-F 8:15am – 4:30pm. 503-399-9080 ext.4013
- Homeless Prevention/Rent Relief – Contact 503-399-9080 ext. 4003, M-F 8:15am-3:00pm.



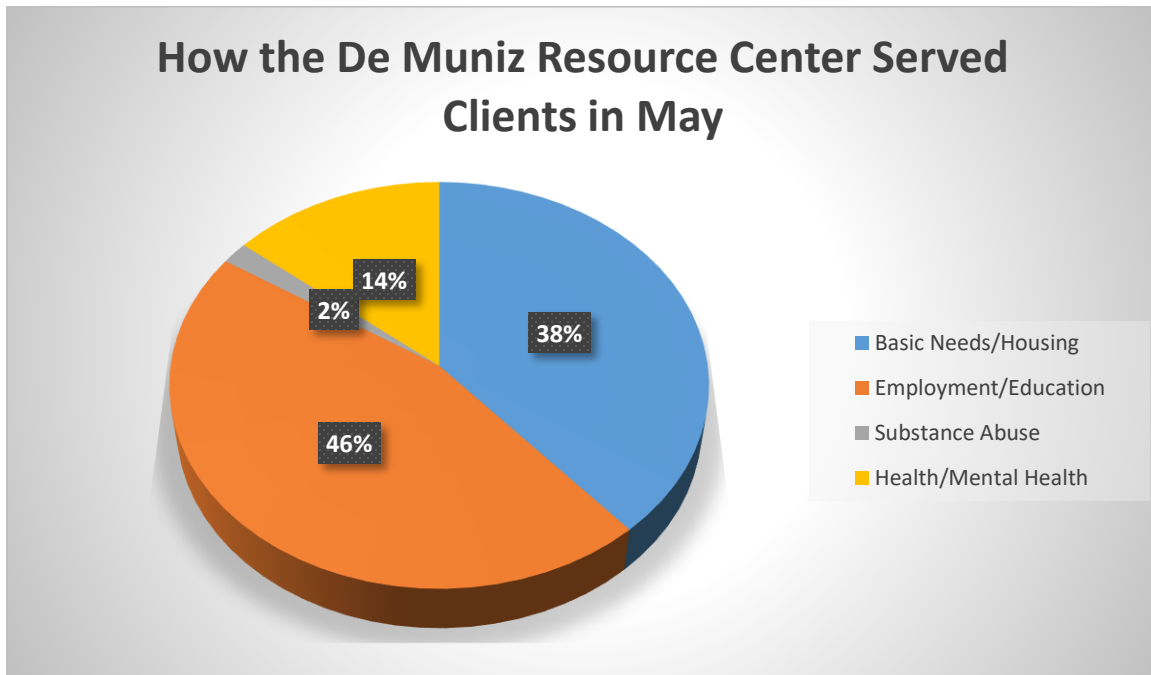
COVID Program Highlights:

Coordinated Entry – In order to document homelessness due to COVID ARCHES has developed a tracking system. One that will showcase the number of households seeking assistance, and how that need translates into one of four vulnerability/service categories as determined by the ARCHES Housing Assessment. As of June 456 households have been identified as having COVID related need. ARCHES will continue to track this as eviction and utility moratoriums come to a close.

COVID Households through ARCHES Coordinated Entry					
<i>Date of Review</i>	<i># of prevention</i>	<i># of Diversion</i>	<i># of RRH</i>	<i># of PSH</i>	<i>Total COVID cases</i>
4/15/2020	11	1	1	6	19
5/11/2020	56	2	4	6	68
5/18/2020	126	3	4	7	140
6/17/2020	435	3	8	10	456
COVID - Individual Data by Assessment Category					
<i>Category</i>	<i>Number of Individuals</i>	<i>Number of Adults</i>	<i>Number Children</i>	<i>Average VI Score</i>	<i>Average FUSE score</i>
Prevention	78	36	42	7	1
Diversion	3	3	0	4	0.6
RRH	17	8	9	7	2.8
PSH	16	11	5	11.5	5
COVID - Individual Data Refrred to Program					
<i>Category</i>	<i>Number of Individuals</i>	<i>Number of Adults</i>	<i>Number Children</i>	<i>Average VI Score</i>	<i>Average FUSE score</i>
Prevention	1101	549	552	6	1
Diversion	0	0	0	0	0
RRH	5	3	2	7	0.5
PSH	0	0	0	0	0

