

COMMUNITY SERVICES CONSORTIUM GOVERNING BOARD

March 30, 2020 – 2:00 pm - 4:00 pm

Electronic Meeting

Connection via ZOOM and telephone:
<https://zoom.us/j/907550823> – Meeting ID: 907 550 823
Calling from West Coast: 1 669 900 6833
In case of technical issues,
call Conference Bridge: 541 248 6080 passcode 7777

AGENDA

- I. CALL TO ORDER
- II. CONFIRMATION OF A QUORUM
- III. HEARING OF THE PUBLIC
- IV. INTRODUCTIONS OF GUESTS
- V. COMMENTS FROM THE CHAIR
- VI. CHANGES OR ADDITIONS TO THE AGENDA
- VII. **FISCAL YEAR 2018-2019 AUDIT REPORT PRESENTATION** – Ryan Pasquarella -
Grove, Mueller & Swank, CPAs
This report was sent to each Governing Board member during February 2020. This report is also accessible from CSC's Website. Copies are available from CSC's Finance Department at CSC's Albany Regional Office – 250 Broadalbin Street, SW, Suite 2A.
Action requested: Accept audit report for Fiscal Year 2018-2019.
- VIII. **MINUTES APPROVAL**
 - A. Review Minutes of the January 27, 2020 Governing Board Meeting – Attachment 1
Action requested: Approve the January 27, 2020 Governing Board meeting minutes.

- B. Review Minutes of the February 24, 2020 Governing Board Executive Committee Meeting – Attachment 2

Action requested: Approve the February 24, 2020 Governing Board Executive Committee meeting minutes.

IX. ACTING EXECUTIVE DIRECTOR'S REPORT – Pegge McGuire

- A. Executive Director Status Update
- B. Coronavirus (COVID 19) Response Plans
- C. Charter Amendments
- D. Community Services Consortium/Oregon Cascades West Council of Governments Merger Discussions Status Update
- E. Facilities
- F. Upcoming Opportunities
- G. Grant Status Update – Attachment 3
- H. Undesignated Funds Report – Attachment 4
- I. Monitoring Report with Response – Attachment 5
 - 1. Rent Guarantee Program

X. COMMUNITY SERVICES BLOCK GRANT ORGANIZATIONAL STANDARDS REQUIREMENTS

- A. Standard 5.9 – Programmatic Reports
 - 1. Linn Benton Food Share
- B. Standard 8.3 – Financial Audit/Comprehensive Annual Financial Report (*see agenda item VII. Fiscal Year 2018-2019 Audit Report Presentation*)
- C. Standard 8.4 – Community Services Block Grant Monitoring Findings Notices
- D. Standard 8.7 – Financial Reports of Programs Advised by Board (*see agenda item XI. Finance – B Statement of Activities*)

XI. FINANCE – Connor Lyons

- A. Supplemental Budget 2, Fiscal Year 2019-2020 – Attachment 6

Action requested: Approve Supplemental Budget 2, Fiscal Year 2019-2020, by means of a Resolution.

B. Statement of Activities – January 2020 – Attachment 7

Action requested: Accept January 2020 Statement of Activities.

XII. HEAD START – Dr. Suzanne Miller

A. Governing Board/Policy Council Report – March 2020 – Attachment 8

Action requested: Approve Governing Board/Policy Council Report – March 2020.

B. Operations Report/Statement of Revenues and Expenditures – February 2020 – Attachment 9

Action requested: Approve Operations Report/Statement of Revenues and Expenditures – February 2020.

XIII. ADJOURN/CLOSE

MEETING CALENDAR

(Meetings may be held electronically only during Coronavirus (COVID-19) pandemic.)

DAY	MONTH	MEETING	TIME	LOCATION
Monday	April 20	Executive Committee	2:00 pm - 4:00 pm	Corvallis
Monday	May 18	Full Board	2:00 pm - 4:00 pm	Corvallis
Monday	June 1	Executive Committee and Budget Committee (Budget Proposal)	1:30 pm - 4:00 pm	April
Monday	June 22	Full Board (Budget Approval)	2:00 pm - 5:00 pm	Albany
July – Optional Meeting – TBD				

Call Emely Day at Community Services Consortium (541-704-7643) concerning any needed communication and access accommodations for meetings.

COMMUNITY SERVICES CONSORTIUM GOVERNING BOARD

January 27, 2020

Community Services Consortium Corvallis Regional Office

MINUTES

I. CALL TO ORDER

Chair Nyquist called the meeting to order at 2:02 pm.

II. CONFIRMATION OF A QUORUM

A quorum of the Governing Board was represented. Participating in the meeting were Chair Nyquist and Commissioners Augerot, Jaramillo, Malone, and Tucker at Community Services Consortium's (CSC) Corvallis Regional Office (CRO), and Commissioner Jacobson via telephone. Commissioners Hall, Hunt, and Lindsey were absent.

Also participating in the meeting were CSC Acting Executive Director Pegge McGuire, Finance Operations Manager Connor Lyons, Workforce and Education Operations Manager Sean Larsen, and Executive Assistant Emely Day at CSC's CRO and Head Start Director Suzanne Miller via ZOOM.

III. ROTATION OF THE CHAIR AND VICE CHAIR POSITIONS

CSC's Charter provides that the Governing Board and Executive Committee annually rotate the positions of Chair and Vice Chair among the three Counties in CSC's service area.

Action requested: Elect Benton County Commissioner Xanthippe Augerot as Chair and Lincoln County Commissioner Claire Hall as Vice Chair.

- **Commissioner Jaramillo moved to elect Benton County Commissioner Xanthippe Augerot as Governing Board Chair and Lincoln County Commissioner Claire Hall as Governing Board Vice Chair.**
- **Commissioner Malone seconded the motion.**
- **The motion passed unanimously.**

IV. HEARING OF THE PUBLIC – None.

V. INTRODUCTIONS OF GUESTS

Meeting participants introduced themselves.

VI. COMMENTS FROM THE CHAIR

Commissioners Nyquist and Jacobson must leave the meeting early; therefore, matters requiring Board approval would be addressed first, while a quorum of Board members was participating.

VII. CHANGES OR ADDITIONS TO THE AGENDA

Ms. McGuire requested one change and noted one correction to the agenda:

- X. Acting Director's Report, item A. Facilities, would be changed to Staffing.
- XII. Community Services Block Grant Organizational Standards Requirements item B. Standard 8.7 Financial Reports of Programs Advised by Board should reference agenda item XIII. (rather than XII.) Finance.

IX. ACTING EXECUTIVE DIRECTOR'S REPORT – Pegge McGuire

Ms. McGuire updated the Board regarding the health status of CSC Executive Director Martha Lyon, who has been on medical leave.

A. Staffing

Oregon Department of Human Services (DHS) and CSC have an agreement by which CSC may access DHS' Supplemental Nutrition Assistance Program (SNAP) database to determine whether CSC clients are receiving State financial assistance. The access agreement, which includes a confidentiality provision, expedites CSC's program eligibility screening in that clients do not need to obtain and bring DHS benefit documentation to a CSC office.

In a recent incident, two CSC staff members (one a supervisor and one a line-staff employee) breached the confidentiality agreement by accessing DHS' database to ascertain whether a non-client individual was receiving State financial assistance. The action was undertaken on the pretext of CSC having an information release from the individual.

Both CSC employees were immediately placed on administrative leave while the incident is investigated by CSC and DHS. Ms. McGuire will file a report with DHS, whose local office will advocate that CSC continue having access to DHS' database; however, DHS' central office will issue a final decision regarding access. In the interim, Ms. McGuire and CSC Human Resource Operations Manager Rich Shelton are discussing appropriate action concerning the involved staff. A final report on the matter should be available for the Governing Board Executive Committee's February 24 meeting.

VIII. MINUTES APPROVAL

A. Review Minutes of the November 25, 2019 Governing Board Meeting

Action requested: Approve November 25, 2019 Governing Board meeting minutes.

- **Commissioner Jaramillo moved to approve the November 25, 2019 Governing Board meeting minutes.**
- **Commissioner Tucker seconded the motion.**
- **The motion passed unanimously.**

IX. ACTING EXECUTIVE DIRECTOR'S REPORT – Pegge McGuire – *Continued*

C. Grant Status Update

The report is presented for information; questions may be submitted to Ms. McGuire.

B. Community Action Advisory Council Update

As a community action agency, CSC is required to have a tripartite advisory council comprised of equal numbers of members representing elected officials, low income representatives, and community interest groups. The Community Action Advisory Council (CAAC) met January 21 and is comprised of very interested members who are excited about the work they will undertake.

D. Undesignated Funds Report

The report reflects the undesignated funds status at the end of Fiscal Year 2019-2020, which is undergoing a routine audit. Undesignated funds increased slightly, primarily because of interest income on funds in CSC's Local Government Investment Pool account. Donations and allocations during the fiscal year affect the undesignated funds' ending balance.

Undesignated funds pay expenses not eligible for payment from grant funding (e.g., coffee for staff break rooms, staff training, etc.).

The Salary section of the report includes an entry for \$1,847.29 related to a fraud scheme involving someone falsely submitting a request to update a direct-deposit directive. Procedures for changing direct-deposit directives were subsequently amended to avoid future similar incidents. Mr. Lyons will pursue Chair Augerot's suggestion about the destination bank reimbursing CSC for the defrauded funds.

Because of their nature, undesignated fund revenues and expenses are not budgeted.

E. Affirmative Action Report – 2019

Mr. Shelton prepared a report summarizing the demographics of employment applicants, employees hired, and staffing turnover. Departments with the highest staffing levels have the most employment applicants and greatest level of employee status changes (transfers, promotions, etc.). However, the Energy Assistance program is very seasonal in nature and involves hiring seasonal staff early in the fall and laying off the staff in the spring; some of these staff are returning for their second and third seasons with CSC. CSC's Strategic Plan states a focus on equity, including in staff recruiting. The 2019 activity report provides a baseline for future action. CSC is striving to recruit bi-lingual employment applicants. Increased emphasis will be placed on recruiting veteran employment applicants and seeking ways to increase veteran recruitment strategies.

F. Vehicle Purchasing Policy

Staff amended CSC's Purchasing Policies and Procedures to reflect the Board's previous discussions concerning granting CSC Management more purchasing flexibility, especially when grant expenditure periods are ending. Capital expenditures must be budgeted; however, the amendment would give CSC's Executive or Deputy Director authority to purchase a vehicle for less than \$25,000. The document would be amended as follows:

CSC Governing Board will approve all vehicle purchases with purchase costs of in excess of \$25,000 with the recommendation of the Executive Director or Deputy Director. Vehicle purchases under \$25,000 will be approved by the Executive Director or Deputy Director and follow all applicable procedures.

Action requested: Approve amended Purchasing Policies and Procedures.

- **Commissioner Tucker moved to approve the amended Purchasing Policies and Procedures.**
- **Commissioner Malone seconded the motion.**
- **The motion passed unanimously.**

G. Monitoring Reports with Responses

1. Housing Services – Oregon Housing and Community Services-Funded Assistance Programs – Fiscal Year 2017-2018
2. Housing Services – Oregon Housing and Community Services-Funded Assistance Programs – Fiscal Year 2018-2019

As requested by the Board, program monitoring reports, CSC's responses, and final reports are provided for information. The Fiscal Year 2017-2018 final report arrived very late. Reports for Fiscal Years 2017-2018 and 2018-2019 had excellent outcomes, due to Housing Services Manager Dina Eldridge's program knowledge and oversight. The reports did not cite issues of concern.

