

COMMUNITY ACTION AGENCY

FEBRUARY 2020 MEETING BOARD OF DIRECTORS

THURSDAY, FEBRUARY 27, 2020

**LOCATION:
ARCHES PROJECT
615 COMMERCIAL ST NE
SALEM, OR 97301**



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 Changes Lives

**COMMUNITY ACTION AGENCY
BOARD OF DIRECTORS
AGENDA**

ARCHES Project
615 Commercial St NE
Salem OR 97301
February 27, 2020

Mission

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

Vision

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

- | | | |
|-------------|---|-------------|
| I. | Welcome and Introductions | 5:30 |
| | 1. Recite Mission and Vision Statements | |
| II. | Public Comment | 5:35 |
| III. | Approval of Agenda p. 2 | 5:40 |
| IV. | Consent Calendar | 5:45 |
| | 1. January 2020 Full Board Meeting Minutes pp. 3-6 | |
| | 2. February 2020 Director of Program Development Report pp. 7-8 | |
| | 3. February 2020 Chief Financial Officer Report p. 9 | |
| | 4. February 2020 Program Director Reports pp. 10-29 | |
| | 5. February 2020 Committee Meeting Minutes p. 30 | |
| V. | Board Business | 5:55 |
| | 1. Executive Director's Report | |
| | 2. Head Start Program Goals & Objectives Revision (Practice Based Coaching) - <i>Approval</i> | |
| | 3. Fundraising - <i>Discussion</i> | |
| | 4. Updates on Board Committee Membership | |
| | 5. CCB License Renewal - <i>Approval</i> | |
| | 6. Financials – <i>Approval</i> | |
| | 7. Presentation on HOME Youth & Resource Center – Tricia Ratliff | |
| VI. | Adjournment | 7:30 |

Next board meeting: Thursday, March 26, 2020

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

ATTENDANCE:

Board of Directors:

Present:

Erika Lanning	Jade Rutledge	Linda Bednarz	Shelaswau Crier
Gladys Plancarte	Jennifer Wheeler	Lyle Mordhorst	Steve McCoid
Helen Honey	Jon Weiner	Melissa Baurer	
Herm Boes	Kevin Karvandi		

Absent: Nathan McClenny

Others Present:

Program Directors/Staff/Guests:

Jimmy Jones, Executive Director
Helana Haytas, Chief Operations Officer
Kaolee Hoyle, Chief Financial Officer
Dana Schultz, Director of Program Development
Ashley Hamilton, CRP/ARCHES Program Director
Shannon Vandehey, CCR&R Program Director
Traia Campbell, Energy Services Program Director
Rogelio Cortes, Weatherization 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 5:34pm by Board Chair Jennifer Wheeler. It was determined that a quorum was present.

I. Welcome and Introductions

II. Public Comment

Jennifer Wheeler announced that she is resigning from the board of directors. She thanked the agency for the opportunity to serve and is confident she is leaving the agency in good hands.

III. Approval of Agenda

No changes were made.

MOTION: To approve agenda made by Steve McCoid,

SECOND: Linda Bednarz.

APPROVED: Unanimously approved

IV. Consent Calendar

1. November and December 2019 Full Board Meeting Minutes

No discussions or concerns were raised

2. January 2020 Executive Director Report

No discussions or concerns were raised

3. January 2020 Director of Program Development Report

No discussions or concerns were raised

4. January 2020 Chief Financial Officer Report

No discussions or concerns were raised

5. January 2020 Chief Operations Office Report

No discussions or concerns were raised

6. January 2020 Program Director Reports

No discussions or concerns were raised

7. December 2019 & January 2020 Committee Meeting Minutes

No discussions or concerns were raised

MOTION: To approve consent calendar made by Jon Weiner,

SECOND: Kevin Karvandi.

APPROVED: Unanimously approved

V. Board Business

1. Oregon Community Foundation Award Presentation – Long time Oregon Community Foundation volunteer Ryan Collier, formally presented the Board, Executive Director Jimmy Jones, and ARCHES Program Manager Shiana Weaver, with a Grant Award from Oregon Community Foundation for \$52,000 to support the operations of the new Mill City site, the Santiam Outreach Community Center.

2. Executive Director Report:

- i. We continue to work on our fundraising efforts. Hailee Vandiver, our AmeriCorps Vista person is planning a fundraiser brunch this spring.
- ii. The agency's cash flow position has stabilized and we have rebuilt our credit position.
- iii. The agency continues to develop its equity program.

3. Board Member Resignations – Jennifer Wheeler and Nathan McClenny are resigning from the board.

MOTION: To accept the resignation of Nathan McClenny made by Steve McCoid,

SECOND: Jade Rutledge.

APPROVED: Unanimously approved

MOTION: To accept the resignation of Jennifer Wheeler made by Steve McCoid,

SECOND: Jade Rutledge.

APPROVED: Steve McCoid, Lyle Mordhorst, Herm Boes, Jennifer Wheeler, Erika Lanning, Helen Honey, Jade Rutledge, Kevin Karvandi, Shelaswau Crier, Melissa Baurer, and Gladys Plancarte

OBJECTED: Jon Weiner

- 4. Election of Officers:** Helen Honey was nominated to continue as Secretary; Jade Rutledge was nominated for Vice Chair; and Jon Weiner was nominated for Board Chair.

MOTION: To elect Helen Honey as Secretary made by Jennifer Wheeler,

SECOND: Jon Weiner.

APPROVED: Unanimously approved

MOTION: To elect Jade Rutledge as Vice Chair made by Jon Weiner,

SECOND: Steve McCoid.

