

**FISCAL YEAR 2016 - 2017
BUDGET and MULTI-YEAR
STRATEGIC PLAN**

Serving Linn, Benton and Lincoln Counties

Early Morning at Irish Bend Covered Bridge, Corvallis Oregon (Benton County)

Image by Paul Deatherage – August 2014

FY 2016 – 2017 BUDGET

**COMMUNITY SERVICES
CONSORTIUM**

**Proposed Budget
Community Services Consortium
CSC Budget Committee**

June 6, 2016

**COMMUNITY SERVICES CONSORTIUM
FY 2016-2017 BUDGET**

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GOVERNING BOARD AND ADVISORY COUNCILS

GOVERNING BOARD

BENTON COUNTY

Commissioner Jay Dixon
Commissioner Anne Schuster
Commissioner Annabelle Jaramillo, Vice Chair +

LINCOLN COUNTY

Commissioner Doug Hunt
Commissioner Bill Hall +
Commissioner Terry Thompson

LINN COUNTY

Commissioner John Lindsey
Commissioner Roger Nyquist
Commissioner Will Tucker, Chair +

+ Executive Committee Members

COMMUNITY ACTION ADVISORY COUNCIL

(Vacancies expected to be filled by the time of budget approval)

BENTON COUNTY

Cookie Johnson

LINCOLN COUNTY

Belinda Goody

LINN COUNTY

Claus Sass, Chair

HEAD START POLICY COUNCIL

LINCOLN CITY

Angela Lowe
Cherie Carroll
Antonette Lamers

NEWPORT

Pippi Smith
Yolanda Morgado
Eugenia Reza-Torres, Vice Chair

TOLEDO

Shannon Bright-Vinson,
Chair
Nyala Ehmer, Secretary

POLICY COUNCIL COMMUNITY PARTNERS

Paul Hayden

Budget Message

COMMUNITY SERVICES CONSORTIUM

BUDGET MESSAGE

FISCAL YEAR 2016-2017

To: William C. Tucker, CSC Governing Board Chair
Members of the Governing Board
Members of the Community Action Advisory Council
Members of all policy and advisory bodies
Citizens of Linn, Benton and Lincoln Counties

INTRODUCTION

At Community Services Consortium, the only constant is change. Although it can be exhausting, our continuous transformation is also exhilarating.

Changes, "good" or "bad", give us the opportunity to look at the community and our place in it from a new vantage point. They challenge us to examine our assumptions, the familiar ways of working, and our value to our neighbors. Welcome to 2016-17 at Community Services Consortium: a year of challenge and change.

At CSC, we are embracing new concepts in brain and behavioral science that will guide us as we revamp our relationships into a more client-centered/coaching service model that supports our participants to identify and achieve their goals, not ours. This model will influence everything we do, from intake and goal-setting; to planning, asset and skill-building, and on through follow-up and outcome measurement. We will invest in systems change for ourselves, our agency and our community.

We are choosing to respond to funding reductions by building and investing in partnerships, believing that leveraging ideas and energy adds to our collective impact in a way that money cannot. We choose to give up a measure of control in order to create new systems---a web of community support rather than a single life-line for those struggling to exit poverty. We are committed to collaborating with like-minded partners in everything we do.

Finally, we acknowledge that we have much to learn from the diverse members of our community. In order to help drive innovation and focus our direction, our agency must work harder to include all voices and points of view on our team. We will seek help to develop a culture and practice that gives voice to a diverse workforce and clientele.

We know that our budget reflects some adversity. We believe that our response to that adversity will make us a stronger agency and better servants to our community.

Grant Funding Sources

CSC is funded largely through cost-reimbursement grants and contracts with the state and federal governments. Although we operate legally as a council of governments/local government entity, we do not have a tax base to fund our operations. We apply for grants and compete for funding on a revolving cycle that is annual, biennial, or triennial.

Our adopted budget for 2015-2016 was \$22,743,331. Our two Supplemental Budgets raised that by \$1,611,840 to a revised total of \$24,355,171. By comparison, our 2016-2017 total budget is \$24,782,808, an increase of 1.76%. This amount of total expenditure puts CSC projected funding at 11.4% more than our audited expenditures of \$22,241,407 from FY 2006-2007; ten years ago in a time when demand for our services was at a far lower level.

Our Strategy

CSC continues to be competitive for grant renewals and new opportunities based on our reputation for quality, and our ability to leverage additional funding and resources. **Leveraging and collaboration are key elements of community success and the hallmark of community action.** CSC will actively look for even more ways to join our efforts with other initiatives in order to maximize outcomes for our communities.

Being grant-funded, however, means that we cannot count on a guaranteed increase in revenues or even a continuation of past revenues. We must contain the cost of service delivery, while meeting our commitment to paying a living wage.

We will continue to be diligent in balancing the dollars, the services and the programs designed to help our neighbors thrive. We believe this budget ensures delivery of the promised programs and services to individuals and communities in the three-county area.

Background

Community Services Consortium has been a Community Action Agency since May of 1980 when it was organized under ORS 190 as a Council of Governments. **We have just entered into our 37th year of service to Linn, Benton and Lincoln counties.**

CSC manages four non-profit entities under IRS 501(c)(3) to allow additional sources of funding and partnership to Linn Benton Food Share; Head Start in Lincoln County; Housing, Employment and Learning Programs for Self-Sufficiency (HELPS); and finally, Career Tech High School (aka the Charter School), organized during FY14. CSC also provides management services to Community Housing Services (CHS), which is no longer wholly controlled by CSC's Governing Board. Community Housing Services continues to administer homeowner housing rehabilitation loans made under the Community Development Block Grant (CDBG).

We collaborate with various federal, state and community partners to help our neighbors overcome barriers including low-income and low skill levels. We offer services such as job search assistance, training support, employment skills, work experience, and occupational training; alternative high schools, a charter school and a variety of youth programs that improve transitions from school to work; emergency and transitional housing; utility assistance; housing rehabilitation, home; Head Start early education and family training; emergency food assistance and coordination of volunteer gleaning groups; and many others. We try to offer individuals a comprehensive mix of resources and opportunities within these various programs to assist our participants to overcome the causes and conditions of poverty and to lead more self-sufficient lives.

We serve individuals and families in the tri-county area including those with low-incomes, those with low or out-dated skill or education levels, high-risk youth, households with children, seniors, public assistance recipients, those who are food insecure, dislocated workers, veterans, single parents, the physically and mentally challenged, dropouts, those who are homeless or at risk of homelessness, those affected by drug or alcohol abuse, and others with varying challenges, to enable them to become more financially stable and self-sufficient.

During FY16-17, CSC has been awarded new contracts in the Workforce & Education department that extend beyond our usual tri-county area and will be providing youth services under two different Workforce Investment Boards (WIBs) to Polk, Clatsop, Columbia and Tillamook counties. These expansions were offset by changes to the adult and dislocated worker contracts in Benton and Lincoln counties which were awarded to another service provider.

Fiscal Fitness

Our CSC internal systems are sound. As an example, for the 24th year in a row we have received the GFOA Award of Excellence in Financial Reporting and continued to receive a clean audit opinion with no management letter for the past 17 years. This confirms that our fiscal systems are running smoothly and transparently. **Our administrative overhead rate is projected at 7% of total expenditures (without the value of non-cash food commodities) for this FY16-17 budget.** Administrative overhead includes general management, information technology and communication (website) services. We have implemented a multi-year plan for providing services that is evaluated annually and we produce an annual report showing our performance achievements on those long-term strategies.

GENERAL BUDGET INFORMATION

In this Budget and Strategic Plan, Community Services Consortium presents its organizational structure in operational (departmental) divisions. From a financial perspective, we basically have a general fund (the Administrative Section) and a large number of special revenue funds for our program-based departments: Workforce and Education, Housing and Energy Services, Linn Benton Food Share, Child Development Services and Community Relations and Development.

The General Fund includes allocations for Administration, Information Technology and Communication Services: cost allocation pools which are shown in the Appendices at the back of our budget document. These services are provided to all departments and are re-allocated within the departmental budget appropriations. The General Fund provides direct and indirect costs of Administrative overhead such as executive oversight, human resources and finance functions. Information Technology provides service design and direct service by administering our entire information network system. Communications Services provides for the costs of producing agency documents and internal and external communications like our Compass publication, our annual report, resource guides, our E-newsletter and blog.

Based on our annual financial audit for the fiscal year ended June 30, 2015, we are pleased to announce that the cost of administrative overhead, information technology and communication services was 8% of total direct grant expenditures (without the value of food commodities). This rate is substantially lower than in many other organizations and reflects our organization's diligence in maximizing services to our communities.

Our budget displays a three-year trend of revenues and expenditures by showing the Audit Report figures for fiscal year ending 6/30/15, Adopted Budget (including two Supplemental budgets) for fiscal year ending 6/30/16, and the Projected Budget for fiscal year ending 6/30/17. We believe that a three-year summary of information is valuable in making decisions about the budget we are proposing for adoption. We present the differences in the Adopted Supplemental Budget from FY16 and the Proposed Budget for FY16-17 in both a dollar change and a percentage change format.

Two Supplemental Budgets for FY16 were presented to the CSC Governing Board in FY16 and are also presented in this budget document for a more comprehensive analysis.

We also show the total agency staffing in Full Time Equivalents (FTE). Each department discusses its accomplishments for the prior year and goals for the FY16 budget period under the separate tabs for their department. A summary of the major revenue and expenditure changes agency-wide is presented here.

Our projected net staffing increase of about 9.59 Full Time Equivalents (FTEs) is spread across the departments of our organization, primarily in our Workforce and Education department (9.64 FTE) and Housing and Energy Services department

(reduced 1.32 FTE), Child Development Services department (.90 FTE) and Community Resources and Development department (.47 FTE). Small adjustments have been made to staffing in the Administrative Services (.49 FTE) related to contracted-out services, and Communication (reduced .35 FTE). Administratively and operationally, we feel we have reached the lowest staffing level possible to run the organization.

Final federal funding will not be known until the end of the first quarter of our fiscal year, which coincides with the adoption of a federal budget. If there are continuing resolutions before adopting the federal budget, the uncertainty of our final funding stretches out more into our fiscal year as well. CSC typically is able to add additional grants during the fiscal year, and will look for other opportunities for additional funding, as well as collaborative partnering arrangements that are compatible or complementary to our funding.

CSC management and our AFSCME union agreed to a 2% cost of living increase in FY14-15, retroactive to the beginning of the fiscal year, after five years without an increase. For FY16-17, there is no projected salary increase, and there is no scheduled increase to the Oregon Public Employee Retirement System (PERS) until FY17-18 and beyond. CSC's current labor agreement with AFSCME currently covers the period through FY16-17 to align with the PERS rate scheduling, among other matters.

Our health costs, which are a significant portion of our fringe benefit package, only increased about 6.7%, due to a good experience rating and negotiation by our HR Director and our benefits agent and raising our deductible, with CSC paying 88% and employees paying 12% of the premiums.

PROGRAM SUMMARIES

Each section of this manual is organized to display a departmental organization chart, program projects and goals and a summary budget consisting of a recap of projected revenues and expenditures, detailed revenue sources and detailed expenditures with categories of personal services, materials and services, and capital outlay. Some departments have chosen to present a further division of expenditures by categories such as a summary of types of services. For example, Linn Benton Food Share also discloses separate information about its Volunteer/Gleaning activities.

Additionally, four departments in our organization administer four non-profit subsidiaries. Those non-profit entities are included in our manual and are reported as part of the overall agency budget. Each department with a non-profit has a separate presentation of the proposed changes displayed under tabs later in this document.

GENERAL TRENDS

Our budget includes revenues which, based upon our best and most current information, have a high degree of likelihood of being funded. Since many of our grants derive from federal pass-through grants to the State of Oregon and other state-sourced grants, this information is subject to revision after we receive final funding notifications.

We are projecting an increase of about 1.76% to our total funding in this budget as compared to the Supplemental FY16 budget, with an increase of 9.59 FTE or 10.72% in staffing.

Adjustments for any funding changes for FY17 after this budget is adopted will be approved by the Governing Board as the grant contracts are finalized and processed through our internal contract procedures and/or Supplemental Budget procedures during the fiscal year.

SUMMARY

CSC's audited revenues increased from \$13.7 million in 1999 to a high of \$28.7 in 2010. Our revenues had decreased to \$20.91 million as of the June 30, 2014 audit, risen slightly to our FY15 audit of \$21.8 million and Supplemental budget for FY16 of \$24.5 million and are projected to increase slightly to \$24.78 million for FY16-17.

Projection of funding has become increasingly difficult with unpredictable state and federal budgets. CSC will continue to provide client services in similar program areas with efficient administrative and program delivery models to ensure that maximum effort continues to be devoted to assisting our communities, but we acknowledge that the numbers served will be fewer. We intend to mitigate that effect as far as we can by redoubling our efforts to find and create new resources and to leverage what the community already has to offer.

Special thanks for the preparation of this budget go to the members of the FY16-17 budget team including Pegge McGuire, Terry Knoll and the Housing and Energy Services team; Sean Larsen, Sharee Cooper, Sarah Jordan and the Workforce and Education team; Ryan McCambridge and the Linn-Benton Food Share team; Suzanne Miller and the Child Development Services team; Dee Teem and the Community Relations and Development team; and members of the Administrative Department including Elaine Lahey, Susanne Lee and Emely Day, the HR department with Stephanie Leffler and Debbie Clearwater, and especially Finance staff – Connor Lyons, Kellie Gould, Darryl Willaman, and Jennifer McCooey.

Sincerely,



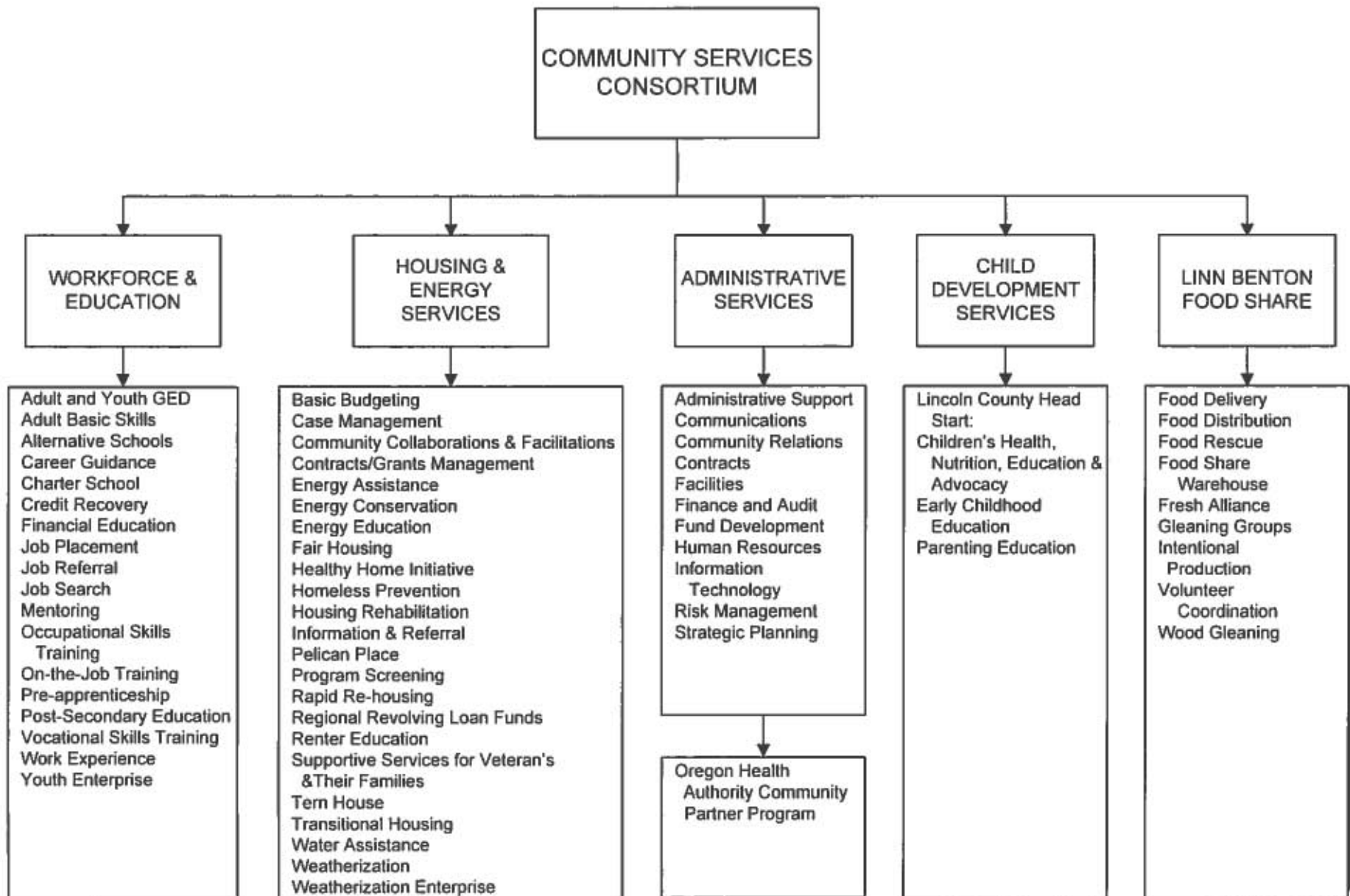
Martha Lyon
Executive Director



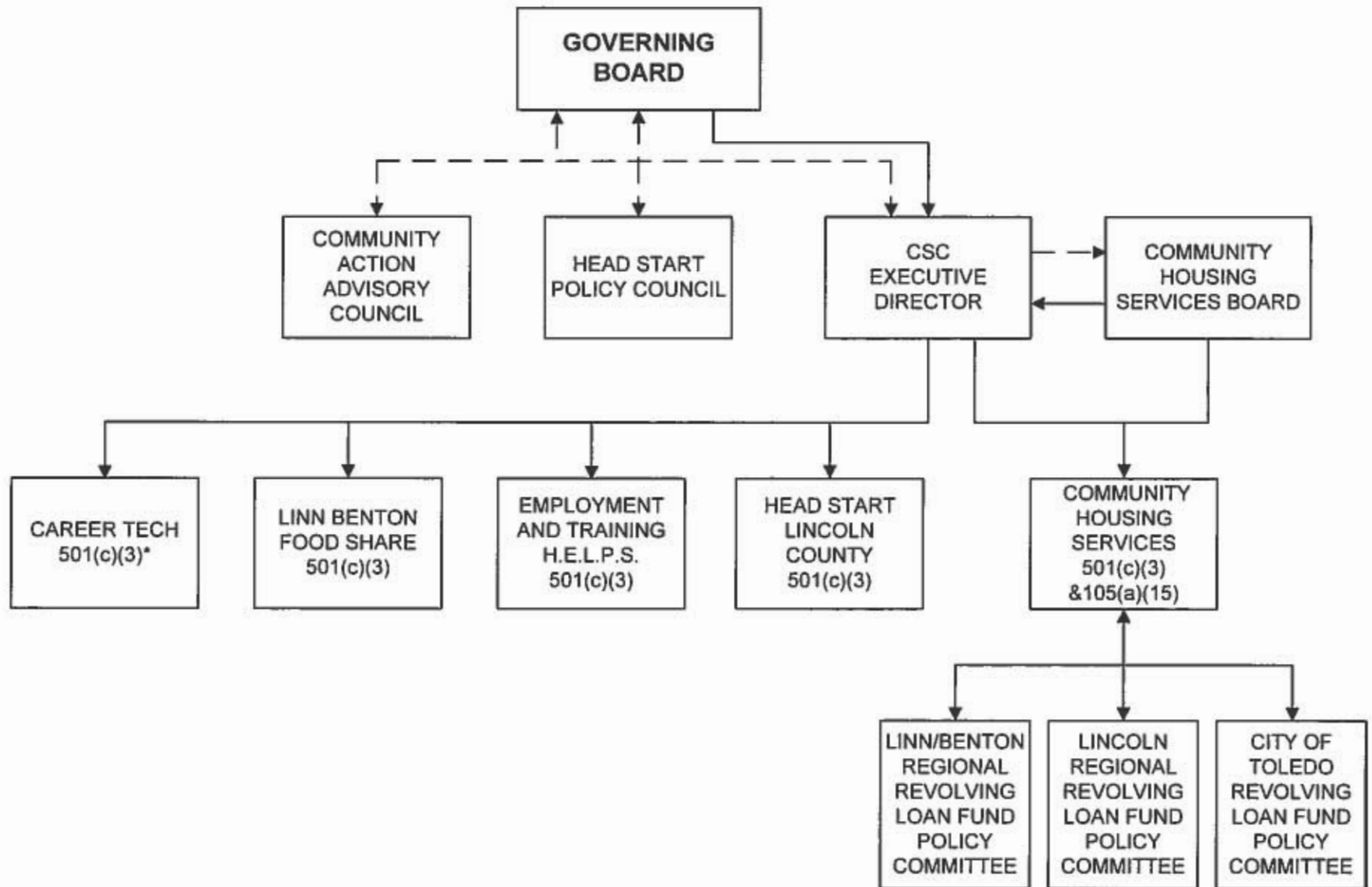
Debbie Jackson
Finance Director

CSC Totals

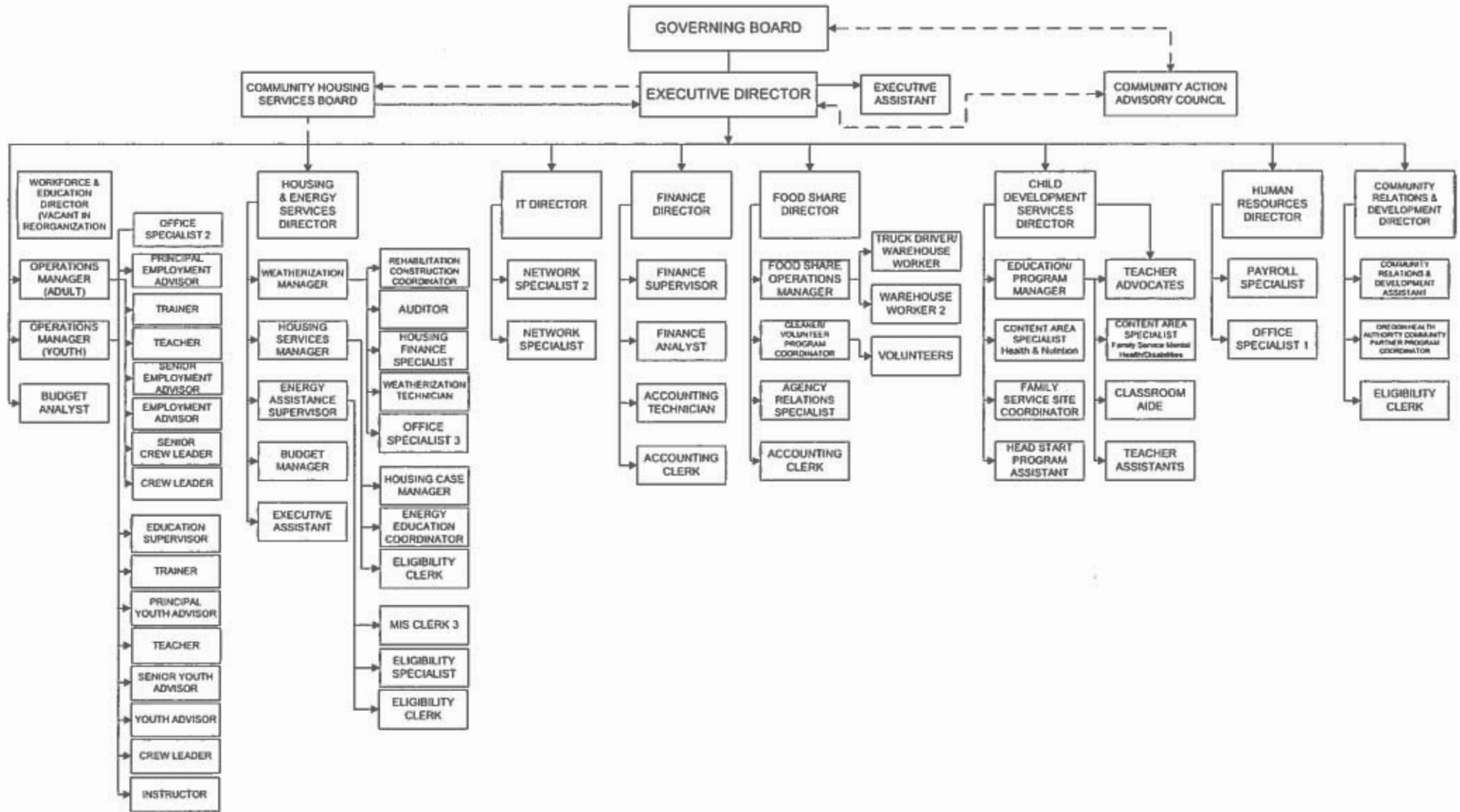
COMMUNITY SERVICES CONSORTIUM FUNCTIONAL CHART



GOVERNING BOARD / ADVISORY COUNCILS - 501(c)(3)'s



COMMUNITY SERVICES CONSORTIUM ORGANIZATIONAL CHART



COMMUNITY SERVICES CONSORTIUM

SUPP #2

SUMMARY BUDGET	AUDITED FY 15	ADOPTED FY 16	PROPOSED FY 17	DOLLAR CHANGE	% OF CHANGE
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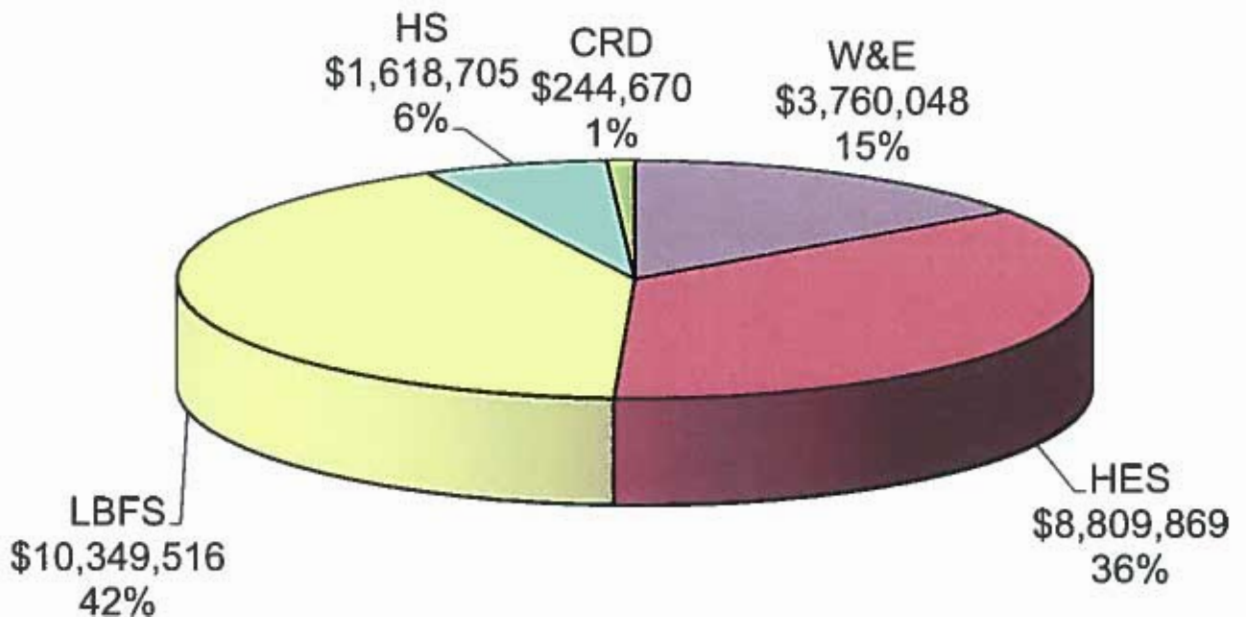
SOURCE OF REVENUES

FEDERAL FUNDS	7,974,535	7,907,256	7,707,237	-200,019	-2.53%
STATE FUNDS	3,458,536	4,293,685	4,781,645	487,960	11.36%
LOCAL FUNDS	1,717,102	3,153,607	3,054,027	-99,580	-3.16%
MISCELLANEOUS FUNDS	8,688,657	9,000,623	9,239,899	239,276	2.66%
TOTAL FUNDS	21,838,830	24,355,171	24,782,808	427,637	1.76%

DEPARTMENT BUDGET BY CATEGORY

FTE	93.48	89.41	98.99	9.59	10.72%
TOTAL PERSONAL SERVICES	5,600,919	5,327,437	5,862,028	534,591	10.03%
TOTAL MATERIALS/SERVICES	15,412,362	18,645,764	18,325,780	-319,984	-1.72%
TOTAL CAPITAL OUTLAY	25,378	381,970	595,000	213,030	55.77%
CHANGE IN FUND BALANCE	800,171	0	0	0	0.00%
TOTAL EXPENDITURES	21,838,830	24,355,171	24,782,808	427,637	1.76%

Expenditures by Dept.