XI. COMMUNITY ACTION ADVISORY COUNCIL MEMBERSHIP

A. Approve Membership Roster for 2020-2021

Many current CAAC members wanted to continue their memberships. Linn, Benton, and Lincoln Counties' Boards of Commissioners have reviewed or are reviewing the rosters of their respective counties' representatives; CSC Administration is awaiting final approval orders from the Commissioners' offices.

CSC invited Oregon Housing and Community Services' (OHCS) program monitor and Community Action Partnership of Oregon's Executive Director to attend the recent CAAC meeting that included training. The guests were impressed by the CAAC members' backgrounds, questions, interest, and enthusiasm. Board approval of the full roster is needed.

Action requested: Approve proposed member slate for 2020-2021.

- **Commissioner Nyquist moved to approve the proposed Community Action Advisory Council membership roster for 2020-2021 as presented.**
- **Commissioner Jaramillo seconded the motion.**
- **The motion passed unanimously.**

XIII. FINANCE – Connor Lyons

A. Statement of Activities – November 2019

To meet CSC's Charter requirement that meeting packets be distributed ten days prior to meetings, the November 2019 Statement of Activities is available for review, but the December 2019 report is not ready. The Charter requirement results in a two-month delay in financial reports being presented to the Board. Mr. Lyons explained the process for preparing the Statement of Activities reports and the timing of information accessibility for report preparation. Staff will present a Charter amendment at a future Board meeting to reduce the pre-meeting time period for meeting packet distribution, thereby enabling staff to present timely financial reports for the Board's review. Board members indicated that distributing meeting packets five days prior to Board meetings would allow them sufficient time to review meeting materials. CSC's Charter does not specify the timeliness of financial report presentations.

The current fiscal year is five-twelfths complete, and no revenues or expenses appear out of line with budgeted amounts. Personnel expenses are slightly higher than was budgeted, and Mr. Lyons will monitor this expense during the remainder of the fiscal year. Seasonal and yearly factors often affect agency expenses. All agency programs appear able to pay their expenses without financial supplementation from other sources.

Action requested: Accept Statement of Activities for November 2019.

- **Commissioner Tucker moved to approve the Statement of Activities for November 2019.**
- **Commissioner Malone seconded the motion.**
- **The motion passed unanimously.**

B. Supplemental Budget 1, Fiscal Year 2019-2020

Staff scheduled Supplemental Budget 1 for the November 2019 Governing Board meeting, but a publishing error by one newspaper caused CSC not to meet the State's public noticing requirement. The delay allowed staff opportunity to include additional information not available for the November 2019 meeting.

Supplemental Budget 1 reflects a \$217,560 increase in expenses with a corresponding increase in revenues. Federal revenue decreased by \$51,000 because Willamette Workforce Partnership (WWP) re-allocated some of CSC's revenue from Federal to State funding. Personnel expenses increased \$6,000, materials and services increased \$19,560, and capital outlay increased \$120,000.

- Linn Benton Food Share received an unbudgeted \$6,000 from Benton County for personnel expenses.
- Head Start received \$19,560 from an additional, one-time State allocation. Mr. Lyons will verify whether the allocation will be incorporated into Head Start's base State funding.
- OHCS began a State-wide warming shelter program for Fiscal Year 2019-2020, from which CSC received \$150,000 to sub-allocate to community shelters.
- Samaritan Health Services granted CSC \$6,000 for the Homeless Resource Team.
- Mid-Willamette Valley Community Action Agency donated \$6,000 for a pilot project in the Mill City area of Linn County.
- Weatherization re-categorized an allocation in anticipation of purchasing replacement vehicles.
- Career Tech High School will use \$30,000 in carry-over funds to purchase a vehicle.

A supplemental budget at this point in a fiscal year is not unusual, as unbudgeted revenues and expenses occur.

Action requested: Approve Supplemental Budget 1, Fiscal Year 2019-2020.

- **Commissioner Malone moved to approve Supplemental Budget 1, Fiscal Year 2019-2020 by means of a resolution.**
- **Commissioner Jaramillo seconded the motion.**
- **The motion passed unanimously.**

Mr. Lyons anticipates presenting another supplemental budget during this fiscal year.

XIV. HEAD START – Dr. Suzanne Miller

A. Governing Board/Policy Council Reports – December 2019 and January 2020

- Head Start in Lincoln County is working with Lincoln County Health Department concerning the potential spread of the coronavirus. Staff spoke with a Head Start family, which indicated that its family members in China are not expected to visit Lincoln County in the foreseeable future.
- Head Start students enter the program with a lot of potential learning to accomplish, and achievement results will be reported in the May and June reports.
- Head Start students and staff experienced significant illnesses, including influenza, so far this school year; however, classrooms were not closed because of illness.
- Head Start received a \$10,000 grant from Samaritan Health Services, having applied for \$13,500, to address increasing needs of children adapting to classrooms.

Action requested: Approve Governing Board/Policy Council Reports – December 2019 and January 2020.

- **Commissioner Tucker moved to approve the Head Start in Lincoln County Governing Board/Policy Council Report – December 2019.**
- **Commissioner Malone seconded the motion.**
- **The motion passed unanimously.**

Dr. Miller has not heard when the federal Head Start review will occur, but she is to receive 60 days' advance notice and will forward the notice to Governing Board Chair Augerot. The review will be conducted via telephone.

The January 2020 Report does not contain any unusual information.

- **Commissioner Malone moved to approve the Head Start in Lincoln County Governing Board/Policy Council Report – January 2020.**
- **Commissioner Jaramillo seconded the motion.**
- **The motion passed unanimously.**

B. Operations Report/Statement of Revenues and Expenditures – December 2019

Revenues and expenses are within budgeted projections, and Dr. Miller maintains close communications with Mr. Lyons concerning financial changes. The program has not had any unexpected financial needs.

Action requested: Approve Operations Report/Statement of Revenues and Expenditures – December 2019.

- **Commissioner Malone moved to approve the Head Start in Lincoln County Operations Report/Statement of Revenues and Expenditures – December 2019.**
- **Commissioner Nyquist seconded the motion.**
- **The motion passed unanimously.**

C. Child Inclusion and Safety Policy and Procedure

Since its inception, Head Start has included children with all learning abilities. The Child Inclusion and Safety Policy and Procedure addresses children with mental health and various disability issues. A Head Start Policy Council member objected to using the term "mental health" in the policy; however, the term must be used in the policy. Head Start is required to offer mental health services to its students. The Policy Council will discuss the Policy further but did not have other concerns. The Council member did not want reference to mental health professionals.

The Policy states "Head Start provides a safe, inclusive, and nurturing learning environment for all children." Evaluation and assessment procedures are outlined, which can require two months to complete. Inclusion in classrooms is a primary focus in learning environments, with less focus on separate, early-childhood special education and more focus on enrolling all children in normal pre-school classrooms. The policy is standard and aligns with policies of other Head Start operations; and the Head Start performance standard directs organizational actions and practices, including use of mental health professionals.

Action requested: Review and approve Child Inclusion and Safety Policy and Procedure.

- **Commissioner Tucker moved to approve the Child Inclusion and Safety Policy and Procedure.**
- **Commissioner Jaramillo seconded the motion.**
- **The motion passed unanimously.**

D. Federal Head Start Monitoring Review, Fiscal Year 2020

1. Focus Area One, "Understanding the Approach to Program Services"
2. Focus Area Two, "Understanding Performance for Continuous Program Improvement"

These documents are provided for Governing Board members' information in anticipation of pending Federal Head Start Monitoring Review.

Dr. Miller will discuss the monitoring protocols with the Board Chair or designee prior to the Federal Head Start Phase 1 telephone call-format review. Phase 2 reviews will be conducted in person. Phase 1 and Phase 2 reviews are conducted different years.

XV. WORKFORCE AND EDUCATION

B. Career Tech High School Healthy and Safe Schools Plan

All school districts and charter schools must have a Healthy and Safe School Plan with specific components, including lead paint, asbestos, radon, integrated pest management (IPM), carbon monoxide, and published test results. Career Tech High School's (CTHS) plan was approved by Oregon Department of Education (DoE), which required CSC's Governing

Board's approval, as the Governing Board has oversight of CSC programs, including CTHS. The Board's approval will be forwarded to DoE.

Testing is conducted; and, so far, no testing results have warranted action. CTHS is required to test all water taps to which the School has access. Mr. Larsen is not concerned about test results, based upon the age of the City of Lincoln City-owned (City Hall) building in which CTHS operates and previous test results. Most CTHS operations occur on the fourth floor of the building, with reduced risk of radon impacts. An annex facility (a single classroom) is on the first floor of the building, which will be the focus of testing.

Lead and asbestos testing will only be required in the occurrence of renovation inside CTHS' leased space. City of Lincoln City undertook and documented major renovation of the building during the 1990s without issues. Other entities occupying the building may not be subject to CTHS' stringent requirements.

Action requested: Review and approve Career Tech High School Healthy and Safe Schools Plan.

- **Commissioner Tucker moved to approve the Career Tech High School Healthy and Safe Schools Plan.**
- **Commissioner Jaramillo seconded the motion.**

Commissioner Nyquist said the report referenced levels of restrictions, requirements, and responsibilities that, as a Commissioner in a County in the Mid-Willamette Valley (versus the Central Oregon Coast, where CTHS is located), caused him concern. He questioned whether CSC should operate a school in Lincoln City and whether CSC's Governing Board should have oversight of the school.

Mr. Larsen reviewed that CTHS began in 1999 as an alternative school and became a charter school in 2000 with CSC as its operating agency.

Commissioner Jacobson suggested that discussion of whether CSC should operate a charter school should be a separate Governing Board meeting agenda item with appropriate public noticing. Chair Augerot concurred and suggested that the Board discuss now whether the Healthy and Safe School Plan requirements are onerous on CSC and a distraction from CSC's regular work.

Mr. Larsen assured that the requirements are not onerous, as CTHS has one site. He discussed with DoE CTHS' requirements, with IPM being considered the most-onerous requirement. City of Lincoln City handles much of the IPM requirement for its City Hall building; coordinating with City of Lincoln City will reduce CTHS' efforts to comply with the Plan.

CSC's Weatherization team are certified to test for radon, asbestos, and lead and could potentially be of assistance in meeting the required testing timelines.

Chair Augerot suggested that the issue of whether CSC should operate a charter school be on an agenda for another Governing Board meeting. The issue could be part a broader discussion of youth employment programs and a means of delivering services, with advantages and disadvantages of doing so via a charter school. Commissioner Nyquist wants CTHS and its students to receive proper oversight and is concerned about the impacts of the Healthy and Safe School Plan requirements. Commissioner Tucker suggested that the future discussion include whether CSC should be the oversight agency for Head Start in

Lincoln County and asked staff to provide background information regarding both programs, with discussion occurring prior to review of the Fiscal Year 2020-2021 budget.

Commissioner Nyquist would like the Governing Board to discuss whether it is the proper group to have oversight and governance of CTHS, its students, and their families.

- **The motion passed unanimously.**

Commissioner Jacobson expressed unease with the preceding conversation, noting that Lincoln County considers Head Start a vital element of CSC's services in the County. She is willing to discuss CSC operating Head Start but believes the program is functioning well in Lincoln County.

Chair Augerot noted that the next discussion on the issue would only involve CTHS, including its history and how CSC's Governing Board functions as CTHS' school board. CSC operating Head Start would be a separate conversation. Ms. McGuire offered to regularly provide CTHS operational information to the Board, as CSC would not want to lose the CTHS program, which aligns well with CSC's Workforce and Education program.

