



MARCH 2022 MEETING BOARD OF DIRECTORS

THURSDAY, MARCH 24, 2022

IN-PERSON OPTION:

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

VIRTUAL OPTION:

MWVCAA March 2022 Full Board Meeting
Thu, Mar 24, 2022 5:30 PM - 7:30 PM (PDT)

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

<https://meet.goto.com/547703901>

You can also dial in using your phone.

United States: [+1 \(571\) 317-3112](tel:+15713173112)

Access Code: **547-703-901**

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**

Thursday, March 24, 2022

In-Person

2475 Center St NE
Salem OR 97301

Virtual

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Mission

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

Vision

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

- | | |
|--|-------------|
| I. Welcome and Introductions | 5:30 |
| II. Public Comment | 5:35 |
| III. Approval of Agenda | 5:40 |
| IV. Consent Calendar | 5:45 |
| 1. February 2022 Full Board Meeting Minutes | |
| 2. March 2022 Executive Director Report | |
| 3. March 2022 Chief Operations Officer Report | |
| 4. March 2022 Chief Financial Officer Report | |
| 5. March 2022 Director of Development Report | |
| 6. March 2022 Program Director Reports | |
| 7. March 2022 Committee Meeting Minutes | |
| V. Board Business | 5:55 |
| 1. 2021 Single Audit – <i>Presentation</i> | |
| 2. Acceptance of 2021 Single Audit and Financial Statements - <i>Approval</i> | |
| 3. Reaffirm Code of Ethics, Conflict of Interest and Board Commitment Statements - <i>Discussion</i> | |
| 4. Executive Director’s “What is a Community Action Agency?” (Part 1) - <i>Presentation</i> | |
| 5. Sub-Committees: Program and Membership - <i>Discussion</i> | |
| 6. Request to HHS for one-time funding to pay off mortgage balloon on 2395 Center Street and Waiver of Federal Share - <i>Approval</i> | |
| 7. Financials – <i>Approval</i> | |
| VI. Adjournment | 7:30 |

Next board meeting: Thursday, April 28, 2022

Mid-Willamette Valley Community Action Agency, Inc.
Board of Directors Meeting
Thursday, February 24, 2022
MINUTES

ATTENDANCE:

Board of Directors:

Present:

Catherine Trottman	Jeremy Gordon	Nikol Ramirez
Christopher Lopez	Kevin Karvandi	Shelaswau Crier
Erika Romine	Melissa Baurer	Steve McCoid
Jade Rutledge	Michael Vasquez	

Absent: RW Taylor Jasmine White Helen Honey

Others Present:

Program Directors/Staff/Guests:

Jimmy Jones, Executive Director
Helana Haytas, Chief Operations Officer
Kaolee Hoyle, Chief Financial Officer
Ashley Hamilton, CRP/ARCHES Program Director
Shannon Vandehey, CCR&R Program Director
Alisa Tobin, HOME Youth Services Associate Program Director
Rogelio Cortes, Weatherization Program Director
Eva Pignotti, Head Start/Early Head Start Program Director
Grace Porras, Interpreter
Jade Wilson, Executive Assistant

The meeting of the Board of Directors was called to order at 5:37 pm by Board Chair Jade Rutledge. It was determined that a quorum was present.

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

MOTION: To approve agenda made by Kevin Karvandi,

SECOND: Steve McCoid.

APPROVED: Unanimously approved

IV. Consent Calendar

- 1. January 2022 Full Board Meeting Minutes**
No discussions or concerns were raised
- 2. February 2022 Executive Director Report**
No discussions or concerns were raised
- 3. February 2022 Chief Financial Officer Report**
No discussions or concerns were raised
- 4. February 2022 Chief Operations Officer Report**
No discussions or concerns were raised
- 5. February 2022 Director of Development Report**
No discussions or concerns were raised
- 6. February 2022 Program Director Reports**
No discussions or concerns were raised
- 7. February 2022 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. Executive Director's Report

- i. Audit – The audit is in the final stages of review with the auditors prior to a draft audit being completed and sent back to the finance department for their review.
- ii. COVID-19 Update – Exposures and quarantines continue to drop, even with tight program requirements still in place. 97.4% of the agency staff have been vaccinated. Mask requirements will be ending on April 1st for the agency but certain program requirements will remain in place.
- iii. Lots of Visitors since the last board meeting - Former speaker Tina Kotek visited ARCHES Inn in early February as well as Treasurer Tobias Read. Governor Brown, Rep Marsh, Rep Hoy OHCS Director Bell and others also came to tour the ARCHES Inn in early February. All seemed impressed by the work of our agency.
- iv. Housing Package – Legislature announced a \$400 million housing package of which \$80 million will be for homelessness. \$30 million of that \$80 million will be specifically for homelessness (New funding for DAP, EHA, and Oregon Worker Relief). Of that \$30 million, our agency share will be about \$3 million. The remaining \$50 million from the \$80 million proposed for homelessness, will be specifically for homeless response. Our share of that will be about \$6-7 million, which will be used for things like Turnkey motel operations, Shelter Plus Care Model in Salem and other projects. \$25 million of that \$400 million package will be allocated to cities sheltered response (specifically \$2.5 million will be for the City of Salem). Another \$50 million will be for Project Turnkey 2.0. \$8 million for regional coordination of which \$1 million will be given to Polk County. \$1.2 million will be specifically for homeless youth and lastly, \$500 thousand will be for a new state interagency council on homelessness.

2. **Executive Director’s “What is a Community Action Agency?” (Part 1) Presentation** – Tabled until the March Board Meeting.
3. **Strategic Planning Update** – Helana Haytas, Chief Operations Officer, gave an update to the Strategic Planning Process. Those that have participated in the workshops put on by WIPFLI, our third party consultants helping with the strategic planning process, have been divided into seven strategic planning team’s which have been tasked with creating initiatives that the agency will focus on over the course of the next three to five years. These teams are in the process of meeting and creating these initiatives. The hope is that we will be finished with the development phase of this process by the end of March and have a strategic plan available for review by April.
4. **Head Start Selection Criteria, Program Improvement Plan, Annual Public Report** – Eva Pignotti, Head Start Program Director, explained that these items have been made available in the board packet. These are just for informational purposes.
5. **Reaffirm Code of Ethics, Conflict of Interest and Board Commitment Statements** – Tabled until the March Board Meeting.
6. **Mortgage Authority for 336 SW River Road, Dallas** – this agenda item authorizes MWVCAA (Mid-Willamette Valley Community Action) to accept the \$352,500 cash-out from Columbia bank on the 336 SW River Road property in Dallas.

MOTION: To approve Mortgage Authority for 336 SW River Road, Dallas made by Steve McCoid,

SECOND: Kevin Karvandi.

APPROVED: Unanimously approved.

7. **Purchase Authority for 1205/1215 Wallace Road** – this agenda item authorizes MWVCAA (Mid-Willamette Valley Community Action Agency) to accept the \$1,117,500 loan from Columbia Bank for the purchase of the 1205/1215 Wallace Road properties in West Salem.

MOTION: To approve Purchase Authority for 1205/1215 Wallace Road made by Steve McCoid,

SECOND: Kevin Karvandi.

APPROVED: Unanimously approved.

8. **Financials** – Kaolee Hoyle, Chief Financial Officer, gave an updated on the audit and presented the December 2021 budget to actual.
 - i. Audit update – Kaolee is hoping to have an audit draft by next week. At this point in the process, there has not been any expression of findings so it’s likely going to be a smooth process.

- ii. December 2021 budget to actual - One thing Kaolee pointed out on this was that the OERAP grant was spent so actual spent seems higher than actual.

VI. Adjournment

The Board of Directors meeting was adjourned at 6:40 pm.

Respectfully Submitted:

Jade Wilson, Executive Assistant

Kevin Karvandi, Board Secretary

EXECUTIVE DIRECTOR'S REPORT

MID-WILLAMETTE VALLEY

COMMUNITY ACTION AGENCY

March 2022

Middle Grove/Center Outreach Re-Finance: Columbia Bank and the federal Office of General Counsel still have not come to terms on the subordination agreement. Given that the progress on this front has moved about as quickly as molasses in an icehouse, I contacted the director of the federal Office of Head Start (OHS) and asked her for additional assistance in resolving the matter. At their request, we are asking OHS for a one-time supplemental fund of \$249,999 (\$1 below the maximum ask in such matters) to pay off the balloon payment due on the Center Street Head Start building. We will pay down the difference between the current owed (about \$287,000) and the \$249,999 grant. Then we will take OHS's one-time funds and pay off the remaining due on the balloon payment. That will resolve the Center Street mortgage, and give the Office of General Counsel and Columbia Bank another year to come to an agreement on Middle Grove. We have been working this issue since the summer of 2018. Both properties were, in the depth of time, originally financed through Columbia with balloon payments attached as a final payment. In 2018, the federal Office of Head Start let us know that their original permission to finance under those terms was "improperly given," and we needed to refinance. We had an agreement to do so with Columbia Bank in 2018, but that agreement was tied up at the federal level from 2018 until late summer of 2021. We are not the only agency in America that had to refinance these notes. I've spoken with other Head Start programs, and they have had similar struggles in finding banks that will agree to the federal language in the subordination agreement. Thankfully, we are finally very close to a solution on this matter.

Federal Funding Update: There were several items of interest that emerged in the Omnibus Budget Bill signed by President Biden on March 15th.

- Head Start funding in the FY22 budget has reached \$11.04 billion, which is an all-time high. The National Head Start Association (NHTA) prioritized three goals: a cost of living adjustment (COLA), quality improvement funds to address childhood trauma, and funds to provide longer service hours. The COLA ask from the National Head Start Association was \$247 million (the budget received was \$234 million). In total that's a 2.3 percent adjustment for Head Start staff. The other two priorities largely were unrealized. NHTA had asked for \$363 million for trauma-informed care (received only \$52 million); and \$730 million to provide longer service hours (this ask went unfunded). There will likely be a reconciliation package in September (where we might expect another increase), and NHTA should push more on the matter in the next budget cycle. Locally, we can expect additional resources and a sizeable program COLA.

