

COMMUNITY ACTION AGENCY

NOVEMBER 2019 MEETING

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

THURSDAY, NOVEMBER 21, 2019

**LOCATION:
COMMUNITY ACTION AGENCY
2475 CENTER 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 Exit Poverty

**COMMUNITY ACTION AGENCY
BOARD OF DIRECTORS &
HEAD START POLICY COUNCIL
JOINT GOVERNANCE MEETING**

2475 Center St NE
Salem OR 97301
November 21, 2019

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.	Dinner and Socialization	5:25
II.	Welcome and Introductions	5:55
	1. Recite Mission and Vision Statements	
III.	Public Comment and Approval of Agenda	6:00
IV.	Joint Governance Business	6:05
	1. New Head Start Policy Council Board Representative – <i>Approval</i>	
	2. Program Goals & Objectives – <i>Approval</i>	
	3. Year 1 Head Start /EHS Duration Grant – <i>Approval</i>	
	4. Year 2 EHS/CCP Expansion Grant – <i>Approval</i>	
V.	Adjourn Joint Governance Meeting	7:00
VI.	Begin Regular Board Meeting	7:05
VII.	Consent Calendar	7:10
	1. October 2019 Full Board Meeting Minutes	
	2. November 2019 Program Director Reports	
	3. November 2019 Executive Director's Report	
	4. November 2019 Committee Meeting Minutes	
VIII.	Board Business	7:30
	1. Budget – <i>Approval</i>	
IX.	Adjournment	7:30

**Next board meeting:
Annual Board Meeting
Thursday, January 23, 2020**

Mid-Willamette Valley Community Action Agency, Inc.
Board of Directors Meeting
October 24, 2019
MINUTES

ATTENDANCE:

Board of Directors:

Present:

Herm Boes	Jennifer Wheeler	Shelaswau Crier	Jon Weiner (by phone)
Lyle Mordhorst	Kevin Karvandi	Melissa Baurer	
Nathan McClenny	Linda Bednarz	Steve McCoid	

Absent: Erika Lanning Helen Honey Jade Rutledge

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
Shannon Vandehey, CCR&R Program Director
Amy Schroeder, Office Specialist
Jerry Stevens, ProFund Fundraising Solutions

The meeting of the Board of Directors was called to order at 5:40pm by Board Chair Jennifer Wheeler. It was determined that a quorum was present.

I. Welcome and Introductions

Board Chair Jennifer Wheeler welcomed everyone and introductions were made.

II. Public Comment

None were made.

III. Approval of Agenda

No changes were made.

MOTION: To approve agenda made by Steve McCoid

SECOND: Lyle Mordhorst

APPROVED: Unanimously approved

IV. Consent Calendar

1. August 2019 Full Board Meeting Minutes

No discussions or concerns were raised

2. September & October 2019 Program Directors' Reports

No discussions or concerns were raised

3. September & October 2019 Executive Director's Report

No discussions or concerns were raised

4. September & October 2019 Committee Meeting Minutes

No discussions or concerns were raised

MOTION: To approve consent calendar made by Kevin Karvandi

SECOND: Nathan McClenny

APPROVED: Unanimously approved

V. Board Business

1. Golf Marathon Presentation – Jerry Stevens of ProFund Fundraising Solutions presented how the golf marathon works.

2. Executive Director's Report

- a. Built for Zero Conference – Jimmy Jones provided an update on the Built for Zero work.
- b. Sit/Lie Ordinance – Jimmy Jones postponed this conversation to a later board meeting.
- c. We are in the process of reviewing our Strategic Plan, much of the work has already been completed. We will be conducting a SWOT analysis for each program in 2020.
- d. We have been unsuccessful in finding the right fit for a Development Director. We are considering hiring a Communications Coordinator in place of this position.

3. HOME Youth & Resource Center Presentation – Tricia Ratliff, Program Director of HOME, was not available to make her presentation; will be postpone to a future meeting.

4. Financials – Kaolee Hoyle presented financial statements, by program, thru July 31, 2019.

5. Budget – Rescheduled for the November meeting.

6. State Farm Head Start Disaster Preparedness Initiative Application – Dana Schultz shared that we have been given the opportunity to apply for \$40,000 in emergency preparedness supplies that will be given to each of our Head Start sites.

MOTION: To approve the State Farm Disaster Initiative Application for \$40,000 for Head Start made by Linda Bednarz

SECOND: Lyle Mordhorst

APPROVED: Unanimously approved

7. Membership & Program Committees – Jimmy Jones shared that we will be creating these committees to assist in board member recruitment and to keep the board more timely informed of program matters.

8. Executive Director Evaluation & Compensation –

- a. Evaluation -** The board reviewed and discussed the contents of the Executive Director evaluation.

MOTION: To accept the Executive Director evaluation, as presented, made by Lyle Mordhorst

SECOND: Nathan McClenny

APPROVED: Unanimously approved

MOTION: To approve the Executive Committee to deliver the evaluation to the Executive Director at a later date made by Linda Bednarz,

SECOND: Steve McCoid

APPROVED: Unanimously approved

- b. Compensation –** Helen Honey, with assistance from Human Resources, conducted a wage survey of Executive Director salaries from like nonprofit organizations within Oregon and created a wage scale. The scale was presented to the Executive-Finance Committee which approved recommendation to the full board.

MOTION: To approve the wage scale, as presented, made by Lyle Mordhorst,

SECOND: Nathan McClenny

APPROVED: Unanimously approved.

The board discussed implementing the salary schedule for the Executive Director.

MOTION: To approve implementation of the Executive Director salary, as discussed, made by Steve McCoid,

SECOND: Jon Weiner

APPROVED: Unanimously approved

VI. Adjournment

The Board of Directors meeting was adjourned at 7:53pm.