COMMUNITY SERVICES CONSORTIUM

SUPP #2

SOURCE OF REVENUES	AUDITED FY 15	ADOPTED FY 16	PROPOSED FY 17	DOLLAR CHANGE	% OF CHANGE
FEDERAL FUNDS					
NW WIB Adult	0	174,430	0	-174,430	-100.00%
NW WIB Youth	0	214,454	550,000	335,546	256.47%
NW WIB DW	0	147,188	0	-147,188	-100.00%
Incite Adult	0	195,000	364,000	169,000	86.67%
Incite Youth	0	222,000	516,000	294,000	232.43%
Incite DW	0	201,000	0	-201,000	-100.00%
WIA Adult	542,554	96,466	0	-96,466	-100.00%
WIA Youth	659,280	138,719	0	-138,719	-100.00%
WIA Dislocated Workers	584,010	112,644	0	-112,644	-100.00%
WIA 2% Transition	13,065	0	0	0	0.00%
Job Driven NEG	0	98,006	0	-98,006	-100.00%
DWT NEG	125,717	10,142	0	-10,142	-100.00%
Wilamette Housing - Health Equity	12,000	0	0	0	0.00%
CWRC	112,942	0	0	0	0.00%
CSBG	324,369	303,620	220,000	-83,620	-27.54%
JOBS	142,691	199,000	199,000	0	0.00%
Youthbuild - AMERICORPS	62,158	164,000	154,500	-9,500	-5.79%
OYCC	0	86,000	88,500	2,500	2.91%
WIA Local Admin	162,585	0	0	0	0.00%
DHS (Independent Living Skills)	127,053	128,001	169,564	41,563	32.47%
LIHEAP - ENERGY ASSISTANCE	2,354,525	1,975,506	1,909,474	-66,032	-3.34%
LIHEAP Education	81,349	142,882	110,212	-32,670	-22.86%
LIHEAP WX EE	17,575	19,388	15,007	-4,381	-22.60%
REACH	2	0	0	0	0.00%
ESGP	134,212	159,688	154,865	-4,823	-3.02%
Continuum of Care	71,560	71,560	71,560	0	0.00%
HOME TBA	128,636	248,264	239,671	-8,593	-3.46%
HSP	31,054	32,418	31,053	-1,365	-4.21%
BPA Energy Education	8,407	8,896	8,896	0	0.00%
C of C LBHASHP	35,609	130,394	117,529	-12,865	-9.87%
C of C Project Passport	27,602	47,068	47,068	0	0.00%
VA Support Services	199,708	282,000	282,000	0	0.00%
CDBG Albany Homeless Svc	80,000	12,900	5,000	-7,901	-61.25%
CDBG Albany Wx	0	0	140,000	140,000	100.00%
Youthbuild - Albany CDBG - One Bloc	30,150	0	11,800	11,800	100.00%
RD HPG - 501c3	21,702	39,665	0	-39,665	-100.00%
DOE	137,834	129,640	149,522	19,882	15.34%
LIHEAP WX	0	368,360	406,626	38,266	10.39%
BPA	93,804	148,853	153,944	5,091	3.42%
USDA	496,249	519,208	526,734	7,526	1.45%
Head Start HHS	994,627	942,816	959,787	16,971	1.80%
Cover Oregon Kids	70,592	0	0	0	0.00%
OAHAC -Mortgage Payment Assist	17,600	6,030	1,525	-4,505	-74.71%
VA/CAPO - PIT Grant	0	19,100	9,100	-10,000	-52.36%
DOL Vet's Stand Down Grant	0	7,000	7,000	0	0.00%
HUD/LASO -Fair Housing Grant	0	104,950	87,300	-17,650	-16.82%
CSC Supportive Housing Program	73,314	0	0	0	0.00%
Subtotal	7,974,535	7,907,256	7,707,237	-200,019	-2.53%
STATE FUNDS					
Dept. of Education (Charter School)	391,961	375,000	375,000	0	0.00%
DHS TANF Reinvestment	0	0	770,000	770,000	100.00%
OYCC	75,000	0	0	0	0.00%
Oregon Historic Cemetery	4,000	0	0	0	0.00%
BACK TO WORK OREGON	214,655	77,801	0	-77,801	-100.00%
ODOT	900	0	0	0	0.00%
Local Industry Sector Strategy	193,102	35,082	0	-35,082	-100.00%

WORKFORCE & EDUCATION	HOUSING & ENERGY SVCS	FOOD SHARE VOLUNTEER	CHILD DEV. SERVICES	COMMUNITY RELATIONS DEV
0	0	0	0	0
550,000	0	0	0	0
0	0	0	0	0
364,000	0	0	0	0
516,000	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
45,000	30,000	60,000	0	85,000
199,000	0	0	0	0
154,500	0	0	0	0
88,500	0	0	0	0
0	0	0	0	0
169,564	0	0	0	0
0	1,909,474	0	0	0
0	110,212	0	0	0
0	15,007	0	0	0
0	0	0	0	0
0	154,865	0	0	0
0	71,560	0	0	0
0	239,671	0	0	0
0	31,053	0	0	0
0	8,896	0	0	0
0	117,529	0	0	0
0	47,068	0	0	0
0	282,000	0	0	0
0	5,000	0	0	0
0	140,000	0	0	0
11,800	0	0	0	0
0	0	0	0	0
0	149,522	0	0	0
0	406,626	0	0	0
0	153,944	0	0	0
0	0	425,000	101,734	0
0	0	0	959,787	0
0	0	0	0	0
0	1,525	0	0	0
0	9,100	0	0	0
0	7,000	0	0	0
0	87,300	0	0	0
0	0	0	0	0
2,098,364	3,977,352	485,000	1,061,521	85,000
375,000	0	0	0	0
770,000	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0

COMMUNITY SERVICES CONSORTIUM

SUPP #2

SOURCE OF REVENUES	SUPP #2			DOLLAR CHANGE	% OF CHANGE
	AUDITED FY 15	ADOPTED FY 16	PROPOSED FY 17		
EHA	216,320	363,901	423,427	59,526	16.36%
EHA VET DRF	19,314	0	0	0	0.00%
Ferrell Gas (FG)	0	6,249	6,695	446	7.14%
Housing Plus S.S. - Tern	24,425	57,382	29,592	-27,790	-48.43%
Housing Plus Pelican	82,519	117,457	117,457	0	0.00%
SHAP	93,731	108,106	94,586	-13,520	-12.51%
OHRF	61,415	48,000	52,000	4,000	8.33%
LIRHF	20,711	17,630	16,782	-848	-4.81%
OEAP	1,018,482	1,874,721	1,788,314	-86,407	-4.61%
ECHO Energy Education	76,819	54,002	39,002	-15,000	-27.78%
Echo WX	468,544	561,407	421,865	-139,542	-24.86%
Head Start/OPP/OPK	496,638	508,447	493,638	-14,809	-2.91%
OPK 1-Time Funds	0	0	19,546	19,546	100.00%
SHOW	0	10,000	27,500	17,500	275.00%
Clean Energy Works	0	3,500	6,240	2,740	78.29%
Oregon Health Authority	0	75,000	100,000	25,000	33.33%
Subtotal	3,458,536	4,293,685	4,781,645	487,960	11.36%
LOCAL FUNDS					
Donations - WED	80	0	0	0	0.00%
Donations - ES	1,218	6,071	6,000	-71	-1.17%
OLGA	68,179	684,893	684,893	0	0.00%
NW Natural En Ed Fund Bal	57,063	26,591	6,591	-20,000	-75.21%
NW Natural Energy Ed #2	0	0	20,000	20,000	100.00%
Meyer Memorial Trust / CAPO	54,000	39,000	0	-39,000	-100.00%
Oregon Heat	10,366	89,115	77,909	-11,206	-12.57%
GAP	400	35,011	35,011	0	0.00%
SOS	15,655	19,243	19,243	0	0.00%
CPI	1,953	26,952	26,952	0	0.00%
Albany Water Assistance	3,465	49,908	49,908	0	0.00%
Tern House - Rental Income	31,138	27,584	27,584	0	0.00%
Pelican Place - Rental Income	72,045	64,782	69,782	5,000	7.72%
Benton County	22,000	24,000	24,000	0	0.00%
SHOP	40,000	0	0	0	0.00%
OLIEE	0	100,000	195,000	95,000	95.00%
Rebates	161,558	0	0	0	0.00%
Acquisition/Rehab Fund Balance	0	150,000	150,000	0	0.00%
City of Corvallis	32,000	38,000	32,000	-6,000	-15.79%
Donations - LBFS	775,604	630,122	647,963	17,841	2.83%
Holiday Food Drive	0	35,000	35,000	0	0.00%
Linn County	17,100	17,100	17,100	0	0.00%
Intentional Production	0	10,500	12,500	2,000	19.05%
Other Foundations	0	18,205	12,000	-6,205	-34.08%
Food Recovery	0	48,788	50,626	1,838	3.77%
Share Contributions	296,848	296,888	311,000	14,112	4.75%
Central Lincoln PUD	0	70,000	75,000	5,000	7.14%
Lincoln Community Land Trust	10,483	0	0	0	0.00%
TERN Rental Replacement	2,872	5,600	5,600	0	0.00%
PELICAN Rental Replacement	12,000	12,018	12,018	0	0.00%
Housing Fund Balances - Combined	0	11,952	11,180	-772	-6.46%
Housing Rehab Funds	0	543,209	303,209	-240,000	-44.18%
Mill City -General Fund	0	25,000	25,000	0	0.00%
Samaritan Health Services Social Acc.	25,000	25,000	0	-25,000	-100.00%
SAMARITAN HEALTHY HOMES	0	15,000	0	-15,000	-100.00%
Lincoln County	6,075	6,075	5,000	-1,075	-17.70%
Vet's Stand Down	0	2,000	2,000	0	0.01%
Lincoln City Open Space	0	0	20,000	20,000	100.00%
Samaritan Foundation	0	0	66,666	66,666	100.00%
City of Toledo Water Assistance	0	0	17,291	17,291	100.00%
Subtotal	1,717,102	3,153,607	3,054,027	-99,580	-3.16%

WORKFORCE & EDUCATION	HOUSING & ENERGY SVCS	FOOD SHARE VOLUNTEER	CHILD DEV. SERVICES	COMMUNITY RELATIONS DEV
0	423,427	0	0	0
0	0	0	0	0
0	6,695	0	0	0
0	29,592	0	0	0
0	117,457	0	0	0
0	78,586	16,000	0	0
0	0	52,000	0	0
0	16,782	0	0	0
0	1,788,314	0	0	0
0	39,002	0	0	0
0	421,865	0	0	0
0	0	0	493,638	0
0	0	0	19,546	0
0	27,500	0	0	0
0	6,240	0	0	0
0	0	0	0	100,000
1,145,000	2,955,461	68,000	513,184	100,000
0	0	0	0	0
0	6,000	0	0	0
0	684,893	0	0	0
0	6,591	0	0	0
0	20,000	0	0	0
0	0	0	0	0
0	77,909	0	0	0
0	35,011	0	0	0
0	19,243	0	0	0
0	26,952	0	0	0
0	49,908	0	0	0
0	27,584	0	0	0
0	69,782	0	0	0
0	0	24,000	0	0
0	0	0	0	0
0	195,000	0	0	0
0	0	0	0	0
0	150,000	0	0	0
0	0	32,000	0	0
0	0	647,963	0	0
0	0	35,000	0	0
0	0	17,100	0	0
0	0	12,500	0	0
0	0	12,000	0	0
0	0	50,626	0	0
0	0	311,000	0	0
0	75,000	0	0	0
0	0	0	0	0
0	5,600	0	0	0
0	12,018	0	0	0
0	11,180	0	0	0
0	303,209	0	0	0
0	25,000	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	5,000	0
0	2,000	0	0	0
20,000	0	0	0	0
66,666	0	0	0	0
0	17,291	0	0	0
86,666	1,820,172	1,142,189	5,000	0

COMMUNITY SERVICES CONSORTIUM

SUPP #2

SOURCE OF REVENUES	SUPP #2			DOLLAR CHANGE	% OF CHANGE
	AUDITED FY 15	ADOPTED FY 16	PROPOSED FY 17		
MISCELLANEOUS FUNDS					
Miscellaneous	181,951	258,975	374,327	115,352	44.54%
Boys and Girls Club	31,333	0	0	0	0.00%
Benton Learning Center	1,677	0	0	0	0.00%
WIA Student Enterprises	3,202	0	0	0	0.00%
W&E Fund Balance	0	50,000	98,818	48,818	97.64%
Youthbuild - Fee For Service	864	40,000	0	-40,000	-100.00%
School Fee For Service	109,019	120,000	7,000	-113,000	-94.17%
Sales of Assets	169,867	203,371	0	-203,371	-100.00%
ES Misc Housing Fund Bal	0	1,500	1,500	0	0.00%
ES Misc Energy Asst Fund Bal	10,370	11,384	11,384	0	0.00%
Reach Fee Fund Bal	0	5,000	5,000	0	0.00%
Trust Management	20,000	12,500	20,000	7,500	60.00%
WX FFS	0	30,000	15,000	-15,000	-50.00%
Wetland Conservancy	7,000	0	0	0	0.00%
Benton FFS	0	9,500	1,800	-7,700	-81.05%
Nature Conservancy	7,000	0	0	0	0.00%
Lincoln Donations	5,119	0	5,000	5,000	100.00%
Non-USDA Food	8,015,580	8,000,000	8,000,000	0	0.00%
LBFS Fund Balance	0	223,000	318,000	95,000	42.60%
Donations	2,035	5,000	5,000	0	0.00%
CRD Fee for Service	34,868	30,393	0	-30,393	-100.00%
AC Vista Summer Program	0	0	59,670	59,670	100.00%
YB FFS Construction	7,500	0	40,000	40,000	100.00%
WX FFS Training	40,160	0	0	0	0.00%
Mid Coast Watershed Council	10,686	0	0	0	0.00%
YDC (Benton and Lincoln)	19,183	0	99,600	99,600	100.00%
Garden Gnome Run Proceeds	7,422	0	2,000	2,000	100.00%
Community Housing Services	2,500	0	0	0	0.00%
Consumer Power Inc.	0	0	30,000	30,000	100.00%
Willamette Neighborhood	0	0	5,000	5,000	100.00%
United Way Benton	0	0	75,000	75,000	100.00%
Linn County Youth Development Coa	0	0	65,800	65,800	100.00%
Net of Transfers	1,323	0	0	0	0.00%
Subtotal	8,688,657	9,000,623	9,239,899	239,276	2.66%
TOTAL FUNDS	21,838,830	24,355,171	24,782,808	427,637	1.76%

WORKFORCE & EDUCATION	HOUSING & ENERGY SVCS	FOOD SHARE VOLUNTEER	CHILD DEV. SERVICES	COMMUNITY RELATIONS DEV
0	4,000	336,327	34,000	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
98,818	0	0	0	0
0	0	0	0	0
7,000	0	0	0	0
0	0	0	0	0
0	1,500	0	0	0
0	11,384	0	0	0
0	5,000	0	0	0
20,000	0	0	0	0
15,000	0	0	0	0
0	0	0	0	0
1,800	0	0	0	0
0	0	0	0	0
5,000	0	0	0	0
0	0	8,000,000	0	0
0	0	318,000	0	0
0	0	0	5,000	0
0	0	0	0	0
0	0	0	0	59,670
40,000	0	0	0	0
0	0	0	0	0
0	0	0	0	0
99,600	0	0	0	0
2,000	0	0	0	0
0	0	0	0	0
0	30,000	0	0	0
0	5,000	0	0	0
75,000	0	0	0	0
65,800	0	0	0	0
0	0	0	0	0
430,018	56,884	8,654,327	39,000	59,670
3,760,048	8,809,869	10,349,516	1,618,705	244,670

COMMUNITY SERVICES CONSORTIUM

OPERATING BUDGET	SUPP #2			DOLLAR CHANGE	% OF CHANGE
	AUDITED FY 15	ADOPTED FY 16	PROPOSED FY 17		
FTE	93.48	89.41	98.99	9.59	10.72%
5010 Salaries	3,851,838	3,644,196	4,007,478	363,283	9.97%
5020 Client Salaries	104,751	0	0	0	0.00%
TOTAL SALARIES	3,956,589	3,644,196	4,007,478	363,283	9.97%
5320 PERS	375,194	397,522	419,914	22,393	5.63%
5330 Workers' Comp	2,919	5,623	6,287	664	11.81%
5335 SAIF Insurance	44,070	40,333	34,621	-5,712	-14.16%
5340 Unemployment	76,145	94,800	20,037	-74,764	-78.86%
5350 Health Insurance	674,664	700,759	854,682	153,923	21.97%
5360 Dental Insurance	80,355	97,160	112,311	15,151	15.59%
5370 Life Insurance	30,739	30,380	35,149	4,769	15.70%
5375 Flexible Spending Costs	1,117	1,207	1,527	320	26.54%
5380 Employee Assistance Program	648	2,198	2,581	384	17.46%
5382 OSGP Match	45,975	42,547	68,200	25,653	60.29%
5386 Non Taxable Fringe Pgm	740	0	0	0	0.00%
5390 FICA	295,547	267,212	296,240	29,028	10.86%
5395 Vacation Accrued	16,218	3,500	3,000	-500	-14.29%
TOTAL FRINGE	1,644,330	1,683,240	1,854,550	171,310	10.18%
TOTAL PERSONAL SERVICES	5,600,919	5,327,437	5,862,028	534,592	10.03%
5510 Audit & Accounting	34,825	41,123	42,224	1,101	2.68%
5520 Data Connection/Services	7,693	7,642	34,689	27,047	453.95%
5530 Legal	2,228	4,600	1,184	-3,417	-74.27%
5540 Other Purchased Services	119,189	94,542	98,238	3,695	3.91%
5550 Contract Services/Training	-448	43,375	82,594	39,218	90.42%
5610 Educational Confer/Train	93,421	84,487	78,110	-6,377	-7.55%
5620 Meetings	7,931	8,092	8,651	559	6.91%
5630 Dues	23,675	7,554	5,051	-2,503	-33.13%
5710 Mileage	55,723	57,131	74,620	17,489	30.61%
5720 Vehicle Operating Cost	70,027	62,750	57,138	-5,611	-8.94%
5730 Vehicle Insurance	29,227	29,626	26,087	-3,539	-11.95%
5740 Other Transportation Cost	15,847	19,960	23,300	3,340	16.73%
5910 Rent	339,423	280,207	264,729	-15,478	-5.52%
5920 Utilities	68,744	48,689	48,594	-95	-0.20%
5930 Telephone	1,929	11,915	15,344	3,429	28.78%
5935 Cell Phone	17,437	15,507	21,587	6,080	39.21%
5940 Maintenance, Repair, Janitorial	98,291	60,252	51,795	-8,457	-14.04%
5950 General Insurance	63,852	74,807	75,796	989	1.32%
5970 Space Rent	4,816	3,723	8,807	5,085	236.60%
5980 Space Utilities	15,509	20,372	20,290	-82	-0.40%
6110 Office Supplies	36,158	30,587	39,809	9,222	30.15%
6120 Postage/Shipping	8,898	28,528	29,999	1,471	5.16%

WORKFORCE & EDUCATION	HOUSING & ENERGY SVCS	FOOD SHARE VOLUNTEER	CHILD DEV. SERVICES	COMMUNITY RELATIONS DEV
34.54	34.69	6.87	20.57	2.32
1,356,386	1,424,411	321,540	798,034	107,107
0	0	0	0	0
1,356,386	1,424,411	321,540	798,034	107,107
150,985	138,615	41,282	78,718	10,314
2,371	2,162	472	1,123	160
16,190	7,391	3,967	6,310	763
6,782	7,122	1,608	3,989	536
333,131	284,993	64,471	147,720	24,368
36,980	41,852	10,742	18,251	4,486
13,461	11,029	2,968	6,429	1,263
1,019	369	71	65	4
928	819	244	504	85
23,751	22,131	6,300	13,525	2,493
0	0	0	0	0
103,835	98,564	24,598	61,049	8,194
0	0	0	0	3,000
689,432	615,046	156,722	337,685	55,665
2,045,818	2,039,457	478,262	1,135,719	162,772
11,473	21,717	3,420	4,646	968
8,134	17,639	2,076	6,840	0
0	634	550	0	0
31,470	17,168	4,600	10,000	35,000
63,999	14,695	100	3,800	0
19,509	43,633	6,250	8,000	718
0	3,351	3,000	2,000	300
500	1,551	150	2,600	250
32,933	25,687	4,500	5,000	6,500
26,933	5,205	25,000	0	0
13,361	8,312	4,414	0	0
0	800	22,500	0	0
100,091	142,982	19,200	0	2,456
13,239	12,455	2,900	20,000	0
4,030	4,453	600	6,261	0
13,161	2,996	1,730	2,500	1,200
9,034	28,261	3,000	11,000	500
16,913	37,441	7,192	12,733	1,517
4,000	4,807	0	0	0
0	40	20,250	0	0
12,159	23,160	1,970	1,000	1,520
1,784	10,656	13,149	1,500	2,910