- The Agency received two funded projects via Congressionally Directed Spending (CDS). Funds will be available this spring:
 - \$1.2 million for our Tanner Project veterans' shelter.
 - \$1 million for The ARCHES Inn.

- Other CDS Marion-Polk projects include:
 - \$2 million to the Confederated Tribes of the Grand Ronde (Blue Heron).
 - \$2 million to the Center for Hope and Safety (Hope Village Project).
 - \$1.44 million to Marion County for North Fork Road Improvements.
 - \$6.3 million to Salem Area Mass Transit (bus electrification).
 - \$2 million to OHCS for the Salem YMCA Veteran Housing Project.

State Funding Update: The legislature adjourned at noon on March 4th. It was a productive session for the Agency and our Community Action network. We had expected a quieter session, but the early February revenue forecast projected another \$2.7 billion in additional state revenue, which meant the legislature had an additional \$800 million to spend.

Housing and Homeless Services: The final housing package was \$400 million, which includes \$80 million for homeless services in a variety of buckets. I expect us to get roughly \$7-8 million of those funds at the Agency (which will come in a wave over the next 15 months). Those additions will cure some of our tighter budget areas through June 30, 2023. The first pieces of this increase came this week. The state notified us to expect another \$1,033,461 in sheltering; and next week we expect to receive a similar amount in additional housing funds. We are also scheduled to receive \$2 million for our Shelter Plus Care project; close to \$1 million in a FEMA swap grant; an additional \$1 million from the FEMA reimbursement; and extra funds for ARCHES Inn (about \$500,000). That's about \$5.5 million total, excluding the FEMA funds, and I believe we'll get an extra \$2-3 million in additional sums through June 30, 2022, out of that \$80 million package.

The City of Salem also received \$2.5 million for sheltering (most of which I believe will go to the micro shelters at Church at the Park, though we did ask for \$500,000 to support our work on behalf of the City at Redwood Crossings. Redwood is our collaborative Permanent Supporting Housing project, which has 37 units on Fisher Road). The City also received \$750,000 to assist with trash collection at homeless camps. The City of Salem additionally received about \$1.9 million in one bucket, and about \$1.6 million in another for the operation of its Navigation Center (most of which will go to us, as the operator of the Navigation Center). The state is very interested in these Navigation Center projects, and OHCS offered last week to help push in Oregon Health Authority dollars that they have access to, for medically modelled Navigation Centers. I expect that to be a healthy sum too, in the end. We have been planning the Navigation Center model with the City of Salem, and the renovation of that property for more than a year. It will have on-site medical and on-site mental health services. State funding of these new homeless models (navigation centers and turnkey motels) is critical on the operations side, which we have repeatedly expressed to the state over the past two years. Having these projects is also mission critical for the Agency, because it keeps us exceptionally relevant and influential in what has become a highly competitive grant market. We are slowly gearing up to bill Medicaid for some of our services, and that too will help make all these additional projects pencil in the end.

Polk County also received \$1 million from the legislature to establish an office of homeless services, as part of an IGA (intergovernmental agreement). We are working closely with our partners in the Polk County project to organize the community around fighting the unique challenges of homelessness in rural Oregon. Currently we

are organizing a series of community events with our partners in Polk to gather information and mobilize the community on behalf of that effort. Partners in that project include: Polk County, the City of Dallas, City of Willamina, City of Monmouth, the Confederated Tribes of the Grand Ronde, Falls City, City of Independence, and our agency. There is a lot of enthusiasm for this project, and this is a good opportunity for us to demonstrate our continued support for our rural partners and local governments.

Employment-Related Resources: Senate Bill 1545 passed the legislature and was signed by Governor Brown. It was fully funded at \$195 million.

Community Action Agencies are designed to address all elements of poverty in the community, either directly through their own programming or working closely in direct partnership through other local agencies. That work must evolve over time; indeed 30 years ago our current homeless work would have been unimaginable. The face of poverty isn't static. It changes with each passing generation. In terms of services, I think there are three areas where we could have a larger role than we do: **food, employment, and mental health**. If you been participating in the strategic planning process, the need for us to take a larger role in mental health services has become increasingly obvious. As we are slowly standing up Medicaid billing services to support the costs of our sheltering activities, it makes sense for us to take our first steps to deploy more mental health services for low income residents of Marion-Polk.

Any new mental health program would play out over the next two years. On the food front, many Community Actions run the local food bank. We do have our Nutrition Program, but that's more narrowly focused on family based child care providers. Our agency partnered to stand up the Marion-Polk Food Share back in the 1980s, but spun it off because of internal capacity issues at the time. MPFS is one of the better food banks in Oregon. They do a good job in our community and we partner closely with them. But the one real growth opportunity on these three fronts (with current publicly funded project dollars) is in workforce development. Two of our programs have contracts with local and state workforce agencies: CARS and HYS. We've tried to expand those relationships in recent years, especially on the youth side. With the passage of Senate Bill 1545, our CARS program in particular (which already has one workforce grant) stands a good chance of bringing in additional revenue to help make sure that people exiting custody have a job lined up, so that they don't fall into homelessness and contribute to the recidivism rate in the community. Incarceration has enormous consequences on not only the adults in custody, but their children and families as well. Indeed, it is a major driving force in generational poverty across the country. This new legislative measure sets aside \$5-6 million for Community Based Organizations for competitive process.

If you're interested in more detail on the outcomes of the state legislative work, we have added the Early Learning Division's legislative report, along with the Community Action Partnership of Oregon and the Oregon Head Start Association lobby reports to the board section of the website.

COVID: The COVID situation continues to improve. The state dropped its mask mandate on March 12th, with the exception of some specialized health care settings (shelters are included in the continuing mask requirements, which will impact several areas of our work). Federal Head Start has also suspended the enforcement of their mask mandate, and promised a two-week notification before any return to enforcement. That is a fancy procedural way of dropping the mask mandate. The Oregon Health Authority is no longer recommending quarantines for COVID exposed members of the public, though sheltering activity still requires quarantine upon exposure. The short of it all, in the end, is that many of the requirements are being relaxed, and we will adjust our policies to follow the state guidance. I anticipate most agency employees will no longer have to mask (outside shelter employees) by the end of March.

Vaccination requirements and policies remain in effect.

Program Monitorings: Every month it seems there is an external monitoring of our program work. This month we received two at the program level. We received a clean bill of health from Willamette Workforce Partnership (for the CARS grant). We also received a very strong review of our Energy Services Program from OHCS. Energy reviews are ranked on the basis of “unsatisfactory,” “below average,” “satisfactory,” “above average” and “superior” grades. In two of the three assessment categories we received “superior” grades, and one “above average” grade. That made our overall agency ranking “above average.” Our Energy program has consistently ranked among the highest in the state in OHCS monitoring reviews. The City of Salem also monitored a federal grant held by our CCR&R program. We received very good marks there as well. The reviews are on the board section of the agency’s website.

Agency News: The federal Office of Community Services in the Administration of Children and Families in the Department of Health and Human Services (these are the folks who supervise our primary CSBG grant, the base grant for Community Action), let us know today that they want to feature our Agency’s work in one of the national videos they are producing on the CSBG grant and emergency services. That will be great national recognition of our community impact.

Agency Organization: We are implementing the first in a series of changes in an organizational redesign, starting this month and cumulating by the end of the current fiscal year. The agency’s organizational chart has largely been unchanged for 20 years. It is in need of modernization, especially in consideration of our growth. Currently, there are 13 departments that report directly to me. A more typical number in Oregon CAA’s is 6-8, which is the case for the Washington County Community Action Organization, Neighbor Impact (which serves Crook, Jefferson, and Deschutes), Community Services Consortium (which serves Linn, Benton, and Lincoln) and United Community Action (which serves Douglas and Josephine counties). Those are the most comparable Community Actions in Oregon to MWVCAA, but in fact we are larger than any of them, both in the size of our budget and the number of employees.

Our older organizational structure is more suited for an \$8-10 million agency twenty years ago. It is actually creating risk, because the ability of any CEO to get down in depth in 13 program areas is limited. For the last two years we have been discussing with Executive-Finance a need to modernize our reporting system. Between now and July we plan to create three Chief Program Officers, one in housing, one in energy and weatherization, and one in early learning. We might be able to do a fourth, especially if we add a mental health program (as we need to). These positions will supervise programmatic work, monitoring program side budgeting and spending, and help coordinate like work among the programs. It will break down a lot of the silos that have stymied greater integration, reduce the risk that comes with the CEO having more reports than can be reasonably supervised, and capitalize on the talents we have now in a crop of very strong directors. We are still considering a couple of options in what the final form looks like, but by July we will have three or four Chief Program Officers on the program side, and three (Chief Financial Officer, Chief Information Officer, Chief Operations Officer) on the administration side. That would give the Executive Director a more typical reporting structure of 7-8 direct reports and give us better balance and integration across the agency.

As a first step, we have promoted Ashley Hamilton to Chief Program Officer of Housing and Homeless Services effective 15 March. Beneath Ashley, we have split ARCHES into two separate programs: ARCHES Housing and ARCHES Sheltering. ARCHES had grown so large that a split was necessary. It is more than twice the size (budget wise) of our next largest program. And with the gravity of the homeless crisis in front of us, it will only continue to grow.

ARCHES Housing will include our outreach programs (including *Fuerza Campesina*, the mobile showers, and Coordinated Outreach); Coordinated Entry; the four housing programs under the ARCHES Housing Opportunity Program, the rural resource centers; COVID rent relief; the wildfire program; the subcontracts we run for other agencies in the community; the HMIS work; Redwood Crossing and Sequoia Crossing; and the KP-Project Home grant). Breezy Poyner has been promoted from Associate Director at ARCHES to Program Director for ARCHES Housing, effective 15 March.

ARCHES Sheltering will supervise the Day Center operations, Tanner Project, ARCHES Inn, our warming shelters, our three Veterans PSH housing programs (the Veterans Rental Assistance Program with Salem Housing Authority, the new homeless project with DevNW, and the new veteran project at the YMCA), the Veteran Services Office, the Navigation Center project and our Shelter Plus Care project that was recently funded. We will post for the ARCHES Sheltering Program Director position, and hope to have hired by July 1.

