



**AUGUST 2020 MEETING  
BOARD OF DIRECTORS**

**THURSDAY, AUGUST 27, 2020**

**LOCATION:  
EAST SALEM COMMUNITY CENTER  
1850 45<sup>TH</sup> AVE NE  
SALEM, OR 97305**

**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**

East Salem Community Center  
1850 45th Avenue NE  
Salem, OR 97305  
August 27, 2020

**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.**

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|-------------|--|-------------|
| <b>I.</b>   | <b>Welcome and Introductions</b>   | <b>5:30</b> |
| <b>II.</b>  | <b>Public Comment</b>  | <b>5:35</b> |
| <b>III.</b> | <b>Approval of Agenda</b>  | <b>5:40</b> |
| <b>IV.</b>  | <b>Consent Calendar</b>  | <b>5:45</b> |
|             | <ul style="list-style-type: none"><li>1. July 2020 Full Board Meeting Minutes</li><li>2. August 2020 Special Board Meeting Minutes</li><li>3. August 2020 Executive Director Report</li><li>4. August 2020 Director of Program Development Report</li><li>5. August 2020 Chief Operations Officer Report</li><li>6. August 2020 Program Director Reports</li><li>7. August 2020 Committee Meeting Minutes</li></ul>  |             |
| <b>V.</b>   | <b>Board Business</b>  | <b>5:55</b> |
|             | <ul style="list-style-type: none"><li>1. <i>Presentation: Agency Staff/Applicant Pool Demographic Analysis (COO), 15 minutes</i></li><li>2. <i>Presentation: Agency Client Demographics Analysis (ED), 10 Minutes</i></li><li>3. Executive Director's Report (5 minutes)</li><li>4. Personnel Policies Handbook – <i>Approval</i></li><li>5. Nutrition First FY 2020-2021 Grant Application – <i>Approval</i></li><li>6. OHCS Time Bound Plans – <i>Approvals</i></li><li>7. IRS Form 990 - <i>Approval</i></li><li>8. Agency Financials – <i>Approval</i></li></ul> |             |
| <b>VI.</b>  | <b>Adjournment</b>   | <b>7:30</b> |

**Next board meeting: Thursday, September 24, 2020**

**Mid-Willamette Valley Community Action Agency, Inc.**  
**Board of Directors Meeting**  
**July 23, 2020**  
**MINUTES**

**ATTENDANCE:**

**Board of Directors:**

**Present:**

Erika Romine	Jennipher Oajaca	Linda Bednarz	Steve McCoid
Helen Honey	Jon Weiner	Melissa Baurer	
Jade Rutledge	Kevin Karvandi	Shelaswau Crier	

**Absent:** Lyle Mordhorst

**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  
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**

No changes were made.

**MOTION:** To approve agenda made by Linda Bednarz,

**SECOND:** Steve McCoid.

**APPROVED:** Unanimously approved

**IV. Consent Calendar**

**1. June 2020 Full Board Meeting Minutes**

No discussions or concerns were raised

**2. July 2020 Executive Director Report**

No discussions or concerns were raised

**3. July 2020 Director of Program Development Report**

No discussions or concerns were raised

**4. July 2020 Chief Financial Officer Report**

- No discussions or concerns were raised
- 5. July 2020 Chief Operations Officer Report**  
No discussions or concerns were raised
- 6. July 2020 Program Director Reports**  
No discussions or concerns were raised
- 7. July 2020 Committee Meeting Minutes**  
No discussions or concerns were raised

**MOTION:** To approve consent calendar made by Kevin Karvandi,

**SECOND:** Steve McCoid.

**APPROVED:** Unanimously approved

**V. Board Business**

1. Presentation: Diversity, Equity and Inclusion Consultants – Jimmy introduced Alexis Millet and Sara Curiel Paez from Capacity Building Partnerships who assisted the agency in conducting a DEI assessment for staff. The assessment set a baseline measurement to develop a strategy for setting DEI goals. Approximately 60% of staff responded to the assessment.
2. Discussion: Agency Equity Work; Racial Justice Considerations – Jimmy stated that the Agency was committed to making our staff more representative of the people that we serve, and that there were opportunities for people of color to advance within the Agency, and that our training and skill development will be implemented with diversity, equity, and inclusion in mind. Next month Helana will lay out Agency employment demographics and Capacity Building Partnerships will continue to be engaged with Agency improvement as we move forward. Jimmy discussed the unique implications and concerns for the Agency, in light of the racial justice protests in Oregon and around America.
3. Personnel Policies Handbook Review – *Postponed until August meeting.*
4. Executive Director's Report –
  - i. The Agency continues preventative measures against COVID-19. We are implementing temperature checks at all sites when employees arrive to work and masks are now required in all areas except where permissible by exception. Jimmy communicates to staff via weekly emails with the most current information and steps the Agency is taking to prevent the spread of the coronavirus.
  - ii. We are continuing to work with the City of the sale of the ARCHES building.
  - iii. Head Start is receiving guidance from the Early Learning Division on opening classes in the fall, much remains fluid and undetermined.
5. OHCS Time Bound Plans – *Postponed to August meeting*
6. Financials – *Postponed to August meeting*

**VI. Adjournment**

**The Board of Directors meeting was adjourned at 7:00 pm.**

Respectfully Submitted:

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Amy Schroeder, Office Specialist

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Helen Honey, Board Secretary

**Mid-Willamette Valley Community Action Agency, Inc.**  
**Board of Directors Meeting**  
**August 1, 2020**  
**MINUTES**

**ATTENDANCE:**

**Board of Directors:**

**Present:**

Erika Romine	Jade Rutledge	Kevin Karvandi	Steve McCoid
Helen Honey	Jon Weiner	Shelaswau Crier	

**Absent:** Jennipher Oajaca   Linda Bednarz   Lyle Mordhorst   Melissa Baurer

**Others Present:**

**Program Directors/Staff/Guests:**

Jimmy Jones, Executive Director  
Helana Haytas, Chief Operations Officer  
Dana Schultz, Director of Program Development  
Eva Pignotti, Head Start/Early Head Start Program Director  
Amy Schroeder, Office Specialist

**The meeting of the Board of Directors was called to order at 10:17 am 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**

No changes were made.

**MOTION:** To approve agenda made by Steve McCoid,

**SECOND:** Jade Rutledge.

**APPROVED:** Unanimously approved

**IV.   Board Business**

1. MWVCAA Statement on Racial Justice – *Discussion and Draft* – The board considered whether to make a statement on racial justice, taking into consideration the current state of events that have been occurring in Oregon, and nationwide, concerning the Black Lives Matter movement and racial equity. After thoughtful discussion it was determined the agency must state its position and give Jimmy Jones authority to speak on behalf of the board and the agency about the topic.

**MOTION:** To authorize Jimmy Jones to communicate on behalf of the Board of Directors and the Community Action Agency the Board's position on the Black Lives Matter movement and racial equity made by Helen Honey,  
**SECOND:** Erika Romine.  
**APPROVED:** Unanimously approved

2. MWVCAA Statement on Racial Justice – *Approval*

*“The Mid-Willamette Valley Community Action Agency acknowledges that in 2020 our Country and State are in a moment of reckoning over our collective racist history and racist present, a reality that initially treated Black lives and bodies as property and then as a fraction of a person, that Oregon’s Constitution literally excluded Black persons from existing in Oregon, that Black Americans in the United States and in Oregon have been and continue to be negatively impacted by laws and policies that result in disproportionate access to healthcare, housing, employment, and education and disproportionate rates of poverty, incarceration, and illness.*

*Thereby, in line with the Vision of MWVCAA that all people are respected for their infinite worth and are supported to envision and reach a positive future, the Mid-Willamette Valley Community Action Agency recognizes unequivocally that Black Lives Matter.”*

**MOTION:** To approve the statement regarding the Agency's position on the Black Lives Matter movement made by Jade Rutledge,  
**SECOND:** Steve McCoid.  
**APPROVED:** Unanimously approved

V. **Adjournment**

**The Board of Directors meeting was adjourned at 11:54 am.**

Respectfully Submitted:

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Amy Schroeder, Office Specialist

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Helen Honey, Board Secretary