Respectfully Submitted:

Amy Schroeder, Board Support

Helen Honey, Board Secretary



THE ARCHES PROJECT

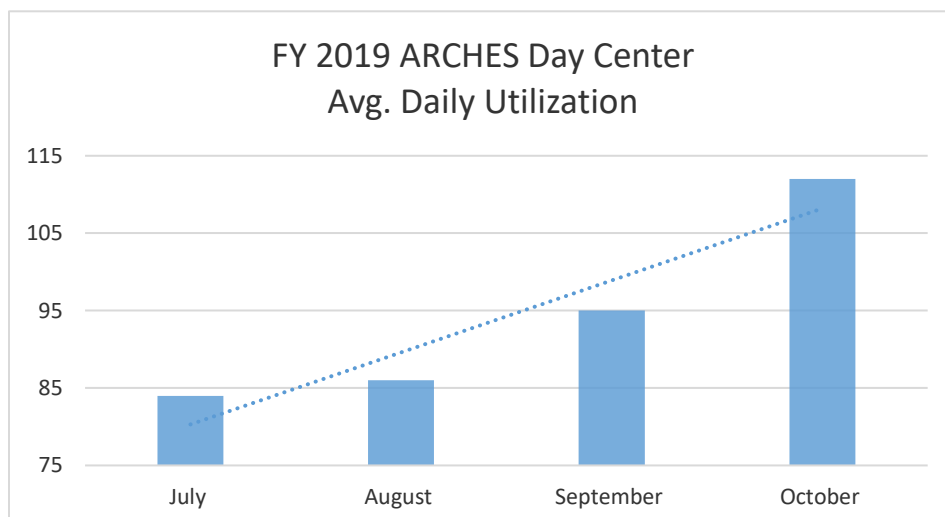
615 Commercial Street NE
Salem, Oregon 97301

CRP Board Report – November 2019

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 Milly City.

ARCHES Day Center:

Since opening day, the total number of duplicated Day Center visits is 33,481 - with an average daily attendance rate of 105. During the month of October, there were 2,581 duplicated visitors with an average daily utilization rate of 112. This is an increase of 590 visits (30%) since September 2019.

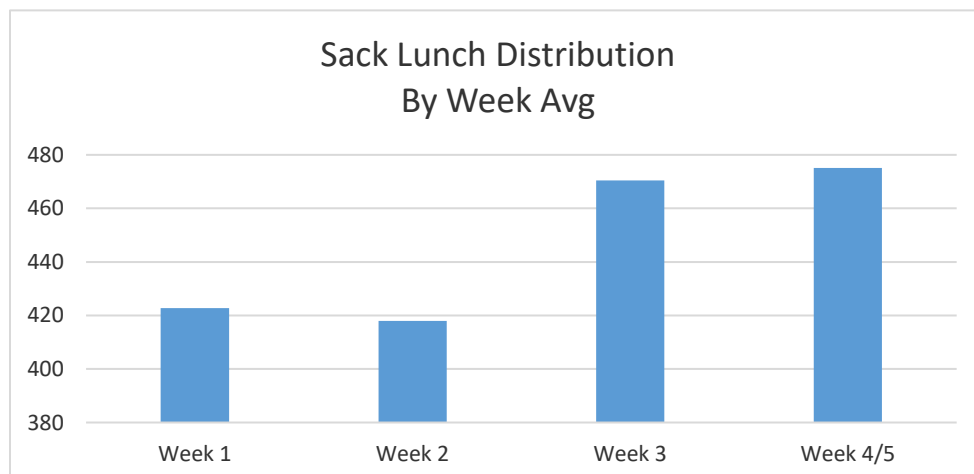


ARCHES Basic Needs & Supportive Services:

Current utilization of Day Center - Supportive Services has remained consistent throughout October. 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 10 new mail boxes per week, and distributing 127 pounds of pet food in October.

Basic Needs & Supportive Services						
Month	New client Mail Boxes	Checking Mail	Lunches	Calls	Pet Food	Hygiene & Hair Cuts
July Total	55	1031	1501	1357	78	51
August Total	85	1135	2244	1965	154	41
September Total	72	895	2026	1467	170	53
October Total	51	913	1926	1360	127	36
FY 2019 Total	263	3974	7697	6149	529	181
FY 2018 Total	750	9908	23145	17505	1863	403

The majority of delivered Supportive Services in October was distributing sack lunches (43%), as well as accepting incoming calls for resource referrals (31%). The general trend of increasing sack lunch distribution throughout the month was again disrupted in October, with 5% less lunches provided on week 4/5 (463) vs. week 1 (489). This shows an elevated need for lunch services throughout the month, a trend that is new to ARCHES Supportive Services data.



ARCHES Housing & Specialty Programs:

For the 2019 Fiscal Year, ARCHES will be reporting monthly on households and individuals served by housing stabilization programming. 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 programming (*Table 2*), this is inclusive of services that provide basic need supports, as well as self-sufficiency development.

During the month of October, 162 households (346 persons) received housing support.

<u>October ARCHES Housing Programs</u>							
<i>Table 1</i>							
Housing Programs	Households Served	Adults	Children	Households Searching	Newly Housed	Self-Sufficiency Exit	Total Unique Served
RRH+	12	16	6	0	0	0	22
RRH	31	41	28	0	0	0	69
Diversion	4	4	3	2	1	2	7
DHS Fresh Start RRH	4	5	7	3	1	1	12
DHS Navigators	14	15	8	3	0	1	26
HSP	50	55	71	0	10	5	126
OHA-VRAP - RRH	32	32	5	2	0	2	37
Polk County RC - Prevention	3	4	3	N/A	N/A	7	7
Polk County RC - Diversion	6	8	10	N/A	N/A	18	18
Marion County - Diversion	3	7	1	N/A	N/A	8	8
Marion County - Prevention	3	6	8	N/A	N/A	14	14
Mill City RC - Prevention	0	0	0	N/A	N/A	0	0
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
	162	193	150	10	12	58	346

In regards to engagement with ARCHES specialty services, 763 persons (or 756 households) were tracked. This is a 40% increase in service utilization from September 2019. To date, the Veteran Service Office Program and Mobile Showers are two of ARCHES' highest volume specialty programming.