As Chief Program Officer for Housing and Homeless Services, Ashley Hamilton will supervise the two ARCHES program directors, along with April Cox, the Community Action Re-entry Services Program Director. Ashley's position will handle the increasingly large budgetary, funding, community and public pieces of the Agency's work on these fronts.

We wanted to move to this new structure ahead of the new fiscal year, but to do so deliberately and in stages. By the April board meeting, we will be ready to announce the next set of changes. Coming out of the COVID crisis, where we were essentially on an emergency footing, we plan to spend the next year working on Agency process and other quality control measures. That's one area for intentional internal work, allowing our systems to catch up with our growth.

Audit: The annual single audit is complete and uploaded to the federal clearinghouse. For the fourth straight year, the audit was on-time, and for the third straight year it was without finding. Kaolee Hoyle, our CFO, and the entire Finance team has done extraordinary work to rebuild our finance operations, and they had to do so through all the additional chaos of an economic upheaval and a global pandemic. I am very proud of the work they've done. Our auditors will be at the board meeting in March to present the audit.

Quick Updates:

- Our full liability insurance package through GuideOne will be up for renewal this fall. We just renewed our workman's comp policy, pollution and accident medical policies through SAIF and Philadelphia. Our loss prevention performance for the past few years has been exceptional, largely thanks to our COO Helana Haytas and our HR staff. It's been so good in fact that our MOD (modification factor, a performance measure that compares us to other industry standards) has been below 1.0, which has typically earned us deep rebates on our premiums. We did see a few more workman's compensation claims during 2020-2021 (the most recent program year) because of the pandemic, but our insurer has let us know that our performance (even with that increase) is still better than most non-profits, many of whom saw substantial increases in the numbers of workman's compensation claims during the pandemic. The renewal information is on the Board section of the website.
- The Executive-Finance Committee has recreated the Program Committee, which will start meeting in April. The Program Committee exists to provide board feedback to programmatic work, review program monitoring reports, and create a closer connection between the Board and program staff. They have also re-chartered the Membership Committee. The Membership Committee will review parties interested in

joining our Board, and make recommendations to the Board as a whole on applications for membership. They should begin meeting in April as well.

- We were invited to present to the federal Office of Community Services (the governing legal authority for Community Action nationally), which is part of the Administration of Children and Families in the Department of Health and Human Services earlier this month.
- The next few months look to be very trying. Inflation has increased at a greater rate than at any time since 1982. The price of gasoline is extraordinary for people driving to work. Those in poverty (and even middle class families) feel the impact of these increases most dearly, when they go to the grocery store, when they put gas in their car, when they decide whether to pay the rent, the light bill, or buy groceries for their family. The community’s collective mental health, already struggling entering the pandemic, is now much worse, as the anxiety of managing the public health crisis, education, child care, their home budgets, and the general uncertainty of the future has grown dramatically. And now the shadow of a new major war in Europe adds to that anxiety here at home. We are not out of the woods yet, and I believe there will be tough times ahead for people in poverty in 2022. I also know that we are in our best position ever to do something about it, given the resources and talent of the 500 people in this agency.
- In the most recent legislative session, the Community Mental Health Organizations were awarded \$100 million to build more resilient mental health systems across the state of Oregon. As you may know, once upon a time, in the late 1950s, there were about 475 people per 100,000 in institutions of care. New and better medications by the 1960s, and a litany of horror stories on life inside those institutions led to a de-institutionalization movement that culminated with the 1963 Community Mental Health Act, which was *supposed* to exit a great deal of mental health patients out of these systems of confinement and back into their communities. But the system was never adequately funded. So we ended up with a whole generation of people suffering with mental illness, living outside in deplorable conditions. This new investment is a chance *to begin* to turn that around. This week I met with Cheryl Ramirez, Executive Director of the Association of Oregon Community Mental Health Organizations, about how CAA’s and Community Health can better partner in the future to serve people in need. Our birth and our origin stories as movements are intertwined, and it is time to bring us back together again. She is bringing her team to the statewide Community Action meeting next month, and we have hopes to better align our systems.

WRRRA Services By Category		
Number of Households	Service Type	Total Amount Assisted
24	Home Re-Build	\$ 537,489.08
4	Septic Assistance	\$ 42,960.96
11	Rental Assistance	\$ 38,822.75
3	Mortgage Assistance	\$ 8,013.37
2	Utility Assistance	\$ 1,884.80
2	RV Purchase/Repair	\$ 33,357.63
2	Barrier Removal	\$ 12,403.53
32	Hotel Stays	\$ 320,169.00
80	TOTAL	\$ 995,101.12

You can read more about this story in the ARCHES board report, but we’re doing well on spending down a state grant to assist wildfire survivors in the Santiam Canyon. The State of Oregon awarded us \$3.12 million last year to assist with the recovery of wildfire survivors, and we have been spending it primarily sheltering some survivors in motels (who generally were not FEMA eligible, and still haven’t rehoused). Recently we have moved most of those into the ARCHES Inn. The other major expense category is home rebuilds, which includes everything from sewage tanks to RV’s. We have helped 24 households in that group, to the tune of \$537,489.08 out of the total \$995,101.12 already spent.

In Closing: We are entering a dangerous time for homeless policy, and for advocacy in the low income community generally. On the homeless front, many of the proven, viable current strategies are not working quickly enough to solve the homeless crisis tomorrow. The enormous number living outside and the emergence of what are little more than third-world shanty towns in the Pacific Northwest have strained the patience of policy makers from Salem to Seattle. Progress, they believe, is too slow, too messy, and limited by the legal framework that emerged after the Boise and Grant's Pass decisions. Leaders have lost patience with what's working and increasingly look toward practices that would seem more at home in the 1990s, making criminalization and compulsion again attractive options.

For some critics, homeless funds are squandered public resources, subsidizing poor choices and contempt for the standards of civil society. To the critics, our homeless are violent criminals who impose their will on the "good citizens" who go to work, pay their taxes, and follow the law. This latest fiction follows an old American myth that dates back to the late 19th century. The homeless, in this narrative, have been driven here from the east, drawn by our weak laws, indifferent enforcement, and misguided services that allow the unsheltered to live a life of ease, free of work or obligation, left to pillage and plunder as they may. None of this is true.

Our homeless crisis was 30 years in the making. It will take decades to find a way out. We don't have anything close to enough resources to end it faster. All we can do is reduce the number over time. Any number reducing itself over time eventually reaches zero. So our housing and homeless systems have to be "built for zero."

The great public debate over *what* to do is in fact part of a much longer story about *who deserves to be helped*. Essentially, it's a question between the "worthy" and the "unworthy" poor. The "worthy" poor are those that "want to make a change," "who are trying to have a normal life," and too frequently in the past "who look, and act, and think" as we do. The homeless in this tradition are the most *unworthy* of the *unworthy* poor. So the new narrative blames them for being homeless. It often goes like this: *"There are resources out there: shelter beds are available, and there's plenty of help with housing and drug addiction. Mental health services abound. There is, evidently, room at the inn. The unsheltered remain in squalor because they choose it. They need our tough love to know a better way."* We tried this approach for forty years and it didn't work. We ended up with high barrier shelters, "housing ready" strategies, and programs that forced compulsion instead of choice. And ones that outright discriminated against people of color and created enormous racial disparities in housing services.

We need to think differently about ending homelessness. It needs to be a cold conversation about data, about cost per successful housing exit. About building units and supportive housing. About low-to-no barrier shelter. Conversations about why the homeless are here, and whose public policy has created this mess, are ultimately meaningless. To the extent that we must talk about the morality of the matter, we need to remember that the unsheltered are not an "alien other," but only ourselves without homes. That are worthy of respect and basic human dignity. And most importantly we need to remember that their right to survive is more important than our desire not to be inconvenienced by their poverty. Our vision statement, I think, best demonstrates our commitment to people in need, without precondition. **"All people are respected for their infinite worth** and are supported to envision and reach a positive future."

If one day we are ever to end this crisis, it will be because we are better than blaming the victims of this tragedy. And we at last found the moral courage to look at them as brothers and sisters in need.

Jimmy Jones
Salem, Oregon
18 March 2022

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

Strategic Planning Work Culture Committee

This committee has met for 4 weeks to narrow initiatives to improve Agency Work Culture. Areas that will be addressed in the Strategic Plan include HR Systems, Pay & Benefits, Staff Events, Training and Professional Development, Wellness, Inclusion as well as Staffing and workload, burnout.

DEI+ Committee

The DEI+ Committee has been working hard to develop a committee charter and roles and responsibilities of the committee in developing a diverse, inclusive and equitable culture free of bias. This group consists of 15 staff and managers that have participated in DEI training over the past year, and they have developed a Chairperson, Vice Chair, and Secretary position, with the COO as Management Liaison.

Agency Management attended Diversity, Equity and Inclusion training that touched on Cultural Humility, Five Basic Questions, the Equity Lens, and discussions around the ways in which teams work together in a diverse work environment.

Safety and Health

All ARCHES hires are now attending personal self-defense classes before starting work. This has addressed staff concerns about working with clients that may be escalated and in our facilities. Our staff safety is a priority and the Safety Committee has supported this effort by attending the courses as well. Future training in de-escalation is planned in the near future.

HR recently upgraded the Paycom HRIS with government reporting, applicant tracking and survey capabilities. This change will enhance the efficiencies of data usage across multiple reporting areas and allow hiring data to flow into payroll data.

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

Annual Financial Statement Audit

The June 30, 2021 audited financial statements were issued on March 14, 2022. There were no findings, and the Agency remains a low-risk auditee.

The Single Audit Submission was accepted by the Federal Audit Clearinghouse on March 16, 2022.

990

The Agency's tax return is in process. The due date is May 15, 2022.

Staffing

The new Accounts Payable Specialist started in March 2022. There are now a total of 12 Finance staff.

Payroll Filings

All payroll deposits have been made timely.