# EXECUTIVE DIRECTOR'S REPORT

## MID-WILLAMETTE VALLEY

### COMMUNITY ACTION AGENCY

August 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.*

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I keep thinking every month, when I write this report, that 2020 cannot possibly throw one more curve ball at us. Well, it did. In August we had to face one of Community Action's gravest threats in decades, the possibility that the core grants that fund ARCHES, HYRC, and CARS could become competitive, and that resources for our Agency, and indeed our region, might be moved on to other priorities. Community Action in Oregon has enjoyed a unique position. For more than 30 years we have been the delivery system for state and federal anti-poverty resources across all 36 counties. And over those 30 years we have, as a network, served millions of clients statewide, and provided pathways for self-sufficiency, harm reduction, and most importantly for better lives for those struggling in poverty in our community. Locally we serve 44,000 residents of Marion and Polk Counties each year through our eight programs, and hundreds of partners, sub-contractors and a variety of service connections. But Oregon is changing, and Community Action has to evolve with it, if we are to retain our position as the premier anti-poverty network in Oregon. The promise of Community Action remains as vital in 2020 as it was in 1968. These agencies were designed to be led *by the people*, and *for the people*, based on an enduring belief that *those in poverty ought to have a voice*, and the most important voice, in the services there to help them. That the best services were designed locally, by people deeply invested in the commonwealth of their community. That the people running the work ought to have some experience not only in the work, but with poverty itself.<sup>i</sup>

For more than three decades the state has shared our conviction. Though there have been (mostly quiet) concerns that Community Action enjoyed funds that no one else could compete for, three simple truths supported our position. First, these are reimbursement grants, which require considerable financial capacity. Sometimes we must float more than \$1,000,000 waiting on reimbursement. Few agencies without enormous layered resources can suffer that. Secondly, Community Action was a unique hybrid in the non-profit world. Not quite government, though it was largely funded by government. Not quite non-profit, because it essentially was acting as Non-Governmental Organizations (NGO's) administering contracted services even though they were (mostly) private 501-3C organizations. They are, in many ways, an extension of state government, organizing work on a local non-governmental basis. And third, we are a community based movement. Many of our managers and directors are largely drawn from the same populations that we serve, and have lived experience with homelessness, poverty, family members with addiction and histories of incarceration, and much more. We are an agency of people who have lived poverty, and not just read about it.

But much began to change about five years ago, when for the first time the State of Oregon, overwhelmed by an enormous and apparently intractable homeless problem, began to invest in record levels in homeless services. When the money was small, there were far fewer concerns about Community Action. Now that the resources were great, the pressure on everyone, from our funders at OHCS to our agencies and to those who wanted a larger share of the resource pie, increased dramatically. The Community Action movement statewide had largely been aligned to deal with long-term anti-poverty work, slowly over the years building systems that could have longitudinal impact. We were not designed as an emergency response system, which is a traditional role of government. As a system we focused primarily on self-sufficiency, and that was never going to be a realistic tool for a homeless crisis that cried out for new and innovative practices, for harm reduction and housing first in particular. The money was the first wedge issue. Service philosophy was the second. And into that mix came a third wedge issue, the political fight between liberals and conservatives in Oregon. One side advocated larger and more expansive government, racially and ethnically representative services, new and radical service philosophies, the needs of the unsheltered homeless over the traditionally prioritized children and families (in this last paradigm the left in Oregon was never fully invested in the unsheltered homeless, and the state has continued to prioritize families and children and veterans instead of targeting the unsheltered homeless like we now do in Salem). On the other side of the argument, conservatives favored the traditional approach that centered on children and families, smaller government, personal responsibility and accountability, and most importantly prevention models in homeless services. Both perspectives were plagued by the fundamental math of what we face in Oregon, far too few resources for a far too great homeless problem; failed data systems that could not prove need, populations or services outcomes; and increasingly a general distrust of one another.

When the riots came earlier this year, this festering wound was ripped open by the protests in Portland. The state, under enormous pressure, sought permission to end Community Action's vital and historic role, based in the conviction that they were coming down on the right side of history, and insisting that those historically underserved (and in this COVID event over-effected) populations have equal access to state resources. But the state chose this path with no clear sense of what would come after it, with no real plan for continuity of services nor an appreciation for the depth of the technical capacity needed to run these services. They sought instead a change in the statute that could have eventually led us to close ARCHES, HYRC, or CARS, and could have had lasting impact on the agency as a whole. Thankfully calmer heads and compromise prevailed. We ended up with a one-time compromise over a large portion of the special COVID edition of the Emergency Solutions Grant (ESG). The compromise was just for this grant and for this one-time COVID purpose. The statute naming us as the distribution network was otherwise undisturbed. The network took a \$7,000,000 cut out of that unexpected \$49,000,000. And the other \$42,000,000 will go out for competition. OHCS will almost certainly want to keep geographic coverage in this grant, after being warned by legislators across the state not to use this as a resource grab for Portland, which means Marion-Polk should receive another \$5-6 million from this fund on top of the additional \$800,000 that we expect at MWVCAA. We will compete for the competitive dollars, and help others in the community apply as well. After the COVID emergency, the ESG returns to normal and will be distributed through the Community Action Agency network as it has in the past. It is likely, however, that this drama is far from done. We may well face it again in the regular biennium session in the Spring. In the meantime, we have a great deal of work to do on many fronts. We have to learn from this and move forward. We have in recent weeks sub-contracted considerable work (as you will see in the ARCHES board report) with local culturally responsive agencies. Community Action, however, has not survived this long, and been this influential, because it is weak, obsolete or ineffective. It's not unresponsive to the needs of people of color. It was born because of the needs of people of color. It has not survived because of chance. It has survived because it has been the single most effective anti-poverty delivery network in modern history.



And as such, I believe our best days are ahead of us, as we grow and learn and evolve to meet the challenges of a new decade.

#### **COVID:**

As I write this report, we have not had a COVID positive employee in nearly two weeks. That's an enormous accomplishment, given that months ago we decided that we were not going to shutter services because of this virus. As the infection rate in Marion and Polk Counties has increased, we have enacted a series of protocols that are designed to keep the virus out of our workplace. We will have positives in the future, but I feel confident that what we have done will limit the infections as much as possible. The trend lines statewide are, for the moment, headed down. Marion and Polk are plateaued, but the virus has hit certain segments of our community very hard, especially those in poverty and people of color. It's more important now, than ever, that we are on the line and delivering services.

#### **My Role in Marion/Polk and Oregon:**

Every so often I like to report out on my work in the community and around the state, so that the Board will have a sense of any potential conflicts that we may encounter. In addition to my role at MWVCAA, I am:

- A member of the Board of Directors at the Community Action Partnership of Oregon (our umbrella organization), where I am also a member of the Executive Committee, Early Learning Committee, and Chair of the Legislative Committee. My role as Chair of the Legislative Committee is to take lead in working with CAPO's lobbying efforts and legislative and public relations strategies, and frequently talking with the members of the legislature and the executive branch about the network's work. Though we are moving to take a more active role in the Department of Education, CAPO's primary state interactions are with Oregon Housing and Community Services.
- A member of the Board of Directors at the Marion-Polk Early Learning HUB. The HUBS were created in 2013 by an act of the legislature. They are funded through the Early Learning Division (Department of Education). The HUBs engage local residents and stakeholders in early childhood education to align and coordinate early learning resources in the community, and they do some direct services work. The HUBs replaced the older Children and Families Commissions throughout the state, as state funded entities. It's work is closely aligned with our Child Care Resource & Referral Program.
- A member of the Board of Directors for the Marion County Children and Families Commission. The Marion County CFC is a body that looks at broad and expansive issues facing children and families in our community, issues that are often beyond the ability for any one agency to address. The Commission is primarily geared toward capacity building and system design for children and families in Marion County. It is particularly important for our HOME Program, and Tricia also works closely with the Commission.
- A member of the Marion County Justice Reinvestment Council, which advises government bodies on policy matters related to prison reentry and diversion programs. The Council dates to 2009 and was initially established to provide support to the Marion County Reentry Initiative and the Sheriff's Office. The Council oversees the Justice Reinvestment work in Marion County, with the goal of reducing recidivism, prison use, and designing sound public policy on Community Corrections. This body oversees the local Justice Reinvestment funding, which CARS also receives.

And its work is very important to April's program.