October ARCHES Specialty Programs						
Table 2						
Specialty Programs	Households Served	Adults	Children	Veterans	Fleeing DV	Total Unique Served
HRAP	7	8	0	0	0	8
Coordinated Entry - Marion	156	171	76	20	20	247
Coordinated Entry - Polk	4	8	3	0	1	11
Coordinated Entry - TOTAL	160	179	79	20	21	258
Mobile Showers	256	256	0	3	0	256
Employment Navigation	13	13	0	1	0	13
Marion County VSO	469	469	0	469	0	469
Birth Certificates	1	1	0	0	0	1
RENT- Tenant Education	10	15	1	9	1	16
Total Served	Households Served	Adults	Children	Veterans	Fleeing DV	Total Unique Served
	756	762	1	482	1	763

Program Update: SHAP (State Homeless Assistance Program)

Every biennium, Oregon Housing and Community Services (OHCS) releases SHAP dollars to Community Action Agencies (CAAs) around the state. The primary purpose of this allocation is for CAA's to sub-grant funds to smaller and local shelter projects. With the promise that they would help move the needed towards national best practices, provide oversight in data collection and management, as well as perform on-site monitoring to ensure program efficacy.

For the 2019-2021 biennium, MWVCAA was awarded \$1,044,914 in SHAP. Once state allocations were confirmed, starting in August 2019, ARCHES began the Request for Proposals (RFP) process to determine fiscal year sub-recipients.

The focus of MWVCAA's RFP was to enhance shelter opportunities for the unsheltered population of Marion and Polk Counties. Preferences were given to proposals demonstrating national best practices, as well as incorporating recommendations put forth by the Statewide Shelter Study, including: low

AGENCY	FY 2019 AWARD
CENTER FOR HOPE AND SAFETY	\$ 80,000.00
NWHS	\$ 57,000.00
FAMILY PROMISE	\$ 50,000.00
POLK COUNTY - GALES LODGE	\$ 35,000.00
SHELTERING SILVERTON - RESROUCE CENTER	\$ 23,000.00
SABLE HOUSE	\$ 30,000.00
ST FRANCIS	\$ 20,000.00
GRACE HOUSE	\$ 20,000.00
UGM	\$ 30,000.00
SALVATION ARMY	\$ 15,000.00
TOTAL SHAP - GENERAL	\$ 360,000.00

barrier shelter, participation in Coordination Entry, Winter/Warming shelter, and emergent crisis response.

In all, ARCHES received 11 proposals, totaling \$934,730 for the biennium. After working with a selection committee comprised of MWVCAA employees/board, City of Salem – Urban Development, and Community Partners, final allocations were determined.

Moving forward, awards will be made on an annual basis contingent on funding availability with a preference for on-going year 2 projects. Above is a list of MWVCAA's SHAP sub-recipients for FY 2019 (July 1, 2019 – June 30, 2020). In all, during this period \$360,000 in projects were awarded, or 69% of MWVCAA's annual SHAP allocation. The remainder of MWVCAA's SHAP funds will go to support Taylor's House and the ARCHES Day Center.

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

During month of October, 15 households were assisted and avoided homelessness. This totaled \$10,000 in prevention services; which is 2x more than the August 2019 output. During this same time, 228 referrals to community resources were tracked.

Rural Resource Services - October 2019									
Resource Referrals								Direct Client Services	
County	Housing & Rent	Utilities	Security Deposits	Transportation	Food & Clothing	Medical	General	HHs Served	Money Spent
Polk Co.	31	3	6	29	50	2	13	9	\$ 4,321.00
Marion Co.	35	11	15	4	3	3	23	6	\$ 5,679.00
Total	66	14	21	33	53	5	36	15	\$ 10,000.00

Other notable events performed by MWVCAA – Rural Resource Services include: participating in the Polk County Sock Drive, Salud Medical Center Health Fair, and Mill City Chamber sponsored events. In all, 47 persons accessed the new Santiam Outreach Community Center during October 2019.

Program Update: *Salem Warming Network*

The Salem warming Network (SWN) spent October preparing for the start of a new winter warming season. With activations occurring anytime the overnight low reaches 32 degrees or below from November 1, 2019 – March 31, 2020. However, due to an unexpected cold spell the network activated for 3 nights (1 location) in October (10/28/19 – 10/30/19). As a result 224 duplicated visits were made, sheltering 114 guests and 5 pets. This was thanks to 49 volunteer shifts and 15 paid staff shifts.

This season, SWN is utilizing Service Point (a state supported electronic database) to collect and manage individual client utilization data. Throughout the season, this data will be tracked in order to accurately report on individual client statistics; something that is vital in attracting new and expanded funding sources. As a preview, below is data retrieved from the 114 users during the 3 night period:

- 70 over the age of 31, only 1 minor
- 22% female (26 total)
- 9 veterans
- 14 Latino
- 9 American Indian, 7 African American, 29 unknown
- 67 with a disability, most common was mental illness with 43%
- 70 unsheltered, 11 in emergency shelter the night prior

A series of Salem Warming Network articles ran by the Statesman Journal detailed our efforts to provide emergent sheltering serves during the early October cold spell. These pieces outline our ever evolving service delivery model; further illustrating the need for volunteers and how they can engage with the initiative.