MWVCAA

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

	7/1/2021 - 1/31/2022		FY22 - Budgeted	Expected Spent %	Actual Earned/Spent %	Difference
Grant and awards	\$ 40,530,911		\$ 61,006,374	58%	66%	8%
Other program revenue	189,533	{a}	60,000	58%	316%	258%
Contributions	54,279		150,000	58%	36%	-22%
Total Revenue	40,774,723		61,216,374	58%	67%	8%
Expenses						
Community resource programs	20,930,184		30,515,980	58%	69%	10% {b}
Reentry services	194,447		399,690	58%	49%	-10% {e}
Child care resource and referral network	912,904		1,541,591	58%	59%	1%
Energy assistance programs	4,241,394		5,089,512	58%	83%	25% {c}
Weatherization services	1,027,205		1,580,238	58%	65%	7%
Nutrition first USDA food program	2,329,573		4,017,994	58%	58%	0%
Head start	8,567,141		13,827,350	58%	62%	4%
Home youth and resource center	854,819		1,549,199	58%	55%	-3%
Management and general	1,444,827		2,694,820	58%	54%	-5%
Total Expenditures	40,502,494		61,216,374	58%	66%	8%
Revenue Over/(Under)						
Expenditures	\$ 272,230	{d}	\$ -			

- {a} \$103k is related to Wx's NW Natural Gas Reimbursement. We don't budget for these reimbursements because they are dependent on the project which could span multiple years, and is dependent on other variables.
- {b} \$13.4 million of expenditures is related to OERAP (\$16 million grant). As we get through the remaining fiscal year, should expect to see expected/actual equal out.
- {c} Spending increased due to colder weather.
- {d} Timing of billing.
- {e} The number of clients being served is a below normal due to COVID restrictions within the jail. In addition, there is one grant for which CARS is working on trying to spend down.



Mid-Willamette Valley
COMMUNITY ACTION

March Board Report: Development Department

Laurel Glenn, Director of Development

Grants

Recently Applied:

- 1. Willamette Workforce Partnership** – We applied for a \$1,250,000 grant from the Willamette Workforce Partnership that would transform and fund HOME’s Youth Empowerment Program.
- 2. Umpqua Bank Charitable Fund** – We applied for \$10,000 to support HOME’s Youth Empowerment Program. If awarded the funds would support buying bus passes and interview clothes for youth, cover printing costs, and help cover youth stipends.

Upcoming:

- 1. Oregon Community Foundation, Community Grant** – We’ll be applying for a \$20,000 OCF community capital grant to support replacing a Head Start modular that’s outdated.
- 2. Salem Rotary Club Small Grant** – We will be applying for a Salem Rotary club grant to support an operational aspect of Tanner Project, our veteran’s housing project.

Fundraising

- **Kindful Donations**

- Donations through our donor software, Kindful, have been lower this month, currently sitting at **\$1,110**.
- We've developed a special appeal to bring donations up during the last part of March, that will go out via our email service and Facebook.
- One possible cause may simply be inflation and gas prices, causing donors to have less to give. The Development Department will continue to assess and to work on boosting our donation funds.

- **Strategic Planning**

- The Dev Department has been leading two strategic planning groups, for Fundraising and Marketing.
- 3 out of 4 of our meetings are complete and we almost have a full plan related to both.
- Thanks to the staff members who have engaged in that process; it's been incredibly helpful to get people's feedback!

- **PR and Marketing**

- Based on the results of our Donor Survey, we've been creating more fact-based and research-heavy Facebook and Instagram content.
- We've been boosting that content on Facebook to increase our audience and to drive more donations.
- We created several more content series, including a "Quote from our Clients" series and a "Fact Friday" series where we educate the public on our work and poverty.
- Here's a section of our most recent "Fact Friday" segment:

→ 01



5 THINGS TO KNOW ABOUT EXITING THE JUSTICE SYSTEM

One of the biggest struggles facing folks exiting custody in our region?

The lack of affordable housing.

45% don't have a permanent housing option when they exit.

@DEMUNIZRESOURCE

02 03

Housing is key to helping people find a job, receive mental health or substance abuse treatment, and not re-enter prison.

In fact, the Returning Home Ohio Project showed that participants receiving supportive housing services were 40% less likely to be rearrested.

@DEMUNIZRESOURCE




- Facebook post reach is up **85.6%** in March. Page views are up by **67.5%**.
- We'll continue to work to grow our audience and get the word out to the community about all the great work happening at Community Action!

CCR&R PROGRAM REPORT
Shannon Vandehey-Program Director
March 2022

Opportunities:

Marion County:

CCR&R Advisory deliverable- Complete: Met with Lisa Harnisch Executive Director of the Marion & Polk Early Learning Hub to revise the Regional Implementation Team Charter to include time for CCR&R community advisory. This is a new grant deliverable. The ELD has extended the deadline for this deliverable, as grants were late in coming. For Marion and Polk Advisory, we decided that CCR&R will have time every month on the agenda. See below for Yamhill CCR&R Advisory.

City of Salem Child Care Grant:

- Second Quarter monitoring of CDBG COVID Child Care Business Development occurred March 7. Received a no-findings notice. Thank you to our fabulous finance team for the support through this process. We have asked for an extension to run another cohort after June. Will have funding for nine additional income eligible participants.

Marion/Polk/Yamhill:

- Jimmy and Shannon met with the chair of the Willamette Valley Wine Foundation. The Foundation is very interested in childcare and early childhood workforce development, to help fill the gaps and serve in the wellbeing of Latinx communities in the Willamette Valley. Many of which, work for the growers along the valley wine industry corridor. CCR&R and a few community partners are meeting to look at the feasibility of a project proposal, and the establishment of a ECEC Steering committee with the proposal goal of creating best in class early childhood services for Latinx families in the Willamette Valley. I am truly excited about this partnership, as this is the first time that a business leader in our community has reached out to CCR&R specifically, in the interest of early care and education.
- Sending four staff to the Child Care Aware of America Symposium in Virginia in May. CCAoA is our CCRR National Professional Organization. We have been a member for as long as I can remember. I am really excited to have my staff experience Day on the Hill to get first hand real time understanding of the legislative process and how it works, especially as it relates to bills and initiatives that might affect Early Childhood.

Polk County:

- CCR&R is co-locating in Dallas Academy building in the Polk County Family and Community Outreach Suite again every Wednesday from 9am-4pm. Current “in the works” projects with FCO:
 1. In Progress: Met with Stephanie from Polk County Family and Community Outreach to review training Proposals submitted. Conference is set to be held virtually on Friday, May 20 and in person on Saturday, May 21 at WOU.
 2. Registered CCRR for a booth at FamJam April 23 at the Polk County Fairgrounds.

3. Registered CCR&R for a booth at the August Family Building Blocks 2022 Riverfront Family Fun Fest. So excited to finally get out in the community again, after 2 years!
4. CCR&R team meeting monthly to discuss partnerships with outreach and building of the Polk County childcare workforce. Next meeting is March 16 at 10:30am in Dallas.

Yamhill County:

- CCRR Advisory: Working with the YCCO and their Yamhill Early Learning Council for time on their agenda (quarterly or semi-annually) to include time for CCR&R community advisory. This is a new grant deliverable. We felt we needed two, to align with both our Hubs. Jenna Sanders, our Associate Program Director represents our program in Yamhill County and maintains the CCR&R office in McMinnville. She is working with Jennifer Richter at the YCCO to revise the Charter to include CCR&R Advisory.
- Jenna Sanders is working with Jimmy and the YCCO in the possibility of CAA holding a grant from the County to support childcare expansion in Yamhill County.

Challenges:

- As with many early care organizations and programs, finding qualified staff has been difficult. Especially when seeking bilingual support staff.
- CCRR has been working hard these last few months to really build some policies and procedures as it relates to the office, working in the field and internal reporting to name a few. With so many new staff, initiatives, and projects, the need for role clarification has been super important. Back in the day, when there was only 6-8 of us running the work in three Counties, we all had to be jack-of- all-trades.

For several years now, with new initiatives like Preschool Promise, Baby Promise etc.. ELD has started changing the CCR&R professional roles to more specialized/prioritized coaching, technical assistance and case management. This also means we have doubled the number of staff and will most likely keep growing, as the need for CCR&R work is evident throughout the system and the workforce. This has been a big transitional process for us with a few growing pains, but I feel like we are building a team that is well rounded and experienced in the many levels of care (Family, Center, School District, Head Start), and are willing to walk with us in our growth.



Mid-Willamette Valley
COMMUNITY ACTION
The ARCHES Project

615 Commercial Street NE
Salem, Oregon 97301

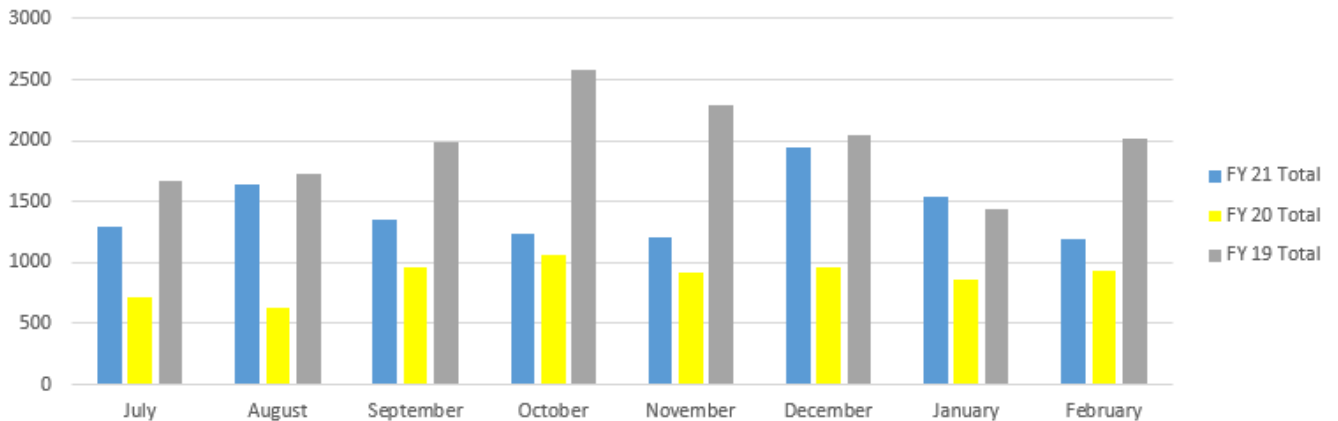
CRP Board Report - March 2022

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

ARCHES Day Center:

Since opening day, the total number of duplicated Day Center visits is 66,705 - with an average daily attendance rate of 66. Since the beginning of FY 2021, the Day Center has seen a steady increase in utilization over FY 2020. With February utilization being 36% higher than the previous year. To increase accessibility, the Day Center expanded its morning and evening hours during the extreme cold spell 2/22 - 2/25, allowing for a seamless transition between Warming Shelter and Day Center operations. Over 135 additional visits were made to the Center during these expanded hours.