APPROVED: Unanimously approved

MOTION: To elect Jon Weiner as Board Chair made by Linda Bednarz,

SECOND: Kevin Karvandi.

APPROVED: Unanimously approved

- 5. Renew Board Member Terms** – Herm Boes and Erika Lanning were nominated to renew their terms on the board.

MOTION: To renew Herm Boes' term on the board of directors made by Steve McCoid,

SECOND: Linda Bednarz.

APPROVED: Unanimously approved

MOTION: To renew Erika Lanning's term on the board of directors made by Jade Rutledge,

SECOND: Herm Boes.

APPROVED: Unanimously approved

- 6. Reaffirm Code of Ethics, Conflict of Interest and Board Commitment Statements** – The forms were distributed to all board members to sign and return.

- 7. Risk Assessment Review** - Dana Schultz shared a copy of the new 2020 Risk Assessment Report with each Board Member. She shared significant findings in the report and the Executive Team's plan to utilize the report in the development of the upcoming Strategic Plan.

- 8. Fundraising Update** – Hailee Vandiver our AmeriCorps Vista representative, shared the agency has been developing our social media presence which has resulted in increased donations. Hailee is working on a brunch fundraiser to increase the awareness of all the agency's programs to the community.

- 9. Golf Marathon** – The board discussed planning another golf marathon fundraising event; the last event raised over \$30,000. With the upcoming brunch event it was recommended that the golf event be moved to the fall. More discussion will take place at the February board meeting.

- 10. Financials** – Kaolee Hoyle presented financial statements through October 31, 2019.

VI. Adjournment

The Board of Directors meeting was adjourned at 7:27pm.

Respectfully Submitted:

Amy Schroeder, Board Support

Helen Honey, Board Secretary

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

Fundraising

Grants

Currently we are working to complete the following grants with March deadlines:

- VA Grants Per Diem grant for funding to develop a Veterans transitional housing site for single adult homeless Veterans. This project would hold 29 beds and be the first low barrier and female accessible shelter/transitional housing for Veterans in Marion County
- Kaiser Permanente grant to provide \$200,000 for operations at our new PSH project, Redwood Crossing (see below for previously provided information about Redwood Crossing)
- Pacific Source Foundation grant to provide \$125,000 for a Health Services Coordinator position plus operations dollars at Redwood Crossing
- Literacy program grants from Salem Rotary club for DeMuniz Resource Center and HOME Youth Services
- Juan Young Trust grant for \$20,000 to initiate the Imagination Yoga program in Head Start

Strategic Planning

Mid-Willamette Valley Community Action Agency

2021-2025 Strategic Planning Timeline

August 2019	Review Strategic Plan Item Statuses
November 2019	Provide Board of Directors with a Strategic Plan Update
February 2020	Development of Strategic Plan Committee (Exec Team member and Board members, 2-3 Directors?)
March 2020	Strategic Plan Committee Planning Meeting (Bring in Kelley Wessels for ROMA Support)
January through May 2020	Director of Program Development conducts Agency wide SWOT Analysis (Strengths, Weaknesses, Opportunities, Threats)
March 2020	Conduct Community Assessment with Research Firm selected through RFP process
June 2020	Committee Reviews SWOT and Community Assessment Data and Presents findings to the Board of Directors
May 2020 through August 2020	Hold Strategic Planning Sessions (3-4) to select priorities and strategies for the next 5 years (open to Exec. Team, Directors and Board)
October 2020 through December 2020	Finalize Strategic Plan Document and Obtain Board Approval

Special Projects

Redwood Crossing

Permanent and Supportive Housing for Our Most Vulnerable Neighbors in Salem, OR

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

Salem Housing Authority will be the property manager for Redwood Crossing, ensuring tenant compliance and building safety. They will work in close partnership with Mid-Willamette Valley Community Action Agency who will be providing on-site intensive case management and care coordination. Open communication will be a vital element within this partnership to ensure comprehensive and wraparound support for Redwood Crossing's residents.

Residents will pay 30% of their income for rent at Redwood Crossing, where they will have private apartments with kitchenettes, shared bathrooms, shared laundry, and large welcoming community spaces including a full community kitchen. The building offers plenty of extra space to bring in other service providers on a more sporadic basis, including healthcare partners Northwest Human Services.

Redwood Crossing will provide the vital housing needed in our community to house individuals who are homeless and who have the most complex needs. Permanent supportive housing is a proven model to effectively serve and house this population and it will provide a much needed resource in the Salem area.



Website

The agency has established a contract with Cardwell Creative, a local branding and design firm, to redesign our agency's website and to assist with effective branding methodologies. I am coordinating this project through correspondence with Cardwell Creative, facilitating meetings with the Executive team, and collecting input from Program Directors.



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

401K Audit

The draft 5500 has been reviewed by both Mutual of America and the Agency. The financial statement draft is being reviewed by the auditors. We anticipate issuing that by the end of March 31, 2020.

Annual Financial Audit

Grove, Mueller & Swank (our auditors) were at our office January 13th – 16th for financial statement fieldwork. Since we are a high-risk auditee, the auditors are required to audit at least 40% of all the federal assistance received during our fiscal year. The auditors selected Head Start and CCR&R to test for the Single Audit portion. We anticipate still issuing before the deadline of March 31, 2020.

OHCS Fiscal Monitoring

OHCS performed their Fiscal Monitoring January 7th – 9th. There were six required actions outlined in the draft report. We are required to respond by March 23, 2020.

ODE HS CACFP Administrative Review

ODE performed their CACFP Administrative Review on January 22nd – 23rd. We are required to respond by March 5, 2020. We anticipate responding on March 2, 2020.

ODE NF CACFP Monitoring

ODE is currently performing their CACFP Monitoring. They started February 26th and will go through March 10th.