Warming Article 1 (Posted 10/28/19):

<https://www.statesmanjournal.com/story/news/2019/10/28/salem-warming-shelters-homeless-work-open-before-cold-snap/2487273001/>

Warming Article 2 (Posted 10/29/19):

<https://www.statesmanjournal.com/story/news/2019/10/29/established-warming-shelter-system-seeing-growth-additional-funding/2497187001/>

Warming Article 3 and video (Posted 10/30/19):

https://www.statesmanjournal.com/story/news/2019/10/30/salem-open-warming-shelter-season-filled-quickly-homeless/2492227001/?cid=facebook_Statesman_Journal&fbclid=IwAR3ZPJAs83ZL_NY7XLkwaP1tFT692wu5WjSAJ6Hcrog-DFVsaQ-kmuAWKrU

Warming Article 4 (Posted 11/13/19):

<https://www.statesmanjournal.com/story/news/2019/11/13/salem-emergency-family-services-homeless-oregon-schools-children-shelter/2510273001/>

Just before the turn of the season, OHCS awarded MWVCAA with \$150,000 in additional SHAP funds to sponsor warming centers throughout Marion and Polk County. These funds will help facilitate centers in: Salem (4 locations), Silverton, Falls City, Mill City, Monmouth/Independence/Dallas, and multiple fixed locations throughout Salem. In addition, MWVCAA will be facilitating youth specific sheltering services in Salem for minors aged 13-18 at Home Youth and Resource Center.

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/>

Program Update:

Our Veteran Service Office is hosting a Grand Opening in celebration of their 780 Commercial St. Suite #302 Salem, OR 97301 location. The VSO program has called this site home since May 2019, however this event will act as the official program kick-off in its new space. Guest speakers will be in attendance, including the Marion County Board of Commissioners.

Marion County Veteran Service Office GRAND OPENING

Please join us
Friday, November 22, 2019
1:00pm - 3:00pm

Guest Speakers
Refreshments
Tour the facility
Meet the VSO team
Learn about benefits

Questions
veteranservices@mwvcaa.org
503-881-1695



Please join us at our new location

780 Commercial St SE Suite # 302 Salem, OR 97301

Other News:

- Sponsor the Mat campaign made their \$3,000 goal by November 1, 2019. The team has now challenged the sponsors to increase that donation to \$5,000.
- ARCHES hosted their first Syringe Exchange Program in partnership with HIV Alliance. Services will be provided every Thursday from 1-3pm.
- Members of MWVCAA, ARCHES, and the newly formed Mid-Willamette Valley Homeless Alliance attended the Built for Zero conference in Denver. Where we on boarded as a new community (Marion & Polk) for a 12 month Technical Assistance program. With the goal of reaching functional zero for homeless veterans, as well as the chronically homeless sub-population. Coming out of the event, ARCHES has focused on the development of their Coordinated Entry system to meet “score card” criteria and creating what is known as a “live” interest list.
- Staff member, Ken Houghton was recognized by United Way with the Outstanding Community Member award. This is thanks to his tireless efforts to service our unsheltered neighbors and the administration of ARCHES’ Mobile Shower trailer.



CCR&R PROGRAM REPORT
Shannon Vandehey-Program Director
November 2019

Opportunities/Challenges

Opportunity: Taking applications for our regions first Child Care Director's Credential Cohort to begin Jan/Feb 2020. We have a verbal commitment for financial support from the Marion and Polk Early Learning Hub and have submitted a small grant to the Yamhill Early Learning Hub. CCR&R has set aside funding as well, to bring this to Marion, Polk & Yamhill. It is developed and run by the ORAEYC. It is worth 60 hours of SET 2 training or 6 college credit hours from SOCC. This cohort is geared towards a Child Care Director's (Personal, Professional, Leadership Development and Program Management).

Opportunity: November 19th we are partnering with Chemeketa and WOU ECE faculty (we are all the executive team for the local MWORAEYC Early Childhood Professional Org), to host a simultaneous viewing of **No Small Matter**. One at Chemeketa, one at WOU and the other at the Chemeketa campus in McMinnville. Doors open at 6pm, **We invite any Board members to attend**. The feature documentary confronts America's most pressing problems with an unlikely but powerful weapon: Babies and young children. From home to child care to preschool, high quality early care and education has far-reaching impacts, and groundbreaking science to back it up. No Small Matter reveals the tragic cost of getting this wrong, and the huge payoff-for our kids, our families and our country-of getting it right. See the 3 minute trailer here: <https://www.youtube.com/watch?v=Shm-KRh4LFg>

Please register here: NO cost, snacks/beverages provided.

MARION: MWORAEYC No Small Matter Movie

Link: https://bookeo.com/caatraining?devent=415526FEJNA16D6573F51F_2019-11-19_b6ioBeXjcRf

POLK : MWORAEYC No Small Matter Movie

Link: https://bookeo.com/caatraining?devent=41552YUPHMT16D65776B3B_2019-11-19_dZC2yuxBNkh1

Opportunity: November 15th is the last day of our 2019 Annual Provider Survey. 99 providers participated. Data will help with provider needs assessment and will also support the Early Learning Hubs in their Preschool Promise Expansion work.

Challenge: With the Focused Network dollars coming straight to CCR&R's, rather than through the Hub's, the ELD has created new Operating Guidelines for our Quality Improvement Staff (QIS). These guidelines were a surprise caused some concern. They were developed without any input from CCR&R's. CCR&R Directors are meeting with ELD staff on the 19th to discuss these and gain a better understanding. One of the main ones is why ELD staff, our funding entity are requiring they do 1:1 coaching sessions with our QIS staff.