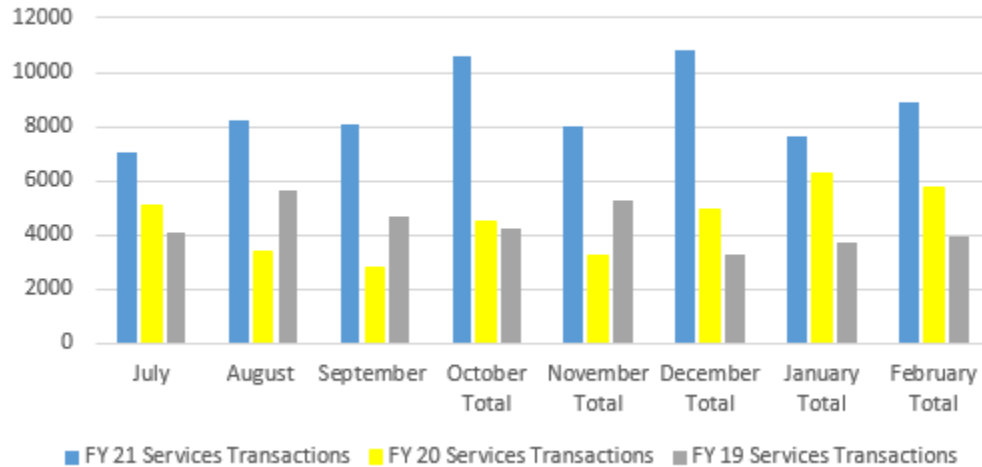
Day Center Utilization - FY Comparison



ARCHES Basic Needs & Supportive Services:

Current utilization of Day Center Supportive Services continues to grow, especially in comparison to FY 2020 and FY 2019. During February 2022 ARCHES saw **8,891 supportive service transactions**. This is double pre-pandemic service levels from FY 2019. ARCHES Supportive Services has also surpassed FY 2020 numbers in all categories. The majority of Supportive Services provided in February were in the meal category, including **breakfast, lunch, and evening meals** -- at 91%.

ARCHES - FY Service Transaction Comparison



ARCHES Client Care services are newly able to assist individuals in obtaining their Oregon Identification Cards (ID). Thanks to House Bill 3026, the fee associated with obtaining an ID was waived for persons experiencing homelessness. In collaboration with Oregon Department of Motor Vehicles, Client Care staff provided 70 unsheltered individuals in February with the Attestation of Homelessness form. A form that acts as the verification of fee waiver. Therefore removing a very common barrier for clients in resource navigation. This program will continue to be accessible via the ARCHES Day Center and soon-to-be Resource Centers.

Now Dining Indoors!



Meals are now served inside the Day Center
from 9-10am, and 12-1pm, M-F.
Meals are free and can be eaten inside or taken to-go



**615 Commercial St NE
Salem, OR 97301**

Basic Needs & Supportive Services									
Month	New client Mail Boxes	Checking Mail	Meals	Calls	Pet Food	Hygiene Packs	Showers	Laundry	Client Care
Q 1 Total	157	3076	17330	981	176	173	590	342	524
Q 2 Total	149	3862	21923	1264	373	285	611	393	621
January Total	39	1064	5639	318	95	94	194	114	105
February Total	62	1136	6381	476	118	132	167	118	301
FY 2021 Total	407	9138	51273	3039	762	684	1562	967	1551
FY 2020 Total	496	11871	37078	9066	559	642	2293	863	1534
FY 2019 Total	735	11685	22326	16505	793	371	605	105	305
FY 2018 Total	750	9908	23145	17505	1863	403	N/A	N/A	N/A

ARCHES Health and Wellness Connection

JD Health and Wellness and The ARCHES Project have partnered together to provide medical and behavioral health services to clients utilizing the Day Center and those staying at ARCHES Inn. JD Health and Wellness staff work alongside ARCHES Client Care Specialists and Day Center Attendants to address the acute and chronic health needs of the unsheltered community. Services offered through this partnership include: Oregon Health Plan registrations, primary care connection, treatment records for social security applications, medication management, refills, COVID testing and vaccination, referrals to specialists, hospital follow up, and mental health screening/counseling.

Since starting onsite at ARCHES, JD Health and Wellness has seen 13 clients per week. Appointments are offered via sign ups at the Day Center; walk-ins are welcome.

ARCHES Housing & Specialty Programs:

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

During the month of February, 114 households (368 persons) received housing support. Including 44 new housing placements, as well as 11 households exiting into self-sufficiency, meaning they are able to live independently of ARCHES assistance moving forward. There were also 30 households on active housing search, working closely with navigation staff for placement. Since tracking began in July 2019, 639 households have exited ARCHES programming into permanent housing solutions.

February Data:

ARCHES Housing Programs										
Table 1										
Core Programs	New Households Served	Avg VI-SPDAT Score	Adults	Children	Households Searching	Total Households in Housing	Household PH Exists	Marion Households	Polk Households	Total Unique Served
Home TBA	7	8.3	36	38	2	13	0	9	4	74
ERA	1	12	1	0	1	1	0	1	0	1
HUD CoC	1	8	2	2	1	0	0	1	0	4
City of Salem - TBRA	5	8.1	46	38	3	20	1	20	0	84
EHA	2	11	2	2	0	2	0	2	0	4
DHS Fresh Start	3	9.3	14	8	6	4	0	11	0	22
DHS Navigators	9	9.3	9	0	4	2	2	9	0	9
HSP	0	9	9	20	0	0	1	5	1	29
Redwood Crossing	2	11	32	0	5	31	1	31	0	32
ARCHES Inn	4	10.25	25	0	1	0	0	17	0	25
OHA-VRAP	0	9.5	40	4	3	29	0	28	1	44
Tanners Project	5	8.4	19	0	2	3	3	16	3	19
VET DRF	4	6.7	15	0	2	7	3	9	3	15
EHA	1	4.6	4	2	0	2	0	3	0	6
Clients Served	New Households Served	Avg VI-SPDAT Score	Adults	Children	Households Searching	Total Households in Housing	Household PH Exists	Marion Households	Polk Households	Total Unique Served
January Served	44	9.0	254	114	30	114	11	162	12	368

ARCHES specialty services engaged 724 households in this most recent period (February 2022). The two most common services are VSO assistance (veterans) and Coordinated Outreach programs. To date, 21,740 households (duplicated) have connected with ARCHES specialty services since July 2019.

ARCHES Specialty Programs							
Table 2							
Specialty Programs	Households Served	Adults	Children	Veterans	Fleeing DV	BIPOC/LatinX Individuals	Total Unique Served
Marion County VSO	421	421	0	421	0	N/A	421
RENT	1	1	2	0	0	0	3
Birth Certificates	0	0	0	0	0	0	0
Coordinated Outreach	134	128	6	3	3	20	134
Mobile Showers	50	50	0	N/A	N/A	N/A	50
Fuerza Campesina	56	95	21	0	0	116	116
February Served	662	695	29	424	3	136	724
Coordinated Entry	75	89	33	4	4	N/A	122
Coordinated Entry - February TOTAL	75	89	33	4	4	0	122

Program Showcase: Oregon Health Authority (OHA) – Health Inequities Project

Objectives:

The main objective of this project is to collaborate with community partners, participants, and program faculty to identify health inequities within our organization and within the community. This will be accomplished by creating an enhanced medically orientated resource list including eligibility information. In addition, a health assessment will be conducted with unsheltered community members, providing vital feedback for programs regarding access. A questionnaire completed with MWVCAA program faculty will convey how programs are operating and any gaps that currently exist. Finally, a comprehensive program report will allow information from resources, assessments, and questionnaires to be shown on a larger scale and give an analytical view on MWVCAA programs are operating in the health and housing space.

What makes this project unique?

This project is based on a one-time grant that allows ARCHES to explore parts of resources, programs, and participant’s feedback in a new comprehensive way. Not only will this project create a valuable report on findings in the agency and community, it will allow participants voices to affect how we view and carry out services. There is careful collaboration with OHA, Mid-Willamette Valley Homeless Alliance’s CoC Collaborative Committee, and the Acute Care Advisory Council. This project allows ARCHES to look at its most critically needed programs with a health equity lens and analyze how we can build and design programs to reduce health disparities.

What we hope to gain:

We hope to gain a comprehensive project analysis showcasing regional health inequities, creating a framework to build and design programs to reduce health disparities. This framework will help us to revamp programs that will deliver increased equity and integrity to those in our community facing behavioral health, addiction and chronic health barriers. This will drive forward the mission of MWVCAA and is just the beginning of a necessary and vital change in serving our community for future generations.