Payroll Filings

All payroll deposits have been made timely. State and Federal payroll reports for the quarter ending December 31, 2019 have been filed.



THE ARCHES PROJECT

615 Commercial Street NE
Salem, Oregon 97301

CRP Board Report – February 2020

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

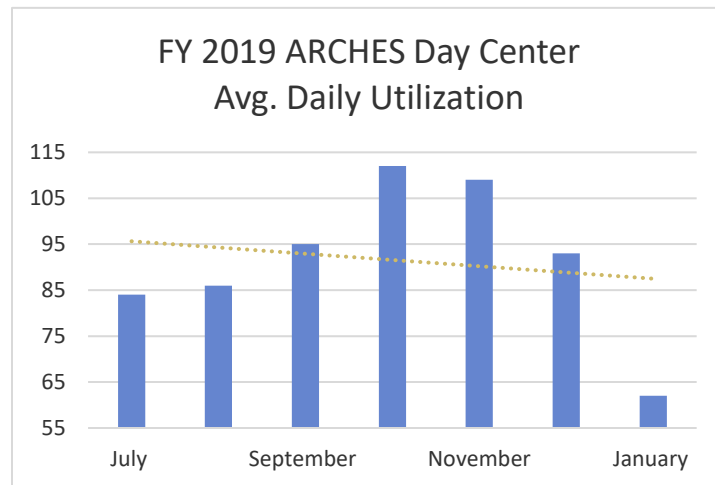
ARCHES Day Center:

Since opening day, the total number of duplicated Day Center visits is 39,822 - with an average daily attendance rate of 102. During the month of January there were 1,432 duplicated visits with an average daily utilization rate of 62.

In all, 819 unique visitors to the ARCHES Day Center have been accounted for. Of these guests the following profile can be developed and used to create enhanced ARCHES programming:

- 777 were adults, 33 were minors, and 8 were unknown
- 67 veterans (9%)
- 61% Male, 36% female, and 6 identifying as Transgender
- Most commonly reported age range was 25-61 (80%)
- White 81%, African American 6%, American Indian 3%, Asian/Pacific Islander 1%, Other 9%
- 13% actively fleeing domestic violence
- 82% homeless (emergency Shelter or place not meant for human habitation)
- 365 persons with zero income and 185 with less than \$1,000 per month

January utilization was the lowest to date, with 50% less visits when compared to January 2019. However, this decline is attributed to ARCHES reducing occupancy



capacity to 30, as well as closing the Day Center at noon each business day, to accommodate the building remodel. Numbers were also impacted by Day Center operations moving to *The Salvation Army – Light House* shelter the week of January 13th. Capacity is expected to increase considerably in the coming weeks.

Remodel update:

The ARCHES Day Center remodel nears completion. With full occupancy and use expected by early March. Most recently, commercial kitchen and laundry equipment were installed. The hood range installation continues after ceiling “punch through” was finalized, along with secondary egress development. MWVCAA IT is working diligently to include security updates such as, additional cameras, access control doors, and a building wide security system. Remaining large elements include: HVAC reinforcement, secondary egress and stairwell, and restroom accessories.

Pictures of remodel in progress





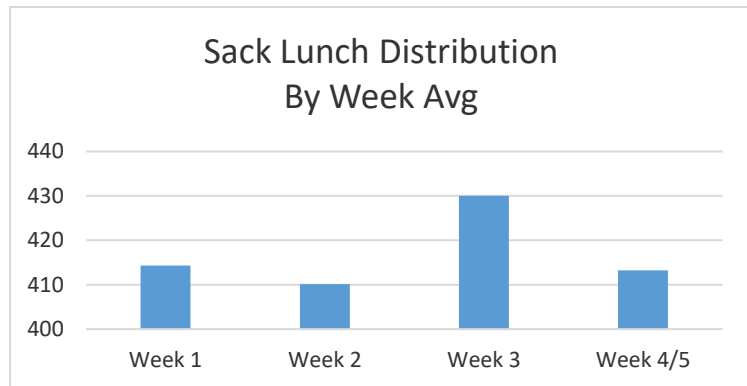
ARCHES Basic Needs & Supportive Services:

Current utilization of Day Center Supportive Services slightly increased during January 2020. These services include: community mailboxes, sack lunches, hygiene kits, hair cut vouchers, and pet food. In all, ARCHES retains over 1,000 active mailboxes, with an average of 215 clients accessing their mail per week (this is 100 more than December 2019), and assisting with 1,063 referrals to services. Despite the reduced Day Center capacity, Supportive Services continues to operate at equivalent production levels when compared to FY 2018.

Basic Needs & Supportive Services						
Month	New client Mail Boxes	Checking Mail	Lunches	Calls	Pet Food	Hygiene & Hair Cuts
Q 1 Total	212	3061	5771	4789	402	145
Q2 Total	159	2812	5656	4191	133	69
January Total	54	1078	1557	1063	0	0
FY 2019 Total	425	6951	12984	10043	535	214
FY 2018 Total	750	9908	23145	17505	1863	403

The majority of delivered Supportive Services in January was providing sack lunches (41%), as well as accepting incoming calls for resource referrals (28%). The general trend of increasing sack lunch distribution throughout the month returned. With

week 5 providing 276 lunches. This is a 20% increase over the first week of the month. However, week three remains the highest volume of lunches provided this fiscal year.



