



**NOVEMBER 2020 MEETING**

**BOARD OF DIRECTORS &  
HEAD START POLICY COUNCIL  
SHARED GOVERNANCE MEETING**

**THURSDAY, NOVEMBER 19, 2020**

**Joint Policy Council/Board of Directors Meeting**

**Thu, Nov 19, 2020 5:30 PM - 8:00 PM (PST)**

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

<https://global.gotomeeting.com/join/593561301>

United States: +1 (571) 317-3122

- One-touch: <tel:+15713173122,,593561301#>

**Access Code:** 593-561-301

**MWVCAA November 2020 Board Meeting**

**Thu, Nov 19, 2020 6:00 PM - 9:00 PM (PST)**

**(Full Agency Board Meeting after Joint Governance Meeting with the Policy Council)**

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

<https://global.gotomeeting.com/join/559043109>

United States (Toll Free): [1 877 309 2073](tel:18773092073)

United States: [+1 \(571\) 317-3129](tel:+15713173129)

**Access Code:** 559-043-109

**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 &  
HEAD START POLICY COUNCIL JOINT GOVERNANCE MEETING**

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|---|-------------|
| <b>I. Welcome and Introductions</b>   | <b>5:30</b> |
| <b>II. Public Comment and Approval of Agenda</b>                                      | <b>5:40</b> |
| <b>III. Joint Governance Business</b>   | <b>5:45</b> |
| 1. Candi House - New Head Start Policy Council Board Representative – <i>Approval</i> |             |
| 2. Head Start/Early Head Start Based Continuation Grant – <i>Approval</i>             |             |
| 3. EHS/EHS CCP Expansion Continuation Grant – <i>Approval</i>                         |             |
| 4. COVID Program Planning   |             |
| 5. By-laws  |             |
| 6. Program Goals & Objectives   |             |
| <b>IV. Adjourn Joint Governance Meeting</b>   | <b>6:35</b> |
| <b>V. Begin Regular Board Meeting</b>   | <b>6:40</b> |
| <b>VI. Consent Calendar</b>   | <b>6:50</b> |
| 1. October 2020 Full Board Meeting Minutes  |             |
| 2. November 2020 Executive Director’s Report  |             |
| 3. November 2020 Director of Program Development Report                               |             |
| 4. November 2020 Chief Financial Officer Report                                       |             |
| 5. November 2020 Program Director Reports   |             |
| 6. November 2020 Committee Meeting Minutes  |             |
| <b>VII. Board Business</b>  | <b>6:55</b> |
| 1. Executive Director’s Report  |             |
| 2. 615 Commercial Street Lease – <i>Approval</i>                                      |             |
| 3. Personnel Policies – <i>Approval</i>   |             |
| 4. Final Agency Budget – <i>Approval</i>  |             |
| 5. <i>Presentation:</i> Community Action Plan/Strategic Plan Update                   |             |
| 6. Financials – <i>Approval</i>   |             |
| 7. Executive Director Performance Evaluation – <i>Approval</i>                        |             |
| <b>VIII. Adjournment</b>  | <b>8:15</b> |

**Next board meeting: Thursday, January 28, 2021**

**Mid-Willamette Valley Community Action Agency, Inc.**  
**Board of Directors Meeting**  
**October 22, 2020**  
**MINUTES**

**ATTENDANCE:**

**Board of Directors:**

**Present:**

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

**Absent:** Steve McCoid

**Others Present:**

**Program Directors/Staff/Guests:**

Jimmy Jones, Executive Director  
Helana Haytas, Chief Operations Officer  
Kaolee Hoyle, Chief Financial Officer  
April Cox, Director of Specialty Courts & Reentry Services  
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 5:33 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 Lyle Mordhorst,

**SECOND:** Linda Bednarz.

**APPROVED:** Unanimously approved

**IV. Consent Calendar**

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

No discussions or concerns were raised

**2. October 2020 Executive Director Report**

No discussions or concerns were raised

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

- No discussions or concerns were raised
4. **October 2020 Chief Financial Officer Report**  
No discussions or concerns were raised
  5. **October 2020 Program Director Reports**  
No discussions or concerns were raised
  6. **October 2020 Committee Meeting Minutes**  
No discussions or concerns were raised

**MOTION:** To approve consent calendar made by Shelaswau Crier,

**SECOND:** Helen Honey.

**APPROVED:** Unanimously approved

V. **Board Business**

1. **Presentation: The History of Community Action – Part II** – Jimmy presented a history of Community Action during the 1970s.
2. **Presentation: Emerging Poverty Issues for Community Action** – Jimmy presented data on emerging poverty crises in Oregon and nationally, focused on the impact of COVID in particular and income inequality.
3. **Head Start OHSA Charitable Check-Off Grant for Middle Grove Playground** – Oregonians donate to the Oregon Head Start Association (OHSA) through a check off box on the Oregon income tax return. OHSA makes the funds available to Head Start programs each year through a competitive grant application. Funding is available for building construction or development, land acquisition, and playground development or equipment. This year there is \$41,000 available to be awarded through grant application.

Our program has identified a need for increased playground spaces at the Middle Grove site, which serves children in nine classrooms. The current playground spaces are used on a rotating basis, but there are not enough to accommodate all the need. Development of the Middle Grove playgrounds has been ongoing since the property was purchased in 2013.

Additionally, there have been two incidents where vehicles have crashed through the fence on the Silverton Road side of the grounds, with one vehicle actually flying over the fence and rolling across the grounds. This has caused us to determine that the playgrounds would be safer if located farther to the South side of the property, away from the fence on the North side.

The program seeks approval to apply to OHSA for \$22,733 to be used to purchase items for a new playground area.

**MOTION:** To approve OHSA charitable check off grant in the amount of \$22,733 made by Jade Rutledge,

**SECOND:** Lyle Mordhorst.

**APPROVED:** Unanimously approved

4. **Executive Director's Report** –

- a. Jennipher Oajaca has resigned from the Head Start Policy Council and will no longer be the Board representative. Candi House will be their new representative and will be officially voted onto the board at the November joint governance meeting.

- b. Jimmy discussed the Energy and ARCHES spenddown of Federal CARES Act dollars. It is going well so far and the Agency expects to hit full spenddown in December.

**5. Financials** – Kaolee Hoyle presented the financial statements thru May 20, 2020.

**MOTION:** To approve financial statements thru May 20, 2020 made by Helen Honey,

**SECOND:** Linda Bednarz.

**APPROVED:** Unanimously approved

**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

# EXECUTIVE DIRECTOR'S REPORT

## MID-WILLAMETTE VALLEY

### COMMUNITY ACTION AGENCY

November 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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As we normally do not meet in December, this will be my closing Board Report for 2020. The first two pages of this report are essentially a reflection, looking back on the past year. The recent updates begin on page three. When the year began, I was entering my second full year in this position. I had many plans for 2020, especially in terms of development work and building more process and infrastructure inside the Agency. We had just received the first clean audit in five years and I felt really confident about our direction and our gathering strength. And I believed that this would be an easy year, marked by considerable progress for our Agency and our place in the community. For the first time in three years, I took a few vacation days around my birthday at the end of January. Returned fired up and ready to go. But not long after I landed in Portland, the pre-COVID world collapsed around us. In Wuhan, a new coronavirus had jumped species and was infecting people throughout the province. In a modern world where none of us are more than a day separated from the farthest reaches of the globe, it did not take long for the virus to arrive in Oregon. Despite the shutdown, we were, as a state, remarkably lucky. Compared to the rest of the country, the virus in Oregon, until recently, spread very slowly. The initial spread here was checked by a quick shutdown, smart prevention measures, and disciplined use of masks. But the economic consequences were, in many ways, as challenging as the virus itself. The shutdown and economic constriction, which turned out to be the greatest in nearly a century of American history, hit those in poverty the hardest, especially the working poor. Loss of employment, loss of child care (which drove many people out of the workforce), slow recovery, limitations on business (which while necessary were also a limitation on economic activity) all created a perfect storm for those in poverty in our community and across the state of Oregon. It will take years to recover from what has already come to pass, and we are not out of the woods yet. This winter will be a harsh one, creating ideal conditions for a viral surge at the very time that the poorest of our clients, the homeless, will be forced indoors into confined spaces. Just this week we saw a large outbreak at Union Gospel Mission. It won't be the last. We do not yet know what the full cost of three decades worth of homeless systems failures in Oregon and across the country will bring, but our collective failure to have made substantial progress in ending homelessness these last thirty years will certainly carry a heavy price this winter.

For the Agency, the past year has been a time of enormous challenge. We began making contingency plans in February, and were well prepared to move work off site when the shutdown orders came. That allowed us to continue almost all of our services even as many agencies across the state were closed. As we learned more about the virus, how it spreads and how to prevent it, we were able to gradually fully reopen almost all of our services. We carried on with our day center and other sheltering operations and Head Start classes, the riskiest client engagements we have, while many other agencies were virtually closed. We ran emergency child care. We ran a summer program for rising Kinders. We ran outreach teams in the camps. I've never been more proud of our staff, and the work they've done through enormous adversity, than I am this year. Looking back, it was an inspiring labor of love that we could still provide for basic needs through that kind of challenging public health crisis, and keep our people safe at the same time.

The national emergency brought about by COVID led to a rapid expansion of our resources, growing the Agency from around \$32 million per year to close to \$45 million per year over the course of six months. That increase was not just the product of the COVID pandemic. We were awarded those additional sums because we earned them, because we demonstrated that we could do the work as well or better than anyone else under conditions where many other agencies could not. It is one thing, too, to be awarded such large grants, and quite another to be able to execute the work and spend the money. A few years ago ARCHES faced a crisis because we could not figure out how to spend an unexpected \$550,000 state housing grant, which we struggled to spend out in fourteen months. This year, in the middle of a pandemic, ARCHES will have moved nearly \$7 million of an unexpected state housing grant in less than six months. Energy moved an additional \$1.25 million in a little under three months. Pulling that off, and keeping a stable financial system in the middle of that kind of "rapid cash in, rapid cash out" reality required all of our talents and best efforts.