COMMUNITY SERVICES CONSORTIUM

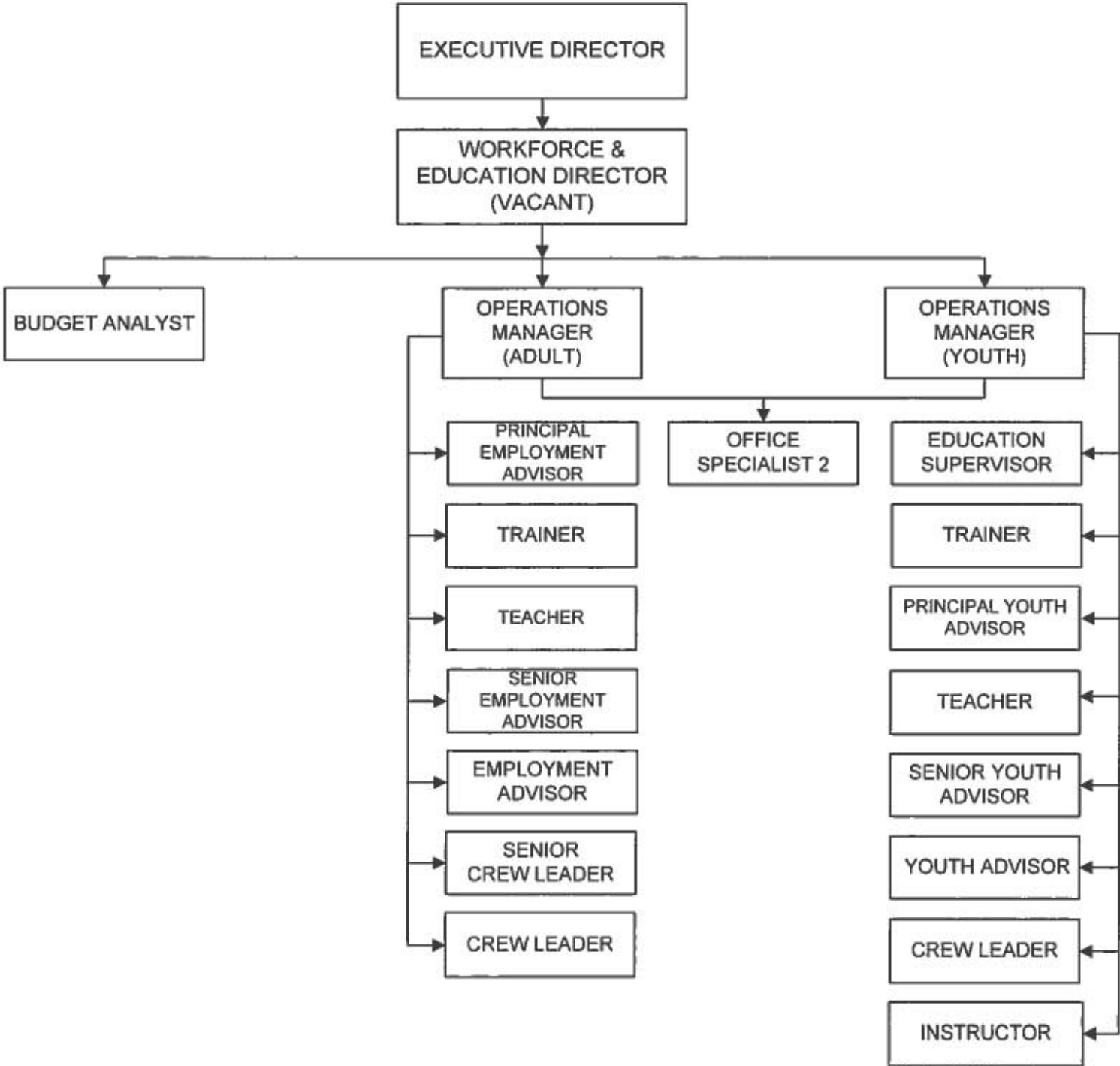
SUPP #2

OPERATING BUDGET	SUPP #2			DOLLAR CHANGE	% OF CHANGE
	AUDITED FY 15	ADOPTED FY 16	PROPOSED FY 17		
6130 Photocopy	41,123	43,828	44,383	555	1.27%
6140 Printing	15,817	31,104	33,080	1,977	6.35%
6145 Software	21,336	16,785	15,872	-913	-5.44%
6150 Advertising/Recruitment	2,673	11,149	8,411	-2,738	-24.56%
6160 Program Supplies	9,033,093	9,108,504	9,110,368	1,864	0.02%
6170 Rental Rehab Loans	0	96,000	1,000	-95,000	-98.96%
6180 Owner Rehab Loans	83,664	446,833	268,485	-178,348	-39.91%
6190 Other Supplies	6,731	196,469	3,590	-192,879	-98.17%
6210 Contract-Soc Serve Agency	83,117	50,999	407,499	356,500	799.03%
6230 Contract-Weatheri\$ation	406,983	486,824	732,282	245,458	50.42%
6250 OJT Reimbursements	362,882	190,463	0	-190,463	-100.00%
6320 Equipment Rental	358	13,698	8,745	-4,952	-36.15%
6330 Equipment Repair	11,434	57,660	54,791	-2,869	-4.98%
6340 Expendable Equipment	47,265	112,159	82,399	-29,760	-26.53%
6350 Building Renovations, Remodel	0	16,128	35,300	19,172	218.87%
6410 Books/Subscriptions	7,394	5,774	5,721	-53	-0.92%
6470 Miscellaneous (Admin)	5,470	3,831	6,433	2,602	67.92%
6620 Indirect	616,117	968,879	826,694	-142,185	-14.68%
6630 Infrastructure	288,375	294,305	231,068	-63,237	-21.49%
6650 Communication Services	59,447	75,600	53,819	-21,781	-28.81%
6710 Transportation	2,807	10,541	22,021	11,480	208.91%
6720 Child Care	0	474	0	-474	-100.00%
6730 Health Care	3,039	20,000	9,500	-10,500	-52.50%
6740 Residential Support	81,073	2,000	0	-2,000	-100.00%
6750 Clothing	0	6,300	17,000	10,700	269.84%
6770 Personal Grooming	13	1,700	4,500	2,800	264.71%
6780 Meals	78,781	94,286	102,728	8,442	8.95%
6790 Tuition & Fees (Skills)	8,522	12,794	17,780	4,986	38.97%
6800 Tuition & Fees (Vocation)	117,416	206,011	104,925	-101,086	-49.07%
6810 Training & Supplies	28,440	22,758	19,732	-3,026	-13.30%
6840 Acquisition Costs	80	332,526	129,155	-203,371	-61.16%
6850 Relocation Costs	0	8,000	0	-8,000	-100.00%
6860 Incentive Payments	159,541	79,923	291,040	211,117	364.15%
6870 Miscellaneous	1,628	50,160	64,449	14,289	28.49%
6880 Client Assistance	2,711,306	4,532,430	4,502,969	-29,460	-0.65%
7000 Building Cost	0	3,402	1,402	-2,000	-58.79%
7021 Site Utilities	1,176	0	0	0	0.00%
7026 Closing Costs	488	0	0	0	0.00%
7027 Commissions	10,380	0	0	0	0.00%
TOTAL MATERIALS-SERVICES	15,412,362	18,645,764	18,325,780	-319,984	-1.72%
6310 TOTAL CAPITAL OUTLAY	25,378	381,970	595,000	213,030	55.77%
3010 FUND BAL. INCREASE (DECR)	800,171	0	0	0	0.00%
TOTAL EXPENDITURES	21,838,830	24,355,171	24,782,808	427,638	1.76%

WORKFORCE & EDUCATION	HOUSING & ENERGY SVCS	FOOD SHARE VOLUNTEER	CHILD DEV. SERVICES	COMMUNITY RELATIONS DEV
7,140	24,393	3,150	8,000	1,700
3,651	12,655	15,774	200	800
13,417	2,055	400	0	0
600	5,481	1,950	100	280
52,569	99,399	8,945,000	12,000	1,400
0	1,000	0	0	0
0	268,485	0	0	0
0	3,590	0	0	0
401,500	5,999	0	0	0
0	732,282	0	0	0
0	0	0	0	0
3,516	4,745	484	0	0
2,586	31,205	17,000	4,000	0
4,347	48,749	13,000	14,307	1,996
0	35,300	0	0	0
5,100	241	100	0	280
0	6,433	0	0	0
251,805	316,392	61,845	180,176	16,476
82,550	74,791	17,000	52,917	3,810
16,312	20,768	4,000	11,672	1,067
22,021	0	0	0	0
0	0	0	0	0
9,500	0	0	0	0
0	0	0	0	0
17,000	0	0	0	0
4,500	0	0	0	0
916	78	0	101,734	0
16,780	1,000	0	0	0
104,925	0	0	0	0
19,732	0	0	0	0
0	129,155	0	0	0
0	0	0	0	0
291,040	0	0	0	0
0	14,199	50,000	0	250
0	4,502,969	0	0	0
0	1,402	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
1,714,230	6,770,412	9,276,254	482,986	81,898
0	0	595,000	0	0
0	0	0	0	0
3,760,048	8,809,869	10,349,516	1,618,705	244,670

Workforce & Education

WORKFORCE & EDUCATION



WORKFORCE & EDUCATION

The Workforce & Education department helps jobseekers to evaluate their skills in relation to the local job market, build those skills where necessary, and connect with employers in our community. We work to understand the needs of local business so that we can help prepare future employees to succeed. Our methods include education (alternative high school, GED and diploma prep, and our charter school), training (occupational, vocational, pre-apprenticeship, and soft skills), and assistance to acquire employment (career guidance, job search, work experience, on-the-job-training and job placement). In order to tailor services to each participant, a comprehensive skills assessment is offered to all and supportive services are provided as needed to facilitate each participant's success.

Accomplishments

- Expanded internal and community partnerships between YouthBuild, Habitat for Humanity, and our low-income weatherization program giving participants a deeper and more varied work experience as well as opportunities to acquire industry-recognized credentials to improve employability.
- In partnership with the Lebanon DHS office we successfully tested the Talent Community concept in skill training and job readiness to meet employer needs in select areas. Both partners and participants reported improved employment outcomes.
- Assisted in developing the capability of our regional WorkSource Oregon Centers to meet the focus and requirements of the recently enacted Workforce Innovation and Opportunity Act.
- Developed working relationships with the two new Workforce Investment Boards serving our three-county area, learning and implementing new methods, processes and procedures for each.

Goals

Youth Programs:

- At the request of the Workforce Board, CSC applied for and was granted the opportunity to evaluate and administer youth workforce programs in Polk County. CSC was also the successful applicant to provide youth services in Tillamook, Clatsop and Columbia Counties. Our immediate goals will be to ensure continuity of WIOA-directed services and program delivery relevant to the needs of these new geographical regions.
- Increase access to supports for improved executive functioning, including revamped training approaches, increased access to mental health services, and linkages to programs and partners with mentorship opportunities.
- Promote access to programs and services by youth in minority and other underserved communities through enhanced outreach activities and expanded partnerships.

Adult Programs:

- Pilot the incorporation of improved work-related supports to TANF families. Working with partners in Linn and Benton Counties, we intend to increase access to supports for improved parenting, executive functioning, and job readiness and retention skills for specific underserved populations.
- Facilitate staff training to meet the demands of a more client-centered, inclusive, evidence-based approach to services.
- Help create a smooth transition in the adult workforce programs to a new service provider in Benton and Lincoln Counties.

CAREER TECH HIGH SCHOOL (501 (c)(3))

Career Tech High School is a regionally accredited public charter school pursuant to ORS Chapter 338. It has been a program of CSC since 2000, serving students in Lincoln County through an individualized blend of traditional and technology-based education aimed at creating graduates who have deeper exposure to and understanding of career pathways. Enrollment averages 60 students at one campus in Lincoln City.

Effective July 1, 2013, Career Tech became a separate nonprofit corporation pursuant to ORS Chapter 65 and a tax-exempt organization under section 501 (c) (3) of the Internal Revenue Code. It continues to be administered and managed by Community Services Consortium and is governed by the nine county commissioners of Linn, Benton and Lincoln Counties.

Accomplishments

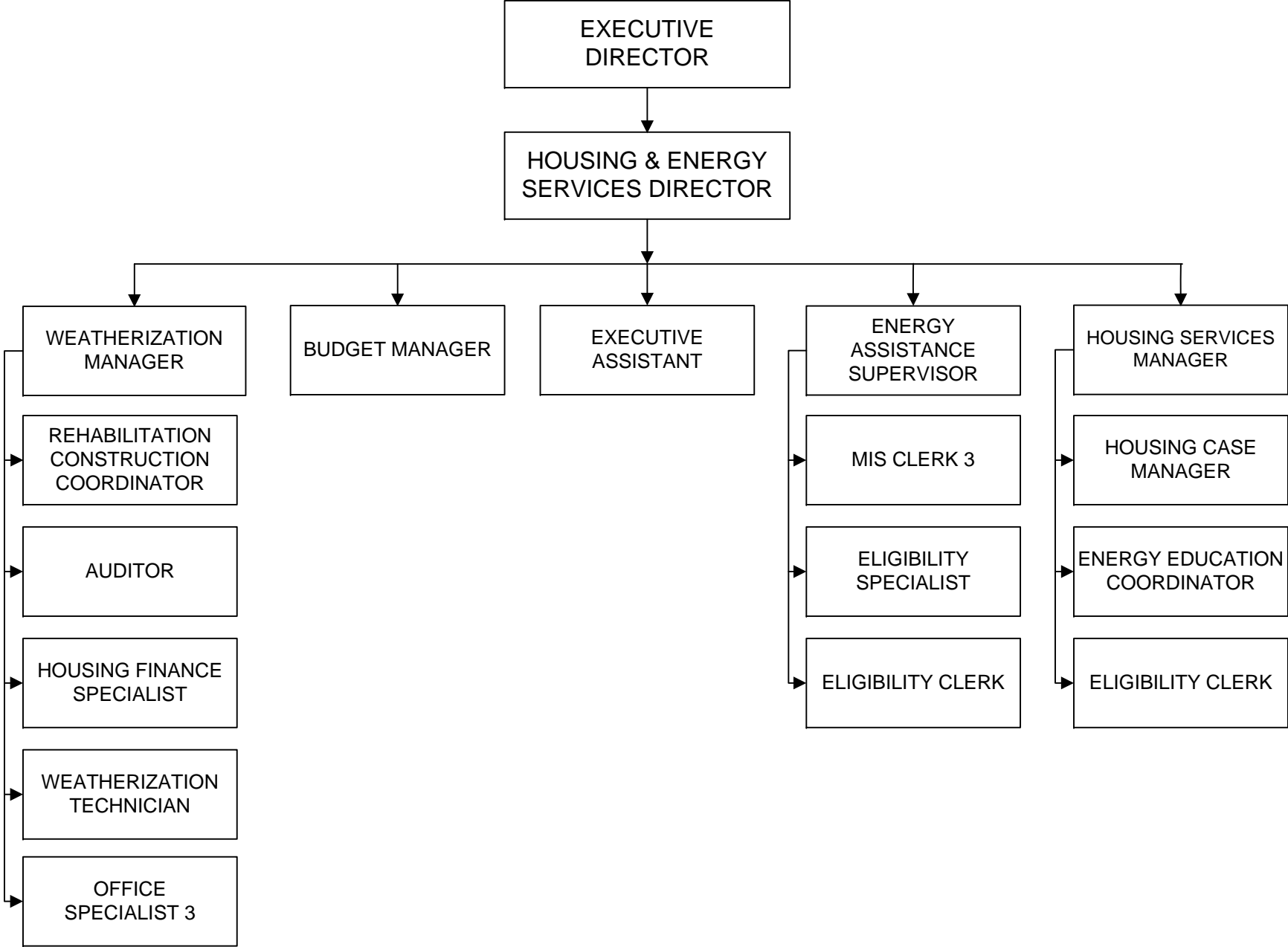
- 76.9% of Career Tech students tested met the standard for school and district accountability in English Language Arts; a rate 8.4% higher than the state average.
- Freshmen on track to graduate within four years increased from 28.6% to 37.5% comparing the 2014 to the 2015 school year.

Goals

- Investigate the addition of a culinary arts program stream.
- Incorporate regular internships with CSC Head Start into the Early Childhood Development learning stream.
- Improve access to mental health supports.
- Improve outreach to underserved youth, including minority students.
- Improve the percentage of students meeting the school and district standard for math and science to meet or beat the state average.

Housing & Energy Services

HOUSING & ENERGY SERVICES



HOUSING & ENERGY SERVICES

The Housing and Energy Services Department helps low-income households achieve their goal of a safe, warm, decent place to call home.

Utility Assistance

CSC has administered the Low Income Home Energy Assistance Program (LIHEAP) since 1978, when Congress found that the cost of home energy imposed a disproportionately large burden on fixed-income, lower-income, and lower middle-income households and that the lack of home heating poses a threat to life, health and safety. Federal program funds fluctuate significantly from year to year and CSC has worked to bring more stability to the program.

Today CSC is the utility assistance “One Stop / One Door agency” combining multiple sources of funding to meet client health and safety needs. The One Stop approach decreases confusion, stress, and economic costs to clients. Clients are also provided with information and referrals to other services and benefits available through CSC and elsewhere in the community, further enhancing the value of their contact with CSC.

Finally, Housing and Energy Services integrates long-term learning into all its safety net services to promote increased financial stability in the future. In this program, clients learn to conserve usage and save money by participating in one or more of our four levels of energy education services.

Accomplishments

- Implemented expanded training for Energy Assistance staff, this included technical training for live data entry to expedite application processing, simplifying and streamlining client payment processes.
- We conducted an analysis of the energy assistance program and have identified an improved model of service delivery. (This will be implemented in the coming year.)
- Expanded remote location intake for clients in a number of rural areas of Linn, Benton, and Lincoln counties.
- We have entered into a partnership with the City of Toledo to provide water bill payment assistance to their low-income clients.

Goals

- Restructure the energy assistance program delivery model to better serve clients in their local communities and to minimize seasonal fluctuations in services.
- Secure a year round location for service delivery in Lebanon.
- Utilize technology and local partnerships for collection of documents as a way to reduce the transportation burden on clients.

Housing Programs

CSC's housing programs are part of a community continuum to ensure safe, decent, affordable housing for low-income residents. We provide emergency and transitional housing services to those who are homeless or at risk of homelessness, and supports to help others obtain or maintain housing. Households move toward economic stability by identifying and removing barriers, integrating services and developing plans for financial and personal stability.

Accomplishments

- The first ever Linn-Benton Veterans' Stand Down event was a resounding success. (Department of Labor provided \$7,000 to help underwrite the cost of this event.) The event was organized and coordinated by our Supportive Services for Veterans and Families staff.
- We received HUD funding to begin a fair housing awareness campaign to expand access to housing in the tri-county region.
- We successfully coordinated the annual Point-in-Time Homeless Count efforts in each county.

Goals

- Pilot a restructured process that uses a more robust assessment and wrap-around case management model. We will track the clients longitudinally to assess the success of the program.
- Expand outreach and partnerships with communities of color and other historically underrepresented populations to ensure our staff and clients reflect the community we serve.
- Using the foundation established by the fair housing grant, we will lead regional efforts to build more equitable access to housing through education, technical assistance, and capacity building for partner organizations.

Weatherization

CSC's Weatherization Program helps households save energy and improve health and safety through the installation of weatherization materials and related services. Based on whole house diagnostics, we implement a customized set of energy measures including: Installation of attic and wall insulation, installation of exhaust fans, air sealing, roof caps, refrigerator replacement, and testing for safety, efficiency and reliability of combustible appliances and heating systems. Post-testing and energy education ensures that the work done will assist residents to reduce electricity usage.

Accomplishments

- We have successfully transitioned from a crew-based to a contractor-based program.

- We have obtained funding from the Samaritan Health Network to support a pilot Healthy Homes project. This work is being conducted in a collaborative partnership with Samaritan Hospital and Linn County Public Health.

Goals

- Gather and analyze outcomes of the current Healthy Homes pilot project to identify ways to institutionalize and expand this much needed service.
- Continue to identify ways to collaborate with other housing rehab programs and construction/green training efforts to improve the lives of our clients and decrease the carbon footprint of housing in the tri-county area.

Community Housing Services

CSC provides staffing, administrative and fiscal agency services to CHS by agreement with this separate 501(c)(3) corporation.

Community Housing Services partners with cities, counties, non-profits and other agencies to develop and maintain affordable housing stock in Linn, Benton and Lincoln counties.

Accomplishments

- Housing rehabilitation loan and grant funds were not available in this program year as was initially predicted.
- We prepared a sustainability analysis of the housing rehab program.
- We conducted research on the titles of all CHS loans to identify homes that had been foreclosed upon or otherwise removed from the CHS portfolio due to title transfers.

Goals

- Work with the CHS Board and local partners to streamline, redesign, and restart the rehab program.
- Research methods to maximize the resources in the loan funds to expand housing opportunities in the tri-county area.

HOUSING & ENERGY SERVICES

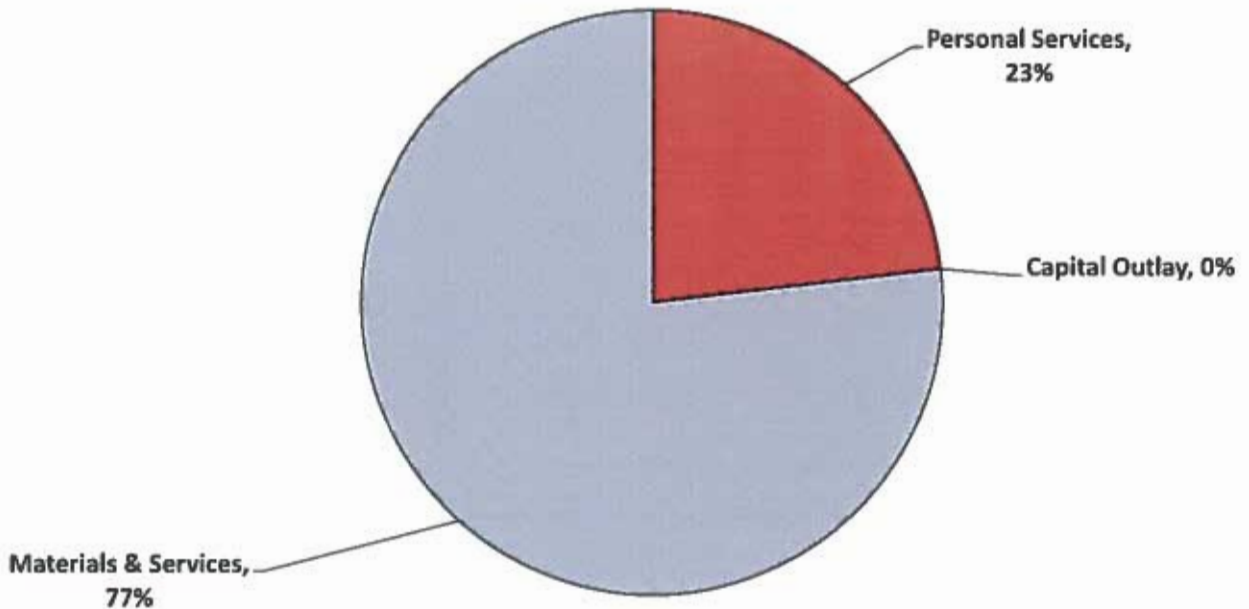
SUMMARY BUDGET	SUPP #2			DOLLAR CHANGE	% OF CHANGE
	AUDITED FY 15	ADOPTED FY 16	PROPOSED FY 17		

SOURCE OF REVENUES

FEDERAL FUNDS	3,553,274	4,010,578	3,977,352	-33,226	-0.83%
STATE FUNDS	2,010,049	3,158,355	2,955,461	-202,894	-6.42%
LOCAL FUNDS	567,395	2,028,929	1,820,172	-208,757	-10.29%
MISCELLANEOUS FUNDS	211,061	227,755	56,884	-170,871	-75.02%
TOTAL FUNDS	6,341,779	9,425,617	8,809,869	-615,748	-6.53%

DEPARTMENT BUDGET BY CATEGORY

FTE	30.80	36.01	34.69	-1.32	-3.67%
TOTAL PERSONAL SERVICES	1,686,131	2,052,778	2,039,457	-13,321	-0.65%
TOTAL MATERIALS/SERVICES	4,244,594	7,372,839	6,770,412	-602,427	-8.17%
TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%
CHANGE IN FUND BALANCE	411,054	0	0	0	0.00%
TOTAL EXPENDITURES	6,341,779	9,425,617	8,809,869	-615,748	-6.53%



HOUSING & ENERGY SERVICES

SOURCE OF REVENUES	SUPP #2			DOLLAR CHANGE	% OF CHANGE
	AUDITED FY 15	ADOPTED FY 16	PROPOSED FY 17		
FEDERAL FUNDS					
LIHEAP - ENERGY ASSISTANCE	2,354,525	1,975,506	1,909,474	-66,032	-3.34%
LIHEAP Education	81,349	142,882	110,212	-32,670	-22.86%
LIHEAP WX EE	17,575	19,388	15,007	-4,381	-22.60%
LIHEAP WX	0	368,360	406,626	38,266	10.39%
ESGP	134,212	159,688	154,865	-4,823	-3.02%
Continuum of Care	71,560	71,560	71,560	0	0.00%
CSBG	38,783	56,016	30,000	-26,016	-46.44%
HOME TBA	128,636	248,264	239,671	-8,593	-3.46%
HSP	31,054	32,418	31,053	-1,365	-4.21%
BPA Energy Education	8,407	8,896	8,896	0	0.00%
PROJECT PASSPORT	27,602	47,068	47,068	0	0.00%
C of C LBHASHP	35,609	130,394	117,529	-12,865	-9.87%
Veterans Supportive Services	199,708	282,000	282,000	0	0.00%
CDBG Albany Homeless Svc.	80,000	12,900	5,000	-7,901	-61.25%
CDBG Albany Wx	0	0	140,000	140,000	100.00%
DOL Vet's Stand Down Grant	0	7,000	7,000	0	0.00%
RD HPG - 501C3	21,702	39,665	0	-39,665	-100.00%
DOE	137,834	129,640	149,522	19,882	15.34%
BPA	93,804	148,853	153,944	5,091	3.42%
OAHAC -Mortgage Payment Assist	17,600	6,030	1,525	-4,505	-74.71%
HUD/LASO -Fair Housing Grant	0	104,950	87,300	-17,650	-16.82%
VA/CAPO - PIT Grant	0	19,100	9,100	-10,000	-52.36%
CSC Supportive Housing Program	73,314	0	0	0	0.00%
Subtotal	3,553,274	4,010,578	3,977,352	-33,226	-0.83%
STATE FUNDS					
EHA	216,320	363,901	423,427	59,526	16.36%
EHA VET DRF	19,314	0	0	0	0.00%
Ferrell Gas	0	6,249	6,695	446	7.14%
Housing Plus S.S. - Tern	24,425	57,382	29,592	-27,790	-48.43%
Housing Plus Pelican	82,519	117,457	117,457	0	0.00%
SHAP	82,915	92,106	78,586	-13,520	-14.68%
LIRHF	20,711	17,630	16,782	-848	-4.81%
OEAP	1,018,482	1,874,721	1,788,314	-86,407	-4.61%
ECHO Energy Education	76,819	54,002	39,002	-15,000	-27.78%
ECHO WX	468,544	561,407	421,865	-139,542	-24.86%
SHOW	0	10,000	27,500	17,500	275.00%
Clean Energy Works	0	3,500	6,240	2,740	78.29%
Subtotal	2,010,049	3,158,355	2,955,461	-202,894	-6.42%