- A member of the Family and Neighborhood Impact Committee of Oregon's Integrated Care for Kids (InCK). This is a governance unit for the InCK model in five central Oregon counties (including Marion-Polk). It has up to \$16 million to disperse in those five counties over the next seven years. The Model is a collaboration between Oregon Health Authority and the Oregon Pediatric Improvement Partnership to improve health service delivery by reducing costs and improving the quality for Oregon children covered by Medicaid and CHIP.
- An Ex-Officio member of the Board of Directors for the Mid-Willamette Valley Homeless Alliance, the new HUD Continuum of Care for Marion-Polk counties. I am also the co-chair of the HMIS Committee, though Ashley Hamilton (who is the Chair of the Coordinated Entry Committee) handles most of my work there, on what is a joint committee. The purpose of this body is to organize and align homeless services in Marion-Polk and manage the annual Continuum of Care funding competition.
- Finally, I retain roles on the Cascade VAT Team (at this point it is mostly a training and oversight role) which is a multi-agency team working to use big-urban data projects to end homelessness in Salem, and oversight over our relationship with the Built for Zero collaborative, which is a multi-agency project in Marion-Polk working in collaboration with the Continuum of Care to use data visualization and case conferencing to reduce homelessness in our community over time to functional zero. Breezy Aguirre handles the primary workload for the VAT Team and Dana Schultz manages our Built for Zero relationship.

#### **Other News and Notes:**

- We held the ribbon cutting for Redwood Crossings on Monday, August 10<sup>th</sup>. That project, which will be managed by our Linda Strike, will provide 31 units of Permanent Supportive Housing (and 7 medical respite beds). The first clients should move in by the end of the month. This is the first in what we hope is a series of these facilities across Salem. Our work there is funded by Pacific Source and Kaiser Permanente, in support of the Built for Zero collaborative. The state has just opened up another round of their PSH Cohort, as well. Our combined application with Salem Housing Authority for the future Sequoia project on Broadway just missed being funded by two slots in the last competition. Given we were so close last time, I expect that the project will be funded in this round. That project will provide another 78 units of Permanent Supportive Housing. Funds would include additional resources for the construction of the property (to be owned by SHA) and the grants for services would come to us.
- The Agency received two additional grants this month. The first is a Veterans Administration grant to run a Grant Per Diem program, which would provide shelter to qualified veterans in Marion and Polk Counties. It has an annual value of about \$500,000. GPD plays an important role in the spectrum of veteran homeless services integration, by providing temporary shelter for veterans that are then handed off to either the SSVF grant (ran by Easter Seals in Marion/Polk) or to our high needs chronically veteran homeless project at ARCHES (the Oregon Health Authority-Veterans Rental Assistance Program), or to other housing programs at ARCHES, Shangri-La, or Salem Housing Authority. This grant too plays a very strategic role for our Agency. First, we lost two federal grants because of poor financial performance in 2017-2018 (the HUD Rapid-Rehousing

Grant and the SSVF sub-contract). Second, reestablishing a trusted relationship with the VA is critical for us not only at the federal level, but also at the state, where having a veterans' homeless project that we can integrate with other state funding makes us much more competitive in OHCS's eyes, should our base resources ever become fully competitive. And lastly, the state wants to see the integration of systems and services, as they move increasingly away from an agency-centric approach and toward community based responses (much of the recent drama at the legislature this summer was, in a broader context, less about racial justice and more about service integration (Public Housing Authorities and Continuums of Care over the older Community Action distribution network). Locally, we're doing the work the way the state wants the work done, by integrating with our housing authority on multiple projects, by playing an important role in a local Continuum of Care, and by putting a great deal of resources into service projects. I believe the state has made a tactical error, however, in de-emphasizing housing in favor of services, but these priorities shift constantly depending on statewide conditions. In the short term it is most likely to create more homelessness across Oregon.

The second grant is from the Oregon Health Authority, which is providing us with \$102,000 over the next six months (with an option for future extension). The work is centered on outreach (basic need services to the homeless with a heavy COVID education and prevention component) and wrap-around services to include working with local public health authorities where we have positive cases within the homeless population, and targeting them with specialized care (motels, food, and other housing programs).

- Mountain West plans to fund an additional 1.5 spots at the Agency, in support of our Built for Zero work, and the Fostering Hope Initiative (a local collaborative targeting youth homelessness in the Hallman Elementary district). Dana Schultz manages our role in FHI.
- Our new web page should debut this coming week. It's been designed by Cardwell Creative, in addition to the logo work they've provided for us. Our web page has been one of our major limitations in marketing and communications for the Agency. It's also not been designed from a development perspective, so these upgrades by Cardwell will put us in a better position to communicate our work and attract local investment. It was also critical for us to update the web platform with a primary design for mobile users, because so many of our clients have their only internet access through their cell phones. We will be adding some video content as the months roll on, as images and videos are in many ways just as important (or more important) than the textual information.
- We are moving forward with our DEI relationship with Capacity Building Partnerships. They will be organizing a large cohort of 30 staff members to participate in a multi-week in-depth DEI project. We've also selected certain key staff, that are on pathways for future leadership positions within the agency, to participate in direct one-on-one coaching sessions. You'll learn more about where we stand on these issues at the Board Meeting this month, when Helana Haytas presents our employment and applicant pool demographic analysis, and I follow up with an examination of the demographics of our client base.
- Finally, I want to thank everyone who came to the special board meeting on Racial Justice and participated in crafting the Board's statement. It has been a very important message, mostly

internally to date, in communicating to our staff where we stand on these important questions. As we roll out the new web page this coming week, we intend to intentionally use it in a broader and more public way. The network, as a whole, has been publically called out in recent weeks as being unresponsive to the concerns of racial justice and racial equality, some believing that our systems are obsolete and state funds need to be used in alignment with racial justice priorities. I believe that those charges are fundamentally unfair. Historically our workforce is more diverse than even the community, with 38 percent of our positions held by people of color, as our 44 percent of our clients. We are, as an Agency and a Community Action network, determined to address systemic racism and want to include BIPOC agencies in a much broader conversation about poverty, a conversation that would include state funding through OHCS for culturally responsive organizations, and a much greater degree of integration with the historic missions of CRO's and with other aligned delivery systems, including housing authorities and Continuum of Care. Such work can be done without destroying, however, the single most effective anti-poverty system in Oregon history, one that has protected geographic equity and made sure that smaller regional projects continue to have access to state funding. Portland's problems are certainly both acute and chronic, but so too is poverty in Falls City and Mill City, and in Salem at large. The board clearly articulating that the racial justice goals of the state *are also our goals* puts us in a much stronger position than we were just a few weeks ago.

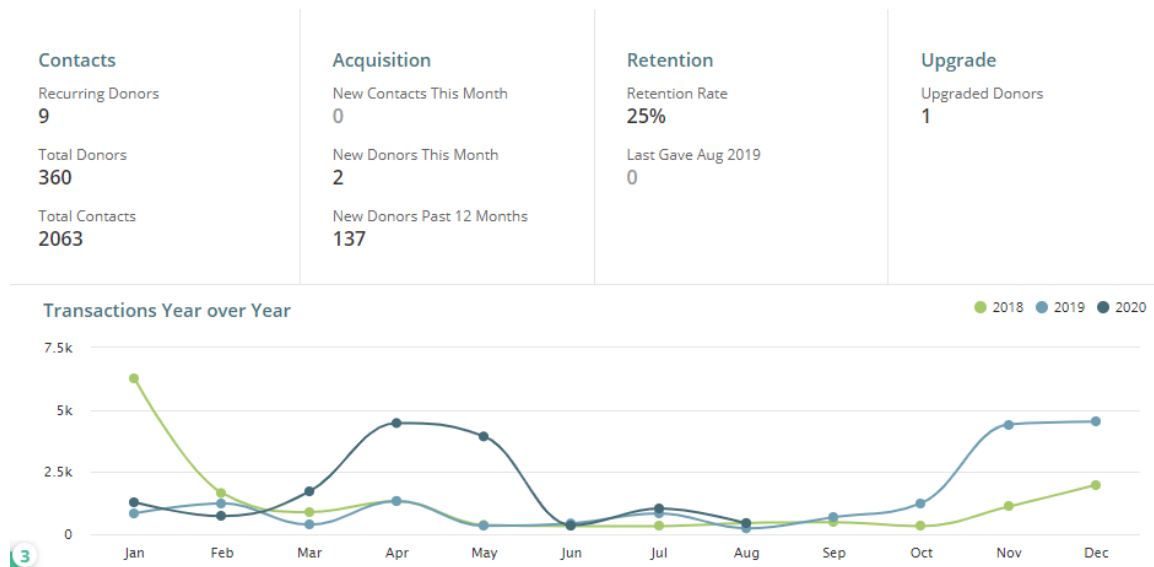
Jimmy Jones  
Salem, Oregon  
21 August 2020

<sup>i</sup> During the All Staff meeting at the start of the new year, I always play a "call and response" game with our staff. I will ask a series of questions and ask them to raise their hands if they or any of their close family have ever "been in poverty," "had a section 8 voucher," "suffered with addiction or abusive family members," "been to jail or prison," and so forth. One of my most powerful memories in this agency is watching several hundred hands go up with each one of these questions. Our line-staff in many ways is a peer support function, and there are no better means to serve those in poverty than with people who have lived experience with poverty.