De Muniz Resource Center

April Cox, Director
June 2020



Opportunities/Challenges

- ❖ De Muniz Resource Center served 40 clients in May
- ❖ We continue to work closely with Marion County Sheriff's Office on plans to serve Transition Center clients both remotely and in-person as well as Parole & Probation clients
- ❖ Staff are working rotating schedules in order to have two staff in the office four days a week. In-person services to Transition Center clients have resumed with many restrictions.
- ❖ Services offered to Transition Center clients include: personalized employment services including mock interviews and resume assistance, individualized navigator coaching services, scheduling for legal clinic appointments for civil matters, cognitive educational classes, OHP enrollments, local referrals to community partners
- ❖ Navigators continue to complete intakes and navigator coaching sessions over the phone- the bulk of the assistance has pertained to employment and basic needs and support during their remote work days
- ❖ Willamette Workforce Partnership renewed our Specialized Services Contract which has our Employment Navigator performing a high level of collaboration & services at WorkSource Oregon in Salem
- ❖ Main challenge continues to revolve around budget and staffing shortages

Success Story

"The Next Right Thing"

Recently released from Department of Corrections custody, J.T. has already proven himself to be dedicated to making a change for both himself and his community. While incarcerated, J.T. earned various

certificates and accolades including becoming a certified Drug and Alcohol Counselor. Determined to make the best of his circumstances, J.T. continues to seek out the resources available to him in order pursue the lofty goals he has set for himself while also remaining realistic and focused. Along with his mentor, J.T. came into DMRC for employment assistance.

While J.T. came armed with an impressive employment portfolio, I offered to give my input and help guide him in his job search. Still keeping in mind his long-term career goals of being a recovery counselor, J.T. needed help finding immediate employment in order to begin earning a wage to support himself. We discussed the options available to him, taking into the consideration the limitations created by the pandemic.

I was able to connect J.T. with the owner of a local landscaping business and he was put to work within a few short days of our meeting. While J.T. is thankful for this opportunity, he remains focused on building his resume in order to create the foundation needed to be successful in his future career. I continue to provide ongoing services for J.T. as he navigates this transition back into the community. I am confident J.T. will reach his goals, if not exceed them, as he continues to do the next right thing.

(Submitted by Employment Navigator)

*De Muniz Resource Center is funded through the Marion County Sheriff's Office and is contracted to serve clients in Marion County.

CCR&R PROGRAM REPORT
Shannon Vandehey-Program Director
June 2020

Opportunities:

- Continue to provide COVID supports to Emergency Child Care Providers. Mainly transitioning from assisting with ECC Supply and Preschool Promise applications to supporting English, Spanish and Russian providers with applying for the first and second rounds of COVID relief funds from the Early Learning Division. What was unique was that the application require a Federal DUNS number. No one had really heard of that before, so we have been helping providers on how to acquiring that number to complete the application process. Second round of relief funds are for those providers who did not access the first round, or those just beginning to reopen.
- Continued outreach on COVID resources. Partnered with the Marion and Polk Early Learning Hub and the Small Business Development Center (SBDC) based out of Chemeketa, to provide 2 web-based support sessions specifically to child care providers both sessions in English and Spanish. Sessions had business consultants from the SBDC talk about Navigating Your Business Through Crisis.
- Partnered with the Marion and Polk Early Learning Hub and the NWESD/ORPATS (Oregon Program Autism Training Site) as a Oregon Registry Sponsoring Organization in providing a community based virtual training: Developing Early Childhood Education Settings to Support Students with Autism and Other Developmental Delays. 47 people attended.

Challenge:

- Quality Improvement staff coordinating child care networks are transitioning into more of a case management model of work. State has developed a new Technical Assistance Log that will be required beginning July 1. CCRR staff and Directors are providing input into this log. So far the input that it is time consuming and somewhat redundant. Hoping they will take our input and eventually revise. However, the data coming from this will help the state and community stakeholders see the amount of work we really do. Data should be very interesting and useful.
- We have requested permission from the Early Learning Division to allow us to sunset our Yamhill County English Network. Participation is lagging and most of the participants have hit their Spark goals. 1. The funding isn't enough, 2. I need to focus FTE elsewhere. The Yamhill Early Learning Hub is in support of us. We will continue the group as an informal network to allow them to continue free training and support on a minor level, wanting to focus our FTE on the Yamhill Spanish Network, as they are highest in need at this time. No answer has come yet at this time.
- The Early Learning Division Office of Child Care is not Licensing new providers at this time. We are fielding many calls for people who would like to start doing family child care. We mainly help them with the required virtual training that is available and will follow up with them when the state allows us to hold face to face training again so we can help them towards finishing their license process.
- Many child care businesses are folding due to COVID. One of the big ones of note to date is SKEF (Salem/Keizer Education Foundation) which runs many of the before and after school programs. This is a big hit. If this continues more and more will not last. How does this affect CCR&R? Our funding is based upon a formula that has to do with the number of providers in our region.