We have faced other challenges as well. The movement for social and racial justice swept up Oregon, the Governor's office, the Legislature, and the various state departments. Community Action, which was founded as, and has long believed itself to be, a community-based organization serving people in poverty, promoting democracy and civic engagement, and defending racial equality as a bedrock principle of its core identity, was framed by some as a relic of a dying power structure, one that was unresponsive to communities of color. That challenge was especially difficult for many of us who have spent our lives fighting for civil rights, who believe in equality, justice and brotherhood. This conversation continues, and could forever change the social service delivery system in Oregon, one that has served millions in poverty across the state over the past thirty years. As an organization and a movement, we must believe that we are fighting for those that we serve, and part of our fight means that we have to grow and evolve ourselves, be less sensitive to constructive criticism, more responsive to communities of color, and better engaged with culturally responsive organizations. As with most problems in life, the fault here lies mostly within ourselves, having assumed too much, for too long. When these conversations become uncomfortable, I try to remind folks that the fundamental problem here is one of experience and perspective, that the white majority cannot know the anxiety of African American mothers who send their sons off to the corner grocery store, and worry that they might not ever return home again. Those fears have echoed and in some cases been born out in violent and tragic incidents across our nation over the past twenty years at a time when, as a nation, we like to tell ourselves that we have evolved beyond such things. But to ignore the truth and those who must speak it is to ignore our own humanity, and 400 years' worth of systemic oppression and racism. There is a better world ahead, one where love crowds out hate, and no one has to fear for their children. And that, at day's end, is our most common bond, one that transcends politics and race and class: that we all love our children, and all want them "respected for their infinite worth" and our dearest dreams are to see them reach their full human potential. While recognizing that pain, and pledging to

end it, we also have to be mindful of who we are, and the enormous good we have done for this community over several generations. This board packet is filled mostly with cold, dispassionate numbers. But behind each number is a unique human story, of hopes and dreams and fears, of people who want desperately to escape homelessness and addiction, who want housing stability and energy security, who want reliable transportation and access to good quality food, and who desire, above all things, to see their children live, grow, learn, and prosper in joy. We cannot turn our backs on what we have done well, nor forget where we have failed.

If this were not enough, and it absolutely was enough, the Labor Day Fires were their own special kind of breaking point. The damage outside Marion County was in some areas worse than in it, especially in Jackson County. But the destruction in the Santiam Canyon, even in isolation, was enormous. If you spent time at Detroit Lake, and hiking the mountains that trace the Canyon, and loved it as many of us do, it was a crushing moment. But for the people who lived there it altered the trajectories of many lives, pushing some into homelessness and poverty. It added another chapter to an already sad legacy, of a once prosperous community that fell into decline after the closure of the logging industry. And for those already homeless in the region, it pushed them into a much more desperate homeless situation in Salem. It will take many years to recover from the fires, as it will from the economic consequences of COVID, and the loss of so many joys and liberties that we took for granted just a year ago. For the Agency, the fires represented yet another emergency service that we had no option but to embrace, even though our systems are not essentially designed for that kind of large scale triage work, and we were already stretched to the breaking point by COVID work.

Community Action was born 50 years ago with the radical idea that people in poverty knew what was best for people in poverty. There are many challenges that face us still, to be sure. For me, my gravest concern is that the homeless, who have stood at the end of the line through a year's worth of prevention services that funneled millions to people who were already housed, will be forgotten completely as Oregon's anti-poverty system evolves. Two weeks ago our Outreach Team at ARCHES found a young woman just off Center Street. She was in a miserable physical condition, with live maggots in an open wound. Along with the Salem Police Department, we finally convinced her to go to the hospital. She survived, after the removal of more than 200 maggots and a coma. But without the intervention of our staff, she certainly would have died outside that very weekend. These are the folks in our state who are in the greatest of need, and I fear that Oregon has permanently squared its shoulders toward serving those already housed in some manner, over those who will die desperate, lonely and painful deaths outside.

Any of these problems alone could have crushed an agency like ours, especially one that was rebuilding its financial base and finance system. I am very proud of our team, but especially of our CFO Kaolee Hoyle and our COO Helana Haytas, who have navigated a safe path through these challenges and made us a stronger agency on the other side. I am proud too of our directors, who had to grow and evolve to make all this extra work successful. Running client services in a national emergency is probably the most difficult task any of us have managed in our professional lives. Each one of the people who report to me have all wildly exceeded any reasonable performance expectations under these conditions. What I have done is little, and what they have done made this Agency the single most indispensable actor in our community.

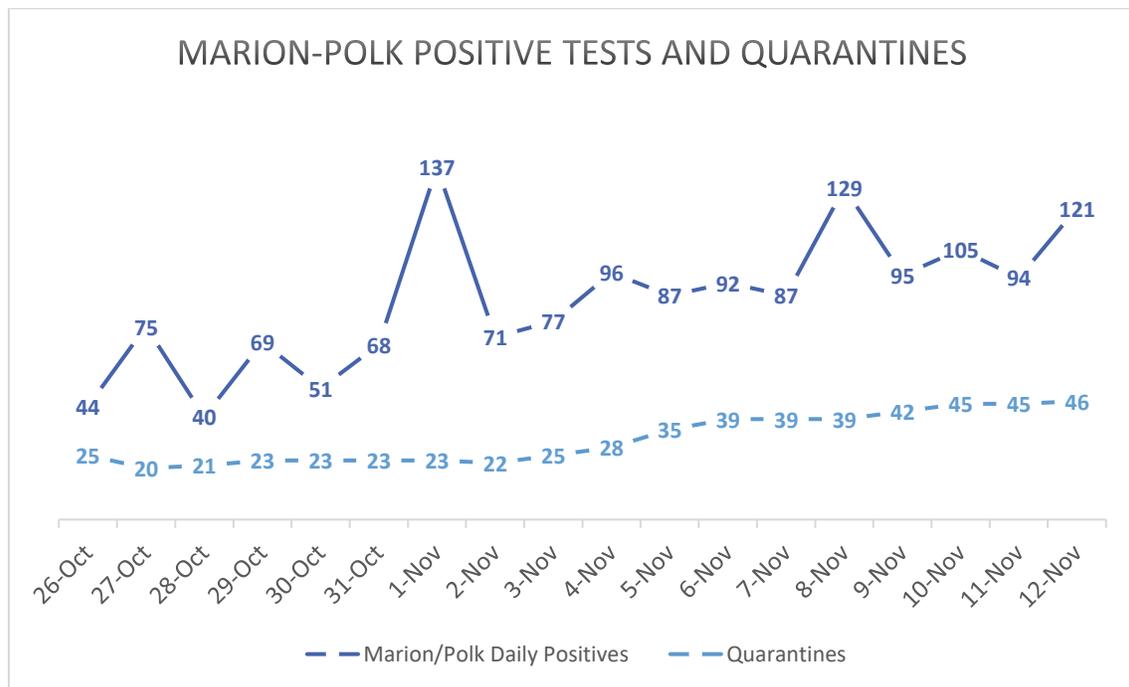
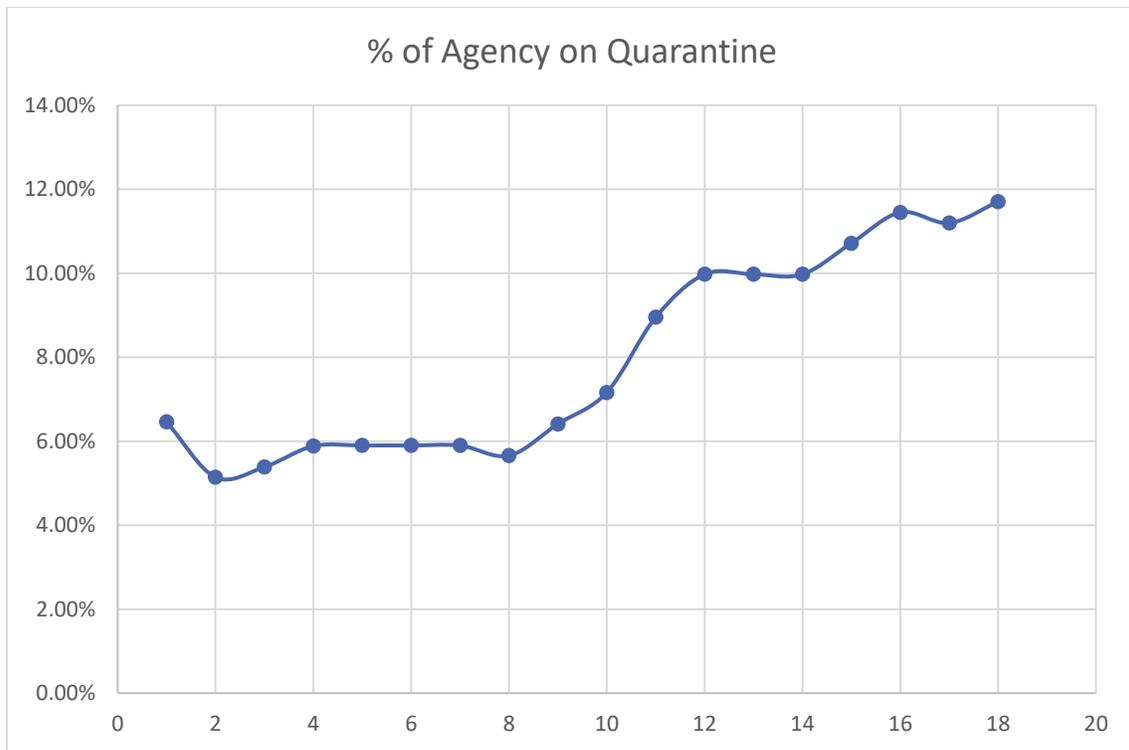
## **COVID-19**

The virus has entered a disturbing new phase in Oregon. After a summer of consistent but manageable spread, the infection rate has essentially doubled over the past few weeks. Our approach at the Agency since the late spring focused on prevention and evaluation of risk and exposure, realizing that some risk was necessary if we were going to serve people. That prevention plan generally centered on sending people to work from home as

much as possible, where possible; keeping the density of our buildings low; creating mandatory health checks including temperature readings at the door for every staff member, every day; mandatory two week quarantines for anyone exposed to the virus; and a travel review policy that allowed us to force quarantines (unpaid) on anyone traveling to areas (or by means) where the virus was spreading faster than it was in Marion/Polk. For three months this summer, that approach kept the infection and exposure rates very low. But with the rapid spread of the virus across Oregon, we're straining under the sheer geometric progression of exposures across both counties.