A. Program Overviews, Updates, and Five-Year Outlooks

1. Adult/Dislocated Worker – Sean Larsen

Mr. Larsen provided a three-month progress profile of a Workforce and Education program participant. Adult programs are guided by Economic Mobility Pathways' (EMPath) mentoring model, which is based upon research into brain science and executive function. The program strives to decrease participants' stress to increase their ability to handle issues and develop plans toward success. The mobility mentoring model is based upon the Bridge to Self-Sufficiency concept of 1) family stability, 2) health and well being, 3) financial management, 4) education and training, and 5) employment and career. CSC staff work individually with participants to determine their status among the Bridge components, their priority needs, and their short-term actions toward success. Coaching is critical to the program, along with participant-led goal setting and action planning. Achievement recognition (even as small gestures) helps build participants' self-esteem and motivation. Family Advocates in each CSC office work with participants. CSC is utilizing a new database to improve collection of services and outcomes of program participants to enhance reporting to funding agencies. Some youth programs are beginning to use the new database.

Commissioner Nyquist left the meeting.

The EMPath mobility mentoring format is built into CSC's Workforce and Education programs, including clients enrolled in the SNAP Training and Employment Program (STEP) or receiving Temporary Assistance to Needy Families (TANF) benefits. CSC's EMPath program focuses on people who are homeless or unstably housed; and the Intergen (intergenerational) program works with the entire household, not just the head of the household.

2. Youth – Sean Larsen

Staff look at the progression of the workforce and new job skills being needed to know what skills students will need to gain employment, such as technological skills. The profile of job needs is changing rapidly, making it difficult to know what job skills will be needed in five or ten years. Critical thinking, creativity, communication, and collaboration are skills

workers will need in the future, regardless of their specialty. Project-based learning (engaging programs focused on content and developing real-world skills) and experiential learning (work experiences, internships, and job shadows) contribute to real-world applications.

CTHS provides career technical education programs, such as the Coastal Drone Academy within the natural resources management and marine services career technical education program and a health science and occupations program. CTHS' programs put students into internships and classes with hands-on activities.

The Independence Makerspace Lab has high-technology equipment (e.g., three-dimensional printers, vinyl printers, and laser engravers). Students work in teams, collaborating to design new products and help operate a business that has served local entities. Students learn new skills in a fun, exciting, and creative way. Participants are 14 to 24 years old, and the program began with funding from the Oregon Community Foundation and is supported by community partners. The Makerspace Lab receives donations of equipment and supplies. CSC refers participants and their families to Mid-Willamette Valley Community Action Agency, which serves Polk and Marion Counties, for housing and energy assistance. The Makerspace is funded through the Workforce Innovation and Opportunity Act (WIOA) and is part of the larger WIOA program that provides opportunities for participants to earn their General Education Development certificate. Often, participants were unsuccessful in, and dropped out of, conventional school programs.

CSC's YouthBuild program provides hands-on learning in construction. There are unique programs in each county, based upon local partnerships.

Commissioner Jacobson reported that Newport's Hatfield Marine Science Center will open a marine studies building in June 2020 with a makerspace open to the public. Center staff are seeking programmatic partners focused on marine innovations.

Relationships of staff to participants impact participants' success. Each student has a staff mentor to prevent participants from "falling through cracks" and who wants them to feel they belong and that people care about them.

X. UNFINISHED BUSINESS

A. Oregon Cascades West Council of Governments/Community Services Consortium Merger Discussions

Oregon Cascades West Council of Governments' (OCWCOG) Governing Board Co-Chairs, Deputy Director, and Chief Financial Officer are meeting weekly with Ms. McGuire, Mr. Lyons, and Linn Benton Food Share Director Ryan McCambridge. Currently, meeting discussions are focused on developing memorandums of understanding (MOU) for each agency's Board to consider. Each agency will present to their Boards a proposal that includes pursuing two organizational assessment tracts simultaneously. These will include components such as:

- Human-centered design.
 - What clients/customers most want.
 - What will be most streamlined for clients.
 - The best outcomes for clients if the agencies merge.
- Potential litigation for each agency.
 - Proposals in place.
 - New initiatives being started.
 - Each agency's financial profile and data systems.

- Possible governance profiles, based upon the legal requirements of each agency (CSC must have a tripartite board).
- Contracts in place.
- Owned and leased facilities.
- Capital investments.

The agencies' representatives will also consider potential challenges of a merger and economies of scale resulting from a merger, a scope of work for a merger consultant and how the consultant will be paid, the minimum viable structure for clients/customers, the reason for merging, and whether a merger is appropriate.

OCWCOG operates programs (e.g., transportation) different from CSC's. CSC's and OCWCOG's representatives considered including in the MOU plans for the future for formation of programmatic groups to discuss specific services. They hope by their next meeting to have developed a draft of the MOU for review by the Boards with final documents ready for the Boards to adopt by the end of March.

OCWCOG reviewed Executive Director applications and scheduled screening interviews. Final interviews will be conducted during February. Ms. McGuire suggested that a CSC representative participate on the interview panel, and she will do so; CSC Governing Board Chair Augerot and Commissioners Jaramillo and Jacobson will also participate.

Chair Augerot expressed a preference for a staged merger approach with initial research of business elements and cultural aspects of the agencies leading to a decision stage. She does not want a single decision concerning merger. The agencies have different internal cultures, and many issues must be explored. The merger issue should focus on clients and whether a merger will result in clients being served more effectively and efficiently. Merger is a long-term process. Similar merger situations occurred in Texas and might provide insight.

CSC and OCWCOG Board members are welcome to attend and participate in the weekly meetings.

Board members expressed a desire to not lose the mentoring model of CSC's programs. The joint organization's structure must be considered from the perspective of client service.

CSC staff expressed concern about agency cultural differences, such as the different styles of the agencies' lobbies – one has a yellow line on the floor where clients must wait to be called forward to a window that is protected with bullet-proof glass, and the other has an open lobby with staff and clients intermingling. CSC's staff wants its facility to be open and welcoming to everyone. There may not be full integration of both agencies, but a consultant can guide what format would work best.

Chair Augerot urged that any merger be a phased approach with opportunities for parties to terminate the process; Commissioner Jaramillo concurred.

Commissioner Jacobson exited the meeting.

XII. COMMUNITY SERVICES BLOCK GRANT ORGANIZATIONAL STANDARDS REQUIREMENTS – For information only.

- A. Standard 1.3 – Client Satisfaction Report
- B. Standard 8.7 – Financial Reports of Programs Advised by Board (*see agenda item XIII. Finance, A. November 2019 Statement of Activities*)

Community Services Block Grants have many Organizational Standards that must be met each year. Standards will be listed on each Governing Board meeting agenda. This meeting's Standards do not require Board action. However, Ms. McGuire welcomed suggestions of other information to be requested on Client Satisfaction Report surveys.

IX. INFORMATION SHARING

- A. News Articles and/or Messages from Clients or Others

News articles were provided for information.

X. ADJOURN/CLOSE

The February Executive Committee meeting will include a Point-in-Time Count update from Scott McKee, who coordinated the 2019 and 2020 Counts.

Commissioner Augerot adjourned the meeting at 4:11 pm.

MEETING CALENDAR

DAY	MONTH	MEETING	TIME	LOCATION
Monday	February 24	Executive Committee	2:00 pm - 4:00 pm	Albany
Monday	March 30	Full Board	2:00 pm - 4:00 pm	Albany
Monday	April 20	Executive Committee	2:00 pm - 4:00 pm	Corvallis

COMMUNITY SERVICES CONSORTIUM GOVERNING BOARD EXECUTIVE COMMITTEE

February 24, 2020

CSC Albany Regional Office

MINUTES

I. CALL TO ORDER

Chair Augerot called the meeting to order at 2:02 pm.

II. CONFIRMATION OF A QUORUM

A quorum of Community Services Consortium's (CSC) Governing Board Executive Committee was represented. Participating in the meeting were Chair Augerot, and Commissioners Hall, Nyquist, and Tucker at Community Services Consortium's (CSC) Albany Regional Office.

Also participating in the meeting were CSC's Acting Executive Director Pegge McGuire, Human Resource Operations Manager Rich Shelton, Finance Operations Manager Connor Lyons, Executive Assistant Emely Day, and Supportive Services for Veteran Families Eligibility Specialist Scott McKee at CSC's Albany Regional Office and Head Start Director Suzanne Miller via ZOOM.

III. HEARING OF THE PUBLIC – None.

IV. INTRODUCTIONS OF GUESTS – Meeting participants introduced themselves.

V. COMMENTS FROM THE CHAIR – None.

VI. CHANGES OR ADDITIONS TO THE AGENDA

Ms. McGuire requested to strike from the Acting Executive Director's Report portion of the agenda item D. Strategic Planning; Committee members concurred.

VII. ACTING EXECUTIVE DIRECTOR'S REPORT – Pegge McGuire

A. 2020 Point-in-Time Count

Mr. McKee reviewed the 2020 Point in Time (PIT) Count.

- He assisted the coordinator of the 2018 Count and coordinated the 2019 and 2020 Counts.
- Previously, Counts were conducted by CSC staff and a few partners. The 2020 Count included more effort to involve community partners and have them be responsible for counting population segments they serve.
- The 2020 Count involved a broad range of volunteer participants, including
 - Oregon Department of Human Services offices in Linn, Benton, and Lincoln Counties
 - Linn-Benton Housing Authority, which counted everyone contacting its office
 - Communities Helping Addicts Negotiate Change Effectively (CHANCE) Recovery in the three counties
 - Western University of Health Sciences College of Osteopathic Medicine of the Pacific (COMP NW)
 - Oregon State University student groups
 - Portland State University staff and volunteers, who will use the procedure for class instructions
 - Sweet Home Chamber of Commerce
 - Linn County and Corvallis Street Out Reach Teams (SORT)
 - McKinney Vento advocates in the Sweet Home, Lebanon, and Albany school districts
- Previous Counts were conducted via paper questionnaires. The 2020 Count was conducted via a "smart phone/tablet" application called Counting Us; Rural Oregon Continuum of Care (ROCC) paid for its use.
 - Counting Us was advantageous, making the interview process easier for Count organizers and volunteers, who were more inclined to conduct surveys.
 - Count organizers were able to assign volunteers to conduct surveys in specific areas and see how counting was progressing by area.
 - Preliminary data are available but will be reviewed by United States Department of Housing and Urban Development (HUD) prior to releasing official data. HUD verifies that preliminary data does not include duplicate counts of people and is consistent and complete. Some of this verification was done before the data was transmitted via the application.
- Mr. McKee trained more than 100 Linn County volunteers. A better volunteer base results in more-accurate Count data.
- Preliminary results.