Challenge: CCRR Workplan submission deadline has been extended. ELD has not completed new templates for the new biennium which began Oct 1. Next quarterly report is not going to be due until January/February.

Energy Services October Program Report

Traia Campbell, Program Director

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

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

October 2019 - 2020 PY Marion & Polk completions								HHS released 90% of LIHEAP funds 1 week in November 2019
Funding	HH	People	>6	60+	Disabled	@ or below 75% of poverty	Ave HH pmt	
LIHEAP	1162	2004	73	914	942	302 =26% of hh served	\$331.19	
OEA PGE	395	1146	136	131	181	168 = 43% of hh served	\$387.95	
OEA PP	55	147	17	28	16	23 =42% of hh served	\$378.36	
OLGA	159	387	22	98	93	51 = 32% of hh served	\$400.36	
GAP	0	0	0	0	0	0 = 0% of hh served	\$0.00	
Total	1771	3684	248	1171	1232	544 =44% of hh's served	\$365.83	
October 2018 - 2019 PY Marion & Polk completions								HHS released 99% of LIHEAP funds middle of October 2018
Funding	HH	People	>6	60+	Disabled	@ or below 75% of poverty	Ave HH pmt	
LIHEAP	805	1451	61	598	668	224 =28% of hh served	\$318.08	
OEA PGE	371	1055	117	130	214	156 = 42% of hh served	\$377.84	
OEA PP	87	259	30	27	34	44 =51% of hh served	\$397.41	
OLGA	116	290	19	72	61	34 = 29% of hh served	\$262.22	
GAP	2	6	1	1	1	2 = 100% of hh served	\$150.00	
Total	1381	3061	228	828	978	460 = 33% of hh's served	\$364.44	

Energy began scheduling OEA 2020 appointments Monday October 28 for the month of November. October was the 3rd month Energy scheduled OEA PGE and PAC funds monthly instead of weekly. Both staff and the community are adjusting to the new process, having 4x the appointments available for callers is helpful. Multiple Energy staff are assisting the 2 Office Specialists answer calls to reduce time on hold. Once appointments are filled, up to 100 callers are placed on a waiting list and called as appointments become available. As expected, additional OEA PGE funds were spent in October while PAC spending was on target with the regular 12 month allocation. My goal is to allocate approximately 11% of Energy's OEA PGE monthly October - March (when the need for assistance is highest) and review remaining funds for the next 6 months April -September (when the weather is warmer and the need for assistance is less). Energy did not receive additional OEA funding for PGE or PAC. OHCS forward funded a full year of monthly allocations allowing agencies to decide how to best assist their communities.

HHS released 90% of the 2020 LIHEAP allocation the first full week of November and held 10% as contingency. In PY 2019, 99% of 2019 LIHEAP fund's were released to OHCS the middle of October 2018. The nearly full release of 2019 LIHEAP funds was anomaly, we are hopeful the remaining 10% of 2020 LIHEAP funding will be released as soon as possible allowing Energy to assist additional households.

Energy served over 29% additional households in October 2019 than in October 2018. In PY 2020, an additional Eligibility Specialist was added to Energy's Team increasing the number of daily appointments. October LIHEAP appointments are dedicated to senior and/or disabled households; general public appointments began in November.

October 2019 - 2020 PY Polk completions							
Funding	HH	People	>6	60+	Disabled	@ or below 75% of poverty	Ave HH pmt
LIHEAP	123	235	8	112	99	32 =35% of hh served	\$343.78
OEA PGE	62	172	12	28	30	2 = 40% of hh served	\$322.00
OEA PP	23	61	6	10	7	9 =39% of hh served	\$374.35
OLGA	22	44	1	18	10	7 = 29% of hh served	\$369.58
GAP	0	0	0	0	0	0 = 0% of hh served	\$0.00
Total	230	512	27	168	146	50 =40% of hh served	\$346.71

**HOME Youth & Resource Center – Board Report
November 2019**

2019 Executive Summary													
	J	F	M	A	M	J	J	A	S	O	N	D	total
Runaway & Homeless Youth (RHY)													
Salem Run Reports Received & Acted On	21	41	14	39	63	18	45	24	23	47			
Keizer Run Reports Received & Acted On	6	9	4	5	5	2	11	2	9	21			
Reunited To Permanent Connections	20	25	9	21	22	6	18	X*	X*	X*			
Families Connected With	16	20	12	17	30	8	20	0*	0*	X*			
Youth Connected With Via Street Outreach (duplicated)	0	5	1	0	4	0	0	0	14	31			
RHY Case Managed	2	2	5	3	5	5	2	1	1	1			
Non- RHY Case Managed	0	1	1	1	0	1	2	1	0	1			
Drop In Day Shelter (Stationary Outreach)													
Unduplicated Youth Served	108	95	107	96	119	94	125	97	112	141			
Total Visits	722	439	477	441	494	364	541	493	498	715			
Total Meals (lunch, snack & dinner)	844	571	593	529	526	432	626	592	555	834			
Youth New To Services (intakes)	18	11	24	26	19	14	32	11	23	35			
Youth Empowerment Program (YEP)													
Youth Participated At Some Level (duplicated)	16	18	9	9	9	5	20	16	11	23			
Attended Job Skills Development Workshops	12	12	1	0*	0*	0*	16	9	6	13			
Attended Financial Literacy	8		5	0*	0*	0*	16	0*	0*	11			
Attended Education & Business Field Trips	9		3	0*	0*	0*	0*	8	0*	0*			

	J	F	M	A	M	J	J	A	S	O	N	D	total
Taylor's House (Supportive Emergency Shelter)													
Youth Served (residents: monthly = duplicated. Total/ annual = unduplicated)	11	12	9	13	14	12	11	12	13	13			
Total Nights of Service	154	143	221	242	284	209	169	192	204	296			
Community Support													
Number of Volunteers / Interns	8	6	17	7	6	6	4	2	2	3			
Total Number of Volunteer / Intern Hours	173	190	252	152	179	88	66	14	6	75			
Key	0* = Activity Not Offered X* - Did Not Collect Data												

Drop In:

- Hired our Youth Empowerment Program Manager with hopes that they start in late November. We are excited about this opportunity and the support it brings to the program.
- Received funds from OHCS to increase shelter operations for minor youth during the winter.