ARCHES Housing & Specialty Programs:

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

During the month of January, 159 households (403 persons) received housing support. 59 of these households exited into self-sufficiency, meaning they are able to live independently of ARCHES assistance moving forward. Since tracking began in July

January ARCHES Housing Programs							
Housing Programs	Households Served	Adults	Children	Households Searching	Newly Housed	Self-Sufficiency Exit	Total Unique Served
RRH+	11	13	6	2	0	6	65
RRH	68	84	46	13	2	5	129
Diversion	1	1	3	7	3	3	4
DHS Fresh Start RRH	3	4	4	2	1	1	8
DHS Navigators	5	10	8	5	2	0	18
HSP	31	38	68	3	5	16	106
OHA-VRAP - RRH	27	39	6	0	0	0	45
Polk County RC - Prevention	0	0	0	N/A	N/A	0	0
Polk County RC - Diversion	7	9	3	N/A	N/A	12	12
Marion County - Diversion	3	5	5	N/A	N/A	10	10
Marion County - Prevention	1	2	1	N/A	N/A	3	3
Mill City RC - Prevention	2	2	1	N/A	N/A	3	3
Mill City RC - Diversion	0	0	0	N/A	N/A	0	0
TOTAL Served	Households Served	Adults	Children	Households Searching	Newly Housed	Self-Sufficiency Exit	Total Unique Served
	159	207	151	32	13	59	403

2019, 289 households have exited ARCHES programing into permanent housing solutions.

ARCHES specialty services engaged 894 persons (or 890 households) in this most recent period. Currently, the Veteran Service Office Program, Mobile Showers, and Coordinated Entry are three of ARCHES' highest volume specialty programming. To date, 4,133 households have engaged with ARCHES specialty services since July 2019. Given the high volume of the VSO office, 75% of those using these programs were veterans.

November - December ARCHES Specialty Programs						
<i>Table 2</i>						
Specialty Programs	Households Served	Adults	Children	Veterans	Fleeing DV	Total Unique Served
HRAP	17	17	0	0	0	17
Coordinated Entry - Marion	155	165	68	15	22	233
Coordinated Entry - Polk	7	7	3	2	2	10
Coordinated Entry - TOTAL	162	172	71	17	24	243
Mobile Showers	218	218	0	N/A	N/A	218
Employment Navigation	34	34	0	6	0	34
Marion County VSO	785	785	0	785	0	785
Birth Certificates	2	2	0	0	0	2
RENT- Tenant Education	5	5	2	0	0	7
Total Served	Households Served	Adults	Children	Veterans	Fleeing DV	Total Unique Served
	1061	1061	2	791	0	1063

Rural Resource Services: *Marion and Polk Counties*

Rural Resource Services provide prevention funds for households experiencing an unexpected and unavoidable emergency in rural Marion and Polk Counties. These services, include: rent arrearages, utility shutoffs, as well as emergent utility and security deposits. Navigation and referral services are also a key feature of this program; creating

Rural Resource Services - January 2020									
Resource Referrals								Direct Client Services	
County	Housing & Rent	Utilities	Security Deposits	Transportation	Food & Clothing	Medical	General	HHs Served	Money Spent
Polk Co.	20	1	6	33	37	0	11	12	\$ 3,225.00
SOCC	5	0	1	4	5	0	2	2	\$ 1,242.00
Marion Co.	37	16	8	7	5	2	31	13	\$ 2,560.00
Total	62	17	15	44	47	2	44	27	\$ 7,027.00

linkages to external service providers in order to improve self-sufficiency for households moving forward.

During the month of January, 27 households were assisted and avoided homelessness; which is the highest volume served this fiscal year. These services provided \$7,027 in prevention services.

Program Showcase: *Salem Warming Network (SWN)*

Salem Warming Network has been operating this winter at a temperature activated criteria (32 degree or below), beginning November 1, 2019. In addition, starting January 1 of 2020, the SWN adopted a duration model at some sites in the network. A duration model is where a warming site opens each night between a defined period, regardless of weather. The duration model for the Salem Warming Network will run from January 1 through March 31, 2020. This model has been implemented at two locations: 1) Church at the Park, and 2) Safe Sleep (the newly added women's only shelter).

From the emergency early opening in October through January, SWN has activated for 45 days. In that time we have provided 3,363 bed nights, and sheltered an additional 1,014 pets. This is all thanks to 5,425 volunteer hours (656 volunteer shifts). With two months remaining in the season, the SWN has already increased its service capacity by 30% over 2019, and is in line to surpass the number of volunteer hours served by next month.

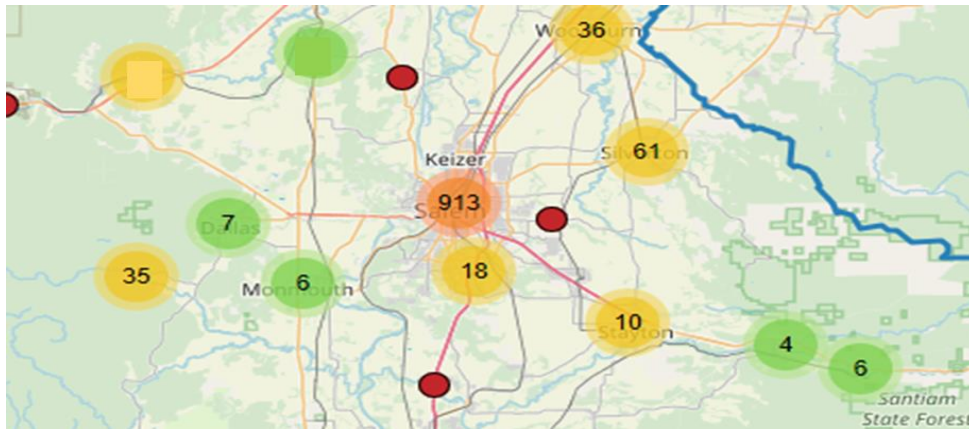
Warming Season - 2019/2020						
Month	# of Open Days	# of Check-ins	# of Volunteers	Volunteer Hours	ARCHES Staff Shifts	Pets
October	3	224	49	530	13	5
November	5	569	22	1461	18	154
December	6	598	216	1252	9	116
January	31	1972	369	2182	35	739
Total	45	3363	656	5425	75	1014