	Linn County		Benton County		Lincoln County	
	2019 Count	2020 Count	2019 Count	2020 Count	2019 Count	2020 Count
Surveys Returned	262	327	263	248	240	425 (255 interviews, 170 observations)
Sheltered	172	155	111	108	111	76
Unsheltered	75	172	133	140	129	179
Veterans	31	31	28	32	19	19

Notes:

- The 2020 Count was the first since the Linn County SORT was created last year and established relationships with homeless community members and community partners. The SORT provided more volunteers and outreach in Linn County, producing a more-accurate count.
- COMP NW students visited every meal and food box distribution site in Lebanon and Sweet Home. This increased the number of surveys returned for the communities and likely produced a more-accurate count because more of the County was visited.
- It is generally understood that only 25 to 33 percent of homeless people are actually counted during a PIT Count, so the number of people counted should be multiplied by three or four for a true indication of homelessness.
- The 2019-2020 winter weather was not severe; and this region only recently experienced several consecutive days and nights of cold temperatures, which prompt people to seek shelters. Therefore, shelter utilization decreased from 2019's PIT Count; and more people were unsheltered on streets.
- Count efforts in rural Benton County were not as strong as in previous years. More volunteer participation in rural areas would elicit better Count data. It is challenging to ask volunteers to stay at a food pantry for several hours when only a few homeless people visit during that time period.
- The Corvallis Men's Cold-Weather Shelter has 25 veterans as guests. A men's veteran outreach group was formed, and all veteran-focused service providers visit the Shelter regularly to offer services.
- The 2020 Count included the option for volunteers to report observation surveys – observing someone perceived to be homeless of a perceived gender and age; no additional information is reported, and it is not verified whether they were previously counted. Observation surveys were reported in Lincoln County and are included in the County's data. It is difficult to compare observation surveys with questionnaire surveys. Mr. McKee believes the Lincoln County observation surveys were not duplicates because a majority of the questionnaire surveys were conducted in Newport or Lincoln City, and a majority of the observation surveys were done in Waldport. Additional volunteer training can address this issue. He will work with the Lincoln County Count coordinator to elicit more volunteers in Southern Lincoln County to conduct questionnaire surveys.
- Lincoln County has very limited shelter space, and most is for families. Very few single veterans are able to stay in Lincoln County shelters. Sheltered veterans are easier to count than camping veterans.
- The PIT Count is similar to the decennial census or a poll and reflects a sampling of a community's or county's homeless population. The Count provides data concerning how many homeless people are veterans, suffer from disabilities, or have been in the area for a specific length of time. The PIT Count is the only federally recognized count of homeless people.
- While some homelessness is incorporated into the census, individuals counted as experiencing homelessness are listed as a cumulative number under the data set "group quarters" and then further lists the number in "non-institutional settings." These numbers reflect a population count far different from the PIT Count.

- Local data can be compared with state and national data to determine whether a community aligns with trends of broader areas. Linn, Benton, and Lincoln Counties are generally aligned with those trends.
- Via Counting Us, Mr. McKee saw Benton County Count survey submissions were less than those of the 2019 Count and sent Corvallis SORT members into the community, to drop-in centers, and to camps. He tried to determine if the Count effort was failing and where people were staying.
- Mr. McKee heard many comments that homeless people died or moved from the area during the year. Aggressive eviction postings of camps forced many homeless people to continually move and not set up campsites. Conversely, many people reported having been counted and later asked at multiple sites if they had been counted, indicating a strong effort to invite homeless community members to participate in the Count.
- Benton County's Building Inspector may be a good resource for locating homeless people for future Counts. Commissioner Augerot is aware of encampments outside Corvallis. Many people camping in rural Benton County are on private property.
- Gleaner groups reported that the majority of people they serve are not homeless, and they do not know the locations of homeless people in rural Benton County. People living on the streets or in camps do not collect food boxes because they do not have the means to prepare the food in the boxes.
- Count volunteers cannot enter private property to conduct surveys; they can only access public places or places they are invited to enter.
- Safe Camp (at Corvallis' First Congregational United Church of Christ) was surveyed, along with the adjacent forested property.
- Mr. McKee focuses on improving his volunteer team to build on the effectiveness of the previous year's Count.
- Linn and Benton County Count volunteers attended Lincoln County's Operation Resource Connect, but the event is not typically attended by veterans. Therefore, a stronger street count and a SORT are needed in Lincoln County; creation of a SORT would ensure a more-accurate Count. Veterans are more likely to attend the Veteran Stand Down in the fall.
- A waiver from HUD for all 28 counties in the ROCC is needed to conduct a PIT Count at a different time, such as at a fall resource event. Veteran Stand Down dates are assigned by the United States Department of Veterans' Affairs.

Commissioner Nyquist arrived during Mr. McKee's report about Benton County.

Mr. McKee left the meeting after presenting his report.

B. Charter Amendment Proposals

Ms. McGuire asked Committee members to consider whether the Governing Board should review proposed Charter amendments, previously considered one year ago. CSC's Executive Director Martha Lyon had reviewed her proposed amendments with each County's legal counsel.

Ms. McGuire, Mr. Lyons, Linn Benton Food Share Director Ryan McCambridge, and Mr. Shelton (the latter when needed) meet weekly with Oregon Cascades West Council of Governments' (OCWCOG) Acting Directors, Chief Operating Officer, and

occasionally human resources representative to discuss the possibility of merging the agencies. (OCWCOG Executive Director applicants were interviewed February 21, with CSC Governing Board Chair Augerot and Ms. McGuire participating on the interview panel.) The agency's representatives are revising a proposed memorandum of understanding concerning their intent to explore merging. Each agency will disperse another status message to their staff. A merger could involve collaborating programs, sharing administrative services, or a full merger. The groups would issue a request for qualifications for a consultant to assist with the initial phase of merger discussions, which would include opportunities for either party to stop the discussion process. Each agency's executive committee was to have a draft memorandum of understanding ready by the end of March, but that deadline has been extended.

Based upon the foregoing description of merger discussions, Chair Augerot suggested that CSC ensure that its Charter is current and accurate. She would not expect a full merger within the next two years. She confirmed that a merger would not be undertaken without legal consultation. Many merger issues remain to be considered, including the involvement of multiple labor unions, two financial systems, and different organizing documents with the State of Oregon.

Commissioner Nyquist concurred with proceeding with CSC's Charter amendment, providing legal counsels for each County approved. He urged determining whether either agency is involved in actions that cannot be continued if the agencies merge.

Chair Augerot requested that the proposed Charter revisions be presented to the Governing Board in a "red-line/strike-out" or "track changes" format, showing text proposed for insertion and deletion, along with a "clean" format of the Charter with all amendments incorporated.

C. Community Housing Services Status

The CSC staff member involved in transferring Community Housing Services (CHS) files to DevNW left the agency. Ms. McGuire contracted with DevNW, whose staff includes a loan originator who can handle all State re-filing requirements. CHS portfolio files have been transferred to DevNW, which is handling documentation and recording. CSC's attorney prepared documents to dissolve CHS; when the documents are filed with the State, a 30-day waiting period will begin, after which CSC can transfer to DevNW all CHS portfolio funds. DevNW is expanding its programs and speaking with communities about the rehabilitation loan program. Community officials are excited about the portfolio funds being available to their residents.

D. Strategic Planning – This topic was removed from the agenda.

VIII. FINANCE – Connor Lyons

A. Statement of Activities – December 2019

Personnel expenditures are higher than was budgeted for this time in the fiscal year, but that is an annual occurrence. Mr. Lyons will contact program managers and

determine if funding should be transferred within program funding categories to pay personnel expenses. The expenditure level is not so high that he is concerned.

No programs are indicating a potential financial loss. CSC has opportunity for new programs this fiscal year, which is decreasing the need to support departments via General Fund allocations.

Action requested: Accept December 2019 Statement of Activities.

- **Commissioner Hall moved to accept the December 2019 Statement of Activities.**
- **Commissioner Nyquist seconded the motion.**
- **The motion passed unanimously.**

IX. HEAD START – Dr. Suzanne Miller

A. Governing Board/Policy Council Report – February 2020

At the March Governing Board meeting, Dr. Miller will present Head Start's application for Preschool Promise. Lincoln County experienced a decrease in household poverty population over the years and an increase in households earning 130 percent of the federal poverty level. The State is offering more Head Start enrollment slots, but Head Start in Lincoln County cannot fill them and does not have an admissions waiting list.

Head Start in Lincoln County will also apply for increased funding that will enable higher teacher salaries.

Action requested: Approve Governing Board/Policy Council Report – February 2020.

B. Operations Report/Statement of Revenues and Expenditures – January 2020

Expenses align with budgeted projections. The Federal Head Start grant cycle is April 1 through March 31, and the State Head Start grant cycle is July 1 through June 30

Action requested: Approve Operations Report/Statement of Revenues and Expenditures – January 2020.

C. Integrated Pest Management Report

All pest issues are addressed as required by law.

Action requested: Approve Integrated Pest Management Report.

- **Commissioner Hall moved to approve the Governing Board/Policy Council Report for February 2020, the Operations Report/Statement of Revenues and Expenditures for January 2020, and the Integrated Pest Management Report.**
- **Commissioner Nyquist seconded the motion.**

- **The motion passed unanimously.**

Dr. Miller exited the meeting, and the ZOOM connection was terminated.

X. EXECUTIVE SESSION

The Governing Board Executive Committee entered executive session at 2:52 pm.

Ms. McGuire and Mr. Shelton briefed the Committee concerning the recent breach of an interagency agreement involving confidentiality requirements.

Ms. Day left the meeting room.

Committee members and Ms. McGuire discussed her performance as Acting Executive Director during Ms. Lyon's extended medical absence

Ms. McGuire left the meeting room, and Committee members discussed with Mr. Shelton Ms. McGuire's Acting Executive Director compensation.

The Committee exited executive session at 3:30 pm.

Chair Augerot summarized the Committee's executive session discussions.

- **Commissioner Hall moved to set Community Services Consortium's Acting Executive Director salary at \$120,382 annually and include a one-time vacation allowance of two weeks.**
- **Commissioner Nyquist seconded the motion.**
- **The motion passed unanimously.**

XI. ADJOURN/CLOSE

Chair Augerot adjourned the meeting at 3:45 pm.

MEETING CALENDAR

DAY	MONTH	MEETING	TIME	LOCATION
Monday	March 30	Full Board	2:00 pm - 4:00 pm	Albany
Monday	April 20	Executive Committee	2:00 pm - 2:00 pm	Corvallis
Monday	May 18	Full Board	2:00 pm - 2:00 pm	Corvallis