HOUSING & ENERGY SERVICES

SOURCE OF REVENUES	SUPP #2			DOLLAR CHANGE	% OF CHANGE
	AUDITED FY 15	ADOPTED FY 16	PROPOSED FY 17		
LOCAL FUNDS					
OLGA	68,179	684,893	684,893	0	0.00%
NW Natural Energy Ed - FB	57,063	26,591	6,591	-20,000	-75.21%
NW Natural Energy Ed #2	0	0	20,000	20,000	100.00%
Meyer Memorial Trust / CAPO	54,000	39,000	0	-39,000	-100.00%
Oregon Heat	10,366	89,115	77,909	-11,206	-12.57%
GAP	400	35,011	35,011	0	0.00%
SOS	15,655	19,243	19,243	0	0.00%
CPI	1,953	26,952	26,952	0	0.00%
Donations - ES	1,218	6,071	6,000	-71	-1.17%
Albany Water Assistance	3,465	49,908	49,908	0	0.00%
Tern House - Rental Income	31,138	27,584	27,584	0	0.00%
Pelican Place - Rental Income	72,045	64,782	69,782	5,000	7.72%
Tern House - Rental Replacement	2,872	5,600	5,600	0	0.00%
Pelican Place - Rental Replacement	12,000	12,018	12,018	0	0.00%
OLIEE	0	100,000	195,000	95,000	95.00%
SHOP	40,000	0	0	0	0.00%
Acquisition/Rehab - Fund Balance	0	150,000	150,000	0	0.00%
Central Lincoln PUD	0	70,000	75,000	5,000	7.14%
Lincoln County Land Trust LCLT	10,483	0	0	0	0.00%
Rebates	161,558	0	0	0	0.00%
Sam Health Social Accountability	25,000	25,000	0	-25,000	-100.00%
Sam Healthy Homes	0	15,000	0	-15,000	-100.00%
Mill City - General Fund	0	25,000	25,000	0	0.00%
City of Toledo Water Assistance	0	0	17,291	17,291	100.00%
Fund Balances - combined	0	11,952	11,180	-772	-6.46%
Housing Rehab Funds	0	543,209	303,209	-240,000	-44.18%
Vet's Stand Down	0	2,000	2,000	0	0.01%
Subtotal	567,395	2,028,929	1,820,172	-208,758	-10.29%
MISCELLANEOUS FUNDS					
Trust Management	0	2,500	0	-2,500	-100.00%
ES Misc Housing Fund Bal	0	1,500	1,500	0	0.00%
ES Misc Energy Asst Fund Bal	10,370	11,384	11,384	0	0.00%
Reach Fee Fund Bal	0	5,000	5,000	0	0.00%
Miscellaneous	29,501	4,000	4,000	0	0.00%
Sale of Houses	167,367	203,371	0	-203,371	-100.00%
Consumer Power Inc.	0	0	30,000	30,000	100.00%
Willamette Neighborhood	0	0	5,000	5,000	100.00%
Net of Transfers	1,323	0	0	0	0.00%
Community Housing Services contract	2,500	0	0	0	0.00%
Subtotal	211,061	227,755	56,884	-170,871	-75.02%
TOTAL FUNDS	6,341,779	9,425,617	8,809,869	-615,748	-6.53%

HOUSING & ENERGY SERVICES

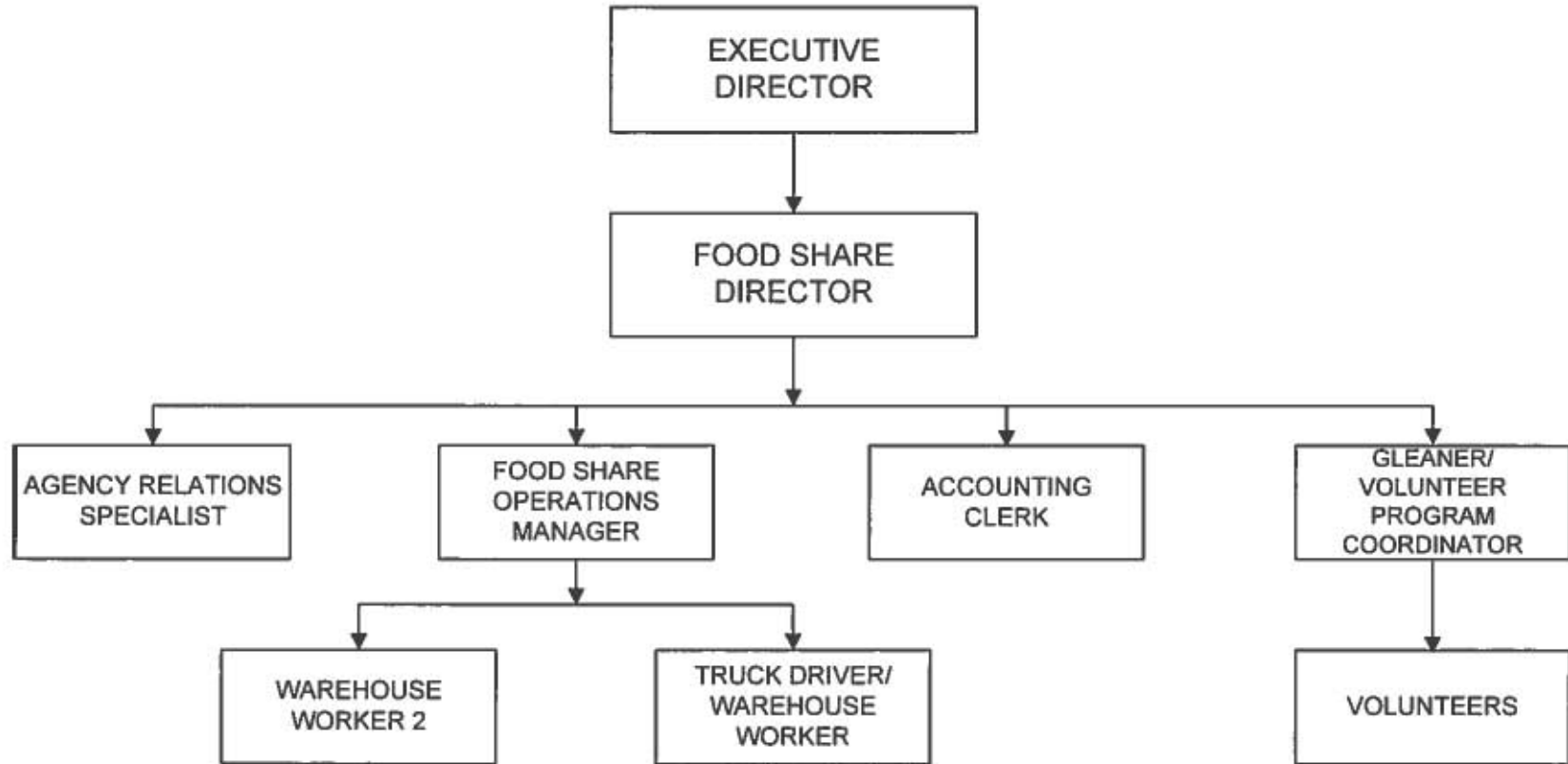
		SUPP #2				
OPERATING BUDGET		AUDITED FY 15	ADOPTED FY 16	PROPOSED FY 17	DOLLAR CHANGE	% OF CHANGE
	FTE	30.80	36.01	34.69	-1.32	-3.67%
5010	Salaries	1,191,267	1,425,328	1,424,411	-918	-0.06%
5020	Client Salaries	0	0	0	0	0.00%
	TOTAL SALARIES	1,191,267	1,425,328	1,424,411	-918	0.14%
5320	PERS	114,608	143,129	138,615	-4,514	-3.15%
5330	Workers' Comp	782	2,256	2,162	-94	-4.16%
5335	SAIF Insurance	7,361	9,666	7,391	-2,276	-23.54%
5340	Unemployment	23,957	37,059	7,122	-29,936	-80.78%
5350	Health Insurance	202,294	268,358	284,993	16,635	6.20%
5360	Dental Insurance	24,518	40,711	41,852	1,141	2.80%
5370	Life Insurance	9,461	11,419	11,029	-390	-3.42%
5375	Flexible Spending Costs	381	542	369	-173	-31.93%
5380	Employee Assistance Program	0	663	819	156	23.55%
5382	OSGP Match	13,760	16,333	22,131	5,798	35.50%
5386	Non Taxable Fringe Pgm	260	0	0	0	0.00%
5390	FICA	88,964	97,315	98,564	1,249	1.28%
5395	Vacation Accrued	8,517	0	0	0	0.00%
	TOTAL FRINGE	494,863	627,450	615,046	-12,403	-1.98%
	TOTAL PERSONAL SERVICES	1,686,131	2,052,778	2,039,457	-13,321	-0.65%
5510	Audit & Accounting	17,523	22,310	21,717	-593	-2.66%
5520	Data Connection/Services	2,475	3,608	17,639	14,031	488.93%
5530	Legal	454	3,985	634	-3,352	-84.10%
5540	Other Purchased Services	39,080	31,260	17,168	-14,092	-45.08%
5550	Contract Services/Training	0	27,510	14,695	-12,816	-46.58%
5610	Educational Confer/Train	38,853	42,639	43,633	994	2.33%
5620	Meetings	1,717	2,979	3,351	372	12.50%
5630	Dues	1,568	2,554	1,551	-1,003	-39.27%
5710	Mileage	16,001	28,881	25,687	-3,194	-11.06%
5720	Vehicle Operating Cost	14,751	22,904	5,205	-17,698	-77.27%
5730	Vehicle Insurance	6,513	9,395	8,312	-1,083	-11.52%
5740	Other Transportation Cost	165	1,460	800	-660	-45.21%
5910	Rent	121,725	150,332	142,982	-7,349	-4.89%
5920	Utilities	19,122	11,807	12,455	648	5.49%
5930	Telephone	0	5,236	4,453	-783	-14.95%
5935	Cell Phone	1,754	8,089	2,996	-5,093	-62.96%
5940	Maintenance, Repair, Janitorial	44,712	18,421	28,261	9,840	53.42%
5950	General Insurance	28,841	41,729	37,441	-4,288	-10.28%
5970	Space Rent	696	3,723	4,807	1,085	29.14%
5980	Space Utilities	0	122	40	-82	-67.47%
6110	Office Supplies	12,203	22,997	23,160	163	0.71%

HOUSING & ENERGY SERVICES

OPERATING BUDGET	SUPP #2			DOLLAR CHANGE	% OF CHANGE
	AUDITED FY 15	ADOPTED FY 16	PROPOSED FY 17		
6120 Postage/Shipping	1,915	12,609	10,656	-1,953	-15.49%
6130 Photocopy	16,219	24,867	24,393	-474	-1.91%
6140 Printing	1,456	13,749	12,655	-1,093	-7.95%
6145 Software	0	3,968	2,055	-1,913	-48.21%
6150 Advertising/Recruitment	766	7,469	5,481	-1,988	-26.62%
6160 Program Supplies	122,721	82,154	99,399	17,245	20.99%
6170 Rental Rehac Loans	0	96,000	1,000	-95,000	-98.96%
6180 Owner Rehac Loans	83,664	446,833	268,485	-178,348	-39.91%
6190 Other Supplies	6,731	196,469	3,590	-192,879	-98.17%
6210 Contract-Soc Serve Agency	79,786	50,999	5,999	-45,000	-88.24%
6230 Contract-Weatherization	406,983	486,824	732,282	245,458	50.42%
6320 Equipment Rental	307	7,318	4,745	-2,572	-35.15%
6330 Equipment Repair	680	28,306	31,205	2,899	10.24%
6340 Expendacle Equipment	18,296	58,231	48,749	-9,482	-16.28%
6350 Building Renovations, Remodel	0	16,128	35,300	19,172	218.87%
6410 Books/Subscriptions	197	1,244	241	-1,003	-80.62%
6470 Miscellaneous (Admin)	1,500	3,831	6,433	2,602	67.92%
6620 Indirect	257,426	363,002	316,392	-46,610	-12.84%
6630 Infrastructure	53,697	93,247	74,791	-18,456	-19.79%
6650 Communication Services	18,866	30,305	20,768	-9,537	-31.47%
6740 Residential Support	80,423	0	0	0	0.00%
6780 Meals	214	78	78	0	0.00%
6790 Tuition & Fees (Skills)	0	1,000	1,000	0	0.00%
6800 Tuition & Fees (Vocation)	-380	0	0	0	0.00%
6840 Acquisition Costs	0	332,526	129,155	-203,371	-61.16%
6850 Relocation Costs	0	8,000	0	-8,000	-100.00%
6870 Miscellaneous	1,628	9,910	14,199	4,289	43.27%
6880 Client Assistance	2,711,306	4,532,430	4,502,969	-29,460	-0.65%
7000 Building Cost	0	3,402	1,402	-2,000	-58.79%
7021 Site Utilities	1,176	0	0	0	0.00%
7026 Closing Costs	488	0	0	0	0.00%
7027 Commissions	10,380	0	0	0	0.00%
TOTAL MATERIALS-SERVICES	4,244,594	7,372,839	6,770,412	-602,429	-8.17%
6310 TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%
3010 FUND BAL. INCREASE (DECR)	411,054	0	0	0	0.00%
TOTAL EXPENDITURES	6,341,779	9,425,617	8,809,869	-615,749	-6.53%

Linn Benton Food Share

LINN BENTON FOOD SHARE



LINN BENTON FOOD SHARE

Linn Benton Food Share is the regional food bank for Linn and Benton counties. Since 1981, Food Share has been committed to fulfilling our goal that "Everybody Eats."

There were some distinct changes in the provision of emergency food in the past year. Comparing FY13 to FY15, on the positive side, Linn County reported a slight dip in food boxes requested (-8.4%). However, requests for food boxes in Benton County increased 15.3% in this same time period. Emergency meals paint a less positive picture: +19% in provision of emergency meals in Benton County and +3% in Linn County. This, coupled with new data from the Oregon Food Bank, suggests that households accessing emergency food are doing so more frequently than in the past. The dramatic increase in Benton County emergency food box requests appears to correlate to the decrease in affordable housing.

Through our network of 68 non-profit agencies we attempt to reach every person who cannot adequately feed themselves or their family. Food Share prevents hunger by soliciting, transporting, storing and distributing over 5 million pounds of food each year to emergency food pantries, emergency shelters, child care centers, community meal sites, and gleaning groups. We are committed to guaranteeing food will be available for all those seeking assistance.

Accomplishments

- Increased produce pounds from 20% to 23% of all distribution in 2015-16, improving the nutritional content of the food we distribute.
- Provided over 271,789 pounds of food to non-emergency partners for \$.27 per pound (across all product types), a significant savings to agencies.
- Further refined the LBFS warehouse remodel plan to support a potential new contract with Oregon Food Bank/Feeding America which has implications for warehouse remodel and current repack activities.
- Garfield Mobile Pantry: Outreach initiative in North Corvallis resulted in Latino population accessing emergency food services that had not done so before. Grew from 11 families in November 2015 to over 30 families (100 individuals) in March 2015. Partners providing other services include OSU Extension "Food Hero" and Knights of Columbus winter coat program.
- In conjunction with the Benton County Community Health Improvement Plan, helped develop partnerships to explore the South Corvallis Food Center concept, better understand SNAP participation and improve SNAP outreach.
- The first farm in the Intentional Production Pilot Program joined late summer 2015 providing 3,481 pounds of farm-fresh produce at just under \$0.15 per pound (canned product equivalent would be \$0.65 per pound).

Goals

- Tangent warehouse Remodel/Capacity Expansion:
 - Modify design to meet requirements for program expansion.
 - Complete expansion of dry storage, freezer & cooler capacity, office and volunteer activity space that will meet new audit specifications.
- Expand "Intentional Production" program by identifying two to three new growers to produce fresh, locally grown crops that are scarce in the emergency food system, including broccoli, cauliflower and fresh greens.
- Partner with the CSC Youth program, providing LBFS with much needed fresh produce and enrolled youth with exposure to gardening, small farming and potential volunteer-mentoring opportunities.
- Beyond the Emergency Food Box, Food Share will expand nutrition and food education to at-risk populations through multiple platforms: gleaning groups, meal sites and emergency food box locations. In addition, Food Share will continue to investigate the feasibility of a South Corvallis Community Food Center which may include warehouse, office, processing and volunteer action center, classroom space, commercial grade community kitchen, dining area, community garden space, and a permanent home for the South Corvallis Food Bank and Mary's River gleaning group. This represents a more comprehensive orientation toward the needs of those seeking emergency food and a more engaging experience for the supporters of Linn Benton Food Share.
- Encouraged by the success of Garfield mobile pantry, LBFS will explore a similar partnership in the Albany area, targeting populations that currently may be eligible for services but face barriers to accessing those services.

GLEANING/VOLUNTEERS

The Gleaning/Volunteer Program supports 14 independent gleaning groups. More than 6,000 low-income individuals participate annually. LBFS connects gleaners with individual donors, local farmers, processors, etc. to collect food, firewood, and more for distribution to low-income group members. All material collected by gleaning groups is shared equitably between active members and "adoptee" households (those that are physically unable to participate). LBFS assists gleaning groups by offering trainings in board development, grant writing, volunteer management, conflict resolution, financial record-keeping and non-profit tax preparation, among other topics.

The Gleaning/Volunteer program also recruits and engages community volunteers within the Food Share program as well as other CSC departments. Community volunteers play a key role in the ability of Linn Benton Food Share to be the most efficient Regional Food Bank in the state, repacking over 275,000 pounds annually. Volunteer activities also introduce the challenges of poverty to populations that might not otherwise be exposed to the realities of being poor.

Accomplishments

- On-going professional development and skill building workshops provided to gleaning groups, enhancing their knowledge of nutrition, grant writing, fundraising, board development, conflict resolution, communication, and non-profit tax preparation.
- More than doubled the results of the previous year Patio Project by providing over 1,500 donated vegetable starts, soil and containers to gleaning group members and emergency food pantry clients.
- Placed 40 OSU interns and volunteers within the Gleaning Program, Linn Benton Food Share and CSC departments. This includes DHS JOBS participants building job-skills and work experience at CSC offices. Happily, one of those JOBS participants was hired by Community Services Consortium
- Hosted statewide Gleaning Conference providing assistance to gleaner group organizational skills (particularly those outside of Linn & Benton Counties) and training with the State of Oregon Justice department on non-profit regulations.
- Engaged with Oregon Food Bank Network in helping other Regional Food Bank develop gleaning groups in their regions.

Goals

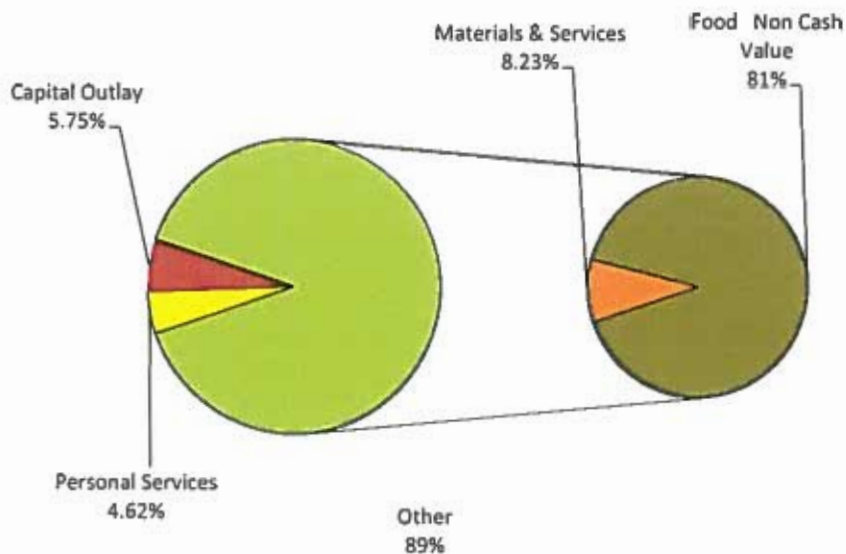
- Examine how communication technologies are currently used within existing gleaning groups and how new technologies might be employed to enhance group communication and participation.
- Place 15 interns into gleaning groups with emphasis on public health and nutrition education for the gleaning group membership. Additionally, provide five placements for DHS JOBS participants within CSC.
- Combine skill-building trainings of LBFS staff with volunteer, community-based experts to advance healthy eating behaviors and utilization of fresh produce made available through LBFS. Develop partnerships with local healthcare providers, OSU Public Health interns, and OSU Extension, among others.

FOOD SHARE AND VOLUNTEER

SUMMARY BUDGET	AUDITED FY15	ADOPTED FY16	PROPOSED FY17	DOLLAR CHANGE	% OF CHANGE
SOURCE OF REVENUES					
FEDERAL FUNDS	473,767	484,500	485,000	500	0.10%
STATE FUNDS	72,231	64,000	68,000	4,000	6.25%
LOCAL FUNDS	1,143,552	1,112,398	1,142,189	29,791	2.68%
MISCELLANEOUS FUNDS	8,054,586	8,419,350	8,654,327	234,977	2.79%
TOTAL FUNDS	9,744,136	10,080,248	10,349,516	269,268	2.67%

DEPARTMENT BUDGET BY CATEGORY

FTE	7.15	6.87	6.87	0.00	0.00%
TOTAL PERSONAL SERVICES	490,720	469,870	478,262	8,392	1.79%
TOTAL MATERIALS/SERVICES	8,968,716	9,240,378	9,276,254	35,876	0.39%
TOTAL CAPITAL OUTLAY	25,378	370,000	595,000	225,000	60.81%
CHANGE IN FUND BALANCE	259,322	0	0	0	0.00%
TOTAL EXPENDITURES	9,744,136	10,080,248	10,349,516	269,268	2.67%



FOOD SHARE AND VOLUNTEER

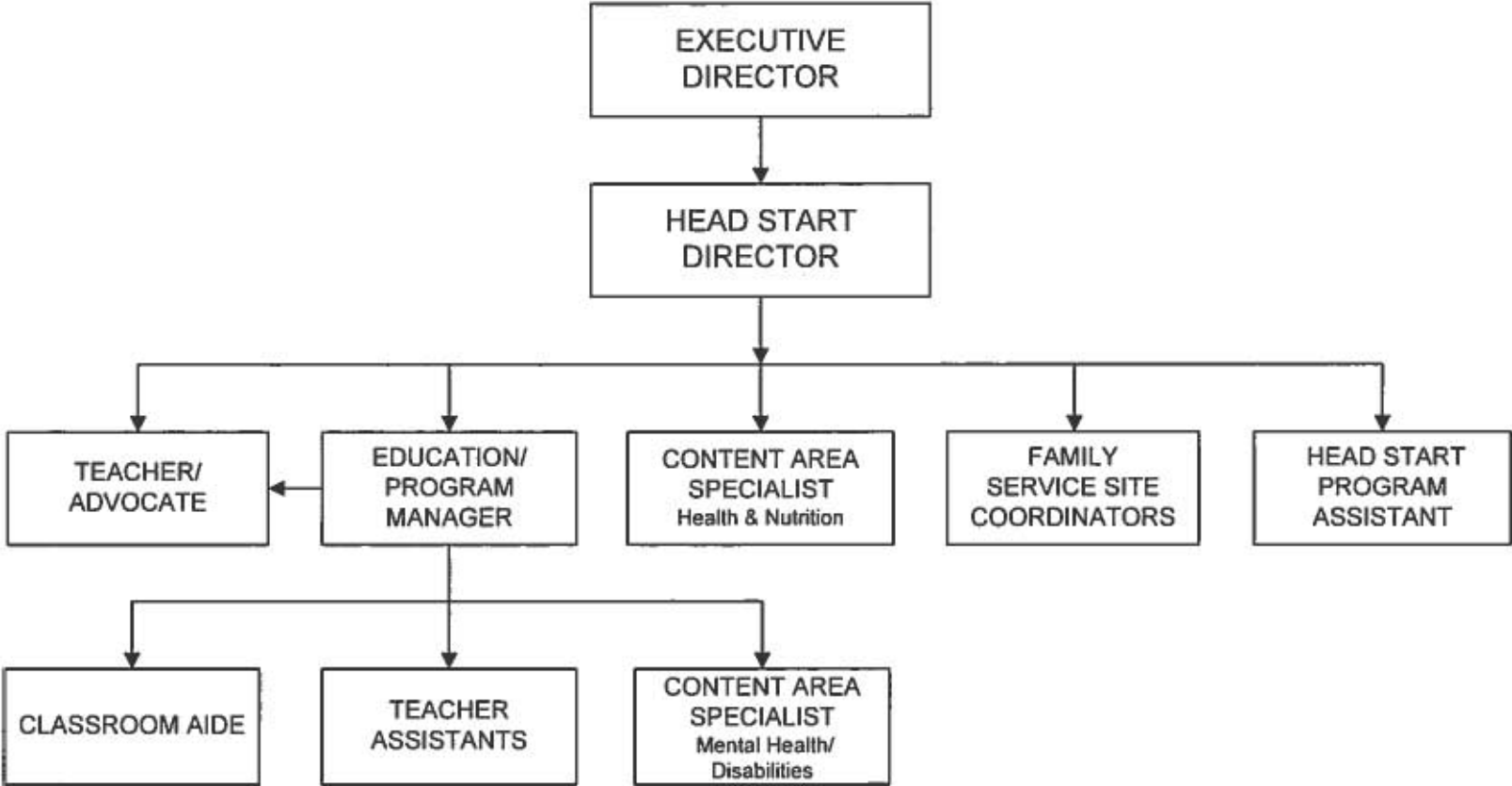
SUMMARY BUDGET	AUDITED	ADOPTED	PROPOSED	DOLLAR CHANGE	% OF CHANGE	LBFS		FOOD SHARE
	FY15	FY16	FY17			VOLUNTEER	WAREHOUSE	
FEDERAL FUNDS								
CSBG	58,000	59,500	60,000	500	0.84%	60,000	0	0
USDA	415,767	425,000	425,000	0	0.00%	0	0	425,000
Subtotal	473,767	484,500	485,000	500	0.10%	60,000	0	425,000
STATE FUNDS								
SHAP	10,816	16,000	16,000	0	0.00%	0	0	16,000
OHRF	61,415	48,000	52,000	4,000	8.33%	0	0	52,000
Subtotal	72,231	64,000	68,000	4,000	6.25%	0	0	68,000
LOCAL FUNDS								
Benton County	22,000	24,000	24,000	0	0.00%	0	0	24,000
City of Corvallis	32,000	38,000	32,000	-6,000	-15.79%	0	0	32,000
Donations - LBFS	775,604	630,122	647,963	17,841	2.83%	22,343	0	625,620
Holiday Food Drive	0	35,000	35,000	0	0.00%	0	0	35,000
Linn County	17,100	17,100	17,100	0	0.00%	0	0	17,100
Intentional Production	0	10,500	12,500	2,000	19.05%	0	0	12,500
Other Foundations	0	12,000	12,000	0	0.00%	0	12,000	0
Food Recovery	0	48,788	50,626	1,838	3.77%	15,600	0	35,026
Share Contributions	296,848	296,888	311,000	14,112	4.75%	20,000	0	291,000
Subtotal	1,143,552	1,112,398	1,142,189	29,791	2.68%	57,943	12,000	1,072,246
MISCELLANEOUS FUNDS								
Grants & Contracts	39,006	196,350	336,327	139,977	71.29%	16,327	300,000	20,000
Fund Balance	0	223,000	318,000	95,000	42.60%	0	318,000	0
Non-USDA food	8,015,580	8,000,000	8,000,000	0	0.00%	0	0	8,000,000
Subtotal	8,054,586	8,419,350	8,654,327	234,977	2.79%	16,327	618,000	8,020,000
TOTAL FUNDS	9,744,136	10,080,248	10,349,516	269,268	2.67%	134,270	630,000	9,585,246