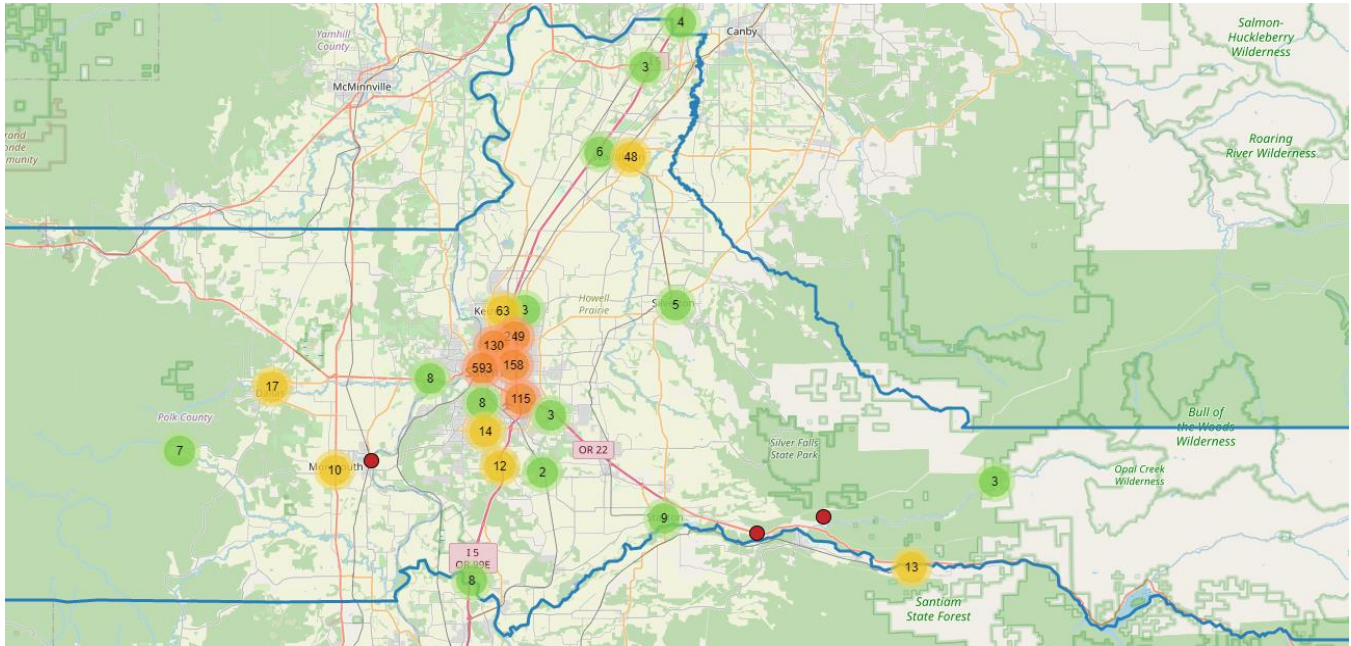
~ Lindsay Dent, ARCHES Program Manager

Community Highlight: 2022 Point in Time Count

The annual HUD Point in Time Count (PIT) took place between January 25th and January 31st, asking individuals experiencing homelessness where they slept on the night of January 24, 2022. During this time, there were over 150 registered counters conducting PIT surveys both in shelters and with those living in places not meant for human habitation.

While the data is not yet ready to be made public, the preliminary results are showing that more people were counted in 2022 as compared to 2021. Also, there was enhanced representation in rural Marion and Polk County. Rather than having all of the volunteers originate from the Salem area,

ARCHES stood up volunteer check in/rally points in Woodburn, Stayton, Monmouth, Falls City, and Salem. This encouraged more engagement from volunteers throughout the community.



This year many training opportunities were available in advance. This was done in the form of a recorded zoom training, printed materials/handouts, an agency produced informational video, and on-site/day-of trainings available. The onsite training allowed ARCHES to encourage last-minute volunteers to get involved. We adopted a stance that no volunteer would be turned away from the Point in Time Count. One such advantage is obtaining firsthand experience with the population. This translates to better advocacy at the local level for advancing shelter opportunities and homeless services.

The shelter count was more robust this year than in previous years. ARCHES assigned someone to specifically oversee and focus on the sheltered count, provided training to shelter providers, and monitored the counts as they came in. By doing this we ensured that the shelter count and unsheltered count received the same amount of attention and training.

Collaboration amongst state, county, and local entities played a huge part in the success of the Point in Time Count. In December, ARCHES was able to get ODOT, Marion County, and the city of Salem to seize clearing/sweeping encampments until after the PIT. Training materials for conducting the count were also sent to law enforcement, fire, and EMS to encourage them to conduct the count while interacting with members of the community that may be experiencing homelessness. Marion County Sheriff’s Office, Salem Police Department, and Keizer Police Department provided direct support for the 2022 count.

UNSHeltered COUNT	
2021	2022
717	887
Difference: +170	
SHELTERED COUNT	
2021	2022
210	594
Difference: +384	
COMBINED	
2021	2022
927	1481
Difference: +554	

Program Showcase: Wildfire Recovery and Resiliency Account (WRRRA)

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

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

WRRRA offers participants a flexible, individualized approach for housing assistance by identifying the right solution for a households needs. This includes rapid rehousing for households that lost their homes or were displaced because of wildfires, hotel stays for shelter, or helping to navigate the housing system to locate, obtain, and sustain housing.

The WRRRA team consists of 1 program coordinator, 2 case managers, 2 housing navigators, and 1 administrative assistant. 100% of all households served are referrals from the Santiam Service Integration team or Long-term Disaster recovery Group. Once a referral has been approved as an eligible use of funds, a WRRRA case manager begins to confirm the household’s eligibility. The eligibility parameters for WRRRA are: proof of loss (which can include property loss or income loss), and verification of Oregon residency. There is no income limit. Payment is typically sent directly to the vendor, but ARCHES does have the ability to reimburse households or a third party if needed. There is a \$45,000.00 cap on services per household, to ensure equity between households receiving program services and RRH services. However this can be lifted on a case-by-case basis.

WRRRA Services By Category		
Number of Households	Service Type	Total Amount Assisted
24	Home Re-Build	\$ 537,489.08
4	Septic Assistance	\$ 42,960.96
11	Rental Assistance	\$ 38,822.75
3	Mortgage Assistance	\$ 8,013.37
2	Utility Assistance	\$ 1,884.80
2	RV Purchase/Repair	\$ 33,357.63
2	Barrier Removal	\$ 12,403.53
32	Hotel Stays	\$ 320,169.00
80	TOTAL	\$ 995,101.12

Contact Information	
Phone	971-208-4174
Email	Cara.Clark@mwvcaa.org or Kaela.Lombardi@mwvcaa.org
Locations	676 Church St, Salem, Or 97301
	Mon,Wed,Fri 9:00 Am - 5:00 pm
	Located on the second floor

	Anthony Hall
	11758 Sublimity Rd SE, Sublimity, OR 97385
	Tue,Thurs 9:00 Am - 5:00 Pm

Since implementation, ARCHES has allocated \$674,932.12 to 48 households who lost their home to the Labor Day fires. Providing barrier removal and housing stabilization assistance. 5 examples of how WRRRA funds are utilized to support families returning to the Santiam Canyon are illustrated below. An additional \$320,169 has been allocated to 32 households to support hotel stays to avoid homelessness while they await permanent housing. Many of which have moved into the ARCHES Inn as of 2022. Lastly, an additional 38 households are actively working with case management and housing navigation, with 49 households pending a financial transaction for assistance. 100% of all households served are referrals from the Santiam Service Integration team or Long-term Disaster recovery Group.

WRRRA Program Service Examples

1. Septic Tank/Pump Replacement/New Well Drill and Excavation

- Project Cost: Septic Tank/Pump Replacement - \$7,715.96, New Well - \$14,249.00, Excavation - \$9,000.00
- Total Cost: \$30,964.96

MWVCAA total Contribution: \$28,455.96

- Septic Tank/Pump Replacement - \$7,715.96
- New Well - \$11,740.00
- Excavation - \$9,000.00

- Procurement Process: The Santiam Canyon Long Term Recovery Group brought this homeowner’s request to us, and the homeowner already had bids in place. We did not require the homeowner to obtain additional bids, because vendors are hard to come by at this time and we do not want to cause unnecessary delays.

- Other fund sources: This homeowner received \$51,836.00, from various FEMA, SCWRF, and Red Cross grants prior to this funding request. These funds were primarily used for the CAM home currently being built on his property. For the Septic Tank/Pump and Well request, Salvation Army Contributed \$2,000.00 and the Oregon Lions contributed \$509.00.

2. Recreational Vehicle Purchase

- Project Cost: 2012 NUWA Discover America RV - \$28,131.16

MWVCAA total contribution: \$4,292.51

- Procurement Process: The Santiam Canyon Long Term Recovery Group brought this homeowner’s request to us. The homeowner needed to replace an RV damaged during the fire, which had become uninhabitable. The homeowner spent a large amount of time locating an RV that would fit his personal budget and be what he deemed a reasonable request.

- Other fund sources: Other Funding sources for this project included: \$5,000.00 from SIT flex funds, \$2,048.72 from SCWRF, \$2,500.00 from United Way, and \$4,291.22 from Salvation Army. Additionally, the homeowner contributed \$10,000.00 of their personal funds to total \$28,131.16.

3. Outdoor Shed purchase

- Project Cost: TR-800 Tuff Shed

MWVCAA total contribution: \$7,972.00

- Procurement Process: The Santiam Disaster Case Management team brought this request to us. The homeowners needed to replace a shed on the property that had been damaged by the fire of which was vital to store tools for their business. The Household provided a quote from Tuff Shed online, which we elected to move forward with for payment.

- Other fund sources: There were no other funding sources for this request.

4. Plumbing equipment Purchase

- Project Cost:

Ridgid 63828 SeeSnake Compact C40 System: \$7,979.00

Ridgid 19238 Navitrack Scout Underground Pipe & Cable Locator Device: \$1,362.00

MWVCAA total contribution: \$9,341.57

- Procurement Process: The Santiam Long Term Recovery Group – unmet needs committee brought this request to us. This household needed to replace tools for their plumbing business that had been destroyed during the fire. Without these tools, the household’s business was suffering financially. The household provided multiple online vendors to purchase the tools from and we were able to select a reliable and reasonable vendor.

- Other fund sources: There were no other funding sources for this request, as other partners funds are prioritizing housing at this time.

5. Dry Rot Repair, Skirting and Front Deck Frame

- Project Cost: \$28,750.00

MWVCAA total contribution: \$17,750.00

- Procurement Process: The Santiam Long Term Recovery Group – unmet needs group brought this request to us. The homeowners had purchased a used manufactured home with their insurance payout, but the home had a significant number of issues they were not aware of at the time of purchase. The homeowners had a bid in place at the time the request was presented to the unmet needs committee. We did not require the homeowner to obtain additional bids, because vendors are hard to come by at this time and we do not want to cause unnecessary delays.