Detailed information on how to become a volunteer, donate, or general FAQs can be found at the Salem Warming Network website: <https://salemwarming.weebly.com/>

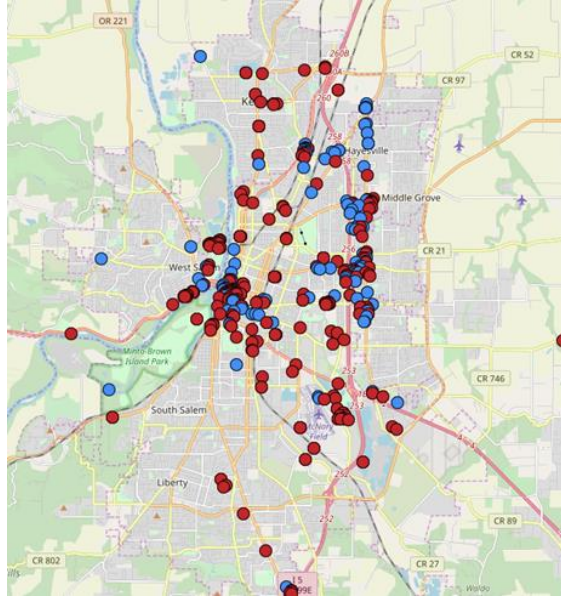
Community Initiative: *Point In Time (PIT) Count*

The Annual Point in Time (PIT) count began on January 29, 2020 and ran for 7 days until February 4, 2020. With the goal of surveying every person experiencing homelessness, both unsheltered and sheltered. Mobile teams were dispersed throughout Marion and Polk counties. Stationary sites operated throughout the 7 day period, functioning as a fixed survey location. Sites included: ARCHES, HOME, HOAP, SOCC, Sheltering Silverton, and more. Numbers are still beginning finalized by the Rural Oregon Continuum of Care (COC). However, using the new data collection platform, “Counting Us”, MWVCAA is able to begin identify a rough picture of PIT efforts. Full results are expected later in 2020.

- Map of Marion and Polk County survey results:
 - 1,099 surveys conducted - Counted twice as many in Woodburn, increased counts in Silverton, Stayton, as well as Falls City.



- Map of Survey Results within Salem:
 - Surveyed 754. Red dots are fully completed surveys, and blue dots were observed by not surveyed (183 total). The mobile teams centered on two main concentrations in Salem 1) Downtown and 2) Central Lancaster. Within the downtown, primary clusters were within 3-4 city blocks.



- Breakdown of 2020 PIT data by County:
 - In all, 991 individuals were surveyed. Of which 83% occurred in Marion County. The combined chronic rate for the region is 30%. Veterans made up 11% of those surveyed, which is on par with previous year's reports. Confirmed numbers are still pending, with several surveys not yet entered into the system. MWVCAA expects these numbers to grow as the data is finalized.
 - The 2020 Shelter Count was not as inclusive as prior years.
 - Recent camp sweeps, the camping ban in Salem and the outflow of a percentage of Salem's homeless deeper into the woods made the count this year exceptionally difficult.

Preliminary 2020 PIT Combined Report - Sheltered & Unsheltered									
County	Total Persons	Adults	Children	Unaccompanied Youth	Male	Female	Transgender	Veteran	Chronic Status
Marion	862	829	33	49	512	274	3	101	249
Polk	129	97	32	2	59	64	0	7	42
Total	991	926	65	51	571	338	3	108	291

On February 1, 2020 a Community Count Resource Fair was hosted at Capital Weslyn Park Church. Here community partners and venders convened; providing on-the spot services, such as: haircuts, dental services, and dog grooming. PIT surveys were conducted upon fair entry. By day's end, 175 additional surveys were completed. ARCHES would like to thank *Corban University* for their outstanding partnership in this event.



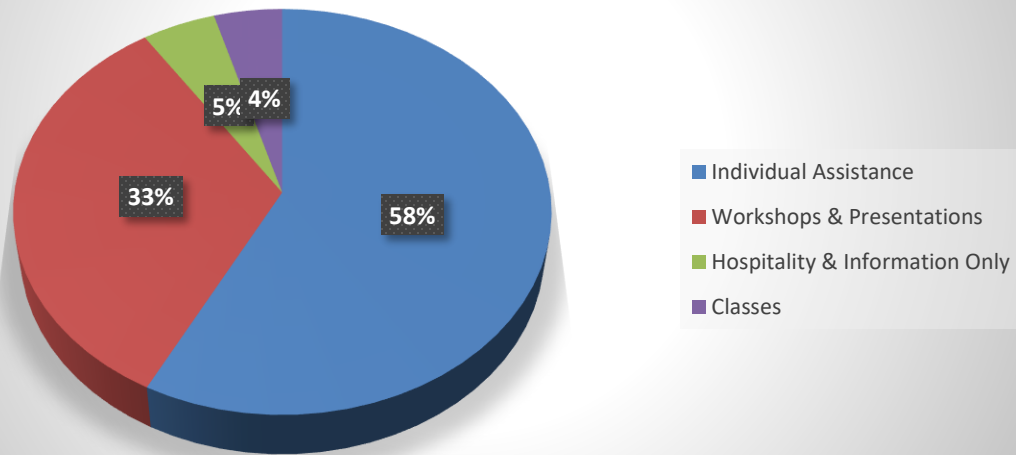
During the week of the PIT, several new households were identified. One of which was a Hispanic male who only spoke & understood Spanish. Thanks to translation services provided by Corban, MWVCAA was able to learn that because he was a Mexican national, he feared engagement with services or even asking for help. For two years this gentleman had been living in Wallace Marine Park with no income with severe medical conditions.. He presented with severe Cerebral Palsy, and a self-reported a Hepatitis C and HIV diagnoses. A week later ARCHES made contact with him again and performed a housing assessment. He is now being routed to immediate housing assistance through the Homeless Rental Assistance program at the Salem Housing Authority.