FOOD SHARE AND VOLUNTEER

DEPARTMENT BUDGET	AUDITED FY15	ADOPTED FY16	PROPOSED FY17	DOLLAR CHANGE	% OF CHANGE	VOLUNTEER	LBFS WAREHOUSE	FOOD SHARE
FTE	7.15	6.87	6.87	0.00	0.00%	1.02	0.00	5.86
5010 Salaries	337,113	309,861	321,540	11,679	3.77%	54,374	0	267,166
5020 Client Salaries		0	0	0	0.00%	0	0	0
TOTAL SALARIES	337,113	309,861	321,540	11,679	3.77%	54,374	0	267,166
5320 PERS	37,860	39,616	41,282	1,666	4.21%	7,939	0	33,343
5330 Workers' Comp	226	472	472	0	0.00%	70	0	402
5335 SAIF Insurance	4,597	4,942	3,967	-975	-19.72%	714	0	3,253
5340 Unemployment	6,818	8,056	1,608	-6,449	-80.04%	272	0	1,336
5350 Health Insurance	60,389	64,369	64,471	103	0.16%	18,130	0	46,341
5360 Dental Insurance	7,161	11,544	10,742	-802	-6.95%	2,028	0	8,714
5370 Life Insurance	2,623	2,792	2,968	175	6.28%	467	0	2,500
5375 Flexible Spending Costs	11	71	71	0	0.00%	1	0	70
5380 Employee Assistance Pgm	0	244	244	0	0.00%	31	0	213
5382 OSGP Match	4,427	4,200	6,300	2,100	50.00%	900	0	5,400
5386 Non Taxable Fringe Pgm	240	0	0	0	0.00%	0	0	0
5390 FICA	26,268	23,704	24,598	893	3.77%	4,160	0	20,438
5395 Vacation Accrued	2,989	0	0	0	0.00%	0	0	0
TOTAL FRINGE	153,607	160,009	156,722	-3,287	-2.05%	34,712	0	122,010
TOTAL PERSONAL SERVICES	490,720	469,870	478,262	8,392	1.79%	89,086	0	389,176
5510 Audit & Accounting	3,387	3,856	3,420	-436	-11.31%	358	0	3,062
5520 Data/Connection Services	40	20	2,076	2,056	10380.00%	0	0	2,076
5530 Legal	0	550	550	0	0.00%	50	0	500
5540 Other Purchased Services	2,469	4,600	4,600	0	0.00%	350	0	4,250
5550 Contract Services/Training	0	100	100	0	0.00%	0	0	100
5610 Educational Confer/Train	1,537	5,500	6,250	750	13.64%	1,000	0	5,250
5620 Meetings	718	2,250	3,000	750	33.33%	750	0	2,250
5630 Dues	50	150	150	0	0.00%	0	0	150
5710 Mileage	2,124	3,500	4,500	1,000	28.57%	1,000	0	3,500
5720 Vehicle Operating Cost	19,061	26,500	25,000	-1,500	-5.66%	0	0	25,000
5730 Vehicle Insurance	3,780	4,460	4,414	-46	-1.04%	0	0	4,414
5740 Other Transportation Cost	15,600	18,500	22,500	4,000	21.62%	18,500	0	4,000
5910 Rent	9,864	22,104	19,200	-2,904	-13.14%	4,700	0	14,500
5920 Utilities	0	2,900	2,900	0	0.00%	400	0	2,500
5930 Telephone	0	600	600	0	0.00%	100	0	500
5935 Cell Phone	80	1,680	1,730	50	2.98%	480	0	1,250
5940 Maintenance, Repair, Janitorial	2,645	3,000	3,000	0	0.00%	500	0	2,500
5950 Insurance-Property	6,781	7,294	7,192	-102	-1.40%	562	0	6,630
5980 Space Utilities	15,509	20,250	20,250	0	0.00%	0	0	20,250
6110 Office Supplies	2,156	1,970	1,970	0	0.00%	550	0	1,420
6120 Postage/Shipping	3,165	10,350	13,149	2,799	27.04%	350	0	12,799
6130 Photocopy	2,880	3,150	3,150	0	0.00%	750	0	2,400
6140 Printing	12,106	14,400	15,774	1,374	9.54%	100	0	15,674
6145 Software	0	400	400	0	0.00%	0	0	400
6150 Advertising/Recruitment	620	1,800	1,950	150	8.33%	200	0	1,750
6160 Program Supplies	8,775,057	8,923,543	8,945,000	21,457	0.24%	2,000	0	8,943,000
6320 Equipment Rental	0	484	484	0	0.00%	84	0	400
6330 Equipment Repair	4,340	17,000	17,000	0	0.00%	0	2,000	15,000
6340 Expendable Equipment	11,086	9,300	13,000	3,700	39.78%	1,000	3,000	9,000
6410 Books/Subscriptions	44	100	100	0	0.00%	50	0	50
6470 Miscellaneous (Admin)	260	0	0	0	0.00%	0	0	0
6620 Indirect	61,370	71,426	61,845	-9,581	-13.41%	7,900	0	53,945
6630 Infrastructure	7,414	12,686	17,000	4,314	34.01%	2,700	0	14,300
6650 Communications Services	4,573	5,955	4,000	-1,955	-32.83%	750	0	3,250
6870 Miscellaneous/Building fund	0	40,000	50,000	10,000	25.00%	0	50,000	0
TOTAL MATERIALS/SERVICES	8,968,716	9,240,378	9,276,254	35,876	0.39%	45,184	55,000	9,176,070
6310 TOTAL CAPITAL OUTLAY	25,378	370,000	595,000	225,000	60.81%	0	575,000	20,000
3010 FUND BAL. INCREASE (DECR)	259,322	0	0	0	0.00%	0	0	0
TOTAL EXPENDITURES	9,744,136	10,080,248	10,349,516	269,268	2.67%	134,270	630,000	9,585,246

Child Development Services

CHILD DEVELOPMENT SERVICES



CHILD DEVELOPMENT SERVICES

The primary program offering for CSC in Child Development Services is Head Start. Head Start was one of the nation's first child development programs to implement a two-generation approach, working with both children and their low-income parents as primary teachers of their own children. Teachers are also "advocates" for the children and their families. In 2014/2015 CSC Head Start expects to provide preschool services to 160 Lincoln County children and their families.

CSC Head Start (CSCHS) promotes child school-readiness and family self-sufficiency through comprehensive and intensive services including early childhood education, health and social services, nutritious meals, and parent partnership and involvement. There are currently ten domains of learning, as well as a gauge of school readiness. Regular review of each child's progress is performed in all domains. The Classroom Assessment Scoring System "CLASS" measures the learning environment created by CSCHS.

CSCHS understands that:

- Children who are hungry, who have never been to a doctor, who have few or no books at home, and/or whose families are more likely to experience crisis have different needs than their more advantaged peers.
- These children benefit from intensive, targeted, community-based services which result in greater school and life success because of Head Start.
- Head Start generates long-term improvements in important outcomes such as schooling attainment, earnings, and crime reduction.¹

CSCHS services have been based on partnerships since starting in 1996: Partnerships with parents, communities, and CSC departments, all within the context of CSC's mission. The Head Start vision: Ensure school readiness for all children and a compassionate, caring partnership with all Head Start parents. We:

- Support at-risk families to achieve success and self-sufficiency with dignity.
- Provide experiences for preschool children to grow socially, emotionally, physically and cognitively, as demonstrated by school readiness measures.
- Provide every parent with opportunities to participate in program-shared decision making and to increase their self-sufficiency.
- Connect families to a wide variety of needed services through other CSC programs and community agencies.

¹ *Longer Term Effects of Head Start (NBER Working Paper No. 8054)* Eliana Garces, Duncan Thomas, and Janet Currie; 2001.

The Need

CSCHS in Lincoln County is a vital program for enrolled children, families and the Lincoln County community. CSCHS has increased the number served per year from 97 to 160 through competitive grants over the past twelve years as a response to demonstrated need.

- Preschool children are the most likely age group to live in poverty.
- Oregon has one of the highest state unemployment and "food insecurity" rates.
- Lincoln County has one of Oregon's highest domestic violence rates per capita and the second highest county child abuse rate (nearly twice the state average).
- CSCHS provides a safe place for pre-school children to experience developmentally appropriate educational and social-emotional skills and support to ensure school readiness.

Accomplishments

- Increased percentage of children transitioning to kindergarten who met school readiness goals from 69% to 77%. The percentage of children meeting early literacy goals grew from 73% to 80%, and from 65% to 72% for social/emotional goals. *Remains an ongoing goal with targeted percentages of 80% or higher in each learning area.*
- Increased CLASS Instructional Support scores with the help of additional CLASS training fall 2015 by Region X specialist. *Remains ongoing goal, however revised to 3.5 after consultation with Region X.*
- Applied for and received approximately \$50,000 in grant funding to purchase new vision testing equipment, playground upgrades, and mental health support staffing in classrooms. This has resulted in more timely vision testing, improved safety on the playgrounds and added support for at risk children in our classrooms.
- Applied to add twenty new slots from the state of Oregon in 2015/16. *Remains a goal in the long-term.*

Goals

Short Term

- Increase CLASS Instructional Support scores to average of 5 by May 2016. *Based on currently available data, this goal has been revised to a more reasonable Instructional Support average score of 3.5. Office of Head Start National Grantee CLASS score average for Instructional Support in 2015 was 2.88 with the highest 10% of grantees receiving an average of 3.69.*
- Completed preliminary meetings regarding state licensing and plan to begin formal application in the summer (2016.)

- Plan for expansion of Newport building related to a change to full day/full year schedule for at least one classroom.
- Obtain funding to support Newport site expansion.

Long Term – Five Year Goals (remain in place until the end of the five year grant)

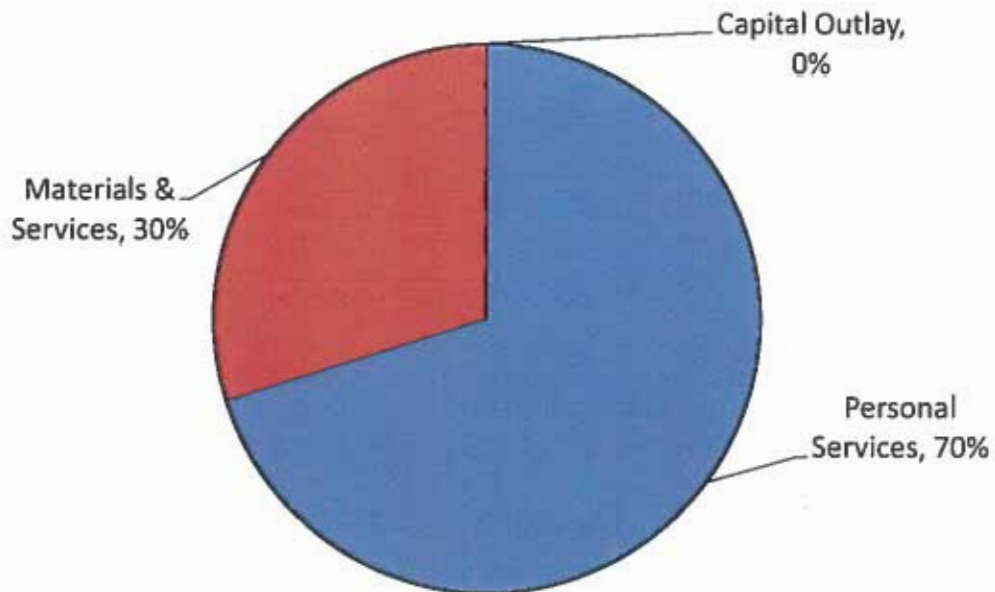
- Formalize a five year succession plan: Plan in place with identified potential retirees in 18-19 and 19-20.
- Explore an internship/volunteer job-training program for parents:
Succeeded in recruiting parents to be hired as on-calls this year. We will continue with this practice in place of an internship program as it has resulted in paid employment – ongoing goal
- Determine the feasibility of expanding into Early Head Start:
This goal has been altered and is replaced by: Three year plan for rolling start up of full day full year Head Start, which includes expansion of the Newport site. Anticipated beginning will be 17/18 as the Rules determining the structure of the full day full year has yet to be released by the federal government (anticipated summer 2016)

CHILD DEVELOPMENT SERVICES

SUMMARY BUDGET	SUPP #2			DOLLAR CHANGE	% OF CHANGE
	AUDITED FY 15	ADOPTED FY 16	PROPOSED FY 17		
SOURCE OF REVENUES					
FEDERAL FUNDS	1,075,110	1,062,024	1,061,521	-503	-0.05%
STATE FUNDS	496,638	508,447	513,184	4,737	0.93%
LOCAL FUNDS	6,075	12,280	5,000	-7,280	-59.28%
MISCELLANEOUS FUNDS	4,535	56,900	39,000	-17,900	-31.46%
TOTAL FUNDS	1,582,358	1,639,651	1,618,705	-20,946	-1.28%

DEPARTMENT BUDGET BY CATEGORY

FTE	20.89	19.67	20.57	0.90	4.57%
TOTAL PERSONAL SERVICES	1,293,717	1,110,512	1,135,719	25,207	2.27%
TOTAL MATERIALS/SERVICES	284,566	517,169	482,986	-34,183	-6.61%
TOTAL CAPITAL OUTLAY	0	11,970	0	-11,970	-100.00%
CHANGE IN FUND BALANCE	4,075	0	0	0	0.00%
TOTAL EXPENDITURES	1,582,358	1,639,651	1,618,705	-20,946	-1.28%



CHILD DEVELOPMENT SERVICES

SUPP #2

SOURCE OF REVENUES	AUDITED FY 15	ADOPTED FY 16	PROPOSED FY 17	DOLLAR CHANGE	% OF CHANGE	HEAD START	501(c)(3) HSLC
FEDERAL FUNDS							
Head Start/HHS	994,627	942,816	959,787	16,971	1.80%	959,787	0
CSBG	0	25,000	0	-25,000	-100.00%	0	0
USDA	80,483	94,208	101,734	7,526	7.99%	101,734	0
Subtotal	1,075,110	1,062,024	1,061,521	-503	-0.05%	1,061,521	0
STATE FUNDS							
Head Start/OPP/OPK	496,638	508,447	493,638	-14,809	-2.91%	493,638	0
OPK 1-Time Funds	0	0	19,546	19,546	100.00%	19,546	0
Subtotal	496,638	508,447	513,184	4,737	0.93%	513,184	0
LOCAL FUNDS							
Lincoln County	6,075	6,075	5,000	-1,075	-17.70%	0	5,000
Other Foundations	0	6,205	0	0	-100.00%	0	0
Subtotal	6,075	12,280	5,000	-1,075	-59.28%	0	5,000
MISCELLANEOUS FUNDS							
Donations	2,035	5,000	5,000	0	0.00%	0	5,000
Miscellaneous Grants	0	51,900	34,000	-17,900	-34.49%	0	34,000
Sale of Assets	2,500	0	0	0	0.00%	0	0
Subtotal	4,535	56,900	39,000	-17,900	-31.46%	0	39,000
TOTAL FUNDS	1,582,358	1,639,651	1,618,705	-14,741	-1.28%	1,574,705	44,000

CHILD DEVELOPMENT SERVICES

DEPARTMENT BUDGET	SUPP #2			DOLLAR CHANGE	% OF CHANGE	HEAD START	501(c)(3) HSLC
	AUDITED FY15	ADOPTED FY16	PROPOSED FY17				
FTE	20.89	19.67	20.57	0.90	4.57%	19.57	1.00
5010 Salaries	894,530	757,382	798,034	40,652	5.37%	775,258	22,776
5020 Client Salaries		0	0	0	0.00%	0	0
TOTAL SALARIES	894,530	757,382	798,034	40,652	5.37%	775,258	22,776
5320 PERS	91,712	80,810	78,718	-2,092	-2.59%	78,718	0
5330 Workers' Comp	742	1,057	1,123	67	6.30%	1,072	51
5335 SAIF Insurance	8,447	7,751	6,310	-1,441	-18.59%	6,130	180
5340 Unemployment	17,491	19,691	3,989	-15,701	-79.74%	3,875	114
5350 Health Insurance	172,361	150,897	147,720	-3,177	-2.11%	147,720	0
5360 Dental Insurance	20,605	18,052	18,251	199	1.10%	18,251	0
5370 Life Insurance	7,809	6,258	6,429	171	2.73%	6,429	0
5375 Flexible Spending Costs	224	67	65	-2	-3.42%	65	0
5380 Employee Assistance Program	648	566	504	-61	-10.81%	504	0
5382 OSGP Match	12,777	10,041	13,525	3,484	34.69%	13,525	0
5390 FICA	66,320	57,939	61,049	3,110	5.37%	59,307	1,742
5395 Vacation Accrued	51	0	0	0	0.00%	0	0
TOTAL FRINGE	399,187	353,129	337,685	-15,445	-4.37%	335,596	2,088
TOTAL PERSONAL SERVICES	1,293,717	1,110,512	1,135,719	25,207	2.27%	1,110,854	24,864
5510 Audit & Accounting	4,659	4,423	4,646	223	5.04%	4,646	0
5520 Data Services	2,278	0	6,840	6,840	100.00%	6,109	731
5530 Legal	1,775	0	0	0	0.00%	0	0
5540 Other Purchased Services	13,231	10,000	10,000	0	0.00%	8,931	1,069
5550 Contracted Services/Training	-448	2,500	3,800	1,300	52.00%	3,693	107
5610 Educational Confer/Train	22,268	15,809	8,000	-7,809	-49.40%	7,145	855
5620 Meetings	2,140	1,200	2,000	800	66.67%	1,786	214
5630 Dues	5,817	4,000	2,600	-1,400	-35.00%	2,215	385
5710 Mileage	5,282	3,500	5,000	1,500	42.86%	4,465	535
5720 Vehicle Operating Cost	696	500	0	-500	-100.00%	0	0
5730 Vehicle Insurance	5,570	0	0	0	0.00%	0	0
5910 Rent	8,944	0	0	0	0.00%	0	0
5920 Utilities	21,626	20,000	20,000	0	0.00%	17,864	2,136
5935 Cell Phone	2,372	2,000	2,500	500	25.00%	2,233	267
5940 Maintenance, Repair, Janitorial	20,096	35,482	11,000	-24,482	-69.00%	9,717	1,283
5950 General Insurance	11,109	10,575	12,733	2,158	20.41%	12,151	582
6110 Office Supplies	2,168	1,000	1,000	0	0.00%	840	160
6120 Postage/Shipping	2,538	1,500	1,500	0	0.00%	1,340	160
6130 Photocopy	8,135	7,000	8,000	1,000	14.29%	7,145	855
6140 Printing	761	300	200	-100	-33.33%	179	21
6150 Advertising/Recruitment	377	100	100	0	0.00%	89	11
6160 Program Supplies	9,578	15,796	12,000	-3,796	-24.03%	10,717	1,283
6320 Equipment Rental	6	0	0	0	0.00%	0	0
6330 Equipment Repair	5,652	8,268	4,000	-4,268	-51.62%	3,465	535
6340 Expendable Equipment	7,802	21,930	14,307	-7,623	-34.76%	13,266	1,041
6410 Books/Subscriptions	282	0	0	0	0.00%	0	0
6470 Miscellaneous (Admin)	435	0	0	0	0.00%	0	0
6620 Indirect	0	198,609	180,176	-18,433	-9.28%	180,176	0
6630 Infrastructure	28,737	42,286	52,917	10,631	25.14%	47,259	5,658
6650 Communications Services	13,736	16,183	11,672	-4,511	-27.87%	10,424	1,248
6780 Meals	76,949	94,208	101,734	7,526	7.99%	101,734	0
TOTAL MATERIALS/SERVICES	284,566	517,169	482,986	-34,183	-6.61%	463,850	19,136
6310 TOTAL CAPITAL OUTLAY	0	11,970	0	-11,970	-100.00%	0	0
3010 FUND BAL. INCREASE (DECR)	4,075	0	0	0	0.00%	0	0
TOTAL EXPENDITURES	1,582,358	1,639,651	1,618,705	-20,946	-1.28%	1,574,704	44,000

Community Relations & Development

COMMUNITY RELATIONS AND DEVELOPMENT



COMMUNITY RELATIONS AND DEVELOPMENT

The Community Relations and Development (CRD) Department coordinates all CSC community relations efforts, targeting those who need help, as well as those who can give help. CRD works closely with all CSC departments on resource development, including community partnerships, fundraising, donor development, grant writing, volunteer recruitment and internships.

CRD intends to continue to operate as an Oregon Health Authority Community Partner grantee Lincoln County through June 30, 2017. The Community Partner grant RFGP process for FY 2017 is currently open through May 19, 2016. As a Community Partner our Health Coordinator provides health insurance application assistance in English and Spanish to those in need.

Accomplishments

- While we were not successful in engaging funders around general capacity building, in 16-17 CRD will focus on funding to expand CSC's capacity related to inclusivity and diversity.
- Took over the Community Services Block Grant consultation and reporting and moved the agency towards a more robust accounting of services and client accomplishments by including all departments in our CSBG report.
- Exceeded all OHA Community Partner program performance goals again this year, assisting over 600 families to gain health insurance coverage in Lincoln County.

Goals

- Pursue funding to expand awareness of poverty-related issues, build community partnerships and revisit CSC's communications through an equity and diversity lens.
- Work collaboratively with Head Start in Lincoln County on funding the Newport classroom expansion.
- Work collaboratively with LBFS to pursue funding for the Tangent warehouse expansion and to assist the agency to develop partnerships and funding to explore the concept of a south Corvallis Community Food Center.
- Assist in expanding funding and partnerships to increase access mental health service access for CSC clients.