As of today (12 November) we have had 5 positive tests in the past 18 days. Another 46 agency employees are currently under quarantine (and working from home where they can) because they were exposed to someone with the virus (most of these are outside the workplace). Head Start, because we're essentially running a school/day care environment there, has the greatest exposure risk, followed by HYRC and ARCHES. We did have an outbreak at Taylor's House this past week. We were able to move all of those youth offsite but one, and for that one there was no safe place to send him. We have quarantined most of the staff in that program, and have put three staff members in a motel to keep them quarantined from their families, while they work with the remaining youth.

The chart below tracks our quarantine numbers over the past 18 days. And the second chart compares the numbers of COVID positives in Marion-Polk with the number of quarantines at MWVCAA. What you can see here is that we have considerable community spread of the virus, and that community spread is reflected in the increase in quarantines over that two week period. The trend lines are the most concerning. Although there are minor inefficiencies that are localized to certain work plans, generally we don't have any problems delivering our services so long as the quarantine rate stays below 20 percent. We have plans in place for levels up to 33 percent, but anything north of that will quickly grow problematic. You will note that on the chart on the next page, that all of these quarantines are in Head Start, ARCHES, and HYRC. That's to be expected. They're the ones running the shelters, day centers, and child care centers. And that's the trap in all this. We cannot shut down services to the people in those programs without upending the lives of the working poor in our community, exiting youth into unsafe situations, or denying the homeless the basic needs services that they depend on to survive. All we can do is to keep at it, as safely as we can, and keep making the right choices. This is another one of those 2020 logic game nightmares, where we can only play defense against the threat. The virus only has to be successful once, where we have to be successful in stopping it every time.



**CARES Act Spending:**

The massive influx of resources was a very heavy lift for the Agency, but we are crushing these spenddowns. We’re doing well not only locally but in comparison with other agencies statewide. We are one of ten agencies that are both on target for rental and energy assistance spenddown, without any turn back of any allocations. And in terms of what is actually spent (versus what is claimed to be allocated) on the rental side we have spent \$3.9 million (second most in the state to Washington County), and more than Multnomah (\$2.8 million), Lane (\$3.7 million), and Clackamas (\$1 million spent). On the Energy side, again with actual spent funds, our Energy program leads the state with \$1.2 million. Multnomah by comparison has spent only \$239,000. If you look inside the ARCHES Board Report, you’ll see that we’ve also been able to heavily route this money to the most vulnerable and COVID-impacted populations in our community. Of the totals, 50 percent have gone to Latinx households and 27 percent to households with disabilities. We are 80 percent spent two weeks ahead of our 80 percent threshold and should spend out of the initial allocations by December 1<sup>st</sup>. Given how we have moved the money, we have accepted an additional \$882,000 that has been held back by OHCS or turned back from other parts of the state. That will give us a full month to spend that extra sum. For the community, that’s an unexpected \$882,000, which was dedicated to go to other parts of the state, which the Agency will be able to bring to Marion-Polk households *only because* ARCHES has been so successful in spending these funds.

<u>Grant</u>	<u>Category</u>	<u>Allocation</u>	<u>OPUS</u>	<u>Program Committed</u>	<u>Total</u>	<u>% Spent</u>
CVRRP - CARES	Program	\$ 4,502,482.00	\$ 3,233,719.28	\$ 264,144.88	\$ 3,497,864.16	79%
	Admin	\$ 236,973.00	\$ 135,672.83	\$ 101,300.17	\$ 236,973.00	
CVRRP	Program	\$ 771,012.00	\$ 632,311.65	\$ 92,898.10	\$ 725,209.75	112%
CVRRP- CARES 5%	Program	\$ 482,000.00	Not posted in OPUS			
CVRRP - CAPO	Program - 80% AMI	\$ 350,000.00	Not posted in OPUS			
	Program - 50% AMI	\$ 50,000.00	Not posted in OPUS			

**Sale of 615 Commercial Street Land and 30-Year Lease:**

After a late round of negotiations with the City of Salem Attorney, we settled on a 30-Year lease for the property, instead of the original 50-year version the Board approved at our September meeting. Normally the Board does not approve leases, but since the terms of this lease were material to the Board’s decision to sell the property, I want to bring the lease that the Salem City Council approved at its November 9<sup>th</sup> meeting back for one last vote. We will not take any additional steps until we receive final Board direction on these terms. As is, the current deal secures the \$1.25 million in cash for the agency, and use of the building until at least 2051 at the cost of \$100 per year. We will retain ownership of the building, but the City will own the land under the property. This also will, in turn, allow us to expand Day Center hours from 29 to 41 hours per week.

**Other Notes:**

- We continue to engage with the Early Learning Division on the Budget Note on the CCR&R and HUB system in Oregon. There is potential there for serious redesign and re-competition in the state’s family based child care early learning system. But it appears to me now, more than ever, that our grant is safe, though I do believe we will have to move to align our work more closely with that of the HUB. For many years CCR&R has been housed here in the Main office. But with the growth in their budget and staff over the past few years, we’re now looking to move them out of this location and into one of their own,

perhaps physically closer to the HUB offices so that the integrated services and collaboration that the state hopes to achieve will be made easier.

- The Community Action Partnership of Oregon has hired a new lobbyist, Paul Rainey of Gallatin Public Affairs. Paul will replace Ryan Fisher, of Northwest Public Affairs, who had been our lobbyist for the past dozen years.
- The Emergency Board has awarded Oregon Community Foundation \$65 million in two separate actions to fund the purchase and (some) operation of motels to be used as a wildfire relief shelter and non-congregate homeless shelter (or other housing). This resource is certainly needed in the community. While it is unlikely we would apply for this grant on our own, we may collaborate as a service provider in someone else's grant application so that we could have access to this resource.
- This month we will formally welcome a new board member, Candi House, who is the Head Start Policy Council's representative to the Board of Directors. We'll also have the final copy of the Employee Handbook and a review of the Agency's Strategic Plan from 2016.
- I have attached the Agency hiring data for October to the end of my board report. The November and December reports will be in the January board packet.

Our November meeting is also our annual joint board meeting with the Head Start Policy Council. The first part of our meeting will be a shared Zoom meeting with the Policy Council. After that portion of the meeting ends, we will join a separate electronic meeting for the regular Agency Board meeting.

I will close by saying this, for all the pain and suffering this year has brought to our lives, there have been opportunities for many graces along the way. The people we have helped, the lives we have changed, the lives (in some cases) that we have saved, and the random acts of decency and kindness that I see every day in this work calms our anxieties and reminds us that the world can, for all its wrongs and injustice, be a place of divine beauty and limitless joy. A decade from now, when we look back on 2020, I hope that we can remember those small graces, not lose sight of the tragic beauty of the work, and find courage in our memories.

For there will certainly be crisis in the future. And like this one, it will almost certainly be unexpected. Yet sure to come.

Jimmy Jones  
12 November 2020  
Salem, Oregon

MWVCAA									
Job Categories	9/16 to 10/16 2020								
	Hispanic	Not-Hispanic or Latino							Total
Applicants	Hispanic or Latino	White	Black	Native Hawaiian-PI	Asian	Amer Indian-AN	Two or More	Undisclosed	
Professionals	0	3	0	0	0	0	0	0	3
Technicians	3	3	0	0	0	0	0	0	6
Administrative Support Workers	33	94	1	2	3	1	3	8	144
Service Workers	33	52	1	1	2	5	0	3	97
<b>Totals</b>	<b>69</b>	<b>152</b>	<b>2</b>	<b>3</b>	<b>5</b>	<b>6</b>	<b>3</b>	<b>11</b>	<b>250</b>
Total Applications by %	27.6%	60.8%	0.8%	1.2%	2.0%	2.4%	1.2%	4.4%	

Actual Hired	5	4	0	1	0	0	0	0
% of Hires	50%	40%	0%	10%	0%	0%	0%	0%

Hires by Program	EEO1	Position	Terms	EEO1	Position	Gender	Service Time
ARCHES	White	Day Center	ARCHES	White	Health Navigator	Female	.5 Months
ARCHES	White	Outreach Cord	ARCHES	Two or More Races	Assessment Spc	Female	1.5 Months
ARCHES	Hispanic/Latino	Health Navigator	ARCHES	White	Resource Cord	Female	4 Months
Head Start	Native Hawaiian	Site Cook	ARCHES	White	JobPlus	Female	6 Months
Head Start	White	Teacher Asst B	Head Start	White	OC EHS Teacher	Female	19 Months
Head Start	Hispanic/Latino	Classroom Aide	Head Start	Hispanic/Latino	Classroom Aide	Female	3 Months
Head Start	White	Classroom Aide	Head Start	White	Instructional Asst	Female	7 Months
Head Start	Hispanic/Latino	Classroom Aide	Head Start	Hispanic/Latino	OC EHS Teacher	Female	48 Months
Head Start	Hispanic/Latino	Teacher Asst B	HYRC	White	Support Specialist	Female	48 Months
IT/ADMIN	Hispanic/Latino	IT Specialist					