**Program Development  
Board Report  
Dana Schultz  
August 2020**

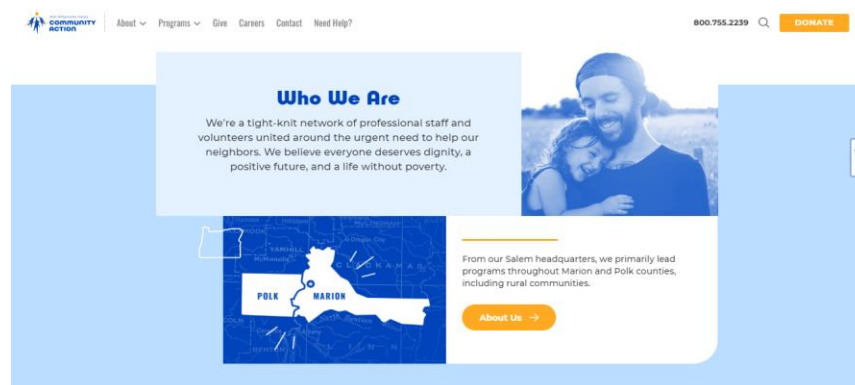
## Fundraising

This month, we will be onboarding our new AmeriCorps VISTA Mandy Royse who will be serving for a year as our Communications and Development Associate. Mandy has just finished her Bachelors in Marketing at Arizona State University and is eager to join us here in Oregon. She will be working remotely from Arizona until mid-September and relocating to Salem in the early fall. Mandy will continue some of Hailee's (our previous VISTA) work in improving donor management processes and our social media initiatives. Mandy's goal is to engage more people in contributing to our agency in some capacity, via social media, campaigns, and hopefully in-person fundraising events, depending on COVID. As you can see in our donations data below, there is a lull in new donors since we have been without someone who can focus on this work for a couple months. Mandy plans to come in and bring those numbers back up!



## Website Updates

The new agency website is scheduled to go live on August 24<sup>th</sup>. We are really excited with how the site has turned out and will announce an official unveiling once everything is completed for the launch.



## Special Projects

### Redwood Crossing

We are in full decorating and program preparation mode for Redwood Crossing, with the expectation of residents moving in by September 1<sup>st</sup>. We are busy developing program materials, hiring new positions, and working closely with Salem Housing Authority to lease the new units to chronically homeless individuals. See below how you can directly contribute to residents' success and a couple photos of the Redwood Crossing ribbon cutting with Mayor Chuck Bennett!

#### An opportunity to help...



Salem Housing Authority is preparing to open their Redwood Crossings Permanent Supportive Housing. MWVCAA/ARCHES will be providing onsite support services to many of the residents.

***How you can help - Donations are needed for welcome home baskets for the new residents. We are collecting the following items:***

- \* Full size hygiene products: shampoo & conditioner, toothpaste, liquid hand soap, bar soap
- \* Toothbrushes
- \* Shaving cream and razors
- \* Dish soap
- \* Laundry detergent; High Efficiency compatible
- \* Dryer sheets
- \* Cleaning supplies: toilet bowl cleaner and brush, general purpose spray cleaner, disinfectant wipes, brooms & dust pans
- \* Paper towels
- \* Toilet paper
- \* Dishes and utensils: plates, bowls, mugs, glasses, eating utensils, cooking utensils (no pots and pans are needed)
- \* Towels: bath mat, bath towel, hand towel, wash cloth
- \* Bedding: Twin size sheet set & comforter

***Adopt a room and provide all items for that room OR***

***purchase one or more individual items. All donations are appreciated.***

***For questions or to arrange a drop off or pick up of donated items please call:***

***Linda Strike at 503-399-9080 ext. 4018 or email [linda.strike@mwvcaa.org](mailto:linda.strike@mwvcaa.org).***

***Thank you for your support!!***



## Built for Zero



Milestone	Description	Progress	Next Steps
1. Develop a Quality By-Name List that meets the criteria established by Built for Zero.	There are 28 criteria to achieve a Quality By-Name List.	Have achieved 20 of the 28 Quality By-Name List criteria. See attached scorecard for status on each criteria.	See attached scorecard for next steps on the eight remaining criteria.
2. Engage leadership staff from three or more community agencies to actively participate in the Built for Zero Development Team.	Built for Zero Development Team is responsible for <ul style="list-style-type: none"> <li>Engaging community providers in Coordinated Entry, the Quality By-Name List, and Case Conferencing;</li> <li>Coordinating Community Outreach Plans; and</li> <li>Launching Case Conferencing</li> </ul>	Renamed this group to "BFZ Strategy Team" and its expanded membership: <ul style="list-style-type: none"> <li>Community Action Agency</li> <li>ARCHES Project</li> <li>MWV Homeless Alliance</li> <li>NW Human Services</li> <li>Polk Community Development Corp.</li> <li>Shangri-La Corporation</li> <li>Salem Housing Authority</li> <li>Kaiser Permanente</li> <li>PacificSource</li> </ul>	
3. Conduct monthly Built for Zero Development Team Meetings to monitor progress and make changes where needed.		Renamed this group to "BFZ Strategy Team" and increased the frequency of meetings to every two weeks	Next meeting is Aug.3, will discuss the first case conferencing session
4. Map and develop a corresponding regional outreach plan to ensure all geographic areas are connected to a services and assessment access point for people experiencing chronic homelessness.	The regional plan will illustrate how individuals and families can access the homeless services system.	Created inventory of agencies and organization to survey; identified information to be collected; secured an intern from PSU School of Social Work to conduct mapping	Onboard PSU intern in September; launch mapping project
5. Plan and implement a semi-monthly case conferencing model that meets Built for Zero criteria.	Collaborative case conferencing works off the By-Name List.	Created attached workflow; formed Case Conferencing Core Team; and created attached partnership agreement	1 <sup>st</sup> case conferencing session is scheduled for July 31, 2020

*A community has **ended chronic homelessness** when the number of people experiencing chronic homelessness is zero, or if not zero, then either 3 or .1% of the total number of individuals reported in the most recent point -in-time count, whichever is greater.*

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

**COVID and Operations**

The Agency has implemented temperature check stations for employees as they report to work. For confidentiality purposes, we have implemented confidential electronic text message surveys to allow staff to complete COVID site entry surveys prior to arriving at work. Compliance with the recent Governor's Order requiring face coverings/masks was already in place when issued. Clients and vendors are also required to pass the agency COVID survey and a temperature screening before coming into facilities. The Agency recently opened an ARCHES site at Church Street in Salem and all COVID safety measures were implemented at that location this week.

[COVID@mwvcaa.org](mailto:COVID@mwvcaa.org) is available to staff for reporting concerns, circumstances and medical updates from employees, independent from their direct management.

The bulk of the activity at this point has been around staff quarantines. The actual positive staff cases remains steady at eight out of 387 since April. The Agency has quarantined many staff that have had community exposures, symptoms, direct exposure to a coworker positive or a child that tested positive. As of today, we have 15 staff on quarantine status.

**Personnel Policies**

The agency updates personnel policies every two years and we are currently in process for final approval of the new policy manual. The Board will be asked to approve this document at the August meeting.