Energy Services May Program Report

Traia Campbell, Program Director

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

Energy Services households served in May: LIHEAP, LP CARES, OEA PGE & PP, OLGA & GAP May-20

Funding	HH	People	>6	60+	Disabled	@ or below 75% of poverty	Ave HH pmt
LIHEAP	197	651	78	41	35	98 =50% of hh served	\$401.42
LP CARES	18	68	8	1	2	9 =100% of hh served	\$600.56
OEA PGE	231	692	79	93	72	105 = 45% of hh served	\$403.47
OEA PAC	19	59	6	6	3	12 =63% of hh served	\$405.53
OLGA	74	246	26	21	13	30 = 41% of hh served	\$413.04
GAP	16	52	3	3	7	5 = 31% of hh served	\$144.19
Total	537	1700	192	164	130	250 =47% of hh's served	\$444.80

APRIL 2020

Funding	HH	People	>6	60+	Disabled	@ or below 75% of poverty	Ave HH pmt
LIHEAP	241	753	117	86	64	102 =42% of hh served	\$387.48
OEA PGE	294	800	80	139	115	111 = 37% of hh served	\$377.31
OEA PP	43	104	11	25	26	11 =25% of hh served	\$365.00
OLGA	83	287	35	29	24	31 = 37% of hh served	\$415.06
GAP	15	48	9	6	3	3 = 20% of hh served	\$123.20
Total	676	1992	252	285	232	258 =38% of hh's served	\$386.21

Opportunities/Challenges

The Energy office remained closed to public access in May (closure began March 23). All May appointments were completed by phone. Applications were emailed / mailed applications for signature and backup. We found the interviews did not take long but receiving the needed signatures and backup did. We have several incomplete applications in pending status due to lack of necessary backup. OHCS made temporary exceptions allowing verbal signatures when the applicant agrees to the disclaimer/release that is read to them. Our new normal is allowing the Team review current ways we how we conduct business and rethinking our procedures while maintaining program integrity. The number so completed applications by funding continues to be lower, Energy has not decreased the number of households served but we are unable to process incomplete applications.

OHCS release LP CARES funds in late May. LP CARES follows LP funding guidelines and is primarily for eligible households that have been impacted by COVID19; lost job, reduced wages/hours, unemployed not able to find work, etc. Energy began delivering LP CARES on May 22 and completed 18 appointments through the 29 (5 business days). We found applicants had high account balances and were in need of crisis payments, the average payment was \$600 which is

higher than the average \$405 payment. Energy is thankful for the LP CARES funding, we now have another funding source to add to our remaining 2020 LP, OEA PGE & PAC, OLGA and GAP funding. Energy entered a partnership with ARCHES to provide energy assistance to their eligible rental assistance clients. As the ARCHES Team works with applicants in need of energy assistance in addition to rental assistance they contact Energy. If assistance has not already been received requested they send copies of documentation for review. Energy has completed 4 requests thus far allowing ARCHES to focus on providing rental assistance. I am hopeful our partnership will continue to grow and flourish.

MAY 2020

Funding	HH	People	>6	60+	Disabled	@ or below 75% of poverty	Ave HH pmt
LIHEAP	16	59	12	1	2	14 =88% of hh served	\$455.94
LP CARES	2	8	4	0	0	2 =100% of hh served	\$492.50
OEA PGE	0	0	0	0	0	0 = 0% of hh served	\$0.00
OEA PAC	11	34	4	4	1	8 =73% of hh served	\$421.82
OLGA	6	21	3	1	0	5 = 83% of hh served	\$475.00
GAP	2	4	1	0	0	1 = 50% of hh served	\$150.00
Total	35	118	20	6	3	28 =80% of hh served	\$461.32