Other News:

- ARCHES completed their annual OHCS Program and Fiscal audits. Programs were complimented in their ability to provide thorough assistance while meeting state requirements.
- Outreach efforts continue in the downtown. Teams regularly work alongside Salem Housing Authority, and the Union Gospel Mission, to engage with individuals along Salem's City Center mall. Folks are receptive and have been working with teams to engage with housing supports.
- ARCHES is currently hiring for a variety of positions: Program Manager, Resource Center Coordinator, Peer Support Specialist, Navigation Specialist, as well as Warming Shelter representatives.



How the De Muniz Resource Center Served Clients in January



Opportunities/Challenges

- ❖ De Muniz Resource Center served 251 clients in January
- ❖ 73 clients successfully got enrolled in the Oregon Health Plan from our site.
- ❖ Employment, housing, and basic needs totaled 76% of the services clients received assistance with while working with our staff this month
- ❖ De Muniz Resource Center coordinates and hosts substance abuse support meetings which 85 clients took advantage of which totaled 136 occurrences for this month.
- ❖ Our team was busy preparing for the monitoring review of the Willamette Workforce Partnership's employment grant during the month of January
- ❖ De Muniz Resource Center is engaged as a partner in the new Transition from Jail to Community program that kicked off this month. This new program adds more programming to our clients in custody and helps better prepare them for their transition back to our community
- ❖ A group of interested partners and volunteers focused on reentry housing joined a few agency staff in a trip to tour and learn about Sponsors in Eugene
- ❖ Main challenge continues to revolve around budget shortages and being short staffed

Success Story

S.J. spent many months working with the De Muniz staff, during his stay at the Marion County Transition Center. Day in and day out, S.J. was motivated and focused on his goals. S.J. took full advantage of his time in the resource center, diligently building his employment portfolio one piece at a time. While he was very concerned about the challenges ahead of him, S.J. brought such positivity to the center and those around him. Looking toward the future, S.J. had many obligations and commitments to consider that would require carefully balancing personal and employment goals.

Once he left the Transition Center, S.J. continued to encounter roadblocks to his success. However, S.J. regularly checked in with De Muniz staff and asked for the help he needed. With the support of those around him and his perseverance in the face of adversity, S.J. was able to continue making progress in his job search without losing sight of equally important personal goals and other important commitments.

We were delighted to learn of S.J.'s employment, which brought him the confidence and stability needed to continue building upon his overall success. S.J. shared the following about how De Muniz helped him in his journey: "...staff at De Muniz Resource Center gave me hope. They gave me a second chance when I needed it the most."

Volunteer Report

	# OF VOLUNTEERS	# OF HOURS DONATED
JANUARY	24	106

*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
February 2020

Opportunities

CCR&R will be receiving another amendment to our budget in the next few months (no news on when) that will fund additional staff capacity to CCR&R's across the state. These funds will be to hire an Instructional Coach and a Preschool Promise Specialist. The state will calculate the FTE based on size of region and number of providers served. **Challenge:** Office Space for expansion of staff.

Opportunity: CCR&R in partnership with the Marion & Polk Early Learning Hub and the Yamhill Early Learning Hub have held several Preschool Promise (PSP) Information nights for those interested in the RFA Funding opportunities recently released statewide. The Early Learning Hubs will no longer be holding the contracts. The state has directed the Hub role as Coordinated enrollment for Preschool Promise. Interested programs are being asked to apply directly to the Early Learning Division. CCR&R and Marion & Polk ELH will be holding 4 additional Preschool Promise Application support sessions. CCR&R's role is not to assist in writing grants, but offer computer space, assist with questions, technical assistance with ORO or Spark qualifications to name a few. PSP support nights are March 2nd, 17th, 24th, 31st from 6pm-9pm here at Community Action Agency. **Challenge:** We have not been given additional funding to provide these extra supports. However it is for a short turn around. Applications are due April 2nd and many of our family child care providers have never gone through a grant process. We want them to succeed and the slots allocated.

Opportunity:

Working with Polk County Outreach in planning, providing training and as a Sponsoring Org for the March 6th and 7th Polk County conference focusing on Kinder Transition/Early Learning.

Opportunity: We began our Early Childhood Webinars in Spanish this quarter in partnership with 6 other rural/frontier CCR&R's across the state. For February the webinar was on Professional Boundaries When Working With Staff & Families. 51 Spanish providers participated across the state!

Challenge: New CCR&R revised Workplan due date was extended to March 13th, after extensive revision discussion on the draft with CCR&R Directors. Quarterly Report due date for Oct-Dec was extended to March 27th, as they move to an online format through WOU/TRI Formsites.

Challenge: Staff are struggling with workload. For the first time the state with the Student Success Act has an unprecedented number of initiatives occurring at the same time, along with dollars for capacity building. Along with that comes a whole slew of new staff duties, training and tracking requirements (mandated by the state) that were not there when they were initially hired. Hoping by May that the intensive training will be slowing down, so staff feel less overwhelmed. We are excited that CCR&Rs are finally being seen as a major part of the early childhood system, but it will be a struggle for a while as procedures, and processes get fully ironed out and training under our belts.