**Benefit Plan Renewal**

The final benefit package includes Kaiser Medical and Vision, EBMS Dental, EBMS Short term Disability, Reliant Behavioral Health Employee Assistance Plan, and The Standard Life Insurance/Accidental Death and Dismemberment (AD&D). After some changes to plan design, the overall increase in the combined benefit package was held to 1.5%. For individual employees on the medical plan, that means an increase of less than \$2 per paycheck. The Agency will still offer free dental enrollment to all eligible (full-time, regular) employees. The contract renewal is set for October 1<sup>st</sup> and HR has been working on Open Enrollment procedures and communications for September.

The Agency will be changing carriers for life insurance/AD&D to The Standard. They made a successful, competitive bid to recover our business, and offer an Open Enrollment of Voluntary Life for employees up to \$125,000 Guarantee Issue without requiring Evidence of Insurability (EOI). For employees with medical conditions that may not be able to get approved for life insurance on the open-market, this is a huge value and win for our staff.

Christy Beck, HR Assistant, has been reconfiguring the Paycom system this year to update plans, deductions and enable passive enrollment rollover. Staff will not need to do anything in the payroll system if they do not need to change their enrollments in health plans. This is a positive step in the direction of efficiency for HR and for staff.

**Personnel Update:**

Carlie Grosjacques has been promoted to **HR Generalist** and designated back-up for Helana Haytas, COO. HR has added a **Safety Coordinator - (Bilingual Spanish)** to the team, Rolando Ramirez, and he is scheduled to start at the end of August. He will monitor all agency safety programs and procedures.





## THE ARCHES PROJECT

615 Commercial Street NE  
Salem, Oregon 97301

CRP Board Report – August 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, Seymour Center in Salem, and the Santiam Outreach Community Center in Mill City.

### **ARCHES Day Center:**

Since opening day, the total number of duplicated Day Center visits is 45,089 - with an average daily attendance rate of 69. During the month of July, there were 712 duplicated visits. This was a decrease compared to June 2020, and an 18% decrease from July 2019. This decline is directly attributed to a 1.5 week mandatory closure in efforts to contain COVID -19 transmission, as well as reduced indoor capacity.

On warm weather days (95 degrees +) ARCHES is providing cooling and hydration stations in the parking lot, where water misters and shaded areas are provided, as well as beverages and ice cream. Staff are trained to spot heat exhaustion and provide emergent first aid.

### **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
July Total	47	637	1847	1975	38	36	194	56	237
FY 2020 Total	47	637	1847	1975	38	36	194	56	237
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 remains stable for July 2020. 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 July saw 5,067 supportive service transactions. This is a 24% increase over service transactions for July 2019 and is largely attributed to better data tracking methods and an increase in services offered.

The majority of Supportive Services provided in July were sack lunches (36%). Accepting incoming calls for resource referrals was the largest need in July, with 1975 call taken. This is ARCHES' highest call volume to date.

### **ARCHES Housing & Specialty Programs:**

For the 2020 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.

During the month of July, 95 households (154 persons) received housing support, as well as 9 households exiting into self-sufficiency. Meaning they are able to live independently of ARCHES assistance moving forward. Since tracking began in July 2019, 415 households have exited ARCHES programing into permanent housing solutions.

July ARCHES Housing Programs										
Table 1										
Core Programs	Households Served	Avg VI-SPDAT Score	Adults	Children	Households Searching	New Households Housed	Household PH Exists	Marion Households	Polk Households	Total Unique Served
Home TBA - RRH	13	9.1	16	8	10	1	3	2	11	24
Home TBA - D	0	0	0	0	0	0	0	0	0	0
ERA	0	0	0	0	0	0	0	0	0	0
HUD CoC	3	9	4	10	29	2	0	2	1	13
City of Salem - TBRA	Program Pending									
EHA - RRH	16	10	18	11	0	3	2	16	0	29
EHA - D	0	0	0	0	0	0	0	0	0	0
DHS Fresh Start RRH	4	0	5	2	4	0	0	4	0	7
DHS Navigators	19	9.86	20	5	9	1	2	19	0	25
HSP	2	12	2	3	0	0	0	0	2	5
Redwood Crossing	Program Pending									
OHA-VRAP	32	9.9	40	2	2	0	2	32	0	42
VET DRF	4	6.7	7	0	0	0	0	1	3	7
EHA	2	7.1	2	0	0	0	0	1	1	2
Clients Served	Households Served	Avg VI-SPDAT Score	Adults	Children	Households Searching	New Households Housed	Household PH Exists	Marion Households	Polk Households	Total Unique Served
July Served	95	9	114	41	54	7	9	77	18	154
FY Total Served	95	9	114	41	54	7	9	77	18	154

ARCHES specialty services engaged 611 households in this most recent period. Currently, Coordinated Entry is ARCHES' highest volume specialty programming with 1,381 persons (553 households). To date, 7,324 households have engaged with ARCHES specialty services since July 2019.

July ARCHES Specialty Programs						
Table 2						
Specialty Programs	Households Served	Adults	Children	Veterans	Fleeing DV	Total Unique Served
Marion County VSO	361	361	0	361	0	361
Mobile Showers	0	0	0	0	0	0
RENT	0	0	0	0	0	0
Birth Certificates	0	0	0	0	0	0
Coordinated Outreach	250	250	0	0	0	250
July Served	611	611	0	361	0	611
FY Total Served	611	611	0	361	0	611
HRAP	1	1	0	0	1	1
Coordinated Entry - HP	552	734	646	13	15	1380
Coordinated Entry - Homeless	0	0	0	0	0	0
Coordinated Entry - July TOTAL	553	735	646	13	16	1381
Coordinated Entry - FY TOTAL	553	735	646	13	16	1381

## **MWVCAA – Homeless Prevention/ Rent Relief Program**

In response to COVID, ARCHES has developed a robust prevention program. Households which 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 is experiencing a large increase in prevention requests and has opened multiple access points within Marion and Polk Counties, including: ARCHES, Santiam Outreach Center (SOCC), Polk CDC – Dallas, Love Inc. – Woodburn, Sheltering Silverton – Silverton. Sub-recipient relationships have also been established to further expand COVID assistance access, with a focus on geographic coverage and specialized sub-populations (i.e families, culturally specific organizations).

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 (CVRRP) and the CARES Act (CVRRP – CARES, CSBG – CARES, and ESG-CARES). In all, ARCHES has roughly 5.2 million dollars in direct client service for prevention.

To access aid, households are encouraged to call 503-399-9080 ext 4003 to speak with a Coordinated Entry representative. Or they can apply online at: <http://mwvcaa.org/utility-and-rental-assistance/> .

Since beginning services in mid-May, \$1,504,267 has been disbursed across Marion/Polk counties. Assisting 289 households, of which 44% self-reported as Hispanic and 12% resided in Polk County.

Grant	Spent	Household Data							Individual Data	
		Utility Assistance	Rent Assistance	Households Served	% Hispanic	% Disabled	% DV	% Veteran	Marion	Polk
CVRRP - CARES	\$ 1,158,575.50	\$ 71,380.74	\$ 1,087,194.76	186	42%	35%	28%	0.4%	312	34
CVRRP	\$ 345,692.21	\$ 15,233.08	\$ 330,459.13	103	47%	31%	11%	0%	188	25
<b>Total</b>	<b>\$ 1,504,267.71</b>	<b>\$ 86,613.82</b>	<b>\$ 1,417,653.89</b>	<b>289</b>	<b>44%</b>	<b>33%</b>	<b>20%</b>	<b>0%</b>	<b>500</b>	<b>59</b>

To increase spending and to ensure efficient service delivery, ARCHES has sub-granted operation dollars to Micro-Community leaders throughout Marion and Polk

Counties. Ensuring access for all populations and regions within MWVCAA scope. These sub-recipients include:

- United Way
- Silverton Area Community Aid (Silverton focus)
- Family Building Blocks (Family focus)
- Mano a Mano (Lantix and Farmworker community focus)
- Love Inc. (Woodburn and Northern Marion focus)
- Seeds of Faith Ministries (BIPOC focus)
- MOU only – Island Boy Camp (Pacific Islander/BIPOC focus)

By employing many sub-contractors, we have been able to surpass the OHCS Time Bound Expenditure plan for CVRRP – CARES. To date (8-17-20), ARCHES is currently 25% allocated; 3 weeks ahead of schedule

MWVCAA - Time Bound Expenditure Tracker CVRRP - CARES			
Spending Target Date	Spending Target (by %)	Spending Target (by \$)	Date Achieved
7/9/20	5%	\$ 225,124.10	7/7/2020
7/23/2020	10%	\$ 450,248.20	7/16/2020
8/6/20	15%	\$ 675,372.30	8/1/2020
8/20/2020	20%	\$ 900,496.40	8/10/2020
9/3/20	25%	\$1,125,620.50	8/17/2020
9/17/2020	30%	\$1,350,744.60	
10/1/20	40%	\$1,800,992.80	
10/15/2020	50%	\$2,251,241.00	
10/29/20	60%	\$2,701,489.20	
11/12/2020	70%	\$3,151,737.40	
11/26/20	80%	\$3,601,985.60	
12/10/2020	90%	\$4,052,233.80	
12/24/20	95%	\$4,277,357.90	

### **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. In addition, staff, visitors, and clients to all ARCHES locations now

participate in mandatory COVID screenings and Temperature checks upon building entry.