Taylor's House:

- Refining policies and procedures along with forms etc. Edits are based on our experience from the past year, feedback from DHS and further research of similar programs.

Other:

- **Mark your calendars for the HYRC 25th Anniversary! On December 5th from 4-7pm @ Taylor's House.** We will be celebrating 25 years of offering services at the Drop In and 1 year at Taylor's House. Public will be welcomed at Taylor's House during this time while clients enjoy a youth focused celebration at the Drop In. THANK YOU to the 2 Board Members who volunteered to serve as greeters at this event, much appreciated.
- Thank you Steve and Kevin for participating in the Challenge to End Youth Homelessness initiative. Your voice is appreciated.
- As a member of the Oregon Alliance of Children's Programs, staff is heavily participating in education efforts to increase dedicated state dollars for homeless youth. As a Board Member if you are interested in engaging with these efforts please let us know. A letter or call from a Board Member can go a long way.
- Please join us in educating the City of Salem on the needs of at-risk and homeless youth by completing their consolidated plan community survey and attending community forums.

<https://www.cityofsalem.net/Pages/addressing-affordable-housing-needs-in-our-community.aspx>



EXECUTIVE DIRECTOR'S REPORT

MID-WILLAMETTE VALLEY

COMMUNITY ACTION AGENCY

November 18, 2019

OUR MISSION

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

OUR VISION

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

The Agency has had a good few weeks in October and November. Our Head Start year is now in full swing, and all our programs (now that the state budgets are finalized) are spending money and moving resources to help those struggling with poverty (and often generational poverty) in Marion and Polk Counties. As we close the year, the Agency's administration is doing a great deal of work on long term planning, including the development of better communications, stronger finance and operations, re-imagining our IT Department as we move into 2020, and focusing on building more expansive and consistent marketing and development functions for an agency of this size.

At the board meeting this month we will present the Agency's budget for 2019-2020. It's difficult to put together a budget that is always changing, with grant years that are crossing both the fiscal year, calendar year, and the federal fiscal year. But what you will see is a budget of more than \$31,000,000, one which will grow to include several new grants that will push us past \$32,000,000 hardly before the ink is dry on this current budget. There are many resources out there available for the agency, and we must be mindful that, as the face of poverty changes over time, our programs need to have adequate resources to meet the ever evolving face of poverty in the 21st century. Such resources demand an adequately staffed Agency administration, and it requires us to develop competency in areas we have not prioritized previously, especially in terms of a scientific approach to our donations, consistent grant writing, and more engaged partnerships on new projects at the community level.

Some general updates on our work these past few weeks:

- The Annual Single Audit is scheduled for December 16-19th; and the 401K audit for the 2018 calendar year is nearing completion.
- The new CoC is finalizing its formal application to HUD for acceptance and participation in a local competition in 2020. This structure will give us our best chance of not only attracting additional resources—especially non-HUD resources—but it will also create a coordination of services on a level recently unseen.
- As part of our obligation to educate public policy makers on the consequences of their choices, Agency staff is working closely with the Oregon Alliance to explain the need for additional state

dollars to fund RHY services statewide.

- The Agency received a \$115,000 grant from Oregon Community Foundation, and another \$126,000 grant from Meyer Memorial Trust, relating to homeless services work to be done in Mill City and on Portland Road in Salem respectively. This Portland Road site will be at the home of the new Catholic Community Services renovated building, and will provide us with an opportunity for a more appropriate distribution point for certain services. We are especially hoping to target this part of the City of Salem with the Housing Stabilization Program funds, to help abate and prevent family homelessness. We expect other awards in the coming weeks. The Collins Foundation has also scheduled a site visit in December.
- Our HYRC program received \$200,000 from the Oregon Youth Development Council for their employment program at the Drop-In Center. This grant will allow us to hire extra staff to expand and enrich our employment efforts for HYRC.
- Agency staff attended the Built For Zero Conference in Denver during October, where we focused on developing better internal practices for Coordinated Entry and Case Conferencing, and made important contacts with corporate partners who have an interest in funding our work in the Community. ARCHES will be collaborating with Salem Housing Authority on the new Redwoods Crossing Project (a 30 unit PSH complex on Fisher Road), and we hope to attract regional funding to help support our case management work at that location. This is, too, the end of the third year of our Coordinated Entry Project. In that time we have assessed 7,481 persons in Marion and Polk, including 2,247 children, who were either homeless or housing unstable.
- The ARCHES rehab is scheduled for final completion by December 21. We hope to have either a December or February board meeting at the new facility.
- Statewide changes in the CCR&R program now mean that Focused Network dollars are coming directly to the R&R's and not the Early Learning Hubs (as in the past). This change was also accompanied by considerable programmatic changes at the Early Learning Division, so we are meeting with them further to understand the nature of these new requirements.
- As part of their annual strategic planning, Head Start has developed a series of new Program Goals and Objectives, which will be presented to the board at the November meeting.
- The NORPAC layoffs of nearly 1,000 workers is expected to have substantial impact on our community. Some of those workers or their family members are likely undocumented, and many others will not have substantial enough work history to apply for unemployment. We anticipate considerable additional demands for extra services, especially in our Energy Program and at ARCHES. We are exploring opportunities at the state level for additional funding for these families.