COMMUNITY RELATIONS & DEVELOPMENT

SUPP #2

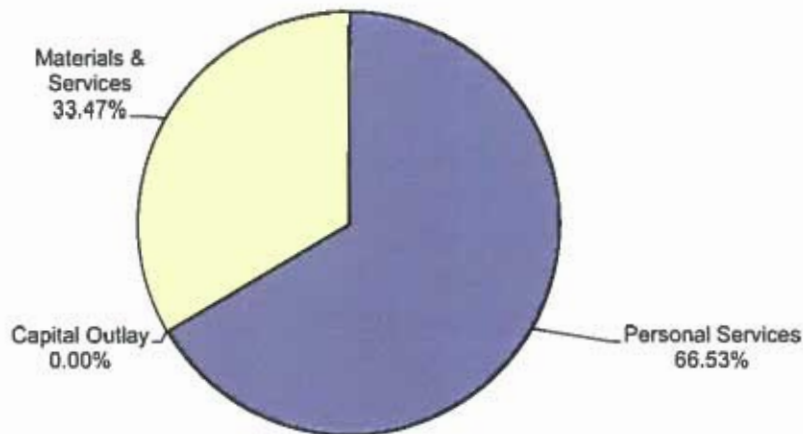
SUMMARY BUDGET	AUDITED FY15	ADOPTED FY16	PROPOSED FY17	DOLLAR CHANGE	% OF CHANGE
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SOURCE OF REVENUES

FEDERAL FUNDS	298,178	148,104	85,000	-63,104	-42.61%
STATE FUNDS	0	75,000	100,000	25,000	33.33%
LOCAL FUNDS	0	0	0	0	0.00%
MISCELLANEOUS FUNDS	124,811	37,118	59,670	22,552	60.76%
TOTAL FUNDS	422,989	260,222	244,670	-15,552	-5.98%

DEPARTMENT BUDGET BY CATEGORY

FTE	0.80	1.95	2.32	0.37	18.94%
TOTAL PERSONAL SERVICES	127,753	132,256	162,772	30,516	23.07%
TOTAL MATERIALS/SERVICES	187,380	127,966	81,898	-46,068	-36.00%
TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%
TOTAL FUND BALANCE	107,856	0	0	0	0.00%
TOTAL EXPENDITURES	422,989	260,222	244,670	-15,552	-5.98%



COMMUNITY RELATIONS & DEVELOPMENT

SOURCE OF REVENUES	SUPP #2			DOLLAR CHANGE	% OF CHANGE
	AUDITED FY15	ADOPTED FY16	PROPOSED FY17		
FEDERAL FUNDS					
CSBG	227,586	148,104	85,000	-63,104	-42.61%
Cover Oregon Health	70,592	0	0	0	0.00%
Subtotal	298,178	148,104	85,000	-63,104	-42.61%
STATE FUNDS					
OHA	0	75,000	100,000	25,000	33.33%
Subtotal	0	75,000	100,000	25,000	33.33%
LOCAL FUNDS					
Subtotal	0	0	0	0	0.00%
MISCELLANEOUS FUNDS					
Miscellaneous Grants	89,944	6,725	0	-6,725	-100.00%
Fee for Service	34,867	30,393	59,670	29,277	96.33%
Subtotal	124,811	37,118	59,670	22,552	60.76%
TOTAL FUNDS	422,989	260,222	244,670	-15,552	-5.98%

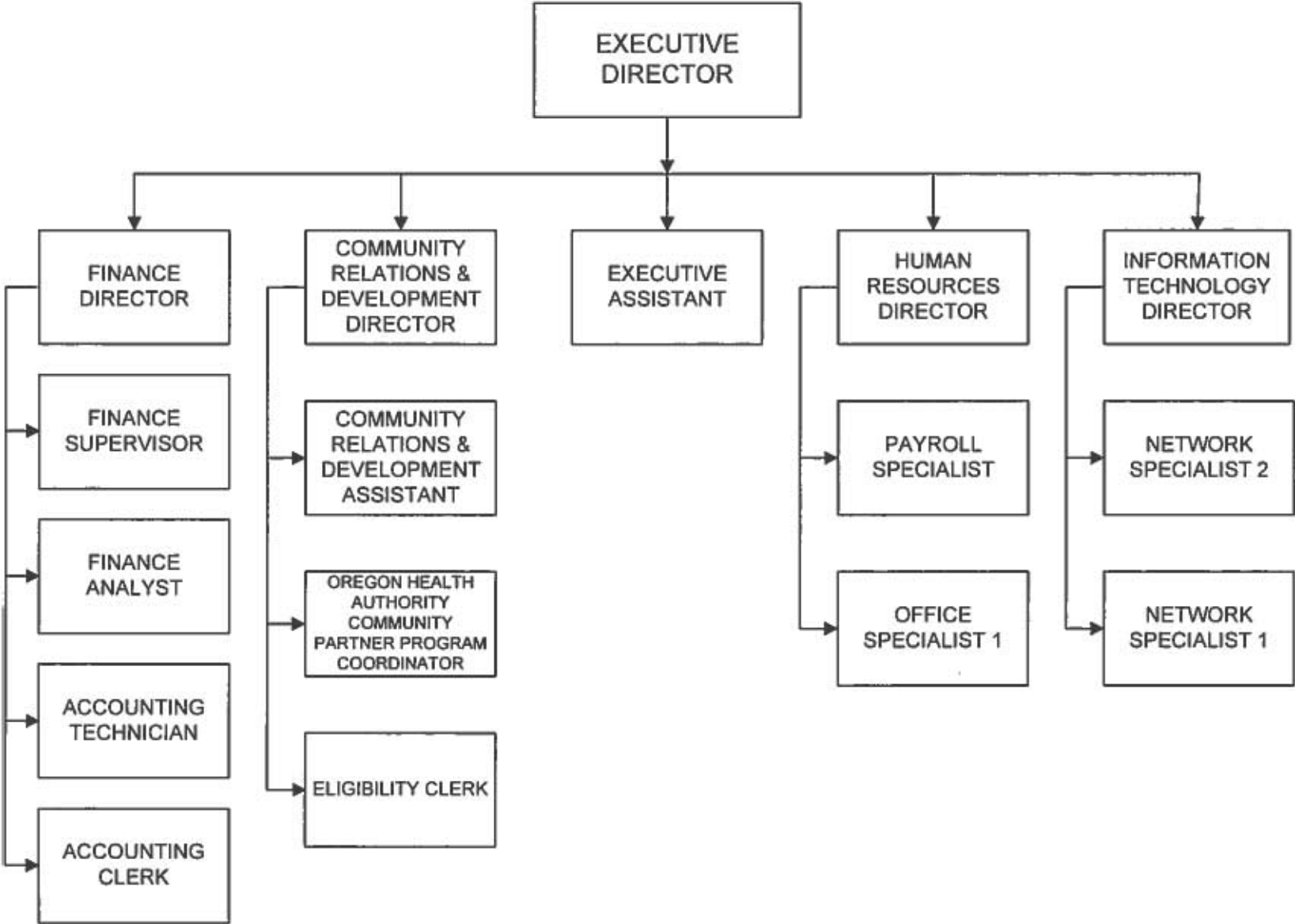
COMMUNITY RELATIONS & DEVELOPMENT

SUPP #2

DEPARTMENT BUDGET	AUDITED FY15	ADOPTED FY16	PROPOSED FY17	DOLLAR CHANGE	% OF CHANGE	CSBG	Barrel to Keg	OHA Health	TOTAL
FTE	0.80	1.95	2.32	0.37	18.94%	0.59	0.34	1.40	2.32
5010 Salaries	86,297	89,779	107,107	17,328	19.30%	31,014	24,153	51,939	107,107
5020 Client Salaries		0	0	0	0.00%	0	0	0	0
TOTAL SALARIES	86,297	89,779	107,107	17,328	19.30%	31,014	24,153	51,939	107,107
5320 PERS	8,130	8,646	10,314	1,669	19.30%	2,987	2,326	5,002	10,314
5330 Workers' Comp	61	134	160	25	18.94%	40	23	96	160
5335 SAIF Insurance	187	919	763	-155	-16.92%	245	191	327	763
5340 Unemployment	1,615	2,334	536	-1,799	-77.06%	155	121	260	536
5350 Health Insurance	16,706	16,319	24,368	8,049	49.32%	7,000	4,429	12,939	24,368
5360 Dental Insurance	1,655	1,658	4,486	2,828	270.53%	907	428	3,151	4,486
5370 Life Insurance	699	896	1,263	366	40.86%	481	232	550	1,263
5375 Flexible Spending Costs		4	4	0	0.00%	4	0	0	4
5380 Employee Assistance Program		59	85	26	44.52%	18	10	57	85
5382 OSGP Match	1,179	1,140	2,493	1,353	218.68%	480	303	1,710	2,493
5386 Non Taxable Fringe Pgm		0	0	0	0.00%	0	0	0	0
5390 FICA	6,563	6,868	8,194	1,326	19.30%	2,373	1,848	3,973	8,194
5395 Vacation Accrued	4,661	3,500	3,000	-500	-14.29%	3,000	0	0	3,000
TOTAL FRINGE	41,455	42,477	55,665	13,188	31.05%	17,689	9,911	28,065	55,665
TOTAL PERSONAL SERVICES	127,753	132,256	162,772	30,516	23.07%	48,704	34,064	80,004	162,772
5510 Audit & Accounting	367	417	968	551	232.13%	484	0	484	968
5540 Other Purchased Services	7,066	25,000	35,000	10,000	40.00%	15,000	20,000	0	35,000
5610 Educational Confer/Train	1,757	318	718	400	225.79%	318	0	400	718
5620 Meetings	1,739	563	300	-263	-46.71%	300	0	0	300
5630 Dues	9	250	250	0	0.00%	250	0	0	250
5710 Mileage	2,530	6,500	6,500	0	0.00%	5,000	0	1,500	6,500
5740 Other Transportation Cost	82	0	0	0	0.00%	0	0	0	0
5910 Rent	6,149	2,885	2,456	-429	-14.87%	1,228	0	1,228	2,456
5920 Utilities	371	0	0	0	0.00%	0	0	0	0
5935 Cell Phone	1,102	1,200	1,200	0	0.00%	600	0	600	1,200
5940 Maintenance, Repair, Janitorial	0	500	500	0	0.00%	500	0	0	500
5950 General Insurance	558	603	1,517	914	251.58%	1,517	0	0	1,517
5970 Space Rent	330	0	0	0	0.00%	0	0	0	0
6110 Office Supplies	941	1,520	1,520	0	0.00%	0	620	900	1,520
6120 Postage/Shipping	941	2,810	2,910	100	3.56%	0	2,610	300	2,910
6130 Photocopy	510	1,500	1,700	200	13.33%	0	1,000	700	1,700
6140 Printing	269	1,200	800	-400	-33.33%	300	0	500	800
6145 Software	686	0	0	0	0.00%	0	0	0	0
6150 Advertising/Recruitment	85	380	280	-100	-26.32%	0	80	200	280
6160 Program Supplies	58,767	44,323	1,400	-42,923	-96.84%	0	500	900	1,400
6210 Contract-Soc Serve Agency	3,331	0	0	0	0.00%	0	0	0	0
6340 Expendable Equipment	1,359	14,664	1,996	-12,668	-86.39%	0	0	1,996	1,996
6410 Books/Subscriptions	26	280	280	0	0.00%	280	0	0	280
6470 Miscellaneous (Admin)	580	0	0	0	0.00%	0	0	0	0
6620 Indirect	6,867	17,837	16,476	-1,361	-7.63%	8,042	795	7,639	16,476
6630 Infrastructure	91,024	4,229	3,810	-419	-9.91%	1,694	0	2,116	3,810
6650 Communications Services	-67	737	1,067	330	44.78%	534	0	534	1,067
6870 Miscellaneous	0	250	250	0	0.00%	250	0	0	250
TOTAL MATERIALS/SERVICES	187,380	127,966	81,898	-46,068	-36.00%	36,297	25,605	19,997	81,898
6310 TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%	0	0	0	0
3020 FUND BAL. INCREASE (DECR)	107,856	0	0	0	0.00%	0	0	0	0
TOTAL EXPENDITURES	422,989	260,222	244,670	-15,552	-5.98%	85,000	59,670	100,000	244,670

Appendices

ADMINISTRATIVE SERVICES



ADMINISTRATIVE SERVICES

Administrative services is comprised of the internal departments that engage with external community partners and serve internal partners and programs, as well. In a sophisticated and demanding technological and reporting environment, well-managed administrative services are essential to maintaining a strong, reputable organization.

Accomplishments

- Implemented the new 5-year strategic planning process incorporating focus on our Theory of Individual and Community Change and improved analysis and coordination of client services.
- Successfully increased income and reduced costs by offering administrative (financial) services to outside agencies and partnering to perform a joint community needs assessment.
- Coordinated multiple moves and facilities consolidation into more efficient and cost-effective properties.
- Acted as Workforce and Education Director to phase out the former Region 4 Workforce Investment Board, and create new relationships with two new workforce boards.

Goals

- Complete and begin to implement a 5-year strategic plan that is client-centered, promotes diversity and inclusivity, and increases our factual, real-time knowledge about "what works."
- Work to coordinate values and systems with key partners like DHS and health and education providers (including intake, evaluation, progress indicators, and staff training where possible).
- Re-energize the Community Action Advisory Council and recruit new members with a commitment to inclusion of underrepresented communities and those with critical skill sets.

HUMAN RESOURCES

The Human Resources (HR) department provides an array of services to support the agency, program operations, and staff. Services include, but are not limited to: risk management; training and development; compliance; conflict resolution; labor relations; benefit administration; recruitment and retention.

In our department, we strive to be subject matter experts and in turn, this drives employee satisfaction levels, service levels and mitigates risk. Our staff deal with difficulties on a daily basis and our culture fosters hard work while having a bit of fun along the way.

Accomplishments

- (This position was only partially staffed for the majority of the year).
- Coordinated a regular schedule of safety drills. Expanded training to address a wider range of safety issues.
- Identified contractors to develop a building maintenance schedule for each CSC-owned building.
- Identified key personnel policies in need of revision and implemented a revised plan to use expert resources to save cost and time.

Goals

- Review and revise our recruitment, training and orientation strategies to promote inclusion of diverse voices and points of view on our team to help drive innovation and community building. Help develop a culture and practice that supports a diverse workforce and clientele.
- Complete revision of personnel policies to conform to the most recent Labor Agreement and to make updates where needed.
- Suggest strategies to help the organization adapt to upcoming changes in labor law.

FINANCE

Accomplishments

- Revised the Financial Management Policy manual to comply with the newly issued Uniform Guidance for Grants issued for federal grant recipients
- Successfully developed a suite of services and billing recommendations for contracting out different levels of accounting expertise. This included matters such as grant management oversight, grant billings and payroll preparation on an agency's own accounting software, and external board reporting as a fiscal agent for other entities.
- Ensured that CSC received an unqualified audit opinion and was awarded a Certificate of Achievement for Excellence in Financial Reporting for the 24th consecutive year.

Goals

- Start a succession planning and training process for the upcoming retirement of the Finance Director several years from now via hiring at the level of Accounting Supervisor.
- Expand provision of accounting services to external agencies in the areas of grant management oversight, grant billings and payroll preparation, to offset other administrative costs. This expertise is not available for many smaller non-profits.
- Explore technology options for automating timekeeping.

INFORMATION TECHNOLOGY

Accomplishments

- Managed the communications and data technology involved during several office moves that occurred between Sept-March.
- Upgraded network servers and implemented virtualization technology to reduce the number of servers and maximize server resources.
- Upgraded Exchange Mail system
- Utilized a secondary video conferencing system to allow more flexible virtual attendance of meetings and trainings, to reach more remote attendees, while continuing to save costs by using LifeSize for internal meetings.
- Researched client intake systems

Goals

- Upgrade Outlook, Word and Excel and other Microsoft applications to the latest version
- Replace remaining physical legacy servers with virtualized servers
- Update Technology Policy
- Upgrade 2X/Parallels Remote Access Server technology to improve/automate remote client deployment and reduce/eliminate time spent by staff installing/updating the software on their remote devices.
- Advise the agency regarding IT aspects of a common client intake system to improve wrap-around services, decrease client frustration, and assist in measuring client outcomes.

COMMUNICATIONS

The Community Relations and Development (CRD) Department coordinates all CSC communications efforts and oversees the Communications Budget. CRD works closely with all CSC departments on outreach and communications measures; including media relations, public events and community awareness activities.

Accomplishments

- Analyzed CSC's total social media presence:
 - Grew social media engagement 43%,
 - Website hits totaled 66,720, and
 - Blog subscribers are up 52%.
- Completed communications plan to better link Barrel to Keg Relay with CSC's goals and issues.
- Improved community engagement by representing CSC at 26 community outreach events in FY16.
- Engaged interns to promote awareness of CSC interest areas as well as encouraging graduates to look at CSC as a future employer.

Goals

- Revisiting CSC communications materials through an equity lens.
- Developing an intern pool to assist in special research and reporting.

ADMINISTRATION
(For Informational purposes only)

SUMMARY BUDGET	AUDITED FY 15	ADOPTED FY 16	PROPOSED FY 17	DOLLAR CHANGE	% OF CHANGE
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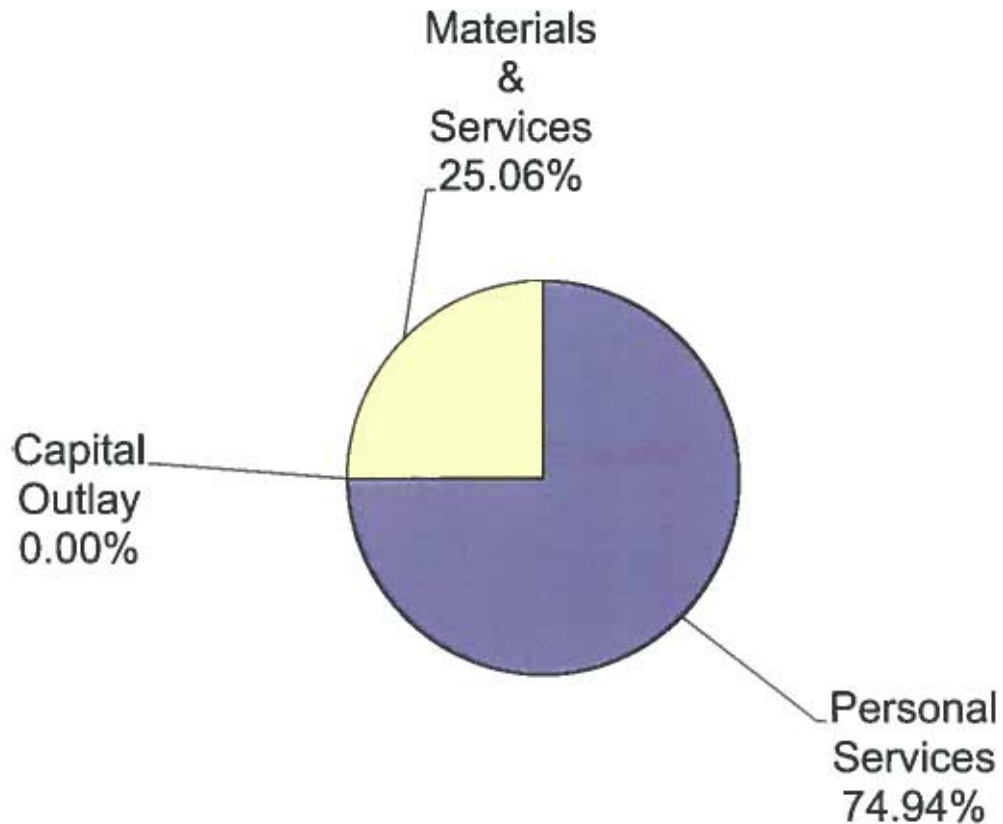
SOURCE OF REVENUES

FEDERAL FUNDS	0	0	0	0	0.00%
STATE FUNDS	0	0	0	0	0.00%
LOCAL FUNDS	0	0	0	0	0.00%
MISCELLANEOUS FUNDS	843,942	862,000	916,000	54,000	6.26%
TOTAL FUNDS	843,942	862,000	916,000	54,000	6.26%

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DEPARTMENT BUDGET BY CATEGORY

FTE	8.99	8.23	8.72	0.49	5.91%
TOTAL PERSONAL SERVICES	680,761	669,017	686,435	17,418	2.60%
TOTAL MATERIALS/SERVICES	158,403	192,983	229,565	36,582	18.96%
TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%
CHANGE IN FUND BALANCE	4,778	0	0	0	0.00%
TOTAL EXPENDITURES	843,942	862,000	916,000	54,000	6.26%



ADMINISTRATION

(For informational purposes only)

SOURCE OF REVENUES	AUDITED FY 15	ADOPTED FY 16	PROPOSED FY 17	DOLLAR CHANGE	% OF CHANGE
FEDERAL FUNDS	0	0	0	0	0.00%
Subtotal	0	0	0	0	0.00%
STATE FUNDS	0	0	0	0	0.00%
Subtotal	0	0	0	0	0.00%
LOCAL FUNDS	0	0	0	0	0.00%
Subtotal	0	0	0	0	0.00%
MISCELLANEOUS FUNDS					
Interest Revenue	7,591	0	0	0	0.00%
Program Reimbursements	802,357	862,000	818,500	-43,500	-5.05%
Miscellaneous Revenue (CAPO)	20,928	0	40,000	40,000	100.00%
Discretionary Fund Balance	0	0	57,500	57,500	0.00%
SAIF Refund - Revenue Clearing	13,066	0	0	0	0.00%
Subtotal	843,942	862,000	916,000	54,000	6.26%
TOTAL FUNDS	843,942	862,000	916,000	54,000	6.26%

ADMINISTRATION

(For informational purposes only. Adopted in Departmental budgets as Indirect - Object 6620)

	AUDITED FY 15	ADOPTED FY 16	PROPOSED FY 17	DOLLAR CHANGE	% OF CHANGE
FTE	8.99	8.23	8.72	0.49	5.91%
5010 Salaries	482,961	465,213	473,739	8,526	1.83%
5020 Client Salaries		0	0	0	0.00%
TOTAL SALARIES	482,961	465,213	473,739	8,526	1.83%
5320 PERS	50,101	51,809	48,910	-2,899	-5.60%
5330 Workers' Comp	198	565	598	33	5.91%
5335 SAIF	3,279	5,355	4,210	-1,146	-21.39%
5340 Unemployment	10,145	12,096	2,369	-9,727	-80.42%
5350 Health Insurance	69,431	78,487	95,738	17,251	21.98%
5360 Dental Insurance	8,450	8,868	10,220	1,352	15.25%
5370 Life Insurance	3,447	4,390	4,908	518	11.81%
5375 Flexible Spending Costs	434	396	462	66	16.67%
5380 Employee Assistance Pgm	3,160	249	264	15	5.91%
5382 OSGP Match	5,884	6,000	8,775	2,775	46.25%
5386 Non Taxable Fringe Pgm	0	0	0	0	0.00%
5390 F.I.C.A.	35,228	35,589	36,241	652	1.83%
5395 Vacation Accrued	8,042	0	0	0	0.00%
TOTAL FRINGE	197,799	203,804	212,695	8,892	4.36%
TOTAL PERSONAL SERVICES	680,761	669,017	686,435	17,418	2.60%
5510 Audit & Accounting	2,617	2,978	2,978	0	0.00%
5520 Data/Connection Services	8,781	8,889	10,889	2,000	22.50%
5530 Legal	8,655	8,000	23,000	15,000	287.50%
5540 Other Purchased Services	9,272	37,983	37,983	0	0.00%
5550 Contract Services/Training	250	0	0	0	0.00%
5610 Educational Confer/Train	13,372	10,219	16,719	6,500	63.61%
5620 Meetings	2,638	4,800	9,300	4,500	93.75%
5630 Dues	9,896	11,860	14,973	3,113	26.25%
5710 Mileage	4,413	5,200	6,200	1,000	19.23%
5740 Other Transportation Cost	242	0	0	0	0.00%
5910 Rent	51,717	33,216	41,876	8,660	26.07%
5935 Cell Phone	0	840	840	0	0.00%
5940 Maintenance, repair, janitorial	4,943	6,600	6,600	0	0.00%
5950 General Insurance	3,979	4,300	4,267	-33	-0.77%
5970 Space Rent	0	6,527	5,851	-676	-10.36%
6110 Office Supplies	3,639	3,989	3,989	0	0.00%
6120 Postage/Shipping	5,368	3,169	3,169	0	0.00%
6130 Photocopy	727	3,000	3,000	0	0.00%
6140 Printing	2,222	2,000	2,000	0	0.00%
6145 Software	0	210	210	0	0.00%
6150 Advertising/Recruitment	1,106	750	750	0	0.00%
6160 Program Supplies	0	1,225	1,579	354	28.90%
6320 Equipment Rental	28	300	300	0	0.00%
6330 Equipment Repair	0	500	500	0	0.00%
6340 Expendable Equipment	648	3,700	2,700	-1,000	-27.03%
6410 Books/Subscriptions	1,396	629	1,010	381	60.57%
6470 Miscellaneous Costs	1,906	1,708	1,708	0	0.00%
6630 Infrastructure	14,828	23,257	22,197	-1,060	-4.56%
6650 Communications Services	5,762	7,134	4,977	-2,157	-30.24%
TOTAL MATERIALS/SERVICES	158,403	192,983	229,565	36,582	18.96%
6310 TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%
3010 FUND BAL. INCREASE (DECR)	4,778	0	0	0	0.00%
TOTAL EXPENDITURES	843,942	862,000	916,000	54,000	6.26%

INFORMATION TECHNOLOGY

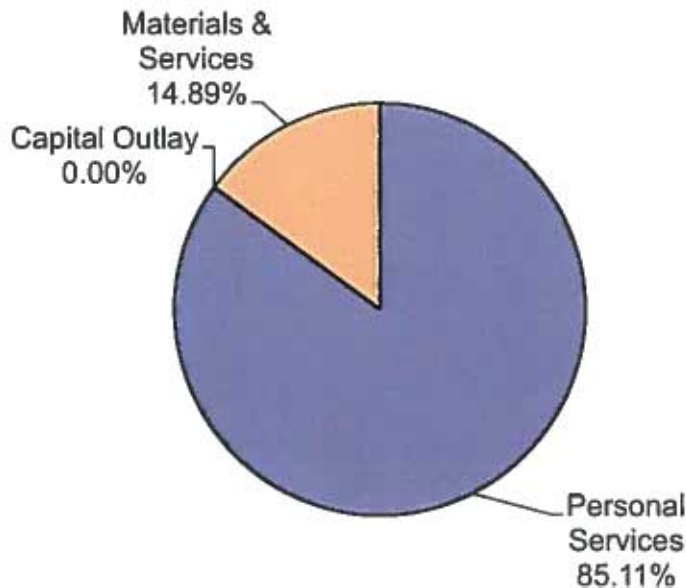
SUMMARY BUDGET	AUDITED FY15	ADOPTED FY16	PROPOSED FY17	DOLLAR CHANGE	% OF CHANGE
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SOURCE OF REVENUES

FEDERAL FUNDS	0	0	0	0	0.00%
STATE FUNDS	0	0	0	0	0.00%
LOCAL FUNDS	7,853	0	0	0	0.00%
PROGRAM REIMBURSEMENTS	226,230	296,000	254,000	-42,000	-14.19%
TOTAL FUNDS	234,083	296,000	254,000	-42,000	-14.19%

DEPARTMENT BUDGET BY CATEGORY

FTE	2.62	2.54	2.54	0.00	0.00%
TOTAL PERSONAL SERVICES	219,806	216,135	216,170	35	0.02%
TOTAL MATERIALS/SERVICES	1,116	79,865	37,830	-42,035	-52.63%
TOTAL CAPITAL OUTLAY	12,475	0	0	0	0.00%
TOTAL FUND BALANCE	686	0	0	0	0.00%
TOTAL EXPENDITURES	234,083	296,000	254,000	-42,000	-14.19%



INFORMATION TECHNOLOGY

SOURCE OF REVENUES	AUDITED FY15	ADOPTED FY16	PROPOSED FY17	DOLLAR CHANGE	% OF CHANGE
FEDERAL FUNDS					
Subtotal	0	0	0	0	0.00%
STATE FUNDS					
Subtotal	0	0	0	0	0.00%
LOCAL FUNDS					
TOCOWA	7,853	0	0	0	0.00%
Subtotal	7,853	0	0	0	0.00%
MISCELLANEOUS FUNDS					
Program Reimbursements	226,230	296,000	254,000	-42,000	-14.19%
Subtotal	226,230	296,000	254,000	-42,000	-14.19%
TOTAL FUNDS	234,083	296,000	254,000	-42,000	-14.19%

INFORMATION TECHNOLOGY

(Memorandum Only - Included in departmental expenditures as Infrastructure Object Code 6630)