- COVID - Program Operations:

- Day Center: Open. 20 guests at a time. M-F 9:00am – 3:00pm.
  - *Outdoor services coming soon*
- 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-S, 8:00am – 8:00pm. 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-S 8:00am-8:00pm. Or online at <http://mwvcaa.org/utility-and-rental-assistance/>

**Looking Ahead:**

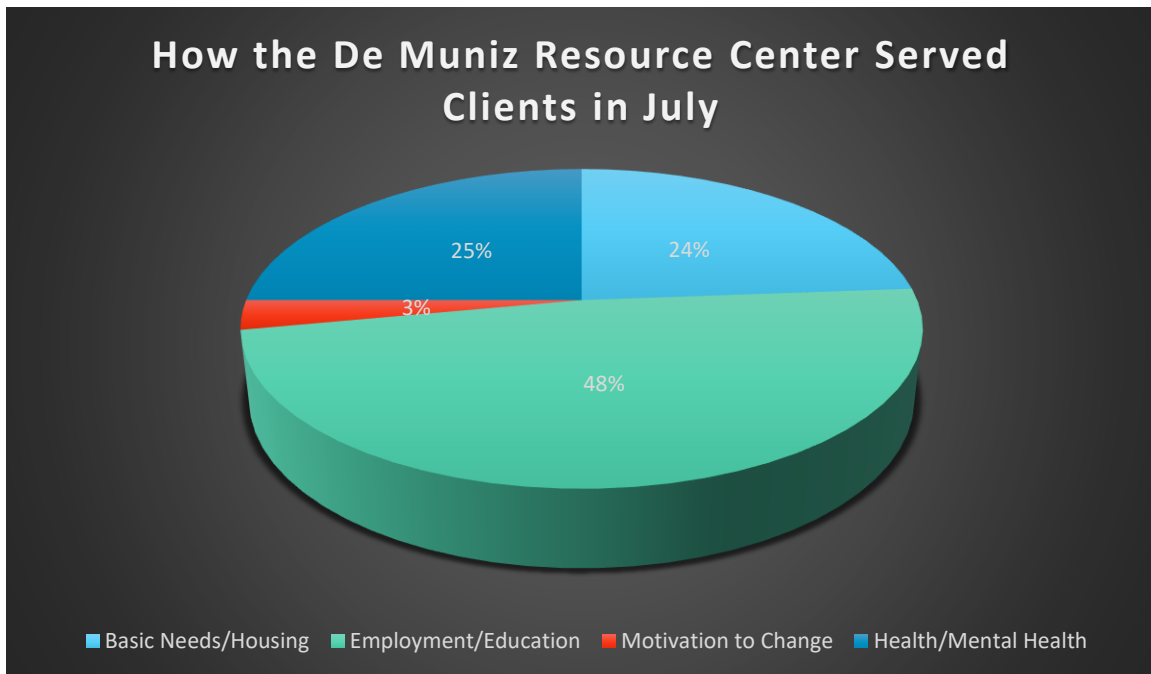
- ARCHES is looking forward to the opening of Salem’s first Permanent Supportive Housing facility in partnership with the Salem Housing Authority, known as Redwood Crossing. Chronically homeless residents are expect to begin move-in by the end of August.
  - <https://www.statesmanjournal.com/story/news/2020/08/10/salem-housing-authority-project-housing-homeless-oregon/3322702001/>



- Community members are invited to “adopt a room”. Helping to provide all the items needed for a complete move-in, such as: toothbrushes, bedding, cleaning products, and dinnerware. To “adopt a room”, please contact Linda Strike at [Linda.Strike@mwvcaa.org](mailto:Linda.Strike@mwvcaa.org).



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



### Opportunities/Challenges

- ❖ De Muniz Resource Center served 73 clients in July.
- ❖ 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 our community clients.
- ❖ Northwest Human Services resumed their regular Oregon Health Plan clinic in-person this month. Thirty-two Transition Center clients took advantage and got enrolled for OHP.
- ❖ We began year two of the Willamette Workforce Partnership's employment grant that now includes supportive services money to assist clients with transportation needs, required work attire/tools, identification cards, special certificates/licenses, etc.
- ❖ Director has been working with MCSO on creating and implementing a new database for the De Muniz Resource Center. Staff have been learning the new database while Director continues to work with MCSO to make modifications and improvements.
- ❖ The De Muniz Resource Center has a new graduate intern working with our staff and clients to earn credits towards a master's degree in social work. She will be learning/participating in the cognitive behavioral classes we provide as well as serving the general needs of our clients.
- ❖ Main challenge continues to revolve around budget and staffing shortages.



## **Success Story**

### **“Adapting to Uncertainty”**

Client B.H. has continued to face significant barriers in working toward his employment goals. B.H. and I had worked together in the past, but I have witnessed a renewed commitment to making positive changes in his life. Due to the many difficulties presented by the current pandemic, B.H. found himself residing at the Marion County Transition Center for longer than expected as transitional housing options became increasingly inaccessible.

As B.H. and I began working together once again, it was him who completely took the initiative to make the most of this unexpectedly extended time. Mock interviews can be a nerve-racking experience for anyone and I often have to work hard to convince my clients to participate, but B.H. actually requested to do one on his own accord. I was highly impressed with his level motivation and it was also evident that he had spent significant time honing his interviewing skills on his own.

B.H. used every minute he had at the resource center to his advantage, applying for countless jobs and setting up multiple interviews. It took ongoing communication and collaboration between myself and Marion County Transition Center staff to help B.H. get clearance to go off-site for interviews. B.H. hopped on multiple buses and walked many miles to ensure he was able to make it to as many interviews as possible despite the many limitations in his way. After months of effort, B.H. was able to secure employment. The level of adaptability and perseverance B.H. has shown over the course of this very uncertain time is really something to be admired.

-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  
August 2020

**Opportunities:**

- **Completed:** Mainly transitioning from assisting with Second round of relief funds are for those providers who did not access the first round, or those just beginning to reopen, as well as, Preschool Promise. Collaborated with the Marion and Polk Early Learning Hub for a Preschool Promise Meet and Greet on August 13<sup>th</sup>. We talked about what our CCRR Roles are going to be with Preschool Promise. The Hub talked about their role as providing Coordinated Enrollment. Gave a chance for providers to see each other with the hopes of them connecting. However, contracts are not out yet for PSP. Providers still only have their Intent to Award letters. ELD is finishing up PSP Grantee appeals process before they can issue contracts for signing.
- **Ongoing:** Outreach on COVID resources to Early Learning providers. Especially looking at activities to do with child care children that are safe for everyone and that help explain Covid to young children at their level.
- **UPDATE:** The state Early Learning Division has released the highly anticipated Emergency Guidelines for emergency child care on August 14th. CCR&R staff were given some training on them prior to release. We will see how these guidelines will effect current approved ECC child care.
- **Update:** It seems we will be receiving additional funding for 2 positions that will primarily be working with Preschool Promise providers in our region. One position is an instructional Coach that digs deeper and assists with observations, classroom environments/behaviors and the other is a sort of Quality Improvement/Mentor to help them with professional development, Spark, best business practices. Funding formula for FTE will be based on the number of Preschool Promise programs/slots in our region. There also may be some additional capacity dollars added as well, for Preschool Promise staff wages, office equipment etc. Unsure of what FTE we will be given for Preschool Promise. Will need time to hire new staff and find office space for them.