GRANT STATUS REPORT TO GOVERNING BOARD - JANUARY 23, 2018 TO DATE

GRANT SUBMISSION DATE	GRANT AWARD OR DENIAL	DEPT	TITLE & SUBJECT OF GRANT	GRANT PURPOSE	FUNDER	GOVT OR PRIVATE	DOLLAR AMOUNT REQUESTED	DOLLAR AMOUNT FUNDED	BEGINNING DATE	ENDING DATE
Admin	H&ES	LBFS	COLOR CODING KEY BY DEPARTMENT TO WHICH GRANT OR CONTRACT APPLIES							
CRD	HS	W&E								
FIN	IT	WX								
02-13-2020	Award	W&E	Workforce Development Program Youth Innovation & Workforce Grant Agreement	Support programming that includes educational engagement/re-engagement, career-connected learning, post-secondary access, and support services to ensure stability and success for youth facing significant barriers to education and employment	State of Oregon, Department of Education, Youth Development Division	Govt	\$200,000	NTE \$200,000	10-01-2019	06-30-2021
	Award	WX	Corvallis Benton County Economic Development Office funding agreement	Weatherization Program installation of Ductless Heatpumps	City of Corvallis by and through its Climate Action Advisory Board	Govt	\$30,000	\$30,000	02-14-2020	10-31-2020
01-15-2020		W&E	Polk Youth Farm-to-Table Project	Polk Youth Farm and Culinary Program support	Oregon Community Foundation	Private	\$50,000		05-01-2020	04-30-2021
09-16-2019	Award	HS	Supports for Traumatized/Impoverished Children (application)	offer therapeutic and individualized supports for at-risk children	Samaritan Health Services	Private	\$13,500	\$10,000	01-01-2020	12-31-2020
12-13-2019		W&E	Oregon Youth Conservation Corps Summer Program 2020 - Linn County	Summer youth crew - Linn County	Oregon Youth Conservation Corps (OYCC)	Govt	\$13,000		06-01-2020	09-30-2020
09-21-2019	Award	LBFS	Addendum - OFB-PDO Contract/Oregon Hunger Response Fund	capacity building and under-served communities; funding increase (\$9,400)	State of Oregon/Oregon Food Bank	Govt	\$175,621	additional \$9,400 to total of \$185,021	07-01-2019	06-30-2021
11-22-2019		HS	Federal Head Start five-year Non-Competitive Grant application	Administration for Children and Families - Head Start	Head Start Region X	Govt	\$1,476,730		04-01-2020	03-31-2021
10-30-2019	Award	H&ES	Shelter Funds - Warming Season Grant Agreement	strengthening and increasing shelter capacity in high-needs areas	Oregon Housing and Community Services	Govt		\$150,000	11-01-2019	04-30-2020
10-23-2019	Award	HS	Oregon Head Start Prekindergarten Program Year 2019-2020 Grant Agreement Amendment 1 (funding increase)	stipulate number of children for funding request	Oregon Department of Education	Govt	\$20,010 increase to \$547,288	\$547,288	07-01-2019	06-30-2020
05-06-2019	Award	W&E	STEP: SNAP Training and Employment Program	Services for SNAP participants in Linn, Benton, Lincoln, and Polk Counties	Department of Human Services	Govt	\$900,000	\$900,000	10-01-2019	09-30-2020
05-03-2019	Award	W&E	Career Tech High School Graduation, College, & Career Readiness Act	Career Tech graduation, college, and career readiness	Oregon Department of Education	Govt		\$45,706.58 for Year 1	07-01-2019	06-30-2021
04-15-2019	Award	CRD	Oregon Health Authority Community Partner Outreach Program Grant 2019-2021	outreach to uninsured, under-served populations for Oregon Health Plan	State of Oregon, Oregon Health Authority	Govt	\$150,000	\$150,000	07-01-2019	06-30-2021
07-13-2019	Award	W&E	Oregon Youth Conservation Corps 2019-2020 Community Stewardship Corps	Linn Community Stewardship Corps (YouthBuild)	Oregon Youth Conservation Corps (OYCC)	Govt	\$20,000	\$20,000	08-01-2019	07-31-2020
08-22-2019	Award	LBFS	Trade Mitigation Program Foods storage and distribution	storing, handling, and distributing bonus trade mitigation USDA commodities	United States Department of Agriculture/State of Oregon/Oregon Food Bank	Govt	\$13,117	\$13,117.09	04-01-2019	12-31-2019
08-26-2019	Award	LBFS	Benton County Community Agency Funding Recipient	support for charitable food acquisition and distribution in Benton County	Benton County	Govt	\$60,000	\$60,000.00	07-01-2019	06-30-2021

GRANT STATUS REPORT TO GOVERNING BOARD - JANUARY 23, 2018 TO DATE

GRANT SUBMISSION DATE	GRANT AWARD OR DENIAL	DEPT	TITLE & SUBJECT OF GRANT	GRANT PURPOSE	FUNDER	GOVT OR PRIVATE	DOLLAR AMOUNT REQUESTED	DOLLAR AMOUNT FUNDED	BEGINNING DATE	ENDING DATE
08-07-2019	Award	Admin	Master Grant Agreement 2019-2020	two-year funding	Oregon Housing and Community Services (OHCS)	Govt		NTE \$15,852,318	07-01-2019	06-30-2021
07-29-2019	Award	W&E	Independent Living Program - Linn, Benton, and Lincoln Counties (funding reduction based upon State budget approval)	Independent Living Program services for foster youth	Oregon Department of Human Services (DHS)	Govt	\$356,275	initially allocated \$709,550 total; reduced to \$383,650	07-01-2019	06-30-2021
07-23-2019	Award	W&E	Oregon Youth Conservation Corps (OYCC) School Year Funding Agreement	School Year Funding - Polk County	Oregon Youth Conservation Corps (OYCC)	Govt	\$20,000	\$20,000	08-01-2019	06-30-2020
07-23-2019	Award	W&E	Oregon Youth Conservation Corps (OYCC) School Year Funding Agreement	School Year Funding - Lincoln County	Oregon Youth Conservation Corps (OYCC)	Govt	\$20,000	\$20,000	08-01-2019	06-30-2020
07-23-2019	Award	W&E	Oregon Youth Conservation Corps (OYCC) School Year Funding Agreement	School Year Funding - Benton County	Oregon Youth Conservation Corps (OYCC)	Govt	\$20,000	\$20,000	08-01-2019	06-30-2020
07-22-2019		H&ES	OHCS Master Grant Agreement 2019-2021 Application	Homeless Services Section	Oregon Housing and Community Services	Govt			07-01-2019	06-30-2021
07-05-2019		H&ES	OHCS Master Grant Agreement 2019-2021 Application	Low-Income Home Energy Assistance Plan and Oregon Energy Assistance Program	Oregon Housing and Community Services	Govt			07-01-2019	06-30-2021
07-16-2019	Award	W&E	Youth Workforce & Innovation Program for Benton and Linn Counties	Youth Workforce Development and Education	Oregon Department of Education Youth Development Division	Govt	\$200,000 (\$100,000 each year for two years)	\$200,000	10-01-2019	09-30-2021
06-06-2019		Admin	OHCS Master Grant Agreement 2019-2021 Application	Community Services Block Grant	Oregon Housing and Community Services	Govt			07-01-2019	06-30-2021
05-20-2019	Award	W&E	EMPath Intergen project application	intergenerational approach to ending poverty	Economic Mobility Pathways/The Nordblom Family Foundation	Private	\$92,000	\$92,000		
07-05-2019	Award	LBFS	United Way Allocation Grants Program Fiscal Year 19-20		United Way of Benton and Lincoln Counties	Private		\$22,883	07-01-2019	06-30-2020
06-22-2019	Award	H&ES	Oregon Housing and Community Services Rent Agreement Program Agreement 4688 (renewal)	financial incentives for landlords renting or leasing to low-income households (unpaid rent, eviction/property damage costs)	Oregon Housing and Community Services (OHCS)	Govt	n/a	NTE \$125,000 statewide	07-01-2019	06-30-2021
06-19-2019	Award	W&E	Linn and Polk Counties Workforce Innovation and Opportunity Act (WIOA) Youth Program	Linn and Polk Counties youth services	Willamette Workforce Partnership	Govt	n/a	\$687,000	07-01-2019	06-30-2020
06-19-2019	Award	W&E	Linn and Polk Counties Workforce Innovation and Opportunity Act (WIOA) Adult Dislocated Worker Program	Linn and Polk Counties adult dislocated worker services	Willamette Workforce Partnership	Govt	n/a	\$720,000	07-01-2019	06-30-2020
06-19-2019	Award	W&E	Linn County Summer Oregon Youth Conservation Corps	Summer Crew funding for Linn County youth programs	Oregon Higher Education Coordinating Commission (HECC)	Govt	\$13,000	\$13,000	06-01-2019	09-30-2019
06-17-2019	Award	W&E	Benton County Summer Oregon Youth Conservation Corps	Summer Crew funding for Benton County youth programs	Oregon Youth Conservation Corps (OYCC)	Govt	\$13,000	\$13,000	06-01-2019	09-30-2019

GRANT SUBMISSION DATE	GRANT AWARD OR DENIAL	DEPT	TITLE & SUBJECT OF GRANT	GRANT PURPOSE	FUNDER	GOVT OR PRIVATE	DOLLAR AMOUNT REQUESTED	DOLLAR AMOUNT FUNDED	BEGINNING DATE	ENDING DATE
06-17-2019	Award	W&E	Lincoln County Summer Oregon Youth Conservation Corps	Summer Crew funding for Lincoln County youth programs	Oregon Youth Conservation Corps (OYCC)	Govt	\$13,000	\$13,000	06-01-2019	09-30-2019
06-17-2019	Award	W&E	Polk County Summer Oregon Youth Conservation Corps	Summer Crew funding for Polk County youth programs	Oregon Youth Conservation Corps (OYCC)	Govt	\$13,000	\$13,000	06-01-2019	09-30-2019
06-06-2019		WX	OHCS Master Grant Agreement 2019-2021 Application	Energy Education Program Elements 10, 12, 13, 14	Oregon Housing and Community Services	Govt				
06-06-2019		WX	OHCS Master Grant Agreement 2019-2021 Application	Low-Income Weatherization Programs	Oregon Housing and Community Services	Govt				
06-04-2019	Denial	W&E	Career Tech student project conducting environmental inventory of parks and open spaces of Lincoln City	work skill development for Career Tech students	City of Lincoln City	Govt	\$25,000	\$0	07-01-2019	06-30-2020
05-30-2019		CRD	Oregon Department of Consumer and Business Services (DCBS)/Oregon Health Insurance Marketplace (OHIM) Community Partner Program grant application	Outreach and enrollment assistance – Oregon Health Insurance Marketplace	State of Oregon Department of Consumer and Business Services/Oregon Health Insurance Marketplace	Govt	\$90,000		08-01-2019	07-31-2020
05-24-2019	Award	W&E	Oregon Department of Human Resources (DHS) JOBS	JOBS program contract modification; increase funding	Oregon Department of Human Services (DHS)	Govt	n/a	NTE \$2,245,570.65 (includes additional \$1,148,705 for Jul 1, 2019 thru Jun 30, 2021)	07-01-2019	06-30-2021
04-30-2019	Award	HS	Oregon Head Start Prekindergarten (OPK) Grant Agreement Amendment 2	\$7,246 funding increase	Oregon Department of Education Early Learning Division	Govt	\$527,278	\$1,061,702	07-01-2017	06-30-2019
02-12-2019	Award	W&E	HELPS - STREAM Makerspace Lab Summer Program	STREAM Makerspace Lab Summer Program	Trust Management Services	Private	\$10,000	\$10,000	07-01-2019	08-31-2019
04-10-2019	Award	HS	Lincoln County Social Accountability Grant	classroom support for high-risk children	Lincoln County	Govt	\$12,500	\$10,525	07-01-2019	06-30-2020

Discretionary Funds

		As of 1/31/20	7/1/19 Balance	Change from 7/1
Grant 1000	Admin	\$440,039	\$411,705	\$28,334
Grant 1010	Admin Miscellaneous Inc	\$32,498	\$32,498	\$0
Grant 1011	CSC Unrestricted Sources	\$402,154	\$402,154	\$0
Grant 1020	Discretionary Donations	\$77,504	\$80,848	-\$3,344
Grant 1021	B2K	\$98,895	\$106,464	-\$7,569
Total Discretionary Funds		\$1,051,090	\$1,033,669	\$17,421

Use of Discretionary Resources Jan-20

Dept Code	Grant Code	Func/Loc Code	Object Code	Object Title	Document			Transaction Description	Debit	Credit
					Effective Date	Number	Name			
01	1020	00	6110	OFFICE SUPPLIES				Opening Balance	0.00	
01	1020	00	6110	OFFICE SUPPLIES	1/2/2020	107480	STAPLES ADVANTAGE	API01753 ACCT LA 70112581	1.31	
01	1020	00	6110	OFFICE SUPPLIES	1/9/2020	101209-110	STAPLES CREDIT PLAN	API01763 ACCT 6035 5178 2010 1490	46.67	
01	1020	00	6110	OFFICE SUPPLIES	1/9/2020	101209-110	STAPLES CREDIT PLAN	API01791-COR ACCT 6035 5178 2010 1490	46.67	
01	1020	00	6110	OFFICE SUPPLIES	1/9/2020	101209-110	STAPLES CREDIT PLAN	API01791-REV ACCT 6035 5178 2010 1490		46.67
01	1020	00	6110	OFFICE SUPPLIES	1/28/2020	107488	STAPLES	API01788 ACCT	<u>21.07</u>	
								Transaction	<u>115.72</u>	<u>46.67</u>
Balance 6110 OFFICE SUPPLIES									69.05	
01	1020	00	6470	MISCELLANEOUS ADMIN				Opening Balance	0.00	
01	1020	00	6470	MISCELLANEOUS ADMIN	1/21/2020	45653	PAYPAL	CR005465 LBFS, GENERAL, EXPAND WAREHOUSE, STAND DOWN, HSLC, GAS GLEAN	34.75	
01	1020	00	6470	MISCELLANEOUS ADMIN	1/21/2020	45653	PAYPAL	CR005465-COR PAYPAL DONATIONS	34.75	
01	1020	00	6470	MISCELLANEOUS ADMIN	1/21/2020	45653	PAYPAL	CR005465-REV LBFS, GENERAL, EXPAND WAREHOUSE, STAND DOWN, HSLC, GAS GLEAN		<u>34.75</u>
								Transaction Total	<u>69.50</u>	<u>34.75</u>



725 SUMMER STREET NE, SUITE B | SALEM, OR 97301
503-986-2000 | www.oregon.gov/OHCS

February 27, 2020

Peggy McGuire
Community Services Consortium
250 Broadalbin St SW
Albany, OR 97321

Re: Rent Guarantee Program Monitoring

Dear Ms. McGuire,

Thanks to you and your staff for the complete follow-up response to the Rent Guarantee Program Monitoring Report.