APRIL 2020

Funding	HH	People	>6	60+	Disabled	@ or below 75% of poverty	Ave HH pmt
LIHEAP	29	89	16	9	6	9 =31% of hh served	\$382.41
OEA PGE	1	3	0	0	0	0 = 0% of hh served	\$400.00
OEA PP	17	45	5	6	9	4 =23% of hh served	\$377.94
OLGA	5	9	0	1	1	1 = 33% of hh served	\$431.66
GAP	2	9	1	0	0	0 = 0% of hh served	\$0.00
Total	54	155	22	16	16	14 =28% of hh served	\$398.00

Nutrition First
Sue Maxwell, Program Director
June 12, 2020

1. Executive Summary of Activities (Numbers Served/Service Units/Outcomes)

- ✓ For the month of May, we signed on 16 new providers (11 OCC registered/certified and 5 DHS listed) and closed one, for a total of 447 homes, which is 15 more providers than last month.
- ✓ Nutrition First staff traveled 1,048 miles during May. This mileage amount is because we only did a few visits, as we signed up providers over the phone, due to the virus.
- ✓ Nineteen homes were visited in May. This number will increase greatly in June as we are essentially back to doing normal visits.
- ✓ A new educational training started in February. This unit is all about fruit and vegetable storage – did you know that fruits and vegetables are the most commonly wasted foods? Proper storage can help sustain the freshness of those fruits and veggies. For instance, how many of you store onions and potatoes together on the counter? The gases in onions cause your potatoes to rot much more quickly than if these two vegetables were stored separately. I do this job for a living, and I never knew that fact! Providers receive many colorful written resources and a handy frig magnet for the inside of their refrigerators. Children are read a story about gardening in the spring, along with healthy food stickers and coloring pages and crosswords.
- ✓ Approximately 95 children were visited during May.

2. Challenges

- ✓ Retaining our providers when many are still not working (88 are still closed, which is \$6,248/month less revenue for Nutrition First). The providers who have been closed since the end of March are considering finding another source of work, as many have not received unemployment compensation. It is a scary time for so many folks.
- ✓ ODE gave us 26 pages of audit information from their review. Today I sent ODE 19 pages of revised/new policies and procedures, and Kaolee will be sending at least that many next week. The corrective actions are due on June 18. ODE can have fun wading through all of that!

HEAD START PROGRAM REPORT TO BOARD OF DIRECTORS & POLICY COUNCIL
Eva Pignotti, Program Director - June 2020

Attendance

Head Start Preschool

	9/19	10/19	11/19	12/19	1/20	2/20
Regular	88.94%	82.78%	83.13%	78.98%	77.96%	81.32%
Subsidized	95.83%	89.41%	88.96%	85.60%	87.12%	91.11%
	3/20	4/20	5/20	6/20	7/20	8/20
Regular	71.60%	0%	0%			
Subsidized	86.50%	0%	0%			

Early Head Start

	9/19	10/19	11/19	12/19	1/20	2/20
Regular	83.80%	74.83%	81.21%	77.43%	73.36%	77.07%
Subsidized	84.00%	84.21%	92.86%	72.50%	88.44%	88.23%
	3/20	4/20	5/20	6/20	7/20	8/20
Regular	63.57%	0%	0%			
Subsidized	76.25%	0%	0%			

Early Head Start Child Care Partnerships

	9/19	10/19	11/19	12/19	1/20	2/20
Regular	83.83%	84.42%	78.27%	80.43%	81.26%	84.83%
	3/20	4/20	5/20	6/20	7/20	8/20
Regular	70.23%	0%	0%			

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

Head Start Preschool – Full Enrollment = 793

	9/19	10/19	11/19	12/19	1/20	2/20	3/20	4/20	5/20	6/20	7/20	8/20
Regular (773)	748	773	773	766	772	746	754	752	745			
Subsidized (20)	20	20	20	20	20	20	20	19	19			

Early Head Start – Full Enrollment = 128

	9/19	10/19	11/19	12/19	1/20	2/20	3/20	4/20	5/20	6/20	7/20	8/20
Regular (120)	84	102	117	120	114	102	112	112	108			
Subsidized (8)	5	7	8	8	8	8	8	8	8			