**Challenge:**

- Quality Improvement staff coordinating child care networks are transitioning into more of a case management model of work. 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.  
**Update:** After the first month using the TA Logs, CCR&R Directors and select Quality Improvement staff have requested to meet with the Early Learning Division to discuss the log and tweak. Many QIS's are saying that the Logs are taking way too much time to complete. Input will be given and discussed at this meeting.
- **Update:** The Early Learning Division Office of Child Care is now Licensing new providers at this time. We have been given the go ahead to modify our Intro to Registered Child Care class which is required to become licensed, to a virtual class for the time being. Licensors will be available for their portion of the class. Licensors will be doing monitoring visits virtually as well, for new providers. They will see how it goes, and will look into doing some sort of hybrid visit once ELD allows.
- A majority of staff are working remotely. This transition has worked smoothly but it still isn't easy. We as a team meet weekly to make sure we are all on the same page and that work is aligned and continuing on schedule. We also meet with both Early Learning Hubs on a weekly basis to align work and assist each other on initiatives.
- Our CCR&R continues to provide live webinars for child care providers across the state.

# Energy Services July Program Report

Traia Campbell, Program Director

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

Energy Services households served in July: LIHEAP, LP CARES, EASCR, OEA PGE & PAC, OLGA & GAP

### July 2020 - Marion and Polk counties

Funding	HH	People	>6	60+	Disabled	@ or below 75% of poverty	Ave HH pmt
LIHEAP	85	258	46	18	20	37 =43% of hh served	\$385.50
LP CARES	173	532	74	53	78	78 =45% of hh served	\$473.97
EASCR	583	1660	176	233	256	216 =37% of hh served	\$653.69
OEA PGE	122	365	55	43	45	57 = 46% of hh served	\$395.14
OEA PAC	27	61	8	14	10	11 =40% of hh served	\$390.37
OLGA	59	202	29	22	15	16 = 27% of hh served	\$394.05
GAP	21	86	16	5	8	11 = 52% of hh served	\$125.71
<b>Total</b>	<b>1070</b>	<b>3164</b>	<b>404</b>	<b>388</b>	<b>432</b>	<b>426 =39% of hh's served</b>	<b>\$448.79</b>

### June 2020 Marion and Polk counties

Funding	HH	People	>6	60+	Disabled	@ or below 75% of poverty	Ave HH pmt
LIHEAP	197	635	105	52	54	99 =50% of hh served	\$430.38
LP CARES	171	608	91	19	29	93 =54% of hh served	\$639.33
EASCR	0	0	0	0	0	0	\$0.00
OEA PGE	236	741	103	76	74	104 = 44% of hh served	\$404.56
OEA PAC	20	47	6	9	7	8 =40% of hh served	\$375.00
OLGA	84	294	47	29	18	42 = 50% of hh served	\$446.35
GAP	13	64	10	0	1	7 = 53% of hh served	\$116.53
<b>Total</b>	<b>721</b>	<b>2389</b>	<b>362</b>	<b>185</b>	<b>183</b>	<b>353 =47% of hh's served</b>	<b>\$382.60</b>

Oregon Legislature released \$15 million for energy assistance June 5 , Energy Assistance Stability Coronavirus Relief funding which expires Dec 30, 2020. OHCS released the EASCR funding July 23 to the network, Energy completed 583 applications / Releases in 7 days (July 23-31). The newly adopted Request form has proven to be vital in assisting our community in a time of crisis with EASCR, LP CARES, LP, OEA PGE & PAC, OLGA and GAP. EASCR funding eligibility is based on 80% area median income by household size, Energy has found the majority of households served have much lower income. A large number of households are eligible for EASCR's express enrollment as they have received, LIHEAP, OEAP or US DOE Wx in PY's 2019 or 2020 or currently receive SNAP, TANF, OHP, WIC, MEDICAIDE or SSI. At the rate Energy has demonstrated the ability to deliver the EASCR funding to eligible applicants in Marion and Polk counties we will be out of funding much sooner than the expiration date of Dec 30, 2020.

Energy introduced the Request for assistance form in June providing an option for applicants to complete and turn in with required back up in place of a scheduled appointment. The Request form has exceeded expectations, it has enable Energy's Team to assist many more clients and reduced the number of incomplete & denied applications nearly to zero. Energy still schedules a minimal number of appointments for in office or phone interviews but have found many applicants are choosing to complete the Request for assistance. The average time to complete a complete Request is 2-3 days. The English and Spanish Requests will be updated for PY 2021 and include OHCS's updated disclaimer/release. I have chosen to utilize the Request for the upcoming PY but making availability limited as funding is available.

Energy welcomed Eric Roman to our Team in July as an Office Specialist. With the new program changes the Energy office is busier than ever, we are grateful to have Eric as part of our Team.

### July 2020 Polk county only

Funding	HH	People	>6	60+	Disabled	@ or below 75% of poverty	Ave HH pmt
LIHEAP	17	48	10	2	5	10 =58% of hh served	\$394.00
LP CARES	17	53	7	2	7	11 =64% of hh served	\$456.96
EASCR	39	125	26	8	7	20 =51% of hh served	\$588.46
OEA PGE	0	0	0	0	0	0 = 0% of hh served	\$0.00
OEA PAC	11	25	4	5	5	7 =63% of hh served	\$385.00
OLGA	5	12	1	4	2	0 = 0% of hh served	\$369.00
GAP	0	0	0	0	0	0 = 0% of hh served	\$0.00
<b>Total</b>	<b>89</b>	<b>263</b>	<b>48</b>	<b>21</b>	<b>26</b>	<b>48 =53% of hh served</b>	<b>\$365.57</b>

### JUNE 2020 Polk county only

Funding	HH	People	>6	60+	Disabled	@ or below 75% of poverty	Ave HH pmt
LIHEAP	8	30	3	1	0	4 =50% of hh served	\$424.37
LP CARES	16	54	8	2	5	8 =50% of hh served	\$570.25
EASCR	0	0	0	0	0	0 =0% of hh served	\$0.00
OEA PGE	2	9	1	0	0	1 = 50% of hh served	\$427.50
OEA PAC	5	10	0	3	1	2 =40% of hh served	\$300.00
OLGA	5	18	4	2	3	2 = 40% of hh served	\$534.00
GAP	1	7	0	0	0	0 = 0% of hh served	\$113.00
<b>Total</b>	<b>37</b>	<b>128</b>	<b>16</b>	<b>8</b>	<b>9</b>	<b>17 =45% of hh served</b>	<b>\$376.02</b>

Weatherization Board report  
August 27<sup>th</sup> 2020

Weatherization program has usually achieved set goals. Unfortunately the sad realization is that last fiscal year we fell short, not because the lack of effort from anyone at weatherization or our contractors but because something beyond anyone's control.

This realization makes me sad, not because they were numbers we set but because we failed in making a difference for some of our clients. The short and long term weatherization benefits are now delayed. Overall we have stayed positive and have been building momentum so we can soon be at client's doors steps ready to provide our services, savings, comfort and hopefully a smile.

The following are some of the numbers achieved last fiscal year with most having a 30-40% decrease from the previous year.

Total Individuals		260
Total HH Weatherized		100
Children under 18		82
Senior		57
Veteran		8
Housing		
Own		87
Rent		13
Mobile Home		55
Site Built		45
Health and Safety measures		100

**Annual OHCS Monitoring** - We recently had our annual Wx monitoring and very pleased to say that we did not have any major concerns or findings. The Report recently arrived we will be reviewing it and will be providing an update in next month's board report.

**Nutrition First**  
**Sue Maxwell, Program Director**  
**August 17, 2020**

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

- ✓ For the month of July, we signed on seven new providers (6 OCC registered/certified and 1 DHS listed) and closed thirteen, for a total of 442 homes.
- ✓ Nutrition First staff traveled 2,014 miles during July.
- ✓ 113 homes were visited in July, as we are back to visits fulltime.
- ✓ A new educational training started this month. This unit is all about fruits and multi-cultural menus and recipes. We were able to download lots of information from the CDC on “The Global Kitchen” – ways of using spices and fruits to make dishes commonly served in other parts of the world. We have nutrition tips for cooking culturally using less salt and more of a variety of spices. There is a game for kids to increase their knowledge of different fruits and vegetables, many handouts for the providers, and we read a story to the kids and give them stickers and coloring sheets.
- ✓ Approximately 904 children were visited during July.