DEPARTMENT BUDGET	AUDITED FY15	ADOPTED FY16	PROPOSED FY17	DOLLAR CHANGE	% OF CHANGE
FTE	2.62	2.54	2.54	0	0.00%
5010 Salaries	156,949	152,191	152,191	0	0.00%
5020 Client Salaries	0	0	0	0	0.00%
TOTAL SALARIES	156,949	152,191	152,191	0	0.00%
5320 PERS	17,279	18,257	18,257	0	0.00%
5330 Workers' Comp	89	173	173	0	0.00%
5335 SAIF	334	1,519	1,174	-345	-22.73%
5340 Unemployment	3,031	3,940	771	-3,169	-80.43%
5350 Health Insurance	22,534	23,393	25,914	2,521	10.77%
5360 Dental Insurance	2,474	2,542	2,772	230	9.04%
5370 Life Insurance	1,225	1,186	1,385	199	16.75%
5375 Flexible Spending Costs	0	0	0	0	0.00%
5380 Employee Assistance Program	0	92	92	0	0.00%
5382 OSGP Match	1,508	1,200	1,800	600	50.00%
5386 Non Taxable Fringe	0	0	0	0	0.00%
5390 FICA	11,740	11,643	11,643	0	0.00%
5395 Vacation Accrued	2,644	0	0	0	0.00%
TOTAL FRINGE	62,857	63,944	63,980	35	0.06%
TOTAL PERSONAL SERVICES	219,806	216,135	216,170	35	0.02%
5520 Data/Connection Services	32,795	26,469	0	-26,469	-100.00%
5540 Other Purchased Services	8,829	5,000	3,199	-1,801	-36.02%
5610 Educational Confer/Train	2,350	770	500	-270	-35.06%
5620 Meetings	42	400	50	-350	-87.50%
5630 Dues	0	150	0	-150	-100.00%
5710 Mileage	3,543	2,400	2,400	0	0.00%
5740 Other Transportation Cost	0	300	100	-200	-66.67%
5910 Rent	7,845	17,559	10,464	-7,095	-40.41%
5920 Utilities	0	1,085	0	-1,085	-100.00%
5930 Telephone	20,033	18,459	11,692	-6,767	-36.66%
5935 Cell Phone	210	720	720	0	0.00%
5940 Maintenance, Repair, Janitorial	1,320	820	820	0	0.00%
6110 Office Supplies	485	200	300	100	50.00%
6120 Postage/Shipping	5	50	50	0	0.00%
6130 Photocopy	187	100	100	0	0.00%
6140 Printing	191	100	40	-60	-60.00%
6145 Software	5,040	3,688	3,152	-536	-14.53%
6330 Equipment Repair	77	200	200	0	0.00%
6340 Expendable Equipment	6,005	1,075	1,000	-75	-6.98%
6410 Books/Subscriptions	157	320	3,043	2,724	952.13%
6630 Infrastructure	-88,000	0	0	0	0.00%
TOTAL MATERIALS/SERVICES	1,116	79,865	37,830	-42,035	-52.63%
6310 TOTAL CAPITAL OUTLAY	12,475	0	0	0	0.00%
7200 FUND BAL. INCREASE (DECR)	686	0	0	0	0.00%
TOTAL EXPENDITURES	234,083	296,000	254,000	-42,000	-14.19%

COMMUNICATION SERVICES

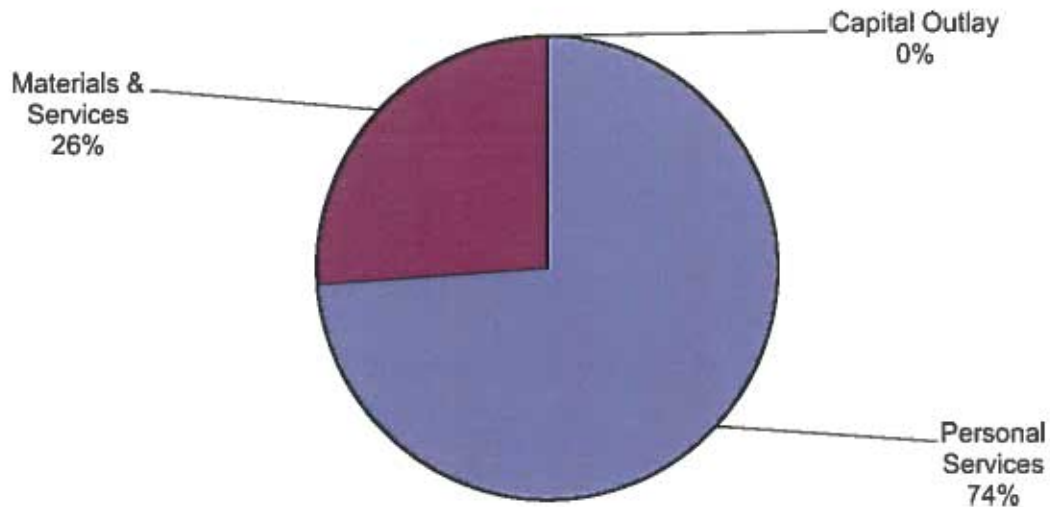
SUMMARY BUDGET	AUDITED FY15	ADOPTED FY16	PROPOSED FY17	DOLLAR CHANGE	% OF CHANGE
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SOURCE OF REVENUES

FEDERAL FUNDS	0	0	0	0	0.00%
STATE FUNDS	0	0	0	0	0.00%
LOCAL FUNDS	0	0	0	0	0.00%
Program Reimbursements	67,222	79,000	58,000	-21,000	-26.58%
TOTAL FUNDS	67,222	79,000	58,000	-21,000	-26.58%

DEPARTMENT BUDGET BY CATEGORY

FTE	1.79	0.96	0.61	-0.35	-36.34%
TOTAL PERSONAL SERVICES	65,467	69,252	42,844	-26,408	-38.13%
TOTAL MATERIALS/SERVICES	1,755	9,748	15,156	5,408	55.48%
TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%
FUND BAL. INCREASE (DECR)	0	0	0	0	0.00%
TOTAL EXPENDITURES	67,222	79,000	58,000	-21,000	-26.58%



COMMUNICATION SERVICES

SOURCE OF REVENUES	AUDITED FY15	ADOPTED FY16	PROPOSED FY17	DOLLAR CHANGE	% OF CHANGE
FEDERAL FUNDS					
Subtotal	0	0	0	0	0.00%
STATE FUNDS					
Subtotal	0	0	0	0	0.00%
LOCAL FUNDS					
Subtotal	0	0	0	0	0.00%
MISCELLANEOUS FUNDS					
Program Reimbursements	67,222	79,000	58,000	-21,000	-26.58%
Subtotal	67,222	79,000	58,000	-21,000	-26.58%
TOTAL FUNDS	67,222	79,000	58,000	-21,000	-26.58%

COMMUNICATION SERVICES

(Memorandum Information - Adopted in Dept budgets under Object 6650)

DEPARTMENT BUDGET	AUDITED FY15	ADOPTED FY16	PROPOSED FY17	DOLLAR CHANGE	% OF CHANGE
FTE	1.79	0.96	0.61	-0.35	-36.34%
5010 Salaries	42,730	45,085	27,742	-17,343	-38.47%
TOTAL SALARIES	42,730	45,085	27,742	-17,343	-38.47%
5320 PERS	5,151	4,342	2,672	-1,670	-38.47%
5330 Workers' Comp	32	66	42	-24	-36.34%
5335 SAIF	94	461	219	-242	-52.45%
5340 Unemployment	871	1,172	139	-1,033	-88.17%
5350 Health Insurance	11,122	11,972	7,882	-4,091	-34.17%
5360 Dental Insurance	1,034	1,595	1,074	-522	-32.71%
5370 Life Insurance	372	509	394	-115	-22.58%
5375 Flexible Spending Costs	0	1	1	0	0.00%
5380 Employee Assistance Program	0	29	19	-11	-36.34%
5382 OSGP Match	634	570	540	-30	-5.26%
5386 Non Taxable Fringe	0	0	0	0	0.00%
5390 FICA	3,427	3,449	2,122	-1,327	-38.47%
TOTAL FRINGE	22,737	24,167	15,102	-9,065	-37.51%
TOTAL PERSONAL SERVICES	65,467	69,252	42,844	-26,408	-38.13%
5540 Other Purchased Services	0	2,500	2,500	0	0.00%
5610 Educational Confer/Train	0	1,000	1,000	0	0.00%
5620 Meetings	17	400	200	-200	-50.00%
5710 Mileage	623	1,221	2,500	1,279	204.75%
5935 Cell Phone	0	480	480	0	0.00%
6110 Office Supplies	30	660	660	0	0.00%
6120 Postage/Shipping	135	600	600	0	0.00%
6130 Photocopy	0	400	500	100	25.00%
6140 Printing	550	1,000	1,200	200	20.00%
6145 Software	350	900	900	0	0.00%
6150 Advertising/Recruitment	50	300	289	-11	-3.67%
6160 Program Supplies	0	0	1,500	1,500	100.00%
6410 Books/Subscriptions	0	287	287	0	0.00%
6630 Infrastructure	0	0	2,540	2,540	100.00%
				0.00%	
TOTAL MATERIALS/SERVICES	1,755	9,748	15,156	5,408	55.48%
6310 TOTAL CAPITAL OUTLAY	0	0	0	0	0.00%
3010 FUND BAL. INCREASE (DECR)	0	0	0	0	0.00%
TOTAL EXPENDITURES	67,222	79,000	58,000	-21,000	-26.58%

COMMUNITY SERVICES CONSORTIUM
 SALARY RANGE
 AFSCME LOCAL 3563
 EFFECTIVE JULY 1, 2015
 Updated Titles 4/2016 SLL
 JOB TITLES

COLA 2.00 %

LONGEVITY		
15 YR 1%	20 YR 3%	25 YR 5%
BASED ON STEP 6		

	RANGE	ENTRY	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP L-1	STEP L-2	STEP L-3	
UNASSIGNED	***Monthly	1	\$ 1,719	\$ 1,809	\$ 1,899	\$ 1,993	\$ 2,092	\$ 2,199	\$ 2,308	\$ 2,331	\$ 2,377	\$ 2,423
	***Pay Period		859.50	904.50	949.50	996.50	1,046.00	1,099.50	1,154.00	1,165.50	1,188.50	1,211.50
	Hourly		9.92	10.44	10.96	11.50	12.07	12.69	13.32	13.45	13.71	13.98
	***Annually		\$ 20,628	\$ 21,708	\$ 22,788	\$ 23,916	\$ 25,104	\$ 26,368	\$ 27,696	\$ 27,972	\$ 28,524	\$ 29,076
*** See footer												
HS CLASSROOM AIDE		2	\$ 1,898	\$ 1,998	\$ 2,099	\$ 2,204	\$ 2,313	\$ 2,431	\$ 2,551	\$ 2,577	\$ 2,628	\$ 2,679
ELIGIBILITY CLERK			949.00	999.00	1,049.50	1,102.00	1,156.50	1,215.50	1,275.50	1,288.50	1,314.00	1,339.50
HEAD START TEACHING ASSISTANT 1			10.95	11.53	12.11	12.72	13.34	14.03	14.72	14.87	15.16	15.46
OFFICE SPECIALIST 1			\$ 22,776	\$ 23,976	\$ 25,188	\$ 26,448	\$ 27,756	\$ 29,172	\$ 30,612	\$ 30,924	\$ 31,536	\$ 32,148
WX WAREHOUSE WORKER												
HS FAMILY SERVICES/ERSEA COORDINATOR		3	\$ 2,100	\$ 2,210	\$ 2,317	\$ 2,437	\$ 2,556	\$ 2,685	\$ 2,818	\$ 2,846	\$ 2,903	\$ 2,959
HEAD START TEACHING ASSISTANT 2			1,050.00	1,105.00	1,158.50	1,218.50	1,278.00	1,342.50	1,409.00	1,423.00	1,451.50	1,479.50
			12.12	12.75	13.37	14.06	14.75	15.49	16.26	16.42	16.75	17.07
			\$ 25,200	\$ 26,520	\$ 27,804	\$ 29,244	\$ 30,672	\$ 32,220	\$ 33,816	\$ 34,152	\$ 34,836	\$ 35,508
ACCOUNTING CLERK FOODSHARE		4	\$ 2,319	\$ 2,442	\$ 2,562	\$ 2,690	\$ 2,825	\$ 2,966	\$ 3,114	\$ 3,145	\$ 3,207	\$ 3,270
COMMUNITY RELATIONS & DEVELOPMENT ASSIST			1,159.50	1,221.00	1,281.00	1,345.00	1,412.50	1,483.00	1,557.00	1,572.50	1,603.50	1,635.00
ELIGIBILITY SPECIALIST			13.38	14.09	14.78	15.52	16.30	17.11	17.97	18.14	18.50	18.87
EMPLOYMENT ADVISOR			\$ 27,828	\$ 29,304	\$ 30,744	\$ 32,280	\$ 33,900	\$ 35,592	\$ 37,368	\$ 37,740	\$ 38,484	\$ 39,240
HS FAMILY SERVICES SITE COORDINATOR												
INSTRUCTOR												
MIS CLERK 2												
MPA ELIGIBILITY SPECIALIST												
OFFICE SPECIALIST 3												
FS TRUCK DRIVER/WAREHOUSE WORKER												
YOUTH ADVISOR												
ACCOUNTING TECHNICIAN		5	\$ 2,562	\$ 2,697	\$ 2,831	\$ 2,972	\$ 3,120	\$ 3,276	\$ 3,441	\$ 3,475	\$ 3,544	\$ 3,613
ADMINISTRATIVE ASSISTANT			1,281.00	1,348.50	1,415.50	1,486.00	1,560.00	1,638.00	1,720.50	1,737.50	1,772.00	1,806.50
AGENCY RELATIONS SPECIALIST			14.78	15.56	16.33	17.15	18.00	18.90	19.85	20.05	20.45	20.84
CREW LEADER			\$ 30,744	\$ 32,364	\$ 33,972	\$ 35,664	\$ 37,440	\$ 39,312	\$ 41,292	\$ 41,700	\$ 42,528	\$ 43,356
ENERGY ED COORDINATOR												
HEALTH PROGRAM COORDINATOR												
HS PROGRAM ASSISTANT												
MIS CLERK 3												
PROGRAM ASSISTANT												
SENIOR EMPLOYMENT ADVISOR												
SENIOR YOUTH ADVISOR												
TEACHER 2/ADVOCATE												
FS WAREHOUSE WORKER 2												
WEATHERIZATION TECHNICIAN												
WX FINANCE SPECIALIST												
COMMUNICATIONS COORDINATOR		6	\$ 2,831	\$ 2,979	\$ 3,128	\$ 3,286	\$ 3,451	\$ 3,621	\$ 3,801	\$ 3,839	\$ 3,915	\$ 3,991
HOUSING RESOURCE COORDINATOR			1,415.50	1,489.50	1,564.00	1,643.00	1,725.50	1,810.50	1,900.50	1,919.50	1,957.50	1,995.50
NETWORK SPECIALIST 1			16.33	17.19	18.05	18.96	19.91	20.89	21.93	22.15	22.59	23.03
PAYROLL SPECIALIST			\$ 33,972	\$ 35,748	\$ 37,536	\$ 39,432	\$ 41,412	\$ 43,452	\$ 45,612	\$ 46,068	\$ 46,980	\$ 47,892
SENIOR CREW LEADER												
TEACHER 3/ADVOCATE												
TRAINER - NATURAL RESOURCE CONSERVATION												
WEATHERIZATION CREW LEADER												
AUDITOR		7	\$ 3,128	\$ 3,293	\$ 3,459	\$ 3,627	\$ 3,809	\$ 4,002	\$ 4,203	\$ 4,245	\$ 4,329	\$ 4,413
CASE MANAGER			1,564.00	1,646.50	1,729.50	1,813.50	1,904.50	2,001.00	2,101.50	2,122.50	2,164.50	2,206.50
CASE MANAGER - HOUSING			18.05	19.00	19.96	20.93	21.98	23.09	24.25	24.49	24.98	25.46
FINANCIAL ANALYST			\$ 37,536	\$ 39,516	\$ 41,508	\$ 43,524	\$ 45,708	\$ 48,024	\$ 50,436	\$ 50,940	\$ 51,948	\$ 52,956
HS CONTENT SPEC. MENTAL HEALTH & DISABILITY												
HS CONTENT SPEC. HEALTH & NUTRITION												
NETWORK SPECIALIST 2												
PROGRAM DEVELOPMENT ANALYST												
PRINCIPAL EMPLOYMENT ADVISOR												
PRINCIPAL YOUTH ADVISOR												
REHAB CONSTRUCTION COORDINATOR												
RESOURCE COORDINATOR												
TEACHER												
TRAINER - WEATHERIZATION												
BUSINESS SERVICES COORDINATOR (W/B)		8	\$ 3,457	\$ 3,638	\$ 3,821	\$ 4,011	\$ 4,213	\$ 4,423	\$ 4,643	\$ 4,689	\$ 4,782	\$ 4,875
FS GLEANERVOLUNTEER PROG. COORD			1,728.50	1,819.00	1,910.50	2,005.50	2,106.50	2,211.50	2,321.50	2,344.50	2,391.00	2,437.50
			19.94	20.99	22.04	23.14	24.31	25.52	26.79	27.05	27.59	28.13
			\$ 41,484	\$ 43,656	\$ 45,852	\$ 48,132	\$ 50,556	\$ 53,076	\$ 55,716	\$ 56,268	\$ 57,384	\$ 58,500

COMMUNITY SERVICES CONSORTIUM
SALARY RANGE
NON-REPRESENTED
EFFECTIVE JULY 1, 2014
JOB TITLES

COLA 2.00%

LONGEVITY		
15 YR 1%	20 YR 3%	25 YR 5%
BASED ON STEP 6		
STEP L-1	STEP L-2	STEP L-3

JOB TITLES	RANGE	ENTRY	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP L-1	STEP L-2	STEP L-3	
UNASSIGNED	***Monthly	5	\$ 2,676	\$ 2,817	\$ 2,956	\$ 3,104	\$ 3,262	\$ 3,424	\$ 3,598	\$ 3,634	\$ 3,706	\$ 3,778
	***Pay Period		1,338.00	1,408.50	1,478.00	1,552.00	1,631.00	1,712.00	1,799.00	1,817.00	1,853.00	1,889.00
	Hourly		15.44	16.25	17.05	17.91	18.82	19.75	20.76	20.97	21.38	21.80
	***Annually		\$ 32,112	\$ 33,804	\$ 35,472	\$ 37,248	\$ 39,144	\$ 41,088	\$ 43,176	\$ 43,608	\$ 44,472	\$ 45,336
*** See footer												
EXECUTIVE ASSISTANT		6	\$ 2,990	\$ 3,147	\$ 3,304	\$ 3,471	\$ 3,643	\$ 3,827	\$ 4,017	\$ 4,057	\$ 4,138	\$ 4,218
			1,495.00	1,573.50	1,652.00	1,735.50	1,821.50	1,913.50	2,008.50	2,028.50	2,069.00	2,109.00
			17.25	18.16	19.06	20.03	21.02	22.08	23.18	23.41	23.87	24.33
			\$ 35,880	\$ 37,764	\$ 39,648	\$ 41,652	\$ 43,716	\$ 45,924	\$ 48,204	\$ 48,684	\$ 49,656	\$ 50,616
ENERGY ASSISTANCE SUPERVISOR		7	\$ 3,341	\$ 3,516	\$ 3,690	\$ 3,876	\$ 4,068	\$ 4,272	\$ 4,486	\$ 4,531	\$ 4,621	\$ 4,710
			1,670.50	1,758.00	1,845.00	1,938.00	2,034.00	2,136.00	2,243.00	2,265.50	2,310.50	2,355.00
			19.28	20.28	21.29	22.36	23.47	24.65	25.88	26.14	26.66	27.17
			\$ 40,092	\$ 42,192	\$ 44,280	\$ 46,512	\$ 48,816	\$ 51,264	\$ 53,832	\$ 54,372	\$ 55,452	\$ 56,520
EDUCATION SUPERVISOR		8	\$ 3,729	\$ 3,925	\$ 4,122	\$ 4,330	\$ 4,544	\$ 4,771	\$ 5,010	\$ 5,060	\$ 5,160	\$ 5,261
FOOD SHARE COORDINATOR			1,864.50	1,962.50	2,061.00	2,165.00	2,272.00	2,385.50	2,505.00	2,530.00	2,580.00	2,630.50
HS EDUCATION SUPERVISOR			21.51	22.64	23.78	24.98	26.22	27.53	28.90	29.19	29.77	30.35
YOUTHBUILD CONSTRUCTION COORDINATOR			\$ 44,748	\$ 47,100	\$ 49,464	\$ 51,960	\$ 54,528	\$ 57,252	\$ 60,120	\$ 60,720	\$ 61,920	\$ 63,132
ACCOUNTING SUPERVISOR		9	\$ 3,883	\$ 4,087	\$ 4,291	\$ 4,503	\$ 4,730	\$ 4,966	\$ 5,217	\$ 5,269	\$ 5,374	\$ 5,478
HOUSING SERVICES MANAGER			1,941.50	2,043.50	2,145.50	2,251.50	2,365.00	2,483.00	2,608.50	2,634.50	2,687.00	2,739.00
HS PROGRAM EDUCATION MANAGER			22.40	23.58	24.76	25.98	27.29	28.65	30.10	30.40	31.00	31.60
			\$ 48,596	\$ 49,044	\$ 51,492	\$ 54,036	\$ 56,760	\$ 59,592	\$ 62,604	\$ 63,228	\$ 64,488	\$ 65,736
OPERATIONS MANAGER		10	\$ 4,157	\$ 4,375	\$ 4,591	\$ 4,820	\$ 5,061	\$ 5,315	\$ 5,582	\$ 5,638	\$ 5,749	\$ 5,861
WEATHERIZATION PROGRAM MANAGER			2,078.50	2,187.50	2,295.50	2,410.00	2,530.50	2,657.50	2,791.00	2,819.00	2,874.50	2,930.50
			23.98	25.24	26.49	27.81	29.20	30.66	32.20	32.53	33.17	33.81
			\$ 49,884.0	\$ 52,500	\$ 55,092	\$ 57,840	\$ 60,732	\$ 63,780	\$ 66,984	\$ 67,656	\$ 68,988	\$ 70,332
COMMUNITY RELATIONS & DEVELOPMENT DIRECTOR		11	\$ 4,444	\$ 4,678	\$ 4,911	\$ 5,156	\$ 5,414	\$ 5,688	\$ 5,970	\$ 6,030	\$ 6,149	\$ 6,269
HUMAN RESOURCE DIRECTOR			2,222.00	2,339.00	2,455.50	2,578.00	2,707.00	2,844.00	2,985.00	3,015.00	3,074.50	3,134.50
REGIONAL MANAGER			25.64	26.99	28.33	29.75	31.23	32.82	34.44	34.79	35.48	36.17
			\$ 53,328	\$ 56,136	\$ 58,932	\$ 61,872	\$ 64,968	\$ 68,256	\$ 71,840	\$ 72,360	\$ 73,788	\$ 75,228
FOODSHARE DIRECTOR		12	\$ 4,755	\$ 5,005	\$ 5,258	\$ 5,516	\$ 5,794	\$ 6,085	\$ 6,387	\$ 6,451	\$ 6,579	\$ 6,706
IT DIRECTOR			2,377.50	2,502.50	2,629.00	2,758.00	2,897.00	3,042.50	3,193.50	3,225.50	3,289.50	3,353.00
			27.43	28.88	30.33	31.82	33.43	35.11	36.85	37.22	37.96	38.69
			\$ 57,060	\$ 60,060	\$ 63,096	\$ 66,192	\$ 69,528	\$ 73,020	\$ 76,644	\$ 77,412	\$ 78,948	\$ 80,472
FINANCE DIRECTOR		13	\$ 5,088	\$ 5,355	\$ 5,625	\$ 5,907	\$ 6,201	\$ 6,512	\$ 6,835	\$ 6,903	\$ 7,040	\$ 7,177
HEAD START DIRECTOR			2,544.00	2,677.50	2,812.50	2,953.50	3,100.50	3,256.00	3,417.50	3,451.50	3,520.00	3,588.50
			29.35	30.89	32.45	34.08	35.78	37.57	39.43	39.83	40.62	41.41
			\$ 61,056	\$ 64,260	\$ 67,500	\$ 70,884	\$ 74,412	\$ 78,144	\$ 82,020	\$ 82,836	\$ 84,480	\$ 86,124
HOUSING & ENERGY SERVICES DIRECTOR		14	\$ 5,445	\$ 5,731	\$ 6,020	\$ 6,321	\$ 6,634	\$ 6,969	\$ 7,313	\$ 7,386	\$ 7,532	\$ 7,679
WORKFORCE & EDUCATION DIRECTOR			2,722.50	2,865.50	3,010.00	3,160.50	3,317.00	3,484.50	3,656.50	3,693.00	3,766.00	3,839.50
			31.41	33.06	34.73	36.47	38.27	40.21	42.19	42.61	43.45	44.30
			\$ 65,340	\$ 68,772	\$ 72,240	\$ 75,852	\$ 79,608	\$ 83,628	\$ 87,756	\$ 88,632	\$ 90,384	\$ 92,148
EXECUTIVE DIRECTOR									\$ 9,100	\$ 9,100	\$ 9,100	\$ 9,100
by contract with the Governing Board									4,550.00	4,550.00	4,550.00	4,550.00

80 Position Count

COMMUNITY SERVICES CONSORTIUM

COST ALLOCATION PLAN

Indirect costs, federally defined, are as follows:

"Those incurred for a common or joint purpose benefiting more than one cost objective and those not readily assignable to the cost objectives specifically benefited without effort disproportionate to the results achieved."

STATEMENT OF METHODOLOGY

Community Services Consortium's Cost Allocation Plan is designed to equitably distribute the cost of centralized administrative overhead (indirect costs) to each funded program operated by the Consortium.

The basis of allocation used is average annualized staff FTE (Full Time Equivalents) by department. This rationale is based upon the premise that the costs identified in the cost allocation plan provide general administrative support to the staff performing the programs identified by each department. The actual allocated overhead costs are applied on a preliminary basis and are evaluated quarterly for fluctuations.

This plan ensures that shared costs may be prorated to each of the departments on a consistent and rational basis. All department charges will be allocated in accordance with the relative benefits received or costs incurred specifically for a grant or contract operated by that department.

This Cost Allocation Plan has been reviewed during many grantor audits and monitoring visits, and has been deemed to apply overhead to our grants on a reasonable, equitable basis.