A review of the documentation submitted indicates all issues have been satisfactorily addressed and this review has been closed. The final monitoring report is included for your records.

Thank you for all you do to change lives and strengthen your community!

Sincerely,

Sheila Parkins

Sheila Parkins
Rent Guarantee Program Analyst
(503) 986-2062
Sheila.parkins@oregon.gov

cc: Dina Eldridge
Dianna Huenergardt
File copy retained



Rent Guarantee Program Monitoring Report

February 27, 2020



OREGON HOUSING AND COMMUNITY SERVICES

Organization

Community Services Consortium

Pegge McGuire, Deputy Director

Dina Eldridge, Housing Services Manager

Dianna Huenergardt, Housing Services Coordinator

Monitoring Details

Date of Monitoring: January 29, 2020

Period of Review: June 1, 2018 through September 30, 2019

Compliance Monitor: Sheila, Parkins, Program Analyst

Program Overview

Community Services Consortium delivers the Rent Guarantee Program to participants meeting eligibility requirements throughout the Linn, Benton, Lincoln County areas, which includes providing tenant readiness education at their Albany, Corvallis and Newport locations.

Basis for Review

The purpose of the review is to fulfill Oregon Housing and Community Services State grant monitoring requirements. OHCS shall monitor the activities of subgrantees as necessary to ensure that the program is used for authorized purposes, in compliance with State laws, rules, regulations and the terms and conditions of the award.

Scope of Review

OHCS staff completed a “desk” review, which included general program compliance, client files and claim files provided by the organization. This report focuses on the Rent Guarantee Program for the period of review identified. Some areas that would be related to on-site monitoring were not completed and are not included in this report. The Rent Guarantee Program is relatively new and a desk review is sufficient at this time for the purposes of monitoring obligations.

Monitoring Definitions

The report cites the results of the program monitoring tests of compliance and review of policies and processes. These are defined as follows:

Finding: A violation of state rules, regulations, terms and conditions of the grant agreement, program operations manual or other issuances and that require corrective actions. Repeated, systemic or previously unresolved “concerns” may elevate to a “finding” status.



OREGON HOUSING AND COMMUNITY SERVICES

Corrective actions are steps necessary to correct the violation and include a written response to OHCS describing the action(s) taken and the timeline for the action(s) taken.

Concerns/Observations/Recommendations: During the course of the review, areas may have been identified that raised some measure of concerns or there are suggestions to improve operations or internal controls. Your response may or may not be required.

Monitoring Results

General Program Review

Area of Review	Findings/Concerns/Observations/Recommendations
Manual	A new manual was released 12/27/19. Be sure to update your files to reflect use of the new manual.
Outreach	A Tenant Education Program flyer, along with upcoming schedules for classes was provided. Document complies with program guidelines. Recommendation: Consider adding the Fair Housing Equal Opportunity logo. The logo, in many formats, can be found at: https://www.hud.gov/library/bookshelf11/hudgraphics . No response is needed.
Complaints	A Course Evaluation, Customer Satisfaction and Follow-Up Questions forms were provided to identify ways an applicant/recipient could lodge complaints. The Customer Satisfaction form was particularly appreciated as a means of providing a visual format for those with limited English proficiency. The Follow-Up Questions form was a great example of how to engage the voice of those with lived experience. Upon follow-up, CSC confirmed that no formal complaints have been received.
Provider/Landlord Agreement	An outdated form was submitted; however, an updated form was provided for future use to CSC before this monitoring report was written. No response is needed.
Waiting List	A wait list and Guidelines for Tenant Education was provided. Clarity was given regarding waitlist procedures that comply with program guidelines. CSC noted that while the procedures are not yet in their written policy, they will amend the guidance to include it.
Release of Information	An authorization for Release of Information with Pacific Screening was provided that is not specific to OHCS; however, Authorization for Release of Information forms are signed and included in the client records that were provided for this monitoring and comply with program guidelines.
Accessibility	A written guidance of CSC's Limited English Proficiency policy was provided that complies with program guidelines.

OREGON HOUSING AND COMMUNITY SERVICES

Tenant Readiness Education

Area of Review	Findings/Concerns/Observations/Recommendations
RGP Graduation Certification	<p>Two different certifications were provided- one was a Certificate of Completion that appears to be client specific, while the Graduation Certificate appears to be more landlord specific. Clients files varied as to which one was being used; however, both comply with program guidance. The Graduation Certificate appears to name TPI as the provider; however, upon clarity with CSC, this is specific to Rent Well and if landlords contact TPI first, TPI will refer them to CSC. CSC does not subgrant or subcontract any responsibilities for the program to any other entity.</p> <p>Recommendation: Consider adding an expiration date on the Certificate of Completion and consider adding a statement that the certificate is non-transferable on both. No response needed.</p>
Educators	<p>A list of educators was supplied and all educators have current certifications.</p>
Class Schedule	<p>Upcoming Classes schedules were provided. Documents identifies classes and meets program guidelines for length of education.</p> <p>Recommendation: Consider adding the Fair Housing Equal Opportunity logo on print and website materials. No response is needed.</p>
Curriculum	<p>A Rent Well class, co-facilitated by Tara Hipp and Denise Downer, was attended. The class was #1 in a 6-class schedule and chapters covered included chapters 1 and 2 of the curriculum. There were 12 students in attendance. Students were provided a note-taking book with paper/pen, a blank Housing Portfolio with sheet protectors and a workbook. Students were allowed to use a name other than their own to protect personally identifiable information, which was allowed for privacy. Both instructors were engaging, encouraged student involvement from the beginning and had extensive knowledge of the material. The curriculum was followed and complies with program requirements.</p>

OREGON HOUSING AND COMMUNITY SERVICES

Denied Client Records

Client Name	Findings/Concerns/Observations/Recommendations
Bogenhagen, Charles	Client record were appropriately documented; however, client was denied due to not being homeless or at risk of homelessness. Client may be homeless or unstably housed, but it is not a requirement of the program. CSC provided waitlist clarity that will allow for prioritization of literally homeless individuals for available Rent Well classes, due to capacity issues; however, those who complete the class and qualify for the program will not be denied the opportunity to receive the program's guarantee. CSC will reach out to this client to see if he is still searching for a unit and allow participation in the guarantee if he is still unhoused.
Haywood, Isaiah	Client record were appropriately documented; however, client was denied due to not being homeless or at risk of homelessness. Client may be homeless or unstably housed, but it is not a requirement of the program. CSC provided waitlist clarity that will allow for prioritization of literally homeless individuals for available Rent Well classes, due to capacity issues; however, those who complete the class and qualify for the program will not be denied the opportunity to receive the program's guarantee. CSC will reach out to this client to see if he is still searching for a unit and allow participation in the guarantee if he is still unhoused.

Client Records

67% of Client Records were reviewed.

Client Name	Findings/Concerns/Observations/Recommendations
Pitts, George	All file documentation appropriate, within guidelines and matches Smartsheet data. Observation: Rent Well Graduation Certificate was dated 03/14/20 – most likely this was a typo and should have been 03/14/19. No response is needed. Observation: Rental Agreement began on 06/03/19; however, the Provider/LL Agreement identified the effective date as 06/01/19. The guarantee will be available until 06/02/20 instead of 05/31/20. No response is needed.

OREGON HOUSING AND COMMUNITY SERVICES

Willis, Jasmine	<p>Documentation reviewed was appropriate, within guidelines and matches Smartsheet data.</p> <p>Finding: Lease/Rental Agreement is a month-to-month agreement. A 12-month agreement is required. The Provider/Landlord Agreement requires that Landlords agree to rent/lease a residence to the tenant in accordance with the Landlord/Tenant Agreement for a period of at least 12 months from the date the agreement begins, providing tenant remains in compliance with the Landlord/Tenant Agreement. OHCS understand that this finding cannot be corrected; however, if there is a no-cause termination of the tenant within the first 12 months of tenancy or if the property is sold and the tenant is provided a 30-day notice to vacate within the first 12 months of tenancy, the Rent Guarantee could not apply as the requirement for a 12 month commitment was not met. No response is needed.</p> <p><i>See Manual Section: Landlords.</i></p>
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Claim Records

No claims have been filed by CSC.

Landlord Name	Findings/Concerns/Observations/Recommendations
N/A	

End of Report

COMMUNITY SERVICES CONSORTIUM
FY 19-20
SUPPLEMENTAL BUDGET #2

ADDITIONAL DETAIL ON EACH DEPARTMENT TAB FOR SIGNIFICANT CHANGES

FROM DEPARTMENT SUMMARIES - ON ATTACHED SHEETS.	Budgeted		Revised		Change in	
	Expenditures	FTE - Budgeted	Expenditures	Revised FTE	Expenditures	Change in FTE
HOUSING & ENERGY SERVICES	9,759,430	38.90	9,759,430	38.90	-	-
LINN BENTON FOOD SHARE	10,043,999	8.25	10,043,999	8.25	-	-
CHILD DEVELOPMENT SERVICES	2,234,736	27.19	2,234,736	27.19	-	-
MISC Grants	323,287	2.65	323,287	2.65	-	-
WORKFORCE & EDUCATION	3,549,109	28.58	3,599,109	28.58	50,000	-
<u>INTERNAL SERVICE FUNDS:</u>						
ADMINISTRATION not spread to departments	Costs in depts M&S 177,658	8.71	177658	8.71	-	-
INFORMATION TECHNOLOGY Not spread, CSBG Revenue	Costs in depts M&S 75000	3.83	75000	3.83		-
AGENCY TOTAL	26,163,217	118.10	26,213,217	118.10	50,000	-

Note: This format presents Budgeted Expenditures and FTE and REVISED Expenditures and FTE by department. The changes to be adopted in the FY20 Supplemental #2 are then broken down into budget categories and types of revenue.