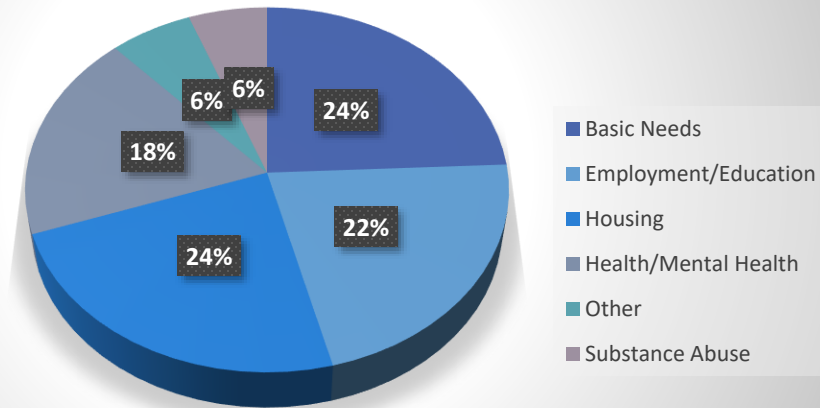
- Other fund sources: Other Funding sources for this project included: \$5,000.00 from SIT flex/ODHS, \$1,000.00 from SCWRF, \$5,000.00 from United Way, and \$4,291.22 from United Way.

Program Highlights:

- On February 22, Governor Kate Brown, Representative Marsh, Representative Hoy, and Oregon Housing and Community Services Director Andrea Bell visited the ARCHES Inn. This visit was used to showcase the community impacts of a successful Project Turnkey initiative. Inn residents have a 90+% engagement rate with JD Health and other supportive services. The first floor of the Inn is almost fully occupied (22 households). Three guests found employment, one of them with the agency. Another wildfire household has moved into their own unit assisted by ARCHES case management and the housing navigation team.



How the De Muniz Resource Center Served Clients in February



Opportunities/Challenges

- ❖ De Muniz Resource Center served 166 clients in February, with 355 services provided.
- ❖ This month we had an even split at 50% of clients served that were in custody vs. out of custody. We continue to receive more referrals from community partners for housing and employment services.
- ❖ During this reporting period, 18 clients (27 occurrences) took advantage and attended our cognitive based classes. The classes covered the following topics:
 - Healthy mind frames
 - Problem solving
 - Parenting skills
 - Emotional regulation
 - Prosocial leisure activities
 - Employment-job search assistance
- ❖ DMRC assisted 16 clients with bus passes during this reporting period.
- ❖ Nineteen clients utilized our on-site clothing closet.
- ❖ Our partnership with Northwest Human Services yielded 49 clients completing their enrollment for Oregon Health Plan prior to release (from incarceration).
- ❖ For February, we had 59 clients enrolled in the De Muniz Resource Center's Rapid Rehousing Programs (in HMIS).
- ❖ The main challenges we have revolve around the pandemic and physical space limitations (lack of private space) within our center.

Success Story

In October of 2021, E.A. came to our center after being released from DOC custody. He was highly motivated to become self-sufficient and striving to be the best person he could be for his family. I was able to help E.A. with creating a resume and also gave him several job applications for second-chance employers. We discussed interviewing, particularly any anxiety he might have around discussing his background. I wished E.A. well on his job search and encouraged him to contact me if he needed any further support or help.

In November of 2021, E.A. returned to the center to share he had been offered full-time employment! I was able to offer him a 30-day bus pass in order to get to and from work. We were thrilled to hear of his success, but he was still in need of housing assistance as he hoped to move out of transitional housing and would struggle to do so because of his background.

E.A. is now working with our housing navigator and is well on his way to finding a place of his own. Even more impressive than his own success, He is actively seeking to get other people who are formerly incarcerated hired on with his employer. E.A. is a great example of someone who is always reaching back and looking for opportunities to help others even in the face of personal challenges.

Submitted by Employment Navigator

Energy Services February PY 2022, Program Report

Traia Campbell, Energy Director

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

Energy Services households served in February 2022

February 2022, Marion & Polk completions by funding source								
Funding	HH	People	>6	60+	Disabled	At or below 75% prov.		Ave HH pmt
LIHEAP	572	1709	185	202	178	231	41% of HH's	\$410
LIHEAP ARPA	575	1714	185	203	179	230	40% of HH's	\$418
OEA PGE	270	792	76	94	97	86	32% of HH's	\$720
OEA PAC	42	131	11	16	16	14	34% of HH's	\$713
OLGA	125	358	32	54	37	44	36% of HH's	\$416
GAP	6	21	1	2	1	2	34% of HH's	\$150
Total	1590	4725	490	571	508	607	39% of HH's	\$535.45

February 2021, Marion & Polk completions by funding source								
Funding	HH	People	>6	60+	Disabled	At or below 75% prov.		Ave HH pmt
LIHEAP	492	1482	162	194	158	182	36% of HH's	\$389.02
LP CARES	242	805	92	63	52	102	42% of HH's	\$400.66
EASCR	172	630	81	40	32	64	37% of HH's	\$806.36
OEA PGE	214	639	64	89	81	73	35% of HH's	\$381.70
OEA PP	55	138	6	29	19	18	32% of HH's	\$370.54
OLGA	100	301	30	38	28	33	33% of HH's	\$402.35
GAP	3	12	1	2	0	0	0% of HH's	\$99.00
Total	1278	4007	436	455	370	472	36% of HH's	\$469.66

By the end of February 2022, Energy had assisted eligible clients in Marion & Polk counties with over \$3.1 million direct client vendor payments (DCV) from multiple grants. At the beginning of PY 2022 Energy began assisting household automatically with both LP and ARPA instead of just one funding source if the account balance was current and/or low. OEA was provided for PGE / PAC customers that did not have a credit of \$250 or more after the LP and ARPA. Example PGE account total \$700, eligible for LP \$300 and ARPA \$300, remaining balance \$100. OEA applied for \$500; total payment to vendor \$1100. OEA payments do not follow the LP matrix, instead the floor payment is \$500 up to \$2500. Energy adds a stabilizing payment of \$100 to all account balances. Energy's spend down rate varies per grant, the percentages at the end of February; LP DCV 35%, LP ARPA DCV 48%, OEA PGE DCV 45% and PAC DCV 38%. OHCS's expectation for the network is that spend down for all PY allocations is at or above 50% of total grant (DCV, admin & program delivery) by 3-31-2022 (end of 2nd quarter). I believe Energy will reach the 50% spend down goal with DCV payments, probably not with admin or program delivery, by the end of March 2022. I am working with finance to assure we are monitoring the spend down rates and making adjustments as needed.

February 2022, Polk county completions per funding source								
Funding	HH	People	>6	60+	Disabled	At or below 75% prov.		Ave HH pmt
LIHEAP	80	222	25	25	23	32	40% of HH's	\$416
LIHEAP ARPA	80	222	25	25	23	46	40% of HH's	\$463
OEA PGE	4	8	0	3	2	1	25% of HH's	\$1,861
OEA PAC	25	86	7	9	5	10	40% of HH's	\$783
OLGA	18	44	6	12	3	3	17% of HH's	\$362
Total	207	582	63	74	56	92	45% of HH's	\$777

February 2021, Polk county completions per funding source								
Funding	HH	People	>6	60+	Disabled	At or below 75% prov.		Ave HH pmt
LIHEAP	39	96	7	18	15	7	= 17% of hh	\$360.12
LP CARES	14	42	5	3	2	7	= 50% of hh	\$406.07
EASCR	16	58	4	2	5	6	= 37% of hh	\$670.81
OEA PGE	0	0	0	0	0	0	= 0% of hh	\$0.00
OEA PP	30	82	5	15	9	13	=43% of hh	\$392.33
OLGA	8	17	1	3	2	2	= 25% of hh	\$381.25
GAP	1	3	0	0	0	0	= 0% of hh	\$150.00
Total	108	298	22	41	33	35	=33% of hh	\$457.33

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

Attendance

Head Start Preschool

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

Early Head Start

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

Early Head Start Child Care Partnerships

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

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

The Head Start Preschool Program attendance rate was 62.45% overall, below the required 85%. The top absence reasons during the month of February were sick children, which accounted for 41.51% of the absences, and bus transportation cancelled, which accounted for 14.78% of the absences

The Early Head Start Program attendance rate was 63.19% overall, below the required 85%. The top absence reasons during the month of February were sick children, which accounted for 57.41% of the absences, quarantined, which accounted for 8.02% of the absences, and bus transportation cancelled, which accounted for 5.56% of the absences.

The EHS Child Care Partnerships attendance rate was 64.21% overall, below the required 85%. The top reasons for absences during the month of February were sick child, which accounted for 35.45% of the absences, quarantined, which accounted for 26.97% of the absences, and family day/vacation, which accounted for 12.42% of the absences.

We continue to be plagued with illness, mandatory quarantines and a lack of school bus transportation in our programs. There are three bus drivers currently out on leaves of

absence, and two vacant positions besides. We will be conducting a salary study to determine if our current starting pay rate for bus drivers of \$18.22 per hour is no longer competitive, as there are few applicants for the positions.

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

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

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

Early Head Start – Full Enrollment = 108

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

Early Head Start Child Care Partnerships – Full Enrollment = 80

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

Waiting Lists

Head Start Preschool

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

Early Head Start

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

Early Head Start Child Care Partnerships

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

USDA Meal Reimbursements

USDA Meal Reimbursements	February 2022	
	Number of Meals Served	Amount Reimbursed
Breakfast	2,979	\$ 5,868.63
Lunch	3,008	\$11,009.28
Snack	368	\$ 368.00
Cash In Lieu		\$ 782.08
Total Reimbursement	6,355	\$ 18,027.99

Report from Program Director:

We anxiously await closing on the Wallace Road Early Learning Center property. The program has completed the procurement process and we are ready to select an architect and a general contractor to complete the necessary renovations.

The Early Learning Division has not yet released the RFAs for programs to apply for Preschool Promise and P3 infant/toddler slots. This makes planning for the next program year somewhat challenging, so management is working on a Plan A with these expanded services and a Plan B without them.