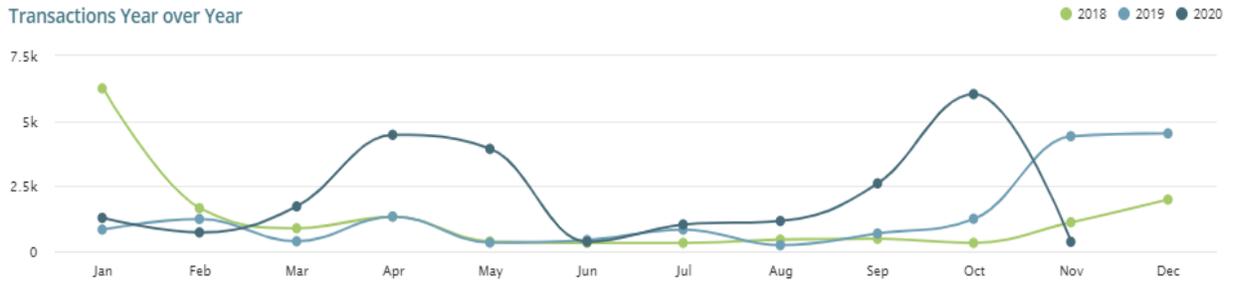
	Hired by EEO1	Termed by EEO1
Hispanic/Latino	5	2
White	4	6
Black	0	0
Native Hawaiian-PI	1	0
Asian	0	0
American Indian - AN	0	0
Two or More Races	0	1
Undisclosed	0	0

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

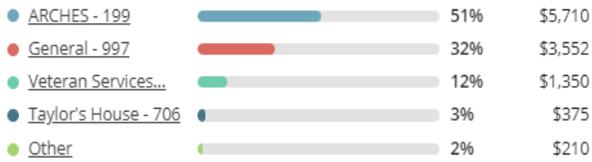
**Fundraising**

<b>Contacts</b> Recurring Donors <b>12</b>  Total Donors <b>391</b>  Total Contacts <b>2101</b>	<b>Acquisition</b> New Contacts This Month <b>2</b>  New Donors This Month <b>2</b>  New Donors Past 12 Months <b>148</b>	<b>Retention</b> Retention Rate <b>12%</b>  Last Gave Nov 2019 <b>12</b>	<b>Upgrade</b> Upgraded Donors <b>2</b>
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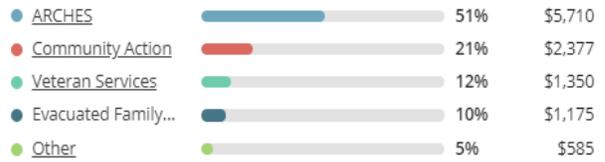
Transactions Year over Year



Fiscal YTD Fund Distribution



Fiscal YTD Campaign Distribution



## November Donor Newsletter



**COMMUNITY**

### **National Runaway Prevention Month**

November is National Runaway Prevention Month. Between 1.6 and 2.8 million youth run away in a year. If all of these young people lived in one city, it would be the fifth largest city in the United States. The vast majority of youth running away are fleeing something - violence, substance use, mental health abuse, neglect, pushed out by guardians, etc. This month, Community Action will be participating in National Runaway Prevention Month to raise awareness of the runaway and homeless youth crisis and the issues that young people face. Please join us in our efforts of showing America's runaway and homeless youth that they are not invisible and they are not alone.

## HOME Youth Services

Did you know that HOME stands for *Healing Our Mentality and Environment*? In 1993, a group of current and former homeless youth and a handful of community organizers began meeting to establish a drop-in center for street and homeless teens. This vision was brought to life through the creation of HOME. HOME Youth Services is a combination of programs and services for at-risk youth including a day shelter with drop-in services and an overnight emergency shelter. Our team strives to help young people find stability, success, and form positive relationships.



## Weatherization Day

For over 40 years, the Weatherization Assistance Program has assisted income-eligible families and individuals. Low-income households typically spend 16.3% of their income on energy costs, compared to 3.5% for other households. The program helps reduce heating/cooling costs all while improving the safety of homes through energy efficiency measures. Our Weatherization team works on measures like furnace repair, adding wall insulation, mold evaluation, installing carbon monoxide detectors, and this is just to name a few. So what exactly is weatherization? Check out "[Grandma's House](#)," a video that gives a better understanding of how your home works as a system.

## Salem Warming Network

The Salem Warming Network is a collaborative effort which operates warming centers when temperatures drop below 32 degrees. This initiative offers a safe alternative for our unsheltered neighbors seeking refuge from the elements. It prevents the unnecessary loss of life and limbs to freezing temperatures. With Covid protocols in place, the ARCHES project will be activating warming shelters any time temperatures drop to or below 32 degrees from November 1<sup>st</sup>-March 31<sup>st</sup>. The most up to date information on shelter activation and volunteer opportunities can be found [here](#).





## Giving Tuesday 2020

On December 1st, join people around the world by partnering with causes close to your heart. Giving Tuesday is a global day of "giving back." Now more than ever, it is important we come together to create a better tomorrow, today. Whether donating your time or money, every little act of generosity helps. It is an opportunity to help your community thrive. You can partner with Community Action by visiting our [Kindful](#) page. If you would like to get involved and donate your time, we have many opportunities for that as well!! Stay updated by following Community Action on [Facebook](#).

## Community Spotlight

"I believe that the diverse interactions and experiences they had while in the Head Start program made them better human beings. They are respectful, kind, knowledgeable young adults and teens and I know that without going to the Head Start program in their early years, I would not have been able to provide them with those same experiences. We are truly grateful." This quote from one of our Head Start parents is a great example of the positive long-term impacts the program can have upon children. Head Start plays a transformative role across two generations by helping families who are struggling with poverty and other socio-economic challenges achieve their goals for education, employment and housing.



## Built for Zero Progress Report

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 22 of the 28 Quality By-Name List criteria. See attached scorecard for status on each criteria.	See attached scorecard for next steps on the six 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>	October approval to participate in BFZ and end Veteran and Chronic Homelessness by 2025
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 October 26 to develop 2-part commitment statement
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; on-boarded intern from PSU School of Social Work to conduct mapping	Launch mapping project by the end of October; complete phase 1 by end of December 2020
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.	Held 1 <sup>st</sup> case conferencing session July 31. Refined processes and housed 1 <sup>st</sup> chronically homeless client in late September!	Continue semi-monthly case conferencing sessions; invite auxiliary partners

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

Grant Spend-Down

We are estimating total funding of \$40 million for the FY2021, with approximately \$10 million related to COVID funding. At 11/6/2020, we had spent ~\$15 million in operational funding, or 31%, and ~\$7 million in COVID funding, or 66%. The majority of the COVID funding is to be spent out by 12/31/2020.

Annual Financial Audit

The Annual Financial Audit is on December 7<sup>th</sup> – 10<sup>th</sup>. We are working on providing the requested items to the auditors.

Payroll Filings

All payroll filings and deposits have been made timely.

# MWVCAA

## Fiscal Year 2020 - 2021 Budget

	FY21 - Budgeted	FY20 - Budgeted	Change	% Change
Grant and awards	\$ 41,497,769	\$ 30,212,158	\$ 11,285,611	37%
Other program revenue	55,000	1,325,333	(1,270,333)	-96%
Contributions	137,462	10,000	127,462	1275%
Other revenue	1,250,000	-	(1,250,000)	100%
<b>Total Revenue</b>	<b>42,940,231</b>	<b>31,547,491</b>	<b>8,892,740</b>	
<b>Expenses</b>				
Community resource programs	12,496,517	4,458,789	8,037,728	180%
Reentry services	318,519	213,206	105,313	49%
Child care resource and referral network	1,648,951	644,954	1,003,997	156%
Energy assistance programs	5,111,080	5,166,361	(55,281)	-1%
Weatherization services	1,529,571	1,588,480	(58,909)	-4%
Nutrition first USDA food program	3,513,697	3,576,106	(62,409)	-2%
Head start	13,927,350	13,261,779	665,571	5%
Home youth and resource center	1,037,410	892,458	144,952	16%
Management and general	2,107,136	1,745,358	361,778	21%
<b>Total Expenditures</b>	<b>41,690,231</b>	<b>31,547,491</b>	<b>10,142,740</b>	
Revenue Over/(Under)				
Expenditures	\$ 1,250,000	\$ -	\$ (1,250,000)	