**2. Challenges**

- ✓ Retaining our providers when many are still not working (56 are still closed, and chances are good that they will not be returning to family child care. 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). We are closing about eight providers per month, and signing up almost that many new providers, so numbers, while low, are staying fairly even. *This challenge will remain for many months, I am afraid.*
- ✓ The annual USDA renewal grant has been released (not the budget piece, only the policies and procedures portion). Part of it is due this Friday (8/21) and all of it is due 9/4/2020. I actually only have five or six visits this month, so I will have time in the office to write policy.

# HEAD START PROGRAM REPORT TO BOARD OF DIRECTORS & POLICY COUNCIL

## Eva Pignotti, Program Director - August 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%	73.48%	71.54%	
Subsidized	86.50%	0%	0%	89.95%	77.50%	

#### 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%	72.06%	77.59%	
Subsidized	76.25%	0%	0%	89.88%	82.50%	

#### 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%	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 before the end of the year. Numbers reported include slots vacant for less than 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	369	361	
Subsidized (20)	20	20	20	20	20	20	20	19	19	16	17	

#### 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	116	114	
Subsidized (8)	5	7	8	8	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	77	76	

## 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	0	0	
Subsidized	3	7	8	7	9	9	9	9	9	0	8	

### 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	38	38	
Subsidized	0	0	1	1	0	0	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	2	2	

## USDA Meal Reimbursements

	July 2020	
USDA Meal Reimbursements	Number of Meals Served	Amount Reimbursed
Breakfast	1,934	\$3,655.26
Lunch	1,939	\$6,805.89
Snack	268	\$ 257.28
Cash In Lieu	n/a	\$ 475.06
<b>Total Reimbursement</b>	<b>4,141</b>	<b>\$11,193.49</b>

**Report from Program Director:** The supplemental summer Head Start program just ended on August 6. Still in session through August 26 are the Maple full day, full year Head Start and EHS classes, six Head Start duration classes and five EHS classes. We are awaiting the newest guidance from the Early Learning Division and making plans for the 2020-2021 school year. Staff will be back for pre-service training on September 8, with classes starting September 28.

**Community Action HOME Youth Services – Board Report  
August 2020**

<b>2020 Executive Summary</b>													
	<b>J</b>	<b>F</b>	<b>M</b>	<b>A</b>	<b>M</b>	<b>J</b>	<b>J</b>	<b>A</b>	<b>S</b>	<b>O</b>	<b>N</b>	<b>D</b>	<b>total</b>
<b>Runaway &amp; Homeless Youth (RHY)</b>													
Salem Run Reports Received & Acted On	14	31	24	25	5	12	0*						
Keizer Run Reports Received & Acted On	9	6	0	5	2	4	0*						
Reunited To Permanent Connections	12	9	9	10	2	X*	0*						
Families Connected With	14	18	14	10	2	X*	0*						
Youth Connected With Via Street Outreach (duplicated)	15	22	19	1	3	7	0*						
RHY Case Managed	4	2	2	2	1	2	1						
Non- RHY Case Managed	2	4	1	1	2	X*	2						
<b>Drop In Day Shelter (Stationary Outreach)</b>													
Unduplicated Youth Served	144	171	150	47	61	80	71						
Total Visits	846	932	590	212	252	323	261						
Total Meals (lunch, snack & dinner)	950	1,093	565	96	155	180	189						
Youth New To Services (intakes)	22	27	23	11	6	15	9						
<b>Youth Empowerment Program (YEP)</b>													
Youth Participated At Some Level (duplicated)	25	26	22	24	8	7	11						
Attended Job Skills Development Workshops	17	13	5	6	2	1	4						
Attended Financial Literacy	14	2	0*	0*	4	0	0*						
Attended Education & Business Field Trips	13	0*	12	0*	1	1	0*						
Savings Accounts Opened	7	0*	0*	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	16	9						
Total Nights of Service	253	251	273	219	239	222	162						
Community Support													
Number of Volunteers / Interns	3	3	4	1	1	3	1						
Total Number of Volunteer / Intern Hours	51	80	86	40	63	84	33						
Key	0* = Activity Not Offered X* - Did Not Collect Data *U = Unduplicated total												

### Drop In:

- Youth Empowerment Program – continues to facilitate primarily virtual programming. Using dedicated grant funds the program is purchasing equipment to increase their virtual reach (podcast equipment etc). The program has been using the Canvas platform to facilitate workshops and structure the program. This is the same platform the school district has adopted for the 20/21 school year, replacing Google Classroom. This means YEP youth will already be accustomed to the platform from the beginning of the school year, hopefully easing the transition into the new form of distance learning.
- Street Outreach – We offered the vacant Youth Navigator (case management) position to a well-qualified candidate who is scheduled to start in late August. With this position filled we will be able to resume responding to run reports, provide case management and conducting street outreach. We are increasing investment in expanding services throughout Marion and Polk by hiring a full time staff dedicated to street outreach, with a focus on rural areas. We hope to recruit and train this team member by the end of September.
- Data shows that the majority of our tangible resources at the Drop In are accessed by youth experiencing homelessness.

In July

**28 RHY youth**  
300 Clothing items  
303 Basic Need items  
142 Meals

vs.

**43 non RHY youth**  
59 Clothing items  
88 Basic Need Items  
47 meals

### Taylor's House:

- Seeing an increase in DHS referrals and decrease in community based referrals. This is concerning as youth have less contact with mandatory reporters during COVID and are more isolated. We are actively pursuing ways to increase outreach to these youth.

**Other:**

- Program Director participated as a member of a rules advisory committee for SB918 and SB485
- Supervisory staff participated in pay equity surveys
- Staff and our Youth Action Board are planning a virtual fundraiser scheduled for August 29<sup>th</sup> called “2,000 steps HOME”. Mark your calendar for this virtual event.  
<https://runsignup.com/Race/OR/Salem/2000StepsHOME>
- COVID. This is resulting more overtime hours than expected.
- State of Oregon has a new background check platform for childcare agencies as of July 31 – ORCHARDS. Staff in learning how to navigate this new system and the procedural changes that come with it.

**Client Highlight:** *\* client's name & identifying information has been changed to protect their privacy*



HOME Youth Services



home \_ youth \_ services

**Mid-Willamette Valley Community Action Agency, Inc.**  
**Board of Directors Executive & Finance Committee Meeting**  
**August 13, 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; Nancy Cain, Manager of Audit & Compliance; Helana Haytas, Chief Operations Officer; Amy Schroeder, Accounting Office Specialist

**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. Legislative Update. The network faced some enormous challenges entering the special session, which could have permanently threatened some of our base grant sources. But we were able to achieve a negotiated compromise with the Speaker, the Governor's Office, and OHCS that was acceptable to all parties.
- b. The ARCHES building sale should be completed soon.
- c. We have spent down 20% of our grants of our COVID rental assistance, and remain on target. We have been working with local agencies and organizations as sub recipients to help spend down the funds.
- d. The agency has had a total of eight employees with COVID-19 since the beginning of the COVID event. All appear to be community spread, not agency spread. We have implemented temperature checks and health screenings at all worksites including staff and visitors.

**2. Chief Operation Officer's Updates**

- a. The agency is working on a sick leave protocol when it comes to those contracting COVID-19 or in quarantine due to exposure. Sick leave balances can run out quickly leaving an employee with unpaid time off.
- b. The Personnel Policies manual has been updated and sent to the board for approval at the full board meeting this month.
- c. The agency is considering its travel policy in regards to COVID-19.
- d. We have decided to move forward with a cohort model for our Diversity, Equity & Inclusion program. We will be holding a series of workshops for supervisors and managers.

**3. Financials – Nancy Cain presented the financial statements.**

**4. August 2020 Full Board Meeting Draft –**

- a. Presentation on agency demographic analysis.
- b. Various approval items.
- c. Personnel Policies manual update.

**5. Credit Card Expenditure Review** – To be completed in person at a later date.

**Meeting adjourned at 7:00pm.**

Respectfully Submitted:

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Amy Schroeder, Office Specialist

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Helen Honey, Board Secretary