Energy Services January Program Report

Traia Campbell, Program Director

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

Energy Services households served in January: LIHEAP, OEA PGE & PP, OLGA & GAP

January 2020

Funding	HH	People	>6	60+	Disabled	@ or below 75% of poverty	Ave HH pmt
LIHEAP	719	2233	299	234	224	267 =37% of hh served	\$381.73
OEA PGE	402	1167	148	158	171	121 = 30% of hh served	\$379.09
OEA PP	61	186	24	26	24	17 =28% of hh served	\$366.15
OLGA	102	330	41	56	38	37 = 36% of hh served	\$405.88
GAP	0	0	0	0	0	0 =0% of hh served	\$0.00
Total	1284	3916	512	474	457	442 =34% of hh's served	\$375.66

January 2019

Funding	HH	People	>6	60+	Disabled	@ or below 75% of poverty	Ave HH pmt
LIHEAP	753	2374	353	209	251	299 =40% of hh served	\$377.90
OEA PGE	394	1220	159	128	144	136 = 35% of hh served	\$383.62
OEA PP	63	206	24	25	30	21 =33% of hh served	\$386.98
OLGA	179	594	64	58	62	61 = 34% of hh served	\$264.66
GAP	0	0	0	0	0	0 =0% of hh served	\$0.00
Total	1389	4394	600	420	487	517 =35% of hh's served	\$382.83

Opportunities/Challenges

Energy's client characteristics charts above show both January 2019 and 2020 completions. The characteristics are similar but indicate some disparities in both Marion and Polk counties from 2019 to 2020. Over 100 additional households were served in January 2019, including 478 additional people, 48 more children under six and 30 disabled folks. In January 2020 the number of adults over 60 increased by 54 (30% of households served in 2019 to 37% in 2020). In January 2020 the number of households at or below 75% of poverty decreased slightly from 35% to 34%. The average payment to households receiving LP and OEA was fairly stable year to year but OLGA (Northwest Natural) payments increased over 50%. The average natural gas payment increased over \$130 due to changes to OHCS' 2020 payment matrix .

Energy's annual OHCS file review was completed January 14-16. The 2020 energy assistance season began October 1, 2019 and will end September 30, 2020. A total of 45 2020 files were reviewed, 31 LIHEAP and 14 OEA files. At our 2019 review Energy received an above average rating due to an adding error and in 2020 we are back to a SUPERIOR rating with no findings. Energy staff have worked hard this season, despite a few bumps in the beginning of the season, they rallied together and showed they truly are superior.

HHS release 90% of the LIHEAP 2020 allocation in November 2019. As of the end of January Energy had scheduled LIHEAP appointments through March and at this time there are no additional LIHEAP appointments available. I will continue to monitor LIHEAP funding and additional appointments will be released as funding allows. OEA PGE & PAC appointments continue to be scheduled by phone on the last Monday of each month. NWN OLGA appointments as scheduled as funding is received.

January 2020 Polk Co							
Funding	HH	People	>6	60+	Disabled	@ or below 75% of poverty	Ave HH pmt
LIHEAP	75	251	31	22	17	30 =40% of hh served	\$395.07
OEA PGE	8	18	3	4	2	4 = 50% of hh served	\$345.38
OEA PP	28	87	12	10	9	7 =25% of hh served	\$364.64
OLGA	10	33	4	3	3	4 = 40% of hh served	\$393.50
GAP	0	0	0	0	0	0 = 0% of hh served	\$0.00
Total	121	389	50	39	31	45 =37% of hh served	\$368.36

January 2019 Polk Co							
Funding	HH	People	>6	60+	Disabled	@ or below 75% of poverty	Ave HH pmt
LIHEAP	63	208	31	13	24	25 =40% of hh served	\$383.97
OEA PGE	4	16	1	2	2	1 = 25% of hh served	\$372.50
OEA PP	26	97	12	7	10	9 =35% of hh served	\$414.42
OLGA	19	50	3	8	6	8 = 42% of hh served	\$258.42
GAP	0	0	0	0	0	0 = 0% of hh served	\$0.00
Total	112	371	47	30	42	43 =38% of hh served	\$390.30

Weatherization Board Report

January 2020

As we continue to expand our Weatherization outreach throughout our counties in fairs and other community events we are experiencing great results. We plan on adding events and presentations especially in the outer lying communities to our schedule. If you know of any events in those communities please forward them to Weatherization@mwvcaa.org and we will see you soon.

COMMUNITY HEALTH EDUCATION & RESOURCE FAIR

Our program was invited to participate in the 4th annual Community Health Education & Resource Fair at Washington Elementary in Salem. The interest in our program at these community events is always high. Our interaction with event attendees is very brief, Weatherization staff do a great job at providing program information and encouraging people to sign up for services.

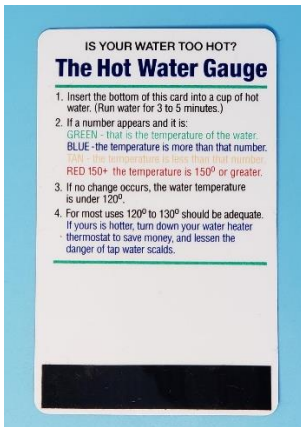
A total of **6 Northwest Natural** and **5 PGE** clients signed up for services during this event.



Energy Conservation Giveaways

Our goal at outreach events is not only to sign people up for services, but also to take the opportunity to educate them on how they can conserve energy, which will in turn reduce their utility bills.