	Agency-wide							Budget Amounts	Budget Remaining	% of Budget Used	expected %	Difference
	1st Qtr (07/01/2019 - 09/30/2019)	2nd Qtr (10/01/2019 - 12/31/2019)	Q3 TOTALS (01/01/2020 - 03/31/2020)	TWO MONTHS AGO (04/01/2020 - 04/30/2020)	LAST MONTH (05/01/2020 - 05/31/2020)	Current Period Actual (06/01/2020 - 06/30/2020)	Current Year Actual (07/01/2019 - 06/30/2020)					
Revenues												
<b>Grants &amp; Contacts</b>	5,445,628.64	8,309,299.12	8,975,575.92	2,386,222.07	2,098,177.45	3,500,432.33	30,715,335.53					
<b>Donations</b>	18,977.22	32,121.38	35,806.42	21,247.82	6,337.41	3,438.15	117,928.40					
<b>Other Revenue</b>	<u>277,175.81</u>	<u>336,932.53</u>	<u>266,520.61</u>	<u>69,987.90</u>	<u>53,656.91</u>	<u>778,585.87</u>	<u>1,782,859.63</u>					
<b>Total Revenues</b>	<u>5,741,781.67</u>	<u>8,678,353.03</u>	<u>9,277,902.95</u>	<u>2,477,457.79</u>	<u>2,158,171.77</u>	<u>4,282,456.35</u>	<u>32,616,123.56</u>					
Expense												
<b>Personnel Cost</b>	2,780,062.51	3,498,261.17	3,579,674.16	1,243,475.73	1,217,613.40	1,335,927.91	13,655,014.88	14,751,922.00	1,096,907.12	93%	100%	7%
<b>Client Payments/ Incentives</b>	1,721,053.08	2,380,184.02	2,140,458.77	550,565.35	720,822.70	811,047.09	8,324,131.01	8,798,672.58	474,541.57	95%	100%	5%
<b>Subrecipients/subcontractors</b>	472,811.03	655,551.61	743,297.66	148,702.45	184,912.50	172,534.49	2,377,809.74	1,503,406.00	(874,403.74)	158%	100%	-58%
<b>T&amp;TA</b>	64,988.48	62,720.33	85,166.02	12,631.58	20,051.64	20,104.24	265,662.29	277,537.00	11,874.71	96%	100%	4%
<b>Operating</b>	1,103,208.07	1,951,144.67	2,228,048.66	348,334.05	238,023.61	548,282.56	6,417,041.62	6,179,151.00	(237,890.62)	104%	100%	-4%
<b>Admin Alloc</b>	<u>417,929.56</u>	<u>430,039.80</u>	<u>419,990.72</u>	<u>146,023.30</u>	<u>140,653.73</u>	<u>155,635.09</u>	<u>1,710,272.20</u>	<u>1,788,569.00</u>	78,296.80	96%	100%	4%
<b>Total Expense</b>	<u>6,560,052.73</u>	<u>8,977,901.60</u>	<u>9,196,635.99</u>	<u>2,449,732.46</u>	<u>2,522,077.58</u>	<u>3,043,531.38</u>	<u>32,749,931.74</u>	<u>33,299,257.58</u>	<u>549,325.84</u>			
Excess Over/Under Expense	(818,271.06)	(299,548.57)	81,266.96	27,725.33	(363,905.81)	1,238,924.97	(133,808.18)					



## THE ARCHES PROJECT

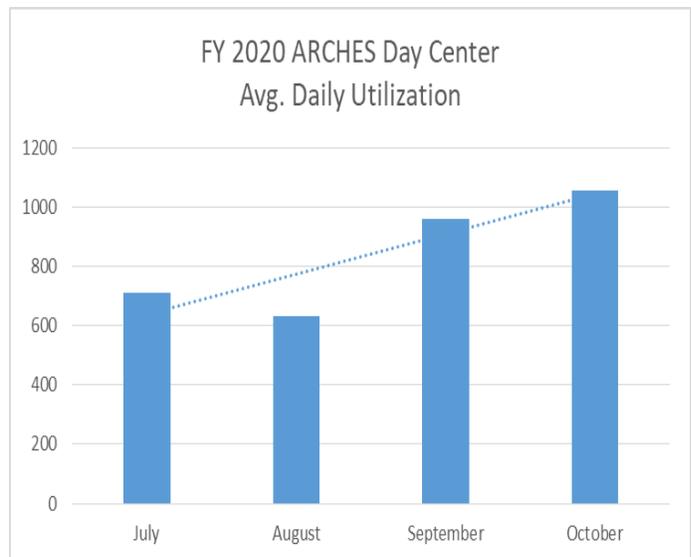
615 Commercial Street NE  
Salem, Oregon 97301

CRP Board Report – November 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:

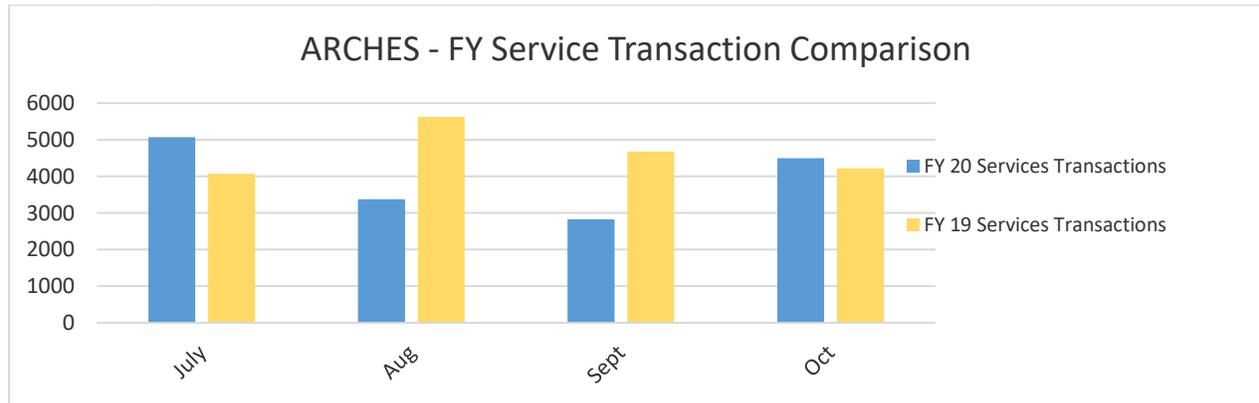
Since opening day, the total number of duplicated Day Center visits is 47,739 - with an average daily attendance rate of 70. During the month of October, there were 1,056 duplicated visits. This was a 66% increase from August 2020, and a 10% increase from September 2020. Beginning on October 1, the ARCHES Day Center extended its operational hours to Monday – Wednesday & Friday from 9am – 4pm, with Thursdays being open 9am-1pm. This 5 hours a week increase has enhanced access to services and is likely contributing to the growth in duplicated visits.



## Community Resource Program

### ARCHES Basic Needs & Supportive Services:

Current utilization of Day Center Supportive Services has increased in comparison to Fiscal Year 2019 numbers. In all, the month of October saw 4,499 supportive service transactions. This is a 7% increase from October 2019 and shows an increased number of individuals seeking services despite modified services due to COVID. The majority of Supportive Services provided in October was a hot or sack lunches (47%). However, the highest volumes of showers and load of laundry to date were also provided.



Thanks to a contribution from the City of Salem, ARCHES now has 10 cart/bike lockers. Each locker can be assigned daily so that a guest may safely store their belongings. This service promotes access to vital services in our community, such as medical care or employment training by allowing clients a safe and secure space to store their personal effects. Locker assignments occur daily on a first-come first-serve basis and can be checked out via the ARCHES front desk.



## Community Resource Program

### ARCHES Housing & Specialty Programs:

For the 2020 Fiscal Year, ARCHES continues to reports monthly on households and individuals served by our housing stabilization programming. 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 programming (*Table 2*), this is inclusive of services that provide basic need supports, as well as self-sufficiency development.

During the month of October, 127 households (267 persons) received housing support. Including 14 new housing placements, as well as 7 households exiting into self-sufficiency. Meaning they are able to live independently of ARCHES assistance moving forward. For this Fiscal Year, 21% of households served reside in Polk County. Since tracking began in July 2019, 437 households have exited ARCHES programming into permanent housing solutions.

October ARCHES Housing Programs										
<i>Table 1</i>										
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	18	9.4	21	26	18	1	1	3	12	47
Home TBA - D	0	0	0	0	1	0	0	0	0	0
ERA	0	0	0	0	2	0	0	0	0	0
HUD CoC	25	10	33	51	0	4	1	17	8	84
City of Salem - TBRA	Program Pending									
EHA - RRH	11	10	16	11	0	0	1	16	0	27
EHA - D	0	0	0	0	1	1	0	0	0	0
DHS Fresh Start RRH	10	8.9	13	6	8	0	1	10	0	19
DHS Navigators	14	9.9	15	0	3	3	3	14	0	14
HSP	7	0	8	12	3	1	0	5	2	20
Redwood Crossing	9	11.5	9	0	0	4	0	4	0	9
OHA-VRAP	30	10	41	3	2	0	0	28	2	44
Tanners Project	Program Pending									
VET DRF	2	6	2	0	0	0	0	1	1	2
EHA	1	6	1	0	0	0	0	1	0	1
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
<i>October Served</i>	127	9.1	159	109	38	14	7	99	25	267
<i>FY Total Served</i>	438	N/A	536	312	180	47	31	342	92	839

## Community Resource Program

ARCHES specialty services engaged 549 households in this most recent period, with the two most common services being VSO assistance and Outreach. To date, 9,879 households have connected with ARCHES specialty services since July 2019.

The provided picture illustrates the mobility of the ARCHES Coordinated Entry and Outreach teams. Bringing housing assessments and services directly to our population within Wallace/Cascade camps, as well as micro-camps throughout the City of Salem.



Currently, Coordinated Entry is ARCHES' highest volume specialty programming with 1,798 persons (634 households) served in October. This is the largest number served within one month this Fiscal Year. To date, the Coordinated Entry team has assessed 3,090 households since July 2020.

October ARCHES Specialty Programs						
<i>Table 2</i>						
Specialty Programs	Households Served	Adults	Children	Veterans	Fleeing DV	Total Unique Served
Marion County VSO	332	332	0	332	0	332
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	217	233	20	18	25	253
<b>October Served</b>	<b>549</b>	<b>565</b>	<b>20</b>	<b>350</b>	<b>25</b>	<b>585</b>
<b>FY Total Served</b>	<b>3223</b>	<b>3402</b>	<b>52</b>	<b>1767</b>	<b>25</b>	<b>3454</b>
HRAP	7	7	0	0	0	7
Coordinated Entry	627	849	1161	30	10	1791
<b>Coordinated Entry - October TOTAL</b>	<b>634</b>	<b>856</b>	<b>1161</b>	<b>30</b>	<b>10</b>	<b>1798</b>
<b>Coordinated Entry - FY TOTAL</b>	<b>3090</b>	<b>4314</b>	<b>4089</b>	<b>107</b>	<b>82</b>	<b>7884</b>

## Community Resource Program

### Program Spotlight: Tanner's Project

MWVCAA's Veteran transitional home, known as Tanners Project, had its Open House on November 12, 2020 (*see pictures below*). Staff and volunteers have been hard at work applying cosmetic renovations, such as: painting, outfitting the space with furniture, and decorating for the soon-to-be 36 residents. Program enrollments and move-ins will begin as early as next week.