Presented by:
Connor Lyons
CSC Finance Operations Manager
3/30/2020

COMMUNITY SERVICES CONSORTIUM
FY 19-20
SUPPLEMENTAL BUDGET #2

FROM DEPARTMENT SUMMARIES - ON ATTACHED SHEETS.	Expenditure Change by Category			Total Change	Source of Revenues				
	Personnel Services	Materials & Services	Capital Outlay		Federal	State	Local	Other	Total Revenue
HOUSING & ENERGY SERVICES					-				-
LINN BENTON FOOD SHARE				-	-				-
CHILD DEVELOPMENT SERVICES				-					
MISC Grants	-	-		-					-
WORKFORCE & EDUCATION	-	-	50,000	50,000				50,000	50,000
<u>INTERNAL SERVICE FUNDS:</u>				-					
ADMINISTRATION not spread to departments				-					
INFORMATION TECHNOLOGY Not spread, CSBG Revenue				-					
AGENCY TOTAL	-	-	50,000	50,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000

Presented by:
Connor Lyons
CSC Finance Operations Manager
3/30/2020

COMMUNITY SERVICES CONSORTIUM
FY 19-20
SUPPLEMENTAL BUDGET #2

DEPARTMENT NAME: **Workforce and Education**

GRANT NAME	GRANT #	Budgeted		Revised		Change in	
		Expenditures	FTE - Budgeted	Expenditures	Revised FTE	Expenditures	Change in FTE
NEW / INCREASES:	Adopted	3,519,109	28.58	3,519,109	28.58	0	0.00
Discretionary Resources	1020			50,000	0.00	50,000	0
Workforce will be purchasing additional vehicles from discretionary resources, in lieu of an allocation from CSBG which will be used to purchase emergency food supplies							
DEPARTMENT TOTAL		3,519,109	28.58	3,569,109	28.58	50,000	0.00

Presented by:
Connor Lyons
CSC Finance Operations Manager
3/30/2020

COMMUNITY SERVICES CONSORTIUM
FY 19-20
SUPPLEMENTAL BUDGET #2

DEPARTMENT NAME: Workforce and Education

GRANT NAME	GRANT #	Expenditure Change by Category				Source of Revenues				
		Personnel Services	Materials & Services	Capital Outlay	Total Change	Federal	State	Local	Other	Total Revenue
NEW / INCREASES:	Adopted									
Discretionary Resources	1020			50,000	50,000				50,000	50,000
Workforce will be purchasing additional vehicles from discretionary resources, in lieu of an allocation from CSBG which will be used to purchase emergency food supplies										
DEPARTMENT TOTAL		0	0	50,000	50,000	-	-	-	50,000	50,000

Presented by:
Connor Lyons
CSC Finance Operations Manager
3/30/2020



GOVERNING BOARD OF COMMUNITY SERVICES CONSORTIUM

FY19-20

RESOLUTION MAKING APPROPRIATIONS AND ADOPTING THE FY 19-20 SUPPLEMENTAL BUDGET #2

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2019 for the purposes below are appropriated as follows:

SOURCES OF FUNDS	As Adopted Supp #1	Suppl. #2	Revised Totals
FEDERAL FUNDS	\$ 9,705,960	\$ -	\$ 9,705,960
STATE FUNDS	4,909,059	-	4,909,059
LOCAL FUNDS	3,134,931	-	3,134,931
MISCELLANEOUS FUNDS	8,413,267	50,000	8,463,267
TOTAL FUNDS	\$ 26,163,217	\$ 50,000	\$ 26,213,217

BUDGET BY CATEGORY

(After re-categorization of Internal Service Funds)

FTE	118.10	-	118.10
TOTAL PERSONAL SERVICES	\$ 8,186,780	\$ -	\$ 8,186,780
TOTAL MATERIALS AND SERVICES	17,806,437	-	17,806,437
TOTAL CAPITAL OUTLAY	120,000	50,000	170,000
TOTAL FUND BAL./ TRANSFERS	50,000	-	50,000
TOTAL EXPENDITURES	\$ 26,163,217	\$ 50,000	\$ 26,213,217

ADOPTED by the Community Services Consortium Governing Board on the 30th day of March, 2020.

SIGNED this 30th day of March, 2020.

COMMUNITY SERVICES CONSORTIUM
EXECUTIVE COMMITTEE OF THE GOVERNING BOARD

Executive Committee Chair

Executive Committee Vice Chair

Executive Committee Member

**COMMUNITY SERVICES CONSORTIUM
STATEMENT OF ACTIVITIES
From 7/1/2019 Through 1/31/2020
Unaudited**

CSC BOARD REPORT - BY DEPT. As of 1/31/20 UNAUDITED	GENERAL FUND & Misc Grants - Cost Pools Included	LINN BENTON FOOD SHARE	WORKFORCE & EDUCATION	CHILD DEV. SERVICES	HOUSING & ENERGY SERVICES	TOTAL	FY 20 BUDGET - W/O FOOD VALUE	UNAUDITED
								58.33%
REVENUES								
Total REVENUES	\$ 920,428	\$ 997,033	\$ 2,089,171	\$ 1,282,199	\$ 4,153,318	\$ 9,442,149	\$ 18,163,217	51.99%
EXPENDITURES:								
PERSONAL SERVICES	692,576	311,878	1,451,545	1,011,450	1,490,297	4,957,745	8,186,780	60.56%
PROGRAM DELIVERY	206,744	346,449	560,722	222,057	855,091	2,191,063	6,033,745	
PAYMENTS ON BEHALF OF PARTICIPANTS	154	0	79,332	48,692	1,758,168	1,886,346	3,772,692	
TOTAL MATERIALS AND SERVICES	206,898	346,449	640,054	270,749	2,613,259	4,077,409	9,806,437	
TOTAL CAPITAL OUTLAY	0	0	0	0	0	0	120,000	
Total EXPENDITURES	\$ 899,474	\$ 658,327	\$ 2,091,599	\$ 1,282,199	\$ 4,103,556	\$ 9,035,155	\$ 18,113,217	50.21%
NET INCOME	\$ 20,955	\$ 338,706	\$ (2,428)	\$ -	\$ 49,762	\$ 406,995	\$ 50,000	
NET INCOME SOURCE NOTES and EXPENDITURES NOTES	Interest income	Additional Support for trade mitigation, end of year donation strength	Planned use of CTHS fund balance, offset by funds that paid entire contract in advance	N/A	Rebates, OLIEE, donations		Food Value removed from budget until End of Year	

COMMUNITY SERVICES CONSORTIUM
STATEMENT OF ACTIVITIES
From 7/1/2019 through 1/31/20
Unaudited

CSC BOARD REPORT - BY DEPT. As of 1/31/20 UNAUDITED	GENERAL FUND & Misc Grants -					HOUSING & ENERGY SERVICES	TOTAL	FY 20 BUDGET - W/O FOOD VALUE	UNAUDITED
	Cost Pools Included	LINN BENTON FOOD SHARE	WORKFORCE & EDUCATION	CHILD DEV. SERVICES					
REVENUES									
CONTRACT AWARD - MISCELLANEOUS	4010	7,366				190,879	198,245		PERCENT OF YEAR PASSED
CONTRACT AWARD - STATE	4020	75,968	24,197	589,723	131,932	1,747,416	2,569,236		
CONTRACT AWARD - COUNTY	4030		39,600		7,894	0	47,494		58.3%
CONTRACT AWARD - CITY	4040		11,442			3,440	14,882		
CONTRACT AWARD - FEDERAL	4050				735,246	160,735	895,981		26,163,217
CONTRACT AWARD - FED PASSTHRU	4060	89,304	44,589	632,712	44,112	1,349,254	2,159,971		
RENTS	4070					36,419	36,419		
INTEREST REVENUE	4100	28,251				0	28,251		
DONATION - INDIVIDUALS	4210	4,005	551,923	63	300	9,436	565,727		
DONATION - CORPORATION	4220		46,754	2,978		45,480	95,212		
DONATIONS - OTHER	4225		1,062			625	1,687		
GRANT AWARD - FOUNDATION	4230		7,778	107,000	9,000	3,000	126,778		
LOAN REPAYMENTS	4300					0	0		
MISCELLANEOUS REVENUE	4500	61,516		12,396		0	73,912		
DONATIONS - HOLIDAY	4610		38,412			0	38,412		
DONATED FOOD	4600		145,899			0	145,899	(8,000,000)	
MEMBER COST REIMBURSEMENT	4620					0	0		
PROGRAM REIMBURSEMENTS	4900	630,808				0	630,808		
SPECIAL ALLOCATIONS	4910					0	0		
BILLINGS IN PROGRESS	A/R	23,211	85,377	744,299	353,715	606,634	1,813,235		
Total REVENUES		920,428	997,033	2,089,171	1,282,199	4,153,318	9,442,149	18,163,217	52%
EXPENDITURES									
SALARY	5010	460,846	194,379	906,109	669,373	951,186	3,181,894		PERCENT SPENT
SALARY - WORK EXPERIENCE	5020			60,846		-	60,846		
PERS	5320	69,603	37,852	139,468	99,824	166,586	513,333		
WORKERS COMP	5330	272	99	561	405	534	1,871		
SAIF INSURANCE	5335	1,351	2,131	9,965	4,112	4,173	21,733		
UNEMPLOYMENT	5340	453	195	907	669	949	3,173		
HEALTH INSURANCE	5350	100,924	51,493	216,918	150,725	251,300	771,360		
DENTAL INSURANCE	5360	9,763	4,540	17,673	14,577	20,832	67,385		
LIFE INSURANCE	5370	5,410	2,433	10,380	7,648	11,282	37,153		
FLEXIBLE SPENDING COSTS	5375	297	19	157	149	183	805		
EMPLOYEE ASSISTANCE	5380	3,254			465	-	3,718		
OSGP MATCH	5382	7,971	4,389	16,719	14,740	17,170	60,989		
NON TAXABLE FRINGE BENEFIT	5386		64	176		-	240		
FICA	5390	32,433	14,284	71,666	48,761	66,102	233,246		
PERSONAL SERVICES		692,576	311,878	1,451,545	1,011,450	1,490,297	4,957,745	8,186,780	61%
AUDIT	5510					0	0		
DATA SERVICES/CONNECTION	5520	7,091	596	4,386	1,598	6,555	20,226		
LEGAL	5530	200			34	0	234		
OTHER PURCHASED SERVICES	5540	21,327	6,383	2,618	10,163	21,913	62,403		
CONTRACT SERVICES - TRAINING	5550			62,450		0	62,450		
EDUCATIONAL CONFERENCES/TRAINING	5610	6,759	314	30,562	10,827	17,894	66,356		
MEETINGS	5620	6,059	624	2,381	2,241	989	12,293		
DUES	5630	11,977		4,069	3,115	1,550	20,712		
MILEAGE	5710	4,438	2,042	21,406	2,570	13,934	44,390		
AGENCY VEHICLES - OPERATING COST	5720		8,394	11,086		10,518	29,998		
AGENCY VEHICLE - INSURANCE	5730					0	0		
OTHER TRAVEL, TRANSPORTATION	5740	667	10,500	14,376		56	25,599		
RENT	5910	48,008	11,072	34,696	5,853	101,278	200,907		
UTILITIES	5920	1,017	44	3,907	17,237	4,829	27,034		
TELEPHONE	5930	5,044	398	2,297	5,310	2,663	15,712		

COMMUNITY SERVICES CONSORTIUM
STATEMENT OF ACTIVITIES
From 7/1/2019 through 1/31/20
Unaudited