Mid-Willamette Valley Community Action Agency, Inc.
Board of Directors Executive & Finance Committee Meeting
November 14, 2019

ATTENDANCE

Committee Members Present: Jennifer Wheeler, Board Chair; Helen Honey, Secretary; Jade Rutledge, Board Member; Kevin Karvandi, Board Member

Absent: Jon Weiner

Staff: Jimmy Jones, Executive Director; Helana Haytas, Chief Operations Officer; Kaolee Hoyle, CFO; Nancy Cain, Manager of Audit & Compliance; Amy Schroeder, Accounting Office Specialist

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

- 1. Executive Director's Program Updates**
 - a. Sit/Lie Ordinance
 - b. Incident Report Policy at Taylor's House
 - c. Program Committee
- 2. Financials/Budget** – Kaolee Hoyle presented the financial statements ending August 31, 2019. The 2019-20 budget was also presented to the Committee. It will be presented at the next full board meeting for approval.
- 3. November 2019 Full Board Meeting Draft** – This month's meeting is the joint governance with the Head Start Policy Council.
- 4. Credit Card Expenditure Review** – The review was conducted by Jennifer Wheeler, Helen Honey, Jade Rutledge and Kevin Karvandi.
- 5. Executive Director Evaluation** – The Committee delivered the evaluation to the Executive Director.

Meeting adjourned at 6:29pm

Respectfully Submitted:

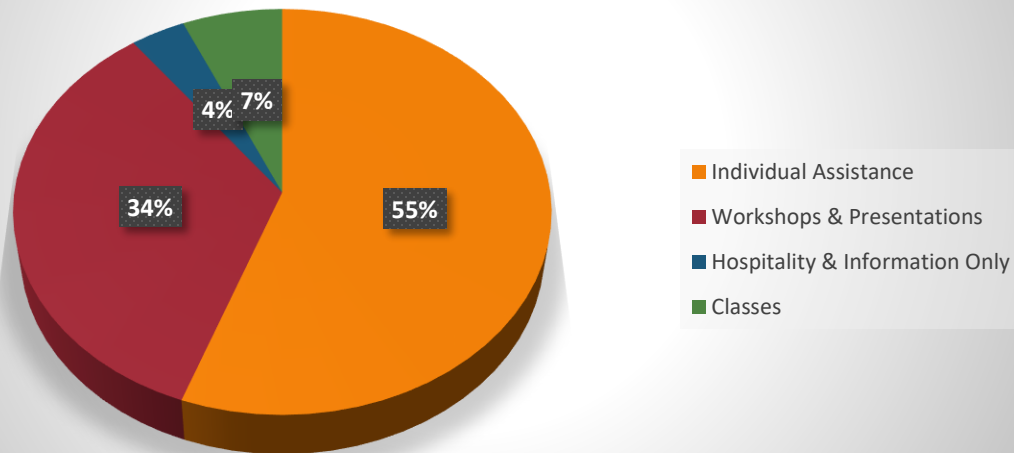
Amy Schroeder, Office Specialist

Helen Honey, Board Secretary

De Muniz Resource Center

April Cox, Director
November 2019

How the De Muniz Resource Center Served Clients in October



Opportunities/Challenges

- ❖ De Muniz Resource Center served 245 clients in October
- ❖ 72 clients successfully got enrolled in the Oregon Health Plan from our site
- ❖ Education and employment was the focus of 46% of all services this month
- ❖ De Muniz Resource Center coordinates and hosts substance abuse support meetings which 73 clients took advantage of which totaled 158 occurrences for the month
- ❖ The Resource Center is partnering with several community partners to provide a free clothing closet for clients in need. Clients just being released from jail or DOC can walk in and receive a reasonable amount of clothing/shoes to assist them with their transition back into the community
- ❖ Director served as a table captain and staff attended the Marion County Reentry Initiative's Annual Breakfast event
- ❖ Main challenge continues to revolve around budget shortages and being short staffed

Success Story

Armando came to De Muniz Resource Center seeking support and guidance after serving a sentence with the Department of Corrections. Concerned about how his background might be perceived, Armando seemed relieved to learn that there were individualized services and assistance readily available to him through the partnership between De Muniz Resource Center and WorkSource Salem. Despite his concerns Armando remained highly self-motivated and eager to obtain gainful employment.

De Muniz Resource Center

April Cox, Director
November 2019

Through meeting one-on-one at both De Muniz Resource Center and WorkSource Salem, staff helped him create a resume that reflected his extensive warehouse and production experience. Staff also assisted Armando with accessing online applications. Though technology proved to be a struggle, he worked for hours to familiarize himself with the process.

Just over a week after the initial meeting, Armando came into to De Muniz Resource Center to share the good news that he had started working for a local manufacturing company where he would be able to use his forklift operator skills, among many others. Staff was happy to provide Armando with a 30-day bus pass to help him be successful in this new position and his overall transition out of incarceration.

Volunteer Report

	# OF VOLUNTEERS	# OF HOURS DONATED
OCTOBER	28	108

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

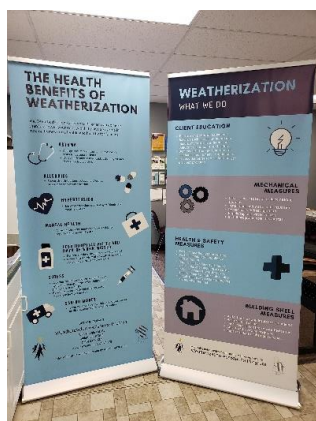
WEATHERIZATION Program

November 2019



Weatherization Outreach Events

In an effort to let our community know about our services, some of our Weatherization staff attended several events during the month of October. Our goal is to build and reinforce established connections with community partners, in hopes that we can set up an information table at different locations during Weatherization month.