Tanner's Project will be a critical piece to the homeless veteran service model, facilitating immediate placement in housing supported by a behavioral health frameworks with its low barrier entry requirements. Self-sufficiency development and long-term housing solutions will support the initiative; creating a collaborative service continuum with fellow veteran service entities.

For those who are interested in volunteering, providing donations, or are in need of a private tour please email Sara Webb at [Sara.Webb@mwvcaa.org](mailto:Sara.Webb@mwvcaa.org) for further information.



## Community Resource Program



### **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).

## Community Resource Program

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 began with 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, \$3,708,047.13 has been disbursed across Marion/Polk counties. Assisting 676 households, with a 50% Hispanic and 15% Polk County service rate. To date (11-12-20), ARCHES is currently 80% allocated; 2 weeks ahead of schedule.

Grant	HMIS Allocated	Household Data							Individual Data	
		Utility Assistance	Rent Assistance	Households Served	% Hispanic	% Disabled	% DV	% Veteran	Marion	Polk
CVRRP - CARES	\$ 2,917,258.04	\$ 110,611.83	\$ 2,806,646.21	460	47%	30%	16%	1.0%	849	139
COVID RR	\$ 790,789.09	\$ 37,954.29	\$ 752,834.80	216	52%	24%	16%	0.1%	362	47
<b>Total</b>	<b>\$ 3,708,047.13</b>	<b>\$ 148,566.12</b>	<b>\$ 3,559,481.01</b>	<b>676</b>	<b>50%</b>	<b>27%</b>	<b>16%</b>	<b>1%</b>	<b>1211</b>	<b>186</b>

Once MWVCAA has spent down both CVRRP and COVID RR funds, ARCHES has agreed to accept an additional \$882,000 from OHCS. These funds will also expire on 12/30/20 and are a re-allocation from other programs within the state. MWVCAA is equipped to take on the additional resources due to its well-built and nimble infrastructure. MWVCAA is also committed to providing the maximum amount assistance to Marion and Polk Counties during these challenging times.

### Coronavirus Response:

Current operations remain 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 and tenant education classes), as well as moving the bulk of ARCHES services to a remote work-site model. In addition, staff, visitors, and clients to all ARCHES locations now participate in mandatory COVID screenings and Temperature checks upon building entry.

## Community Resource Program

- COVID - Program Operations:
  - Day Center: Open. 20 guests at a time. M-W,F 9:00am – 4:00pm & R 9:00am - 1pm
    - *Open Holidays*
  - Lobby & Supportive Services- Open. 3 guests at a time. M-F, 8:15am-3:00pm.
  - ARCHES showers & Laundry – Open. M-F, 9:00am – 4:00pm. 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 – **CLOSED to in person appointments.**
    - *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/>

### **Wildfire Response:**

During the month of September, wildfires raged through our community. Impacting many of our rural neighbors, colleagues, and services. ARCHES continues to partner with regional initiatives focused on routing folks to the quickest pathways for housing stabilization. Especially for those who do not qualify for FEMA or Red Cross assistance, or were unsheltered prior to the event.

Currently, ARCHES has two staff stationed in the canyon, working collaboratively with the Santiam Hospital, Service Integration Team, Marion County, and St. Francis Shelter to identify housing needs utilizing a triage method. Housing pathways have been created to link households with providers which can aid in: applying for housing services (local, state, federal), assist in housing search and reasonable accommodations, as well resource navigation. It is this group's goal to place 5 households per week into permanent housing using a centralized master list. As of today, 11/12/20, 97 households have been identified as needing long-term housing supports, of which 42 were homeless prior to the wildfire event but resided in the canyon area. Thanks to these combined efforts, 21 households have been re-housed.

## Community Resource Program

### Winter Warming:

Looking ahead to the winter season, ARCHES is actively preparing a multi-phased approach including: An emergency shelter/scattered site model, a fixed duration model, rural Sub-recipients, and hotel/motel placements. The formal season began on 11/1/2020 and will run through March 31, 2021. However due to a quick cold spell, ARCHES opened a warming location in late October serving 30 individuals.

FY 2020 - 2021 Warming Season					
Month	Open Days	Number of Guests	Number of Volunteer Hours	ARCHES Staff Shifts	Pets
October	1	30	65	3	0
November					
December					
January					
February					
March					
<b>Total</b>	<b>1</b>	<b>30</b>	<b>65</b>	<b>3</b>	<b>0</b>

Reaching max capacity for that particular warming location in under 2 hours. MWVCAA will continue to track and report on service utilization through the remainder of the season.

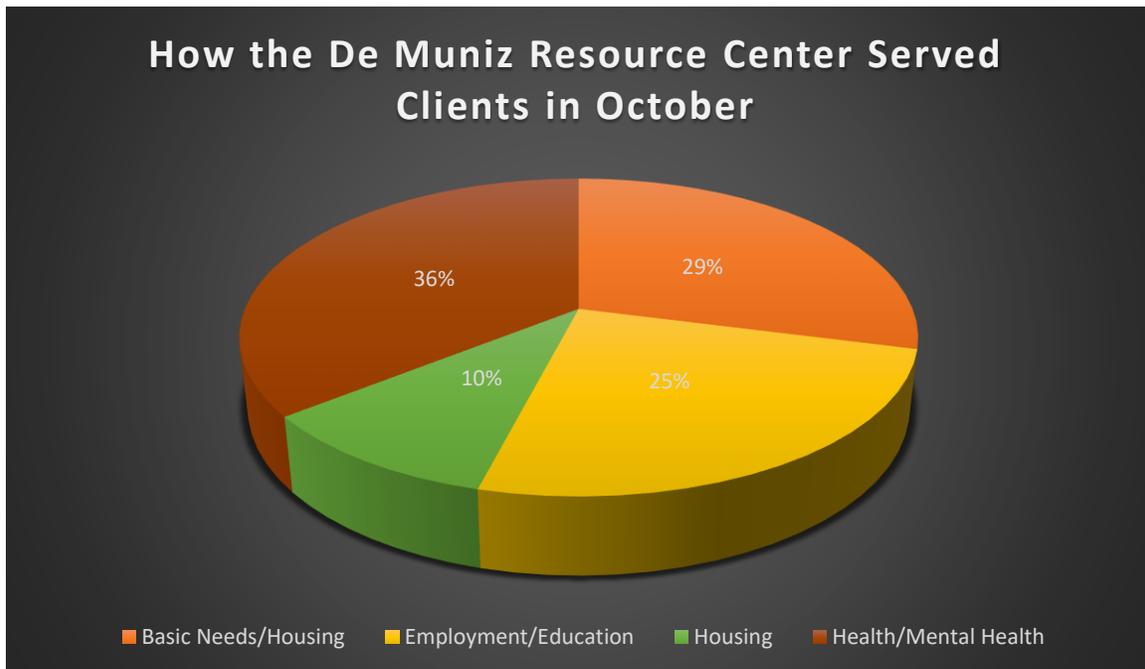
### October Program Highlights:

- ARCHES is currently in the beginning stages with DHS and OHA, working to create Case Concerning efforts. Targeting local at-risk families and aiming to provide immediate housing and supportive services; reducing childhood trauma.
- MWVCAA submitted a Capacity Building request to the Mid-Willamette Valley Homeless Alliance totaling \$520,205. If funded, the request would be full filled by the ESG-CV 2 grant from OHCS and would support much needed growth in ARCHES Coordinated Entry, HMIS, and Sub recipient systems.
- An additional \$1,163,515 ESG-CV2 request was made to support program development in: ARCHES - Outreach, Head Start - Homeless/classroom Connector, ARCHES -Housing Specialist, HOME/Taylor's - Outreach, ARCHES - day center Expansion, and Demuniz - navigation services.
- The annual Point in Time Count is fast approaching. Now that MWVCAA is under the new local Continuum of Care (CoC), planning efforts are remain at the CoC level. However, MWVCAA is actively participating in these efforts and remains the regional lead for facilitation. Information on the up-coming event and how to volunteer will be released to the public later in November via the MWHVA newsletter.
- A recent article by Salem Reporter highlights the continued development of Tanners Project.
  - <https://www.salemreporter.com/posts/3176>

# De Muniz Resource Center

April Cox, Director

November 2020



## Opportunities/Challenges

- ❖ De Muniz Resource Center served 146 clients in October.
- ❖ Twenty nine percent of the clients served in October were community clients (out of custody).
- ❖ 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. Seventy-two Transition Center clients took advantage and got enrolled for OHP.
- ❖ Both of our Navigators took advantage of the training opportunity from CAPO and completed the "Being Trauma Informed" training.
- ❖ We are currently looking to add a part time Program Assistant to our team. This position would directly assist our clients in the computer lab as well as facilitating some classes.
- ❖ We have scheduled our first Zoom class for the RENT- Renters Entering New Tenant experiences for our community clients. If we have a successful turnout we will continue to offer programming via Zoom.
- ❖ Main challenge continues to revolve around budget and staffing shortages.

# De Muniz Resource Center

April Cox, Director

November 2020

## Success Story

### “Hitting the Ground Running”

After serving a significant sentence in prison, M.F. found himself in a completely new and very uncertain world. When M.F. went into custody, there were no smartphones and he was a young man just stepping into adulthood. In addition to the barriers faced by anyone coming out of incarceration, the ongoing pandemic created unprecedented obstacles. M.F. was now in his 50s and would have to learn how to navigate technology, familiarize himself with a completely new town, and he would have to do it all in the midst of a global crisis.