Early Head Start Child Care Partnerships – Full Enrollment = 80

	9/19	10/19	11/19	12/19	1/20	2/20	3/20	4/20	5/20	6/20	7/20	8/20
Regular (80)	69	75	80	80	79	80	80	80	79			

Waiting Lists

Head Start Preschool

	9/19	10/19	11/19	12/19	1/20	2/20	3/20	4/20	5/20	6/20	7/20	8/20
Regular	66	93	101	110	112	142	142	109	112			
Subsidized	3	7	8	7	9	9	9	9	9			

Early Head Start

	9/19	10/19	11/19	12/19	1/20	2/20	3/20	4/20	5/20	6/20	7/20	8/20
Regular	17	17	19	19	29	28	30	30	33			
Subsidized	0	0	1	1	0	0	0	0	0			

Early Head Start Child Care Partnerships

	9/19	10/19	11/19	12/19	1/20	2/20	3/20	4/20	5/20	6/20	7/20	8/20
Regular	0	0	0	0	2	2	2	2	2			

USDA Meal Reimbursements

	May 2020	
USDA Meal Reimbursements	Number of Meals Served	Amount Reimbursed
Breakfast	0	0
Lunch	0	0
Snack	0	0
Cash In Lieu	n/a	0
Total Reimbursement	0	0

Report from Program Director: The parents of our 19 Maple Head Start and 8 Maple Early Head Start children, who attend our full-day, full-year program, were surveyed for their child care needs and interest in having children return to school. Child care regulated class size caps only allow for 10 preschool children in a group. We placed 10 in Head Start and 8 in Early Head Start and resumed serving them Monday-Friday, 7:30 – 5:30 on June 1, allowing their parents to return to full-time, non-remote work. The other 9 children either do not currently have a need for services because their parents are not working outside the home, or they have found other licensed child care, which we pay for with the funding from our DHS contract for employment related day care.

On June 15, about 280 children returned to school in all Head Start and Early Head Start classrooms. Children who are going to kindergarten in the fall, who have a diagnosed disability, and who were enrolled in year-round Duration and Early Head Start classrooms were eligible to resume services in small group sizes. Those who did not feel comfortable with classroom services are able to receive remote services for the summer. About 126 children have been placed in remote-service groups.

Nearly every full-year staff member has returned to work, with remote work still happening outside of direct classroom and busing services. We are able to provide bus services at every location except for Edgewater and Maple, which do not typically have or require transportation.

65 staff who are normally laid off for the summer agreed to work in the summer program, including several newly hired staff. We were able to hire three summer bus drivers who work for school districts during the school year to fully staff the program for the summer.

There is likely to be a lot of transition as parents make the best decisions for their families based on conditions with the virus. Children will be able to transfer between remote and classroom services, or the parent may choose to stop services altogether, with a planned return in the fall. Our objective is to continue giving children the opportunity to learn, and to be intentionally flexible in meeting the needs of the family.

Community Action HOME Youth Services – Board Report June 2020

2020 Executive Summary													
	J	F	M	A	M	J	J	A	S	O	N	D	total
Runaway & Homeless Youth (RHY)													
Salem Run Reports Received & Acted On	14	31	24	25	5								
Keizer Run Reports Received & Acted On	9	6	0	5	2								
Reunited To Permanent Connections	12	9	9	10	2								
Families Connected With	14	18	14	10	2								
Youth Connected With Via Street Outreach (duplicated)	15	22	19	1	3								
RHY Case Managed	4	2	2	2	1								
Non- RHY Case Managed	2	4	1	1	2								
Drop In Day Shelter (Stationary Outreach)													
Unduplicated Youth Served	144	171	150	47	61								
Total Visits	846	932	590	212	252								
Total Meals (lunch, snack & dinner)	950	1,093	565	96	155								
Youth New To Services (intakes)	22	27	23	11	6								
Youth Empowerment Program (YEP)													
Youth Participated At Some Level (duplicated)	25	26	22	24	8								
Attended Job Skills Development Workshops	17	13	5	6	2								
Attended Financial Literacy	14	2	0*	0*	4								
Attended Education & Business Field Trips	13	0*	12	0*	1								
Savings Accounts Opened	7	0*	0*	0*	0*								