BUDGET OPERATION AND MANAGEMENT

INTRODUCTION

In 1987, the Oregon Legislative Assembly enacted a statutory budget process for agencies formed under Chapter 190 of the Oregon Revised Statutes (ORS). Thus, Community Services Consortium (CSC) became subject to requirements that are similar, but not identical, to those contained in local budget law, which governs the budget process for cities, counties and special districts. In brief, the law requires CSC to establish a budget committee, publish notices of budget committee meetings and public hearings, hold public hearings on the budget as approved by the budget committee, and in some instances, follow the same process for supplemental budgeting. The law also directs the Department of Revenue to exercise the same regulatory authority with respect to CSC as it exercises over cities, counties and special districts. Finally, CSC must file a true copy of the Governing Board adopted budget with the Department of Revenue by July 15 of each year.

CSC BUDGET POLICIES

The budget policies are perpetual policies of the Governing Board. They are adopted by resolution and may be modified by Governing Board resolution. Other board policies are found in the Budget Manual and also are binding on agency employees.

The budget constitutes the annual operating plan in terms of programs, resources, and funds. The major component is the program budget.

The budgeting process integrates performance and productivity management, organizational accounting, and allocation of resources and fund management. During preparation, the budget moves through the following steps: requested, proposed, approved by the Budget Committee, and then the final version is adopted by the Governing Board.

PURPOSE OF THE BUDGET

1. To provide a management tool for all levels of CSC management to enhance the planning and decision-making processes.
2. To assist the Governing Board in fulfilling its responsibilities to the citizens.
3. To serve as a communication vehicle both internally between departments and externally with the public and other agencies.
4. To satisfy requirements of Oregon Revised Statutes (ORS) 294.900 to 294.930.

ROLES OF PRIMARY PARTICIPANTS IN THE BUDGET PROCESS

Governing Board - The Board receives the approved budget from the Budget Committee, holds a public budget hearing, makes final adjustments and then adopts the final annual budget. During the following year, the Governing Board acts on requests for budget transfers and supplemental budgets as required.

Budget Committee - CSC is required by state law to appoint a committee to recommend a budget to its governing body. CSC's Budget Committee is composed of the Executive Committee of the Governing Board, the Chair of the Community Action Advisory Committee, one invited member from CSC's Head Start Policy Council, and one invited member from the Region IV Workforce Investment Board. The Budget Committee meets publicly to review program budgets and work plan summaries, deliberates and recommends an approved budget to CSC's Governing Board.

Budget Officer - Under the supervision of the Executive Director, the Budget Officer plans, organizes, and schedules all steps in the preparation of the annual budget. The Budget Officer is responsible for compiling the requested budget for administrative and Executive Committee review and for incorporating budget revisions made throughout the budget preparation process.

Departments - Departments receive Governing Board adopted budgetary guidelines at the onset of the budget preparation process. Departments are responsible for compiling and conveying to the Budget Officer all information necessary to prepare the budget from request through adoption. Any departmental errors or omissions found subsequent to budget adoption must be absorbed by that department.

BUDGET MANAGEMENT

Each Department Director is responsible for managing operations within the framework of the adopted budget. This responsibility includes:

1. Managing programs to achieve performance and productivity goals as outlined in the budget document annual work plan.
2. Managing resources including personnel, materials and services, and capital items efficiently and within the adopted budget.
3. Monitoring departmental revenues to ensure timely receipt of program funds.
4. Observing conditional or contingent budget provisions, such as a program which is budgeted but not authorized until some event takes place or subsequent approval is given.
5. Managing expenditures within available cash and/or appropriation limitations. This responsibility is carried out in conjunction with the Finance Director.

OPERATING BUDGET

1. The Finance Department will maintain a budgetary control system to help it adhere to the budget.
2. The Finance Department will prepare regular reports comparing actual revenues and expenditures to budgeted amounts.
3. The Community Services Consortium budget will be prepared and published by program as defined by ORS 294.910 and ORS 294.920.
4. Community Services Consortium funds shall be those designated in the Chart of Accounts. They shall have the purposes, basis of accounting, and ultimate disposition as defined in the authorizing resolution.

Creation and/or elimination of funds shall be done by the Governing Board and shall be consistent with statutory requirements. The resolution creating a fund shall identify the fund's purpose, the fund's expected duration, the basis of accounting, and the provisions for disposition of the remaining fund balance when the fund becomes unnecessary.

5. Community Services Consortium shall utilize the programs listed in the Chart of Accounts. Each program shall have the general purpose identified.
6. Modification of the adopted budget shall be initiated and approved by the Governing Board prior to the expenditure. If an emergency condition requires immediate expenditures not anticipated in the budget, approval for expenditure should be sought informally from the Governing Board. Initiation of formal action to modify the budget shall begin immediately.
7. For the purpose of budget modifications, appropriation control is extended to the category level (personnel services, materials and services, capital outlay, and interfund revenue transfer) for the agency. Department Directors should prepare an appropriation transfer between categories for consideration by the Finance Director in advance of the time when a category within a grant or program will be over-expended for their department.
8. The Budget Officer will be responsible for interpretation and application of ORS 294.925 when considering requests to increase or decrease budget appropriations. No supplemental budget action will be considered by the Governing Board unless there is clear evidence demonstrating a need to alter the budget.
9. Requests to re-budget or carry over expenditures to the next fiscal year must be accomplished prior to the cutoff date annually established and made known by the Budget Officer.

FUND BALANCES

1. All fund balances will be strictly controlled by the Governing Board. Uses of these funds will be limited to unforeseeable events that cannot be absorbed in the budget without adversely impacting the existing program.

ACCOUNTING, AUDITING AND FINANCIAL REPORTING

1. Community Services Consortium will establish and maintain a high standard of accounting practices.
2. The Finance Department will maintain records on a basis consistent with generally accepted accounting standards for local government accounting.
3. Regular monthly and annual financial reports will reflect a summary of financial activity by major types of funds.
4. The reporting system will provide monthly information on the total cost of specific services by type of expenditure and fund.
5. An independent public accounting firm will perform an annual audit and will publicly issue a financial opinion.
6. Community Services Consortium will maintain a fixed asset system that will contain an inventory of all equipment costing \$5,000 or more and having a useful life of greater than one year.

GRANT AND CONTRACT ADMINISTRATION

1. All departments will obtain Governing Board approval prior to the submission of any application for grants or contracts from any public or private source.
2. Notice to the Governing Board will be in "Concept Paper" form and submitted for consideration at a regular Governing Board or Executive Committee meetings.
3. In conjunction with the Finance Director, the recipient department is responsible for all aspects of grant administration including report preparation and file and record maintenance.
4. All financial reporting, requests for reimbursement and grantor audits shall be coordinated with the Finance Department. No financial reporting or request for reimbursement or advance shall be sent without a Finance Department review.
5. Departments will prepare requests for reimbursement or advances as soon as possible to avoid cash flow problems.

6. The Finance Department will expedite review of advance or reimbursement requests in order to maximize income and reduce subsidization of grant and contract funds.
7. The Finance Director will prepare an annual Cost Allocation Plan in accordance with appropriate federal, state and agency guidelines to recover indirect costs.
8. Each department will determine the amount of allowable indirect and program administration costs which may be recovered from grants and contracts, and identify the source of revenue to cover any remaining portion that cannot be included in a grant or contract.
9. Each department will coordinate with the Finance Director on a written procedure for allocating indirect and program administration costs to the grants and contracts within their departments. The Finance Director will review and approve the procedure.

BUDGET TERMINOLOGY

Administrative Review: The Executive Director and the Budget Officer review departments' requests and may require departments to provide additional information or make adjustments prior to Executive Review.

Adopted Budget: The financial plan adopted by the Governing Board. This budget is the basis for appropriations.

Annual Plan: A report listing planned activities for the fiscal year in which a budget will be implemented. CSC's annual plans serve as budget narratives.

Approved Budget: Budget recommended to the Governing Board by the Budget Committee.

Appropriation: The legal limit of expenditures as adopted by the Governing Board for a particular level of the agency. CSC's basis of appropriation is by category at the overall agency level. Appropriation control extends to the category level. This means, for example, that managers cannot shift expenditures from Personnel Services to Materials and Services without Governing Board approval.

Appropriation Transfer: Transfer of all or part of an appropriation from one expenditure category to another. Appropriation transfers must be approved by the Governing Board before any funds are over expended in any category. This means, for example, that an appropriation transfer should be sought if the budget for personnel services will be expended prior to the end of the fiscal year but funds budgeted in materials and services are available to spend on personal services.

Budget Committee: CSC is required by state law to appoint a committee to recommend a budget to its governing body. CSC's Budget Committee is composed of the Executive Committee of the Governing Board, the Community Action Advisory Council's (CAAC) chairperson, the Head Start Policy Council's chairperson, and the Workforce Investment Board (WIB) chairperson. The Budget Committee meets publicly to review program budgets and work plan summaries, deliberate and recommend an Approved Budget to the Governing Board.

Budget Manual: Document published at the start of each budget cycle. It constitutes CSC's budget policies and procedures.

Budget Officer: The person designated by the Governing Board to be responsible for preparation of the budget and meeting legal requirements.

Capital Outlay: Summary expenditure category showing purchases of durable goods, like computers, vehicles, desks, etc. Items costing more than \$5,000 usually are categorized as capital outlay. Software is an exception; systems applications, like DOS and Windows, are considered capital outlay as are other programs bundled with hardware at the time of purchase.

Category: Expenditures are summarized in the following categories: Personnel Services, Materials and Services, Capital Outlay and Fund Balance. Revenue categories are summarized as Federal Funds, State Funds, Local Funds and Miscellaneous Funds.

Chart of Accounts: A list and description of line items used to classify expenditures in the budget. To ensure agency wide consistency, all expenditures must be classified under items listed in the Chart of Accounts.

Executive Review: Following Administrative Review, the Executive Committee of the Governing Board reviews the requested budget and may make adjustments prior to submitting a proposed budget to the Budget Committee.

Fees: Revenues generated by charges for services.

Fiscal year: The budget year, which begins on July 1 and ends on June 30 of the following calendar year. Fiscal years are often referred to by the last calendar year of the fiscal year. Thus fiscal 09-10, which ends June 30, 2010, may be referred to as fiscal year 10.

FTE: Full-Time Equivalent. All CSC positions are stated in whole or partial FTE's. For example, .50 FTE describes an employee who works half time for the entire fiscal year or full-time for exactly half of the fiscal year.

Fund: CSC maintains funds for budget and accounting purposes: General Fund, DCS, Housing and Community Resources, Head Start, and Food Share.

Fund Balance: Accumulated revenues in excess of appropriations. All fund balances are strictly controlled by the Governing Board. Use of fund balances is limited to unforeseeable events, which cannot be absorbed in budgets without adversely affecting existing programs.

Governing Board: The Governing Board is the final authority in CSC's budget process. The Board receives an approved budget from the Budget Committee, holds a public hearing on the budget, makes final adjustments and then adopts a final annual budget. During the operation phase, the Governing Board acts on requests for supplemental budgets and appropriations transfers.

Indirect: As defined by the federal government, indirect costs are "those incurred for a common or joint purpose benefiting more than one cost objective and those not readily assignable to the cost objectives specifically benefited without effort disproportionate to the results achieved."

Materials and Services: Summary category showing all costs of expendable supplies and services other than personnel services.

Miscellaneous Funds: Summary revenue category for incoming interfund transfers and other revenues which cannot be classified as Federal Funds, State Funds or Local Funds.

Object Codes: See Chart of Accounts

Oregon Revised Statutes: Oregon Revised Statutes (ORS) 294.900 to 294.930 contain state law applicable to CSC's budget process. CSC is not subject to the same statutes as other local governments, like cities and counties, although the requirements are similar in many respects, as an ORS 190 organization, a council of governments.

Personnel Services: Summary category showing all costs of wages and benefits paid to or on behalf of CSC employees.

Program: Programs represent identifiable activities with similar functions. For example, the Food Share budget contains the following programs: Food Share and Volunteer Coordination.

Program Revenues: Revenues generated for specific program uses. These revenues can derive from fees, state or federal grants and contracts, or fund balances.

Proposed Budget: Budget submitted to the Budget Committee after Executive Review.

Requested Budget: Budget consolidating all departmental requests, including any modifications requested by the Executive Director or Budget Officer during Administrative Review, into an agency budget. The requested budget is submitted to the Executive Committee of the Governing Board for Executive Review.

Reserve Funds: Funds established to accumulate revenues for future use and for a specific purpose. The Linn Benton Food Share Warehouse budget is an example of a reserve fund.

Supplemental Budget: Supplemental Budgets must be approved by the Governing Board before the agency can spend any revenues, which would cause it to exceed budgeted expenditures at the category level. These budgets are prepared to spend revenues not anticipated when the regular budget was adopted or to meet unanticipated needs. At CSC this procedure is most commonly required when a grant or contract exceeds anticipated levels, but it also can include proposed use of fund balances that would cause expenditures to exceed the budget.

Unrestricted Funds: Revenue that may be used for any purpose. Most CSC funds carry restrictions.

GLOSSARY

ALBANY	Housing rehabilitation program for City of Albany
ALBANY WATER ASSISTANCE	City of Albany Assistance to provide assistance to city of Albany residential water customers.
AMERICORPS	CNCS program for education awards based on community service
AMERICORPS*VISTA	Capacity building component/program of CNCS
BENTON COUNTY	Benton County contracts for Linn Benton Food Share and Housing Rehabilitation, Regional Housing Center
BPA	Bonneville Power Administration
BPA – ENERGY EDUCATION	Bonneville Power Administration funds allocated to provide energy education services
C of C LBHASH	Continuum of Care Linn Benton Housing Authority Supportive Housing (Department of Housing and Urban Development Continuum of Care grant awarded to Linn Benton Housing Authority and sub granted to CSC. The grant provides transitional supportive housing in Linn and Benton Counties.)
C of C PROJECT PASSPORT	Continuum of Care Project Passport (Department of Housing and Urban Development Continuum of Care grant to provide transitional housing in Lincoln County)
CAAC	Community Action Advisory Council
CCWD	Community Colleges and Workforce Development
CDBG	Community Development Block Grant for housing rehabilitation, construction of community facilities, handicapped accessibility projects, and technical assistance
CDBG ALBANY REHAB	Community Development Block Grant entitlement funds directly allocated to the City of Albany and awarded to CSC for housing rehabilitation services with the City of Albany
CDBG ALBANY WX	Community Development Block Grant entitlement funds directly allocated to the City of Albany and awarded to CSC to address health and safety issues that would then allow weatherization measures to be performed
CDBG LINCOLN CITY PORTFOLIO	Contracted staffing and administrative services provided to Community Housing Services for operation and rehab services funded through the CDBG portfolio of Lincoln City
CDBG TOLEDO PORTFOLIO	Contracted staffing and administrative services provided to Community Housing Services for operation and rehab services funded through the CDBG portfolio of the City of Toledo

CERTIFIED TRAINER	Authorized trainers to provide services under WIA
CHARTER SCHOOL	Lincoln County Career Tech High School
CHS	Community Housing Services
CITY OF TOLEDO WATER ASSISTANCE	City of Toledo funds to provide resources to homeless vets during the annual statewide Point-in-Time Homeless Count
CLPUD	Central Lincoln Peoples Utility District
CNCS	Corporation for National and Community Services – oversees AmeriCorps
CONTINUUM OF CARE/CSC	Department of Housing and Urban Development grant to Emergency Services to provide a linkage between housing, local service providers and clients
CONTRACTS/GRANTS	Miscellaneous grant or contract income from sources other than federal, state or local resources
CORE SERVICES	Available to individuals both adult and dislocated workers through the One-Stop Delivery system
CORVALLIS	City of Corvallis grant for Linn Benton Food Share and Emergency Services
CORVALLIS-EHA-EA	City of Corvallis funds to be matched by Department of Human Services
CPI	Consumers Power Energy Assistance Program to provide utility assistance to low-income residential customers of Consumers Power, Inc.
CRD	Community Relations and Development Department of CSC
CSBG	Community Services Block Grant
DHS	Department of Human Services
DOE	Department of Energy grants for weatherization services
DOL'S VET'S STAND DOWN GRANT	Department of Labor funds to provide resources at the annual Veteran's Stand Down event
DONATIONS	Individual donations to CSC programs
DUKE EL PASO	Duke and El Paso funds to provide weatherization services.
ECHO	Energy Conservation Helping Organizations (Set aside funds from private electric companies)
ECHO-ENERGY EDUCATION	Funds allocated to provide energy education services.
EHA	State of Oregon Emergency Housing Account funds for services to people who are homeless or at-risk of homelessness

EMERGENCY SERVICES ENERGY ASSISTANCE FUND BALANCE	Funds designated to be used as "energy assistance"
EMERGENCY SERVICES MISC HOUSING FUND BALANCE	Funds designated to be used as "housing assistance"
ESGP	Department of Housing and Urban Development Emergency Shelter Grant Program
FEE FOR SERVICE	Fees for services rendered by CSC staff where those services are not paid by grant funding. Example: Fees for housing and/or community facility development assistance; fees paid by businesses for services
GAP	Northwest Natural Gas energy assistance program
GED	General Educational Development: A high school equivalency certificate
HEAD START/HHS	Federal funds from the U.S. Department of Health and Human Services to operate Head Start
HEAD START/OPK	State funds from the Oregon Pre-Kindergarten program to operate Head Start
HEALTHY HOMES	Funds from Samaritan Health Services to provide asthma reduction kits to weatherization households with children age three to thirteen.
HIGH RISK YOUTH	Special funding for high-risk youth
HOAP	Home Ownership Assistance Program
HOLIDAY FOOD DRIVE	Donations to Linn Benton Food Share to support holiday food drive
HOME TBA	Department of Housing and Urban Development match known as the as the HOME Tenant Based Assistance program
HOME TBA – DEPOSIT ONLY	Funds set aside to provide move-in expenses to low-income households unable to secure deposits
HOUSING PLUS	Permanent supportive housing for chronic homelessness
HOUSING PLUS S.S.TERN	Housing Plus funds that provide supportive services to tenants of the Housing Plus facility at Tern House
HOUSING PLUS S.S. PELICAN	Housing Plus funds that provide supportive services to tenants of the Housing Plus facility at Pelican Place
HSP	Housing Stabilization Program - Department of Human Services match for EHA-EA and Corvallis EHA-EA
HSPC	Head Start Policy Council

HUD/LASO	Fair Housing Grant – HUD funds to provide fair housing education and outreach as well as technical assistance to residents of Linn, Benton and Lincoln County.
ILP	Independent Living Program - a program for foster children who are meeting the challenges of living independently - funded by Department of Human Services
INCENTIVES	WIA income received for exceeding performance standards
INCITE	Local workforce board that covers Linn, Marion, Polk, Yamhill Counties
INTENSIVE SERVICES	Service more in-depth than core services provided under WIA
JOBS	Department of Human Services Self- Sufficiency program for job search and job development services
LBCC	Linn Benton Community College
LBHA	Linn Benton Housing Authority
LBFS	Linn Benton Food Share
LCLT	Lincoln Community Land Trust
LIHEAP	Low Income Home Energy Assistance Program
LIHEAP ASSUR 16 CM	Low Income Home Energy Assistance Program funds set aside to provide energy education with case management services
LIHEAP ED	Low Income Home Energy Assistance Program energy education funds
LIHEAP LEVERAGE	Low Income Home Energy Assistance Program leverage funds
LIHEAP WX	Low Income Home Energy Assistance Program weatherization funds
LIHEAP WX EE	Low Income Home Energy Assistance Program weatherization energy education funds
LINCOLN CITY CDBG	Community facilities project in Lincoln City for a domestic violence shelter
LINCOLN COMMUNITY LAND TRUST (LCLT)	Contracted staffing and administrative services provided to LCLT for operations and development
LINCOLN COUNTY CDBG	Housing Rehabilitation program for Lincoln County
LINCOLN COUNTY HOMELESS SERVICES	Lincoln County funds to provide emergency and transitional housing services
LINCOLN CO. REGIONAL REVOLVING LOAN FUND	Housing rehabilitation loan repayments from cities and counties
LINCOLN REGIONAL REHAB	Housing Rehabilitation Program for Lincoln County

LINN-BENTON REGIONAL REVOLVING LOAN FUND	Housing rehabilitation loan repayments from cities and counties
LINN COUNTY	Linn County contracts for Linn Benton Food Share
LIRHF	Oregon Housing and Community Services Department's Low Income Rental Housing Fund used as match for HOME TBA
LOC	Learning Opportunity Centers: certified alternative schools that are part of the Workforce & Education department youth services
MCWSC	Mid Coast Watershed Council
MEYER MEMORIAL TRUST/CAPO	Meyer Memorial Trust funds administered through CAPO to provide additional services at local warming centers.
MILL CITY CDBG	Housing rehabilitation program for the city of Mill City
MILL CITY - GEN FUND	Housing rehabilitation loan repayments
MISCELLANEOUS	Miscellaneous grants and contracts
MPA	Mortgage Payment Assistance Program
NCRC	National Career Readiness Certificate
NEG	National Emergency Grant - DOL funds to provide services to dislocated workers specific to identified layoffs
NON-USDA FOOD	Value of commodities other than those from USDA
NW NATURAL ENERGY EDUCATION	NW Natural funds designated to provide energy education
NW NATURAL ENERGY EDUCATION #2	NW Natural OLIEE funds designated for energy education
OCCC	Oregon Coast Community College
OEAP	Oregon Energy Assistance Program to provide utility assistance to low-income residential customers of Pacific Power
OEAP CM E2C2	Oregon Energy Assistance Program funds set aside to provide energy education with case management
OECA	Oregon Energy Coordinators Association, Inc.
OED	Oregon Employment Department
OHA	Oregon Health Authority
OHCS	Oregon Housing and Community Services
OHRF	Oregon Hunger Relief Fund

OJT	On-the-Job Training
OLGA	Oregon Low-income Gas Assistance to provide utility assistance to low-income residential customers of NW Natural Gas
OLIEE	Oregon Low-Income Energy Efficiency program funded by Northwest Natural Gas
ONE STOP CENTERS	Certified Work Source Centers offering a full range of services including information and referrals, employment and training programs, and client resources. A partnership of WIA, OED, VRD, and DHS.
ONWIB	Oregon Northwest Workforce Investment Board - Local workforce board that covers Lincoln, Clatsop, Columbia, Tillamook Counties
OREGON HEAT	Pacific Power and Light energy assistance program
OWEB	Oregon Watershed Enhancement Board
OWIB	Oregon Workforce Investment Board
OWP	Oregon Workforce Partnership
OYEI	Oregon Youth Employment Initiative
OYCC	Oregon Youth Conservation Corps for youth employment and training
PELICAN PLACE RENTAL INCOME	Income & expenses generated from Pelican Place, a permanent affordable housing facility
PROJECT PASSPORT	Department of Housing and Urban Development Continuum of Care grant transferred from the Trueman Center to CSC to provide transitional housing
RAPID RESPONSE	Title IB WIA dollars reserved at the State for activities associated with business and industry closures or mass lay-offs
RCAC	Rural Community Assistance Corporation
RD HPG	Rural Development Housing Preservation Grants for housing rehabilitation
REBATES	Local utility company matching funds for weatherization
REACH FEE FUND BALANCE	Funds awarded as a pilot project to combine resource management, utility assistance, energy education, and weatherization to LIEAP eligible households who are high-energy users.
REGIONAL HOUSING CENTER	One-Stop center for home ownership information and services in the region
RELIANT	Reliant funds to provide weatherization services

RENTAL REPLACEMENT	Rental income set aside for building maintenance and repair as required by grant contract
ROMA	Results Oriented Management and Accountability - A performance-based reporting system designed to monitor and promote greater effectiveness among state and local agencies receiving Community Services Block Grant (CSBG) funds.
ROMA, NEXT GEN	Results Oriented Management and Accountability standards, proposed revisions 2016. Includes CSBG Organizational Standards.
RSVP	Retired and Senior Volunteer program
SAM HEALTH (BENTON AND LEBANON)	Healthy Homes assessments and remediation
SAMARITAN SOCIAL ACCOUNTABILITY	Short term rental assistance and security deposits for households experiencing homelessness
SECOND CHANCE LANDLORD GUARANTY	Funds designated as cost reimbursement to landlords renting to eligible "Second Chance" graduates
SENATE BILL 1552	Funds allocated to provide foreclosure counseling and other housing referrals
SESP	State Energy Sector Partnership
SHAP	State of Oregon Homeless Assistance Program
SHARE CONT	Share contribution payments to Linn Benton Food Share from from member agencies (freight and handling charges)
SHARE RESERVES	Share contribution payment reserves
SHIBA	Senior Health Insurance Benefits Assistance offering free counseling to people on Medicare
SHOP	Self-Help Home Ownership Opportunity Program
SHOW	State Home Oil Weatherization
SHS	Samaritan Health Services
SNRC	Summer Natural Resource Crew in Lincoln County
SOS	Central Lincoln Public Utility District's energy assistance program
TANF - CORVALLIS	Self-Sufficiency Program of DHS; funds to be used as match for Corvallis-EHA-EA funds
TERN HOUSE RENTAL INCOME	Income & expenses generated from Tern House, a permanent affordable housing facility

USDA	US Department of Agriculture reimbursement for handling USDA commodity foods and budgeted value of USDA foods
UWLC	United Way of Linn County
UWBLC	United Way of Benton and Lincoln Counties
VA/CAPO	PIT Grant – Federal VA funds to provide resources to homeless Vets during the annual statewide Point-in-Time Homeless Count.
VALLEY IDA	Matched savings account that enables low-income households to build assets
VETERANS SUPPORTIVE SVCS	Collaborative grant with St. Vincent de Paul Society of Lane County, Inc. to provide supportive services to very low-income homeless Veterans and their families
VET'S STAND DOWN DONATIONS/ GRANTS	Funds to provide resources to homeless Vets during the annual statewide Veteran's Stand Down event.
VRD	Vocational Rehabilitation Division
WALDPOR CDBG	Housing rehabilitation program for Waldport
WIA	Workforce Investment Act - Implemented July 1, 2000
WIOA	Workforce Innovation and Opportunity Act – Signed July 22, 2014
WIA/AREA	Comprises the area of coverage receiving local Workforce Investment Act services
WIA ADDITIONAL	Title IB WIA state reserves for on-going activities assistance i.e. company layoffs
WIB	Workforce Investment Board
W & E	CSC's Workforce & Education department
WX	Weatherization
YOUTHBUILD	Program to create affordable housing while serving youth who have dropped out of school.