M.F. came into De Muniz incredibly motivated, but at a loss as to where to start. I sat with M.F. and we made a plan together. While incarcerated, M.F. worked extremely hard to give himself the best foot forward. Individuals who work while incarcerated make very little to no money and it took decades for M.F. to save enough money to provide at least some sort of foundation for his release. With the money he saved, M.F. was able to afford getting his license for the first time in his life. However, he would have to wait months to get an appointment with the DMV. In the meantime, I helped M.F. connect with a local staffing agency so he could begin working immediately and find something accessible by bus.

M.F. began working for a fencing company through the staffing agency, but he knew it would not necessarily be the best long-term fit. I continued helping M.F. with job leads and applications. After experiencing some difficult rejections from other employers, the staffing agency found a full-time position for M.F. as a metal fabricator. Just in time, M.F. was able to obtain his license and begin his new job in Woodburn. In addition to the rejections M.F. faced in employment, he continued to struggle with housing discrimination. Putting his pride aside, M.F. reached out to a mentor and friend who was able to be a co-signer on his lease. It really is quite something to see how far M.F. has come in such a short period of time.

-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  
November 2020

**Opportunities:**

- **Completed:** CCRR was awarded \$300,000 to assist Yamhill County in increasing access to child care and improving quality. These are dollars through the Yamhill County CCO and Yamhill Early Learning Hub. Jenna Sanders was part of the team that began the planning for these dollars. Survey's went out to providers and parents. The CCO and Hub felt the CCRR was the best venue to assist in distributing these dollars with our database and our current trusted relationships with providers in Yamhill County.  
**In Process:** An application process will go out to local approved ECC providers in Yamhill County to increase slots, modify spaces to add slots, add classrooms, encourage providers to participate in Spark related quality improvements. Agreement was signed and returned. Next steps: developing application, application process, application review team (already chosen) distribution of funds and reporting process.
  
- **Completed:** Worked with HR on writing new and updated job descriptions for (see below). They have been posted and applications are coming in.  
Looking for:  
**Marion & Polk County:**  
Quality Improvement Specialist II-Bilingual  
Quality Improvement Specialist II-English  
Program Support-Bilingual  
**Yamhill Satellite:**  
Preschool Promise Instructional Coach/Quality Improvement Specialist. Bilingual encouraged to apply.  
Infant/Toddler Specialist Bilingual encouraged to apply.  
  
**In Process:** Jenna has taken the lead on doing the first round of reviewing applications using agencies newly developed process, as Program Director is out on medical leave. **Next Steps:** Program Director will be back November 16 and will meet with Jenna to review applications she has vetted and plan for first round of virtual interviews and/or face to face interviews if in town. We will wear masks unless speaking and make sure we are in a large enough setting where we are all social distanced. Interviewee's will go through same procedures as staff as they come into the building.
  
- **Ongoing:** Still continue to do 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.
  
- **In Process:** Assisting approved emergency child care providers in accessing additional rounds of Covid Relief funding from the Early Learning Division. Spanish speaking providers have a hard time with the state instructions in relation to the applications, so CCRR staff are prepared to walk them through it. Obtaining a Federal DUNS number has been the top focus for staff. The current funding opportunity is for providers who have NOT received any money from the previous funding rounds. We are also calling these providers as they have not, or do not know how to access their emails from the state, which explain this opportunity. We are down to only a handful who have not been able to be reached.
  
- **Completed:** 3 staff, included Program Director applied and were approved and attended Strengthening Business training of trainers. We are now certified to train this to local providers. Training on best

business best practices for providers is sorely needed across the state. Especially with Covid state of emergency. **Next steps:** we each will need to offer at least one of the modules within a year.

- **Contract/Budget Update:** We received informal information on our contract amendment for additional funding from the ELD on Sept 1. We expect to receive an additional \$848,622 mainly for additional staff in regards to Preschool Promise, Infant/toddler support and for what we just recently found out, a satellite CCRR office in Yamhill County to align with our regions two Early Learning Hubs. (One is Marion & Polk Early Learning Hub and Yamhill Early Learning Hub). ELD is hoping to get these amendments executed by Oct 1, but not sure if that will happen.

**UPDATE:** Amendment contract is still not out of ELD procurement yet. They said they are top priority now. I think they were heavily concentrating on all the Preschool Promise Contracts across the state.

### Challenges:

- **Staffing:** As in the past, finding qualified staff for the number of new positions we will need to fill will be difficult. This has always been a struggle.
- **Office space:** New staff means, additional space. Looking at various internal/external space options with help from Jimmy. Update: We really were looking at a space in the same building as the Marion and Polk Early Learning Hub at WVP. We toured it twice. There has been a space there open for quite some time, however we needed to access the CCRR budget to see if it was feasible to move. On our second tour, we brought staff. They really liked it as well. Jimmy immediately emailed that we were interested and would like to pursue a lease. They told us it had to go to their Exec. Board for a discussion on if we fit and a vote. We received an email back letting us know that the decision was that they were going to do something different with the space. Most likely they wanted to offer to someone else who was medical related, which is what that building was originally. This is disappointing as we are trying to find a spot close to our Marion and Polk Early Learning Hub partners.
- **Amendment:** We are already 5 months into our year. Amendment was to begin in July. We have not received Amendment contracts yet. Last we heard it was to be Oct. 1. That is now past. We hope very much that the ELD will find a way to allow us to roll amendment funds over into the next biennium. I don't believe we will be able to spend down the additional dollars by June 2020.
- **Remote Work:** A majority of staff are still working remotely. 1-3 of us do work at the office weekly.
- **Training:** Our CCR&R continues to provide live webinars for child care providers across the state.

# Energy Services October Program Report

## Traia Campbell, Program Director

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

Energy Services households served in October; LIHEAP, LP Cares, EASCR, OEA PGE & PP, OLGA & GAP

#### October PY 2021 Marion & Polk duplicated completions by funding source

Funding	HH	People	>6	60+	Disabled	@ or below 75% of poverty	Ave HH pmt
LIHEAP	0	0	0	0	0	0 =% of hh served	\$396.92
LP Cares	0	0	0	0	0	0 =45% of hh served	\$418.69
EASCR	147	474	60	34	32	55 =37% of hh served	\$877.87
OEA PGE	261	850	111	38	62	118 = 45% of hh served	\$434.61
OEA PP	97	205	16	67	51	24 =24% of hh served	\$357.31
OLGA	129	332	23	90	61	38 = 29% of hh served	\$397.74
GAP	3	14	1	0	0	2 = 66% of hh served	\$125.00
<b>Total</b>	<b>637</b>	<b>1875</b>	<b>211</b>	<b>229</b>	<b>206</b>	<b>237 = 37% of hh served</b>	<b>\$480.52</b>

#### October PY 2020 Marion & Polk duplicated completions by funding source

Funding	HH	People	>6	60+	Disabled	@ or below 75% of poverty	Ave HH pmt
LIHEAP	1162	2004	73	914	942	302 =26% of hh served	\$331.19
LP Cares	0	0	0	0	0	0 =0% of hh served	\$0.00
EASCR	0	0	0	0	0	0 =0% of hh served	\$0.00
OEA PGE	395	1146	136	131	181	168 = 43% of hh served	\$387.95
OEA PP	55	147	17	18	16	23 =42% of hh served	\$378.36
OLGA	159	387	22	98	93	51 = 32% of hh served	\$378.92
GAP	0	0	0	0	0	0 = % of hh served	\$0.00
<b>Total</b>	<b>1771</b>	<b>3684</b>	<b>248</b>	<b>1161</b>	<b>1232</b>	<b>544 = 42% of hh served</b>	<b>\$246.07</b>

Energy's Program Year 2021 began October 1, 2020, we started scheduling appointments and providing 2021 Requests Oct 1. Low Income Home Energy Assistance Program (LIHEAP) appointments for Senior & Disabled households and Oregon Energy Assistance Program (OEAP, OEA Portland General Electric (PGE) and Pacific Power (PAC) for general public began Monday Oct 5. Energy is anticipating 2020 LIHEAP and OEA remaining funds to be rolled over into 2021 soon. OEA 2021 was received in late October and LIHEAP 2021 is expected the week of Nov 9. OEA PGE and PAC statistics were available for October. Completed LIHEAP vouchers can not be authorized until funds are received and entered into OPUS, Energy completed approximately 520 households in October. Our November Board report will include actual LIHEAP & LIHEAP CARES completions for October/November.

Energy has focused on assisting Covid impacted applicants in Marion & Polk counties with Energy Assistance Stability Coronavirus Relief (EASCR) funding released in July 2020. Energy assisted over 1600 Covid impacted households July -October. Energy was awarded a reallocation of EASCR funds in October and as of November these funds have been spent. The need for assistance with energy costs remains very high, the additional EASCR and LP CARES funding proved helpful but additional funding is vital to meet the need in our community.