	J	F	M	A	M	J	J	A	S	O	N	D	total
Taylor's House (Supportive Emergency Shelter)													
Youth Served (residents: monthly = duplicated. Total/ annual = unduplicated)	13	12	13	10	14								
Total Nights of Service	253	251	273	219	239								
Community Support													
Number of Volunteers / Interns	3	3	4	1	1								
Total Number of Volunteer / Intern Hours	51	80	86	40	63								
Key	0* = Activity Not Offered X* - Did Not Collect Data *U = Unduplicated total												

Drop In:

- When Marion County entered Phase 1 of reopening the Drop In increased hours of operation while meeting all safety requirements. At this time we saw a sharp increase (100 – 150%) of the number of youth accessing services.
- Youth Empowerment Program – continues to facilitate virtual programming. They will evaluate the new service model and make adjustments for the next program cycle that starts in July, which will also be virtual. Management staff has met with funders and gained both approval and praise for their innovative programming.
- Street Outreach – Staff has not be able to conduct outreach to the fullest extent due to an increase in staffing needs at Taylor's House, outreach staff have been working 75% of their hours at the shelter. Staff continues to engage in collaborative community outreach efforts to maximize resources

Taylor's House:

- Entered into a new partnership with the school district and Early Learning Division as we brought on temporary staff to serve as Education Youth Support Specialist onsite at Taylor's House to support resident youth in their distance learning activities and progressing forward toward achieving both their education and career goals. This partnership is in response to the increased need of one-on-one support for each resident as they worked through their new distance learning requirements. Many of our youth need a constant support and our staff is unable to adequately provide that support for each youth in addition to maintaining shelter operations at this time. Volunteers are referrals from the Early Learning Division who are temporarily out of work due to COVID and who have already completed the base level training and background check for working with minors. We are fortunate that our two volunteers are bilingual in Spanish as we have resident youth who require interpretation at school. While this partnership ends June 10th we are hoping to expand upon it in the future as it has proven to be beneficial.
- Since the onset of COVID we have dedicated one room for isolation/quarantine, this decreases our bed capacity to 9. Towards the end of May and in the first part of June we have seen an increase in referrals. To alleviate the

need for new youth to isolate in a single room for 14 days before entering a shared room, we are partnering with Northwest Human Services who will test and share results quickly.

- Staff is working diligently in transitioning youth who have been residents longer than expected. This has proven to be a challenge during the pandemic.
- Staff continues to participate in weekly collaborative calls with Salem shelter providers. Directors are coming together to discuss needs and support during the pandemic.

Other:

- Staff continue to participate in the new local CoC committees and lead the RHY (runaway and homeless youth) workgroup – Challenge To End Youth Homelessness in the Mid-Willamette Valley.
- All staff have completed the first training in the Darkness to Light, Stewards of Children curriculum facilitated by Liberty House. This is an evidence based training on abuse prevention. Goal is to complete the entire training series and be an official “Partner in Prevention”.
- Applying for two grants in June:
 - Salem Health. One year. \$30,000. Support shelter case management and staff training.
 - US Department of Health and Human Services. 3 years. \$100,000 each year. Support current and expended street outreach as well as staff development.
- Building next fiscal year budget keeping in mind that funding may decrease by upwards of 17% starting July 1st due to COVID impacts.



#OME Youth Services



home _ youth _ services

**Mid-Willamette Valley Community Action Agency, Inc.
Board of Directors Executive & Finance Committee Meeting
June 11, 2020**

ATTENDANCE

Committee Members Present: Jon Weiner, Board Chair; Jade Rutledge, Board Vice-Chair; Helen Honey, Secretary; and Kevin Karvandi, Board Member

Absent: None

Staff: Jimmy Jones, Executive Director; Kaolee Hoyle, CFO; Helana Haytas, Chief Operations Officer; Amy Schroeder, Accounting Office Specialist

The meeting of the Executive & Finance Committee started at 5:30pm. It was determined that a quorum was present.

1. Executive Director's Program Updates

- a. The City continues to be interested in purchasing the land around the ARCHES building. Jimmy has requested more information, in writing, from the City to present to the full board. Jimmy laid out the benefits and potential concerns of that transaction.

2. Financials – Kaolee Hoyle discussed with the Committee the format in which they would prefer to see future final statements.

3. June 2020 Full Board Meeting Draft – No additions at this time.

4. Credit Card Expenditure Review – Due to having an online meeting the statements will be reviewed, in person, at a later date.

Meeting adjourned at 6:35pm.

Respectfully Submitted:

Amy Schroeder, Office Specialist

Helen Honey, Board Secretary