Events attended were Falls City Watt smart Workshop, Salud Medical Health Fair in Woodburn, and the Binational Health Fair at Chemeketa Community College. A total of 24 households signed up for our services. Depending on their utility, we estimate being able to bring in several of these applicants within the next 6 months. We also provided households outside Marion and Polk counties with contact information to Washington, Yamhill, and Clackamas county Weatherization programs.

	Quantity
LED Light Bulbs	104
Water Saving Items	98
Smoke Detectors	33
Smart Socket/Power Strips	74
Reusable Tote bags	102

The following items were given away during these events



WEATHERIZATION Program

November 2019



Client Story

We brought Linda for an intake appointment a few months ago. We explained the process and signed the necessary forms. At that time she shared that her furnace did not work and that she had no hot water, so she showered at her neighbor's house.

When the assigned Energy Auditor called to schedule her audit, he was told that she was no longer interested and that her son would fix her house. Her intake worker Ingrid, was surprised to hear she no longer wanted the work, since she seemed eager and excited during her intake appointment. Not entirely convince Ingrid decided to call Linda and find out what had happened in such short time. During their phone conversation Linda told Ingrid that her son told her to cancel the process, they were concerned that her house was in such poor condition, that we would report her to the City or Health



Authority. Ingrid spent some time on the phone explaining the work that we do and that we simply wanted to provide her with the services she needed. At that time we were under the impression that it was just a non-functioning furnace and water heater, which are things that our program repairs or replaces all the time. Linda agreed to move forward with the services and her audit was scheduled.

Every so often we come across that one house that needs work beyond our means. Linda's house was THAT house. That cozy 720 square foot home built in 1926 was in need of major "repairs" before any weatherization work could be done. Linda's auditor found home to be in poor condition, her furnace stopped working in January, her water heater had been broken for 3 years and she also did not have a working toilet, along with several broken window panes.



Oregon Cascade Plumbing & Heating Inc. generously donated labor hours to replace Linda's furnace, water heater and entire plumbing system.

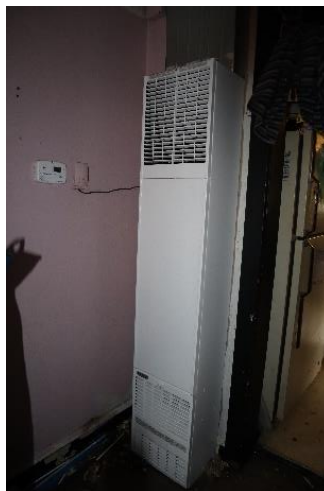
On Monday November 4th several of our staff met with Oregon Cascade at Linda's house, they would be installing a new wall furnace. When we arrived Linda was heating her house by turning on her oven and leaving the oven door open. During our time there we noticed that Linda's house noticeably colder inside her house than it was outside. By the end of the day, Linda had a working furnace and the peace of mind of not having to resort to the hazard of heating her home with her oven.

WEATHERIZATION Program

November 2019



Old Heating



New heating System



ALL HANDS ON DECK!

On November 5th all of our Weatherization staff went out to Linda's house. All the broken window panes were replaced. Adequate flooring and ventilation was installed in the utility room where the water heater would now be housed. The rotted floor in the bathroom was also replaced. We also installed water saving items and LED lighting where needed.



Broken windows



Glass was replaced

WEATHERIZATION Program

November 2019



Old non-working gas water heater



Reinforced Flooring



Dryer Venting



Water Heater Venting

We have done great improvements that can be seen and felt but were continuing to work towards a few more. The home is now ready for winter as the new heater is making the home stay warmer and comfortable and Linda now has hot water for the first time in years and a working toilet. So for now I leave this story with a TO BE CONTINUED....

HEAD START PROGRAM REPORT TO BOARD OF DIRECTORS & POLICY COUNCIL **Eva Pignotti, Program Director - November 2019**

Attendance Reporting: If the overall attendance for any program falls below 85%, an analysis must be completed to justify the causes for low attendance.

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	88.94%	82.78%										
Subsidized	95.83%	89.41%										

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	83.80%	74.83%										
Subsidized	84.00%	84.21%										

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	83.83%	*****										

***** CCP October attendance is not reported because of provider errors. Will be reported next month

Attendance Analysis:

Head Start Preschool Attendance Analysis – Absences for October 2019

For the month of October 2019 the Preschool Program attendance was 82.98%, below the required 85% minimum. The top two reasons for absences during the month of October included: Sick child (30.24%) and Bus Transportation cancelled by program (24.74%).

EHS Attendance Analysis – Absences for October 2019

For the month of October 2019 the EHS Program attendance was 76.11%, below the required 85% minimum. The top three reasons for absences during the month of October included: Sick child (28.81%), Unexcused (14.69%) and Transportation issue (not bus) (11.03%).

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

	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										
Subsidized (20)	20	20										

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 (120)	84	102										
Subsidized (8)	5	7										

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 (80)	69	75										

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										
Subsidized	3	7										

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										
Subsidized	0	0										

Early Head Start Child Care Partnerships

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

USDA Meal Reimbursements

	October 2019	
USDA Meal Reimbursements	Number of Meals Served	Amount Reimbursed
Breakfast	11,776	\$21,667.84
Lunch	11,886	\$40,531.26
Snack	1,368	\$1,285.92
Cash In Lieu	n/a	\$2,822.92
Total Reimbursement		\$66,307.94