Water Temperature Card

We recommend the Water Heaters be set at 120 degrees. Anything above is wasting too much energy and also can be a danger for water scalds. Anything below increases the chance of potential bacteria growth.

Smart Socket

Will eliminate phantom load of whatever device is plugged in. Plug in smart socket to outlet. When a device gets plugged into socket, a timer can be set anywhere from 1 to 12 hours. Once time is up it completely shuts off power to device.



Nutrition First
Sue Maxwell, Program Director
February 13, 2020

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

- ✓ For the month of January, we signed on 8 new providers (4 OCC registered/certified and 4 DHS listed) and closed 6, for a total of 451 homes.
- ✓ Nutrition First staff traveled 2,747 miles during January. That equates to about \$1,579 in mileage costs, which is an average month for us. We currently serve 11 counties.
- ✓ 137 homes were visited in January 2020.
- ✓ A new educational training started this month (Feb). This unit is all about fruit and vegetable storage – did you know that fruits and vegetables are the most commonly wasted foods? Proper storage can help sustain the freshness of those fruits and veggies. For instance, how many of you store onions and potatoes together on the counter? The gases in onions cause your potatoes to rot much more quickly than if these two vegetables were stored separately. I do this job for a living, and I never knew that fact! Providers receive many colorful written resources and a handy frig magnet for the inside of their refrigerators. Children are read a story about gardening in the spring, along with healthy food stickers and coloring pages and crosswords.
- ✓ Approximately 1,096 children were visited during January.

2. Challenges

- ✓ We received a little over \$12,000 in unspent funds, which will help pay for the national conference in Atlanta this year, and some more provider supplies. This was approved just today.
- ✓ We have received word that our audit with ODE begins on February 26 and runs through March 10. Why so long??? Because they review 28 of our homes – all files, Tiering and child enrollments, and they drop in on those 28 homes – visits are taking 2 to 3 hours. Then they spend at least half a day with me, reviewing all my files, and they reserve the rest of the time for working with Finance.

HEAD START PROGRAM REPORT TO BOARD OF DIRECTORS & POLICY COUNCIL

Eva Pignotti, Program Director - February 2020

Attendance

Head Start Preschool

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

Early Head Start

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

Early Head Start Child Care Partnerships

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

Attendance Analysis for January 2020

Head Start:

For the month of January 2020 the Preschool Program attendance was 78.27%, below the required 85% minimum. The top reasons for absences during the month of November included: Sick child (34.11%) and Bus Transportation cancelled by program (20.13%). Children's illness during the winter months is always an issue, with cold and flu season starting early this year. The bus transportation issue continues to haunt us because several long term drivers announced their retirement, one after being on a leave of absence for more than a month. We continue to work on filling bus driver positions and training new drivers.

Early Head Start:

For the month of January 2020 the EHS Program attendance was 78.47%, below the required 85% minimum. The top reasons for absences during the month of November included: Sick child (39.29%) and Unexcused (13.33%). Children's illness continues to be a major factor in low attendance. The use of unexcused absences is a training issue for staff and parents. It has improved by about 50% since last month, but there is still work to be done by the attendance monitor in this area.

EHS Child Care Partnerships:

For the month of November 2019 the EHS CCP Program attendance was 81.26%, below the required 85% minimum. The top reasons for absences during the month of November included: Sick child (37.69%), Overslept (15.3%) and Family Day (12.69%). Many children were absent due to sickness at the Salem Keizer Teen Parent center. The absences due to oversleeping are also attributed to these children, probably related to families fighting illness.

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

Head Start Preschool – Full Enrollment = 793

	9/19	10/19	11/19	12/19	1/20	2/20	3/20	4/20	5/20	6/20	7/20	8/20
Regular (773)	748	773	773	766	792							
Subsidized (20)	20	20	20	20	20							

Early Head Start – Full Enrollment = 128

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

Early Head Start Child Care Partnerships – Full Enrollment = 80

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

Waiting Lists

Head Start Preschool

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

Early Head Start

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

Early Head Start Child Care Partnerships

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

USDA Meal Reimbursements

	January 2020	
USDA Meal Reimbursements	Number of Meals Served	Amount Reimbursed
Breakfast	9,265	\$ 17,047
Lunch	9,317	\$31,770.97
Snack	1,140	\$ 1,071.60
Cash In Lieu	n/a	\$ 2,212.79
Total Reimbursement	19,722	\$52,102.96

Mid-Willamette Valley Community Action Agency, Inc.
Board of Directors Executive & Finance Committee Meeting
February 13, 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; Helana Haytas, Chief Operations Officer; Carlie Grosjacques, HR Specialist

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

1. Executive Director's Program Updates

- a. Organizational Chart:
 - i. Discussed internal organizational chart.
 - ii. Potential need for a Deputy Director in the future.
 - iii. Increasing capacity in Human Resources and Finance to keep up with growth. Currently recruiting for an Accounting Manager and Safety Specialist.
 - iv. Need for increased career-pathing.
- b. Agency Website:
 - i. Have hired a company to help restructure agency website.
 - ii. Majority of people currently visiting the website are looking for ARCHES information.

2. Chief Financial Officer:

- a. Kaolee Hoyle presented the financial statements ending November 2019.
- a. The single audit is progressing.
- b. Regularly scheduled ODE auditor coming at the end of this month.

3. February 2020 Full Board Meeting Draft – This month's meeting will be held at the ARCHES Project building. They will have a formal grand opening in March 2020.

4. Credit Card Expenditure Review – Completed by Jade Rutledge, Helen Honey and Kevin Karvandi.

Meeting adjourned at 7:00pm.

Respectfully Submitted:

Carlie Grosjacques, HR Specialist

Helen Honey, Board Secretary