Head Start staff will enjoy a Staff Wellness Day on April 18th. We have had to cancel for the last two years, for obvious reasons, and cancelled the originally scheduled day in February 2022. We are taking the plunge now, and will have all 240 staff together in person for a training called 'Thriving in These Challenging Times', a buffet breakfast, and a variety of activities to choose from that will help to fill everyone's cups.



- Purchased a 15 passenger van for the program to use across programs. Youth Empowerment Program (YEP) will use it help youth access higher education tours, work, educational field trips etc. Until this purchase YEP rented vans for these activities. Taylor's House will use it for similar reasons as well. The 15 person capacity allows transportation for the entire house plus staff, making it so we do not have to split up. Outreach will use it for pop-up / mobile Drop In center events where they can take out the back seats to make room for supplies, set up their tables, chairs, music, shade cover etc. and create resource access points in rural areas where youth congregate. Van is currently parked at Weatherization and we are in the process of purchasing all the required supplies – two way video dash cam, first aid kits, emergency roadside kit, fire extinguisher etc. This is a HUGE blessing for the program.
- YHDP's Collaborative Community Plan (CCP) has been submitted to HUD and waiting for approval. While this is a living document, the version that was submitted can be found here: <https://mwwhomelessalliance.org/2022/03/14/coordinated-community-plan-to-end-youth-homelessness-submitted-for-hud-approval/>
The CCP outlines needs of the population and the system to adequately respond. The process was not evaluating the current system, but designing the system necessary to ensure episodes of homelessness for youth and young adults (up to age 25) is rare and brief. The CCP highlights services needed that are both eligible for HUD YHDP funding and not. This is intentional so the plan can be used as a tool to strategically secure other sources of funding and leverage existing resources (traditional and non-traditional). Next phase is to start the local competition and release request for proposals. Since this is a community effort many service providers have been involved in various capacities. Federal technical assistance is providing guidance to the CoC on how to meet the collaborative & equitable expectations of YHDP while being mindful of conflicts of interest. HOME will continue to be involved within the boundaries set so that we do not become ineligible for funding. Funding will start July 1, 2022.
- Staff highlight: I want to share my appreciation for the HOME team and their ongoing flexibility and dedication to youth. One morning this week when staff arrived at the Drop In there was what appeared to be a pile of blankets on the porch, which is not uncommon. When staff got up the stairs they realized it was a 13 year old young person curled up sleeping. They had been part of a family conflict the evening before and didn't have a place to stay so they came to the Drop In late at night to sleep in the nook where they felt safe from both the elements and people. This is the same night there was a stabbing just blocks away from the Drop In. After eating breakfast and warming up within an hour the youth was enrolled at Taylor's House and contact with their guardian was made. It's encouraging to me that the community had the web of supports in place to provide safety and reunification quickly for this vulnerable young person.
- Since January 2022:
 - 92 individual youth have been served at the Drop In.
 - 11 individual youth housed at Taylor's House
 - 326 contacts with youth made via Street Outreach. Program is in process of cleaning up data to show # individual youth contacted and the total # of contacts made overall.

Nutrition First
Sue Maxwell, Program Director
March 17, 2022

- ✓ For the month of February, we signed on 5 new providers (4 OCC registered/certified and 1 DHS listed) and closed 8, leaving 494 active homes.
- ✓ We made 129 virtual visits in February. Virtual visits began in January and will continue through March.
- ✓ A new educational unit began this month. This nutritional unit is called *Planting Your Plate* and is packed with information about planting fruits and vegetables with children, and how to incorporate those fruits and vegetables into healthy meals and snacks. Providers receive many colorful brochures and handouts regarding easy plantings. Children are read a story titled "Fruits and Vegetables Row by Row", and receive stickers (fruits and vegetables, of course) and color sheets.
- ✓ Approximately 1,032 children were visited in February.
- ✓ Staff drove a total of 228 miles, mostly to drop off packets at the front door of providers who reside in our home towns. Saves quite a bit on postage costs.

Comments, Concerns, Celebrations

- ✓ Nutrition First staff met virtually with staff from our own CCR&R and ELD recently to share changes and new opportunities.
- ✓ ODE is not providing in-person, two-week long audits this year (that's a celebration!). Instead, our specialists asked for topics we wanted to cover (which meant I had to write new policies and procedures). We will have a virtual meeting with ODE specialists on March 28th. There will be no findings.

WEATHERIZATION PROGRAM REPORT

Rogelio Cortes, Program Director

January – February 2022

PROJECT COMPLETIONS						
	HOMES	PEOPLE	FURNACE REPLACED	FURNACES REPAIRED	IMPROVED VENTILATION	OTHER Health & Safety
JAN	2	3	1	1	2	2
FEB	9	25	3		9	8
TOTAL	11	28	4	1	11	10

HOUSING TYPE	HEATING TYPE	OWN/RENT
SITE BUILT	ELECTRIC	OWN
MOBILE	NATURAL GAS	RENT

LOCATION		
SALEM	7	Silverton
WOODBURN	2	Grande Ronde

PROGRAM SERVICE INQUIRIES										
	PGE		Northwest Natural		Pacific Power		BPA Consumers Power, Salem Electric, City of Monmouth		OTHER Wood, Oli, Propane	
	Sign up Forms Requested	Forms Returned	Sign up Forms Requested	Forms Returned	Sign up Forms Requested	Forms Returned	Sign up Forms Requested	Forms Returned	Sign up Forms Requested	Forms Returned
JAN	17	8	19	15	4	3	3	2	0	0
FEB	14	6	8	7	1	1	1	1	0	0
TOTAL	31	14	27	22	5	4	4	3	0	0

Intake Challenges

We are in full gear scheduling intake appointments. We have always faced many challenges/barriers to getting applicants qualified for services. When calling waitlist applicants to schedule intake appointments, we have noticed an increase in those who recently sold their homes to take advantage of the increased house values. However, they didn't notify us of the address change or whether or not they are still interested in the program.

Staff training

We are constantly looking for training opportunities and ways to improve our program. Several of our auditors have been focused on improving their skills and knowledge. Our newest Auditor, Juan Duarte completed the course training as a Residential Energy Analyst Program Diagnostic Technician.

Upcoming Training conferences

- National Home Performance Conference & Trade Show, April 11-14, 2022 in Nashville, TN
- National Energy & Utility Affordability Coalition 2022 Annual Conference, June 27 – June 30 in New Orleans, LA.
- Energy OutWest 2022 Conference, August 1-5 in Denver Co.

Mid-Willamette Valley Community Action Agency, Inc.
Board of Directors Executive & Finance Committee Meeting
Thursday, March 10, 2022
Meeting Minutes

ATTENDANCE

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

Absent: Helen Honey, Board Member

Staff: Jimmy Jones, Executive Director; Kaolee Hoyle, CFO; Helana Haytas, Chief Operations Officer; Jade Wilson, Executive Assistant

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

1. Executive Director's Program Updates:

- a. 1205/1215 Wallace Road Purchase** – The closing date for the purchase, which was set for March 3, 2022, has been extended to March 31 due to the timing of some funding stipulations. In order to secure funding from the City of Salem, a CAT X Environmental Assessment needs to be done on the properties. We are currently on track for that to be completed by the close date.
- b. Legislative Session closed this week** – Our agency will be getting between \$7 million and \$8 million dollars in extra state funds between now and June of 2023. ARCHES will be a large recipient of that funding. There was a specific call-out of our agency for a \$2 million grant specifically for Shelter Plus Care. Many homeless individuals with existing health issues need a level of care that doesn't require the hospital but yet they still need to be monitored. These funds will help reduce the number of homeless residents of Marion and Polk that pass away each year.
- c. Program Reviews** - Annual program reviews have just been completed for Energy and CARS.
- d. Refinance on Middle Grove property** – The subordination agreement between the federal government and Columbia Bank is still being negotiated. This has been and continues to be an arduous process. We are exploring other avenues for covering the balloon payment costs in case an agreement cannot be reached.
- e. Recruitment of more board members** – There was much discussion about the importance of having a full board from various sectors across the community. Having a formal application and vetting process for board members beyond the current process would be in line with the Strategic Planning and DEI work of the Agency. The Committee thus decided to reestablish the Membership Committee.

2. Financials – Kaolee Hoyle, Chief Financial Officer, presented the January 2022 budget to actual.

- a. January 2022 Budget to Actual** – The budget is trending as usual. Energy has more spend down than expected due to it being the colder months of the year. Energy Program

spending happens more rapidly during the colder months, as the need for assistance increases. Re-Entry (De Muniz) has spent less than usual due to a new grant becoming available--which increased their budget. The program has also been slower to hire new employees for budgeted positions given the current job market.

b. Draft Audit – The Draft Audit has been completed and there were no findings. This year will mark the third year in a row that there have not been any findings in the agency audit reports. Now that the audit is near completion, Finance can focus more on the June 30, 2022 spend down deadline.

c. General Finance Update –

- i. Finance hired a new Accounts Payable Specialist. She started on Tuesday this week. Alicia, the current Accounts Payable Specialist, will be training under Tony, Procurement Manager, as well.
- ii. The Payroll Specialist position is still open. Deadline for applications is on March 16. Nancy and Rowena, in Finance, have been handling the payroll while the position is vacant.
- iii. Finance has been meeting monthly with programs in order to provide assistance with their program financials.

MOTION: To approve the financials for the full Board made by Steve McCoid,

SECOND: Kevin Karvandi.

APPROVED: Unanimously approved.

3. March 2022 Full Board Meeting Draft – Some revisions were made to the draft prior to approval.

MOTION: To approve the revised March 2022 Full Board Meeting Agenda made by Steve McCoid

SECOND: Kevin Karvandi.

APPROVED: Unanimously approved.

4. Create Membership Sub-Committee per by-laws – After much discussion around adding new board members, a decision was made that a Membership Committee would be beneficial to the board member recruitment process.

MOTION: To approve the creation of a Membership Sub-Committee per the by-laws made by Steve McCoid

SECOND: Kevin Karvandi.

APPROVED: Unanimously approved.

5. Credit Card Expenditure Review – none to review this month.

Meeting adjourned at 6:30pm.

Respectfully Submitted:

Jade Wilson, Executive Assistant

Kevin Karvandi, Board Secretary