#### October PY 2021 Polk duplicated completions by funding source

Funding	HH	People	>6	60+	Disabled	@ or below 75% of poverty	Ave HH pmt
LIHEAP	0	0	0	0	0	0 =% of hh served	\$0.00
LP Cares	0	0	0	0	0	0 = 0% of hh served	\$0.00
EASCR	12	40	3	2	2	5 =41% of hh served	\$678.33
OEA PGE	0	0	0	0	0	0 = % of hh served	\$0.00
OEA PP	41	80	2	33	26	12 =29% of hh served	\$359.39
OLGA	20	30	0	21	12	5 = 25% of hh served	\$340.50
GAP	0	0	0	0	0	0 = % of hh served	\$0.00
<b>Total</b>	<b>61</b>	<b>110</b>	<b>2</b>	<b>54</b>	<b>38</b>	<b>17 =27% of hh served</b>	<b>\$229.70</b>

#### October PY 2020 Polk duplicated completions by funding source

Funding	HH	People	>6	60+	Disabled	@ or below 75% of poverty	Ave HH pmt
LIHEAP	123	235	8	112	99	32 =26% of hh served	\$343.78
LP Cares	0	0	0	0	0	0 = 0% of hh served	\$0.00
EASCR	0	0	0	0	0	0 = 0% of hh served	\$0.00
OEA PGE	5	7	0	4	4	2 = 40% of hh served	\$322.00
OEA PP	23	61	6	17	7	9 =39% of hh served	\$374.35
OLGA	22	44	1	18	10	7 = 29% of hh served	\$369.58
GAP	0	0	0	0	0	0 = 0% of hh served	\$0.00
<b>Total</b>	<b>173</b>	<b>347</b>	<b>15</b>	<b>151</b>	<b>120</b>	<b>50 =64% of hh served</b>	<b>\$234.95</b>

**Nutrition First**  
**Sue Maxwell, Program Director**  
**November 12, 2020**

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

- ✓ For the month of October, we signed on eighty new providers (78 OCC registered/certified and 2 DHS listed) and closed thirteen, for a total of 493 homes. (80 new providers from another food program closing)
- ✓ Nutrition First staff traveled 2,762 miles during October.
- ✓ Ninety-five homes were visited in October. We are back to 3 visits per year as this is the beginning of the new federal fiscal year. However, even though we did all in-home visits in October, to protect the integrity of our program and to verify that the new homes are really there, we will begin providing virtual visits due to the severity of the coronavirus in November.
- ✓ A new educational training started this month. This unit is all about the importance of fiber. We have many brochures and packets of information to give the providers regarding ways in which to increase fiber in the diet. In addition, this quarter, all providers are given our new handbook and a special child care business calendar in which to keep track of children's attendance and all business expenses. We also give providers the Annual Recordkeeping Training, which is a yearly requirement. Children, of course, are given color sheets, crossword puzzles, and stickers.
- ✓ My staff found their way around Portland and all the other northern towns quite well, as the majority of the new providers live in those areas.
- ✓ Approximately 760 children were visited during October.

**2. Challenges**

- ✓ ODE called me today to see if we could take some more providers. Almost 200 of the closed sponsor's providers have not signed on with a new sponsor. Our current caseloads are full to the max, so we would need to hire someone, and that person will need to speak both Russian and Spanish, in addition to English (in a perfect world).
- ✓ I gave a presentation on Zoom to the Rotary Club in October. It's always helpful to get our name out there.

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

**Attendance**

**Head Start Preschool**

	9/20	10/20	11/20	12/20	1/21	2/21
Regular	N/A	76.29%				
Subsidized	N/A	71.75%				
	3/21	4/21	5/21	6/21	7/21	8/21
Regular						
Subsidized						

**Early Head Start**

	9/20	10/20	11/20	12/20	1/21	2/21
Regular	N/A	75.36%				
Subsidized	N/A	95.80%				
	3/21	4/21	5/21	6/21	7/21	8/21
Regular						
Subsidized						

**Early Head Start Child Care Partnerships**

	9/20	10/20	11/20	12/20	1/21	2/21
Regular	86.51%	87.81%				
	3/21	4/21	5/21	6/21	7/21	8/21
Regular						

**October 2020 Attendance Analysis:**

The Head Start attendance rate was below the required 85% minimum, at 75.97% overall. The top reasons for absences during the month of October included: Sick child at 39.04%, and unexcused absences at 16.56%.

The Early Head Start attendance rate was below the required 85% minimum, at 80.47% overall. The top reasons for absences during the month of October included: Sick child at 60.44%, and too tired to come to school at 12.09%.

Because of extra safety precautions being taken due to COVID – 19, children are not permitted to attend if they had any symptoms of the virus and are sent home if they do not pass a health and temperature check at the door or the bus. Children are not allowed to return to school until clear of symptoms for 72 hours without the use of medication, sometimes longer if there has been an exposure to someone with COVID.

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

**Head Start Preschool – Full Enrollment = 697**

	9/20	10/20	11/20	12/20	1/21	2/21	3/21	4/21	5/21	6/21	7/21	8/21
Regular (677)	N/A	424										
Subsidized (20)	N/A	15										

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

	9/20	10/20	11/20	12/20	1/21	2/21	3/21	4/21	5/21	6/21	7/21	8/21
Regular (100)	N/A	74										
Subsidized (8)	N/A	8										

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

	9/20	10/20	11/20	12/20	1/21	2/21	3/21	4/21	5/21	6/21	7/21	8/21
Regular (80)	68	77										

**Waiting Lists**

**Head Start Preschool**

	9/20	10/20	11/20	12/20	1/21	2/21	3/21	4/21	5/21	6/21	7/21	8/21
Regular	N/A	59										
Subsidized	N/A	0										

**Early Head Start**

	9/20	10/20	11/20	12/20	1/21	2/21	3/21	4/21	5/21	6/21	7/21	8/21
Regular	N/A	3										
Subsidized	N/A	0										

**Early Head Start Child Care Partnerships**

	9/20	10/20	11/20	12/20	1/21	2/21	3/21	4/21	5/21	6/21	7/21	8/21
Regular	0	1										

**USDA Meal Reimbursements**

	October 2020	
USDA Meal Reimbursements	Number of Meals Served	Amount Reimbursed
Breakfast	2,970	\$ 5,613.30
Lunch	2,994	\$10,508.94
Snack	332	\$ 318.72
Cash In Lieu		\$ 733.53
<b>Total Reimbursement</b>	<b>6,296</b>	<b>\$17,174.49</b>

## **Report from Program Director:**

**REVIEW:** The federal Focus Area 1 monitoring review that was scheduled for the week of November 2, 2020 was cancelled by the Office of Head Start. No explanation was given for the cancellation, but our program has been put back into the pool for review during fiscal year 2021.

**COMBINING GRANTS:** The Office of Head Start has created a method for programs to combine multiple grants. This is quite exciting for us as we have three federal grant numbers for our programs including expansion, with five grant codes on two different calendars. The process will take some time to complete, but once it is done, all our federal funding will be under one grant number and on one calendar. This will allow for much smoother tracking of expenditures and simpler accounting for financial statements and budgets.

**Community Action HOME Youth Services – Board Report  
November 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	12	0*	0*	0*	0*			
Keizer Run Reports Received & Acted On	9	6	0	5	2	4	0*	0*	0*	0*			
Reunited To Permanent Connections	12	9	9	10	2	X*	0*	0*	0*	0*			
Families Connected With	14	18	14	10	2	X*	0*	0*	0*	0*			
Youth Connected With Via Street Outreach (duplicated)	15	22	19	1	3	7	0*	0*	0*	X*			
RHY Case Managed	4	2	2	2	1	2	1	4	3	X*			
Non- RHY Case Managed	2	4	1	1	2	X*	2	0	0	X*			
Drop In Day Shelter (Stationary Outreach)													
Unduplicated Youth Served	144	171	150	47	61	80	71	81	72	86			
Total Visits	846	932	590	212	252	323	261	281	227	371			
Total Meals (lunch, snack & dinner)	950	1,093	565	96	155	180	189	223	180	374			
Youth New To Services (intakes)	22	27	23	11	6	15	9	8	13	22			
Youth Empowerment Program (YEP)													
Youth Participated At Some Level (duplicated)	25	26	22	24	8	7	11	10	5	10			
Attended Job Skills Development Workshops	17	13	5	6	2	1	4	2	1	3			
Attended Financial Literacy	14	2	0*	0*	4	0	0*	1	0*	0*			
Attended Education & Business Field Trips	13	0*	12	0*	1	1	0*	1	0	0*			
Savings Accounts Opened	7	0*	0*	0*	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	11	8	4			
Total Nights of Service	253	251	273	219	239	222	162	138	90	119			
Community Support													
Number of Volunteers / Interns	3	3	4	1	1	3	1	16	0	1			
Total Number of Volunteer / Intern Hours	51	80	86	40	63	84	33	40	0	35			
Key	0* = Activity Not Offered						X* - Did Not Collect Data						
	*U = Unduplicated total												

**Drop In:**

- Intakes are picking up, many are referrals from street outreach. We are also giving out a lot more tents, sleeping bags, and other related items to camping also likely related to better street outreach. 23 out of our 86 youth are RHY.

**Taylor's House:**

- Received glowing remarks (and no findings) from our unannounced licensing visit.
- Continue to complete maintenance projects. COVID is slowing down the process.
- Early November COVID cluster at Taylor's House has drastically changed how we are delivering services. Due to lack of staff the Drop In is temporarily closed for 14 days.

**Other:**

- Program Director served as a speaker for the Oregon Health Forum event focused on youth homelessness.
- Many activities are on hold as we address our COVID cluster.
- Continue to recruit new staff and streamline on boarding process

**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**  
**November 12, 2020**

**ATTENDANCE**

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

**Absent:** Jon Weiner

**Staff:** Jimmy Jones, Executive Director; Kaolee Hoyle, CFO; Amy Schroeder, Accounting Office Specialist

**The meeting of the Executive & Finance Committee started at 5:34pm. It was determined that a quorum was present.**

1. Executive Director's Program Updates
  - a. Jimmy shared that the Agency has had five new cases of COVID-19. Most positives to date were contracted outside of the Agency. We currently have 46 people in self-quarantine due to possible exposures. We continue to implement safety protocols to limit the risk of exposure.
  - b. Jimmy discussed the current funding environment with OHCS, and the likely opportunities and challenges with the funding landscape for 2021.
  - c. Jimmy inquired with the Committee if they would like to actively recruit new Board members at this time, or wait until after the holidays. It was decided to wait.
  - d. Jimmy walked through a brief presentation of Community Action finance models, highlighting how a grant reimbursement agency was similar and yet different from other business and non-profit models.
2. Financials – Kaolee Hoyle presented the financial statements thru Jan 30, 2020
3. The November 2020 full board meeting agenda was reviewed. This meeting is the joint governance meeting with the Head Start Policy Council and will be held online.
4. Credit Card Expenditure Review – Will be conducted in-person at a later time.

**Meeting adjourned at 6:31pm.**

Respectfully Submitted:

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Amy Schroeder, Office Specialist

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Helen Honey, Board Secretary