CSC BOARD REPORT - BY DEPT. As of 1/31/20 UNAUDITED	GENERAL FUND & Misc Grants -						FY 20 BUDGET - W/O FOOD VALUE	UNAUDITED
	Cost Pools Included	LINN BENTON FOOD SHARE	WORKFORCE & EDUCATION	CHILD DEV. SERVICES	HOUSING & ENERGY SERVICES	TOTAL		
CELL PHONE	5935	444	520	10,559	1,519	3,842	16,884	
MAINTENANCE, REPAIR, JANITORIAL	5940	9,162	1,592	13,735	9,944	17,332	51,765	
GENERAL INSURANCE	5950					375	375	
SPACE RENTAL	5970			1,917		376	2,293	
SPACE UTILITIES	5980	46	11,307		6	674	12,033	
OFFICE SUPPLIES	6110	5,806	301	9,848	2,380	17,439	35,774	
POSTAGE AND SHIPPING	6120	(259)	3,416	88	1,263	6,301	10,810	
PHOTOCOPY	6130	3,610	1,877	3,474	5,598	8,399	22,958	
PRINTING	6140	343	8,420	482	347	5,297	14,889	
SOFTWARE	6145	33,598		14,423		0	48,021	
ADVERTISING/RECRUITMENT	6150	843		960	137	0	1,940	
PROGRAM SUPPLIES	6160	3,906	222,851	25,705	17,839	53,457	323,759	
OTHER SUPPLIES	6190	168			40	24,902	25,110	
SOCIAL SERVICE CONTRACTS	6210					26,660	26,660	
WEATHERIZATION CONTRACTS	6230					280,961	280,961	
INDIVIDUAL TRAINING ACCOUNTS	6240			50,127		0	50,127	
EQUIPMENT RENTAL	6320					0	0	
EQUIPMENT REPAIR	6330		8,596	721	46,171	255	55,743	
EQUIPMENT EXPENDABLE	6340	9,484	8,383	13,378	12,949	20,443	64,637	
BOOKS AND SUBSCRIPTIONS	6410	650		191	38	71	950	
MISCELLANEOUS COSTS	6470	1,675	1,812	204	82	317	4,091	
INDIRECT	6620	9,449	28,305	147,593	29,756	154,867	369,970	
INFRASTRUCTURE	6630	15,229	8,702	71,327	35,041	50,944	181,243	
TRANSPORTATION	6710			5,628		0	5,628	
HEALTH CARE	6730					0	0	
RESIDENTIAL SUPPORT	6740			22,379		31,010	53,389	17,806,437
CLOTHING	6750			1,825		16,571	18,396	
MEALS	6780			2,189	48,692	0	50,881	(8,000,000)
TUITION AND FEES	6790			4,603	0	0	4,603	
TUITION AND FEES (VOCATIONAL)	6800			2,144		0	2,144	
TRAINING SUPPLIES	6810			2,945		0	2,945	
INCENTIVE PAYMENTS	6860			37,598		0	37,598	
MISCELLANEOUS	6870	154				2,156	2,310	
CLIENT ASSISTANCE	6880					1,703,216	1,703,216	LIHEAP in full process
TOTAL MATERIALS AND SERVICES		206,898	346,449	640,054	270,749	2,613,259	4,077,409	
EQUIPMENT PURCHASE	6310	0	0	0	0	0	0	120,000
TOTAL CAPITAL OUTLAY		0	0	0	0	0	0	9,806,437
Total EXPENDITURES		899,474	658,327	2,091,599	1,282,199	4,103,556	9,035,155	17,993,217
NET INCOME		\$ 20,955	\$ 338,706	\$ (2,428)	\$ -	\$ 49,762	\$ 406,995	170,000

Notes:

Interest income	Additional Planned use of N/A	Rebates, OLIEE, donations	Food Value will be included at Yearend
	Support for CTHS fund trade balance, offset mitigation, end by funds that of year donation paid entire strength contract in advance		

CSC Head Start (CSCHS)–Governing Board/Policy Council Report
March 2020

- Please note that each board report contains all information required by Performance Standards and the Head Start Act of 07 –
- Please note that in a month when the Governing Board or Policy Council does not meet, a report will be emailed or mailed in hard copy to all members for review and comments/questions in next meeting.

Attachments:

Monthly Ops Report

Approvals needed:

GB/PC Report and Monthly Ops Report

Overview:

Head Start closed classes four days early with Spring Break beginning on March 23. We are following LCSD closure and the direction of the Governor with approval from the State and Federal Government to close until April 28th at this time. We continue to serve families with check-ins and a myriad of material for families to share with our young students. Our advocates are also in communication with families to help with referrals. We are continuing our data input, lesson planning, and many other projects. We are happy to be able to continue to serve our families and to let the children know that “Teacher....” is calling. We are reporting all our activities to our state and federal specialists weekly. We have been told by the state and the federal government specialists that our grants are in place and we are “front loaded” and will continue to pay our staff.

Personnel:

We continue to search for a Teacher 3 for full day in Lincoln City.

Community Partners: (also within CSC partnerships)

We attended an Early Childhood Special Education (ECSE) group meeting via ZOOM, as we stopped meetings in person three weeks ago. All other community and partner meetings are being cancelled. All Oregon Head Start Conferences are being cancelled, including the Spring Conference here in Lincoln County due to the Coronavirus. We were the “host” program, which represents a sharing of our area and a presentation about our program here.

Fiscal – see attached monthly operations report:

At this time our spending is on target. Dr. Miller has checked in regularly with Connor Lyons.

Grants:

At this point our federal grant has been approved and submitted by our specialist for final approval. We are working on four grants: –One for enhancement dollars increasing our per-child cost from the State; requesting 20 Preschool Promise slots to be blended with our current students in all three sites; which will require opening the fourth classroom in Newport.

Education Report – Andrea Lengel, MPH, Program/Education Manager (PEM):

Kindergarten Assessment scores below compare Lincoln County School District average scores (all children entering kindergarten) to former Head Start children who entered kindergarten in fall 2018. According to the Oregon Department of Education, “The assessment is designed to focus on domains that are strongly linked to third-grade reading and future academic success, as well as to align with current assessment practices in Oregon’s kindergarten and elementary schools. The information provides a snapshot for communities and schools on the skills that students have when they enter kindergarten.” <https://www.oregon.gov/ode/educator->

<resources/assessment/Pages/Kindergarten-Assessment.aspx>. Comparative results this year show former CSC Head Start children exceeding district averages in four of the six areas of learning, as shown in the table below.

	Approaches To Learning: Self Regulation (Mean Score)	Approaches To Learning: Interpersonal Skills (Mean Score)	Early Mathematics (0-16)	Uppercase English Letter Name Recognition (0-26)	Lowercase English Letter Name Recognition (0-26)	English Letter Sound Recognition (0-26)
Lincoln County School District Total Population Average Scores	3.2	3.6	10.3	13.5	11.3	7.5
CSC Head Start Total Population Average Scores	3.15	3.61	10.16	13.66	12.37	8.33

Mental Health and Disabilities – Randi Brickey, Mental Health and Dis. Content Specialist:

- We have 22 children with certified Individual Family Service Plans (IFSP) in our program.
- Seven referrals were submitted to ECSE and are in the screening process.
- We have secured skills-builder support services for two children in Lincoln City with Coastal Connections, five children with Children’s Advocacy Center (CAC) in Newport, and five children in Toledo with the Olalla Center.
- We have three skills-builder referrals in process at our Toledo site with Olalla and two in process with Coastal in Lincoln City. We are currently at capacity with our skills-builder support with Children’s Advocacy Center in Newport

Health, Nutrition and Safety – Diana Warren MPH, Health and Nutrition Specialist (HNS):

- CSC Quarterly Safety Office Inspections were completed by Site Coordinators to prepare for the CSC Safety Meeting.
- Monthly Child Plus reports were shared with Teacher Advocates and Family Advocates.
- Working with Head Start Director on the upcoming Coronavirus to prepare families and staff for the pandemic.
- Monthly Lincoln County Public Health Advisory Committee was cancelled due to many county staff being busy with the Coronavirus.
- Health and Nutrition Supervisor tracking and checking Health and Dental Appraisal information in Child Plus for Program Information Report (PIR).

Family Services:

- Family Advocates continue to work closely with families on their Family Partnership Agreements (family goals) and are tracking the progress of each goal within the Child Plus data system. The data captured on the goals will be used at the end of the year for reporting outcomes we have made with families.

- Family and Teacher Advocates are working with their families to schedule Home Visits. They will review their child's progress on their educational goals and provide resources and referrals for any identified family needs.

Program Governance – Policy Council:

Policy Council will be communicating by email and telephone, as no meetings are being held this month.

ERSEA (Eligibility, Recruitment, Selection, Enrollment, and Attendance) – Marta Vrell, Family Services/Site Coordinator:

- Attendance for February was 83.78%, largely due to sickness. Teachers are following up on children whose attendance fell below 85%.
- We had three children drop in February due to moving and being homeschooled. These positions have been filled from the waitlist.
- Applications continue to be processed throughout the year and will be up until the end of the year. Please see drop-fill in the statistics section for current numbers.
- Oregon State University (OSU) Extension visited all classrooms to discuss nutrition four times during the month and also attended Family Night at all three sites.

2019-2020 School Year Current Comprehensive Statistics – Angela Oleman, Program Assistant:

Statistics will be added to the April report; not all statistics are available at this time.

COMMUNITY SERVICES CONSORTIUM

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

05 - CHILD DEV. SERVICES

OPS - HS OPERATIONS

From 2/1/2020 Through 2/29/2020

(In Whole Numbers)

		Current Period Actual	YTD Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget \$ Remaining - Original
EXPENDITURES						
PERSONAL SERVICES						
SALARY	5010	97,912	744,843	1,048,450	303,607	29 %
PERS	5320	15,533	114,966	173,487	58,521	34 %
WORKERS COMP	5330	57	452	1,178	727	62 %
SAIF INSURANCE	5335	628	4,596	8,200	3,604	44 %
UNEMPLOYMENT	5340	98	745	1,049	304	29 %
HEALTH INSURANCE	5350	23,785	170,936	244,132	73,196	30 %
DENTAL INSURANCE	5360	2,455	16,775	25,543	8,768	34 %
LIFE INSURANCE	5370	1,233	8,599	10,198	1,599	16 %
FLEXIBLE SPENDING COSTS	5375	17	138	66	(72)	(109)%
EMPLOYEE ASSISTANCE PROGRAM	5380	0	465	671	206	31 %
OSGP MATCH - NEW	5382	2,325	16,690	21,648	4,958	23 %
FICA	5390	7,146	54,250	80,206	25,956	32 %
Total PERSONAL SERVICES		151,187	1,133,454	1,614,828	481,374	30 %
MATERIALS & SERVICES						
AUDIT/ACCOUNTING	5510	5,776	5,776	5,749	(27)	(0)%
DATA SERVICES/CONNECTI...	5520	0	1,598	4,500	2,902	64 %
LEGAL	5530	0	34	0	(34)	0 %
OTHER PURCHASED SERVICES	5540	931	11,094	18,100	7,006	39 %
CONTRACT SERVICES - TRAINING	5550	0	0	1,500	1,500	100 %
EDUCATIONAL CONFERENCES/TRAL...	5610	450	11,277	11,999	723	6 %
MEETINGS	5620	214	2,454	5,001	2,547	51 %
DUES	5630	0	3,115	4,000	885	22 %
MILEAGE	5710	392	2,963	3,000	37	1 %
OTHER TRAVEL, TRANSPORTATION	5740	0	0	151	151	100 %
RENT	5910	0	5,853	0	(5,853)	0 %
UTILITIES	5920	3,076	20,313	27,499	7,186	26 %
TELEPHONE	5930	517	5,827	4,000	(1,827)	(46)%
CELL PHONE	5935	110	1,628	3,100	1,472	47 %
MAINTENANCE, REPAIR, JANITORIAL	5940	183	10,128	26,000	15,872	61 %
GENERAL INSURANCE	5950	16,053	16,053	8,577	(7,476)	(87)%
SPACE UTILITIES	5980	0	6	0	(6)	0 %
OFFICE SUPPLIES	6110	107	2,486	2,500	14	1 %
POSTAGE AND SHIPPING	6120	288	1,551	1,000	(551)	(55)%
PHOTOCOPY	6130	623	6,221	9,000	2,779	31 %
PRINTING	6140	0	347	499	152	31 %
ADVERTISING/RECR...	6150	0	137	250	113	45 %
PROGRAM SUPPLIES	6160	402	18,242	15,500	(2,742)	(18)%
OTHER SUPPLIES	6190	0	40	0	(40)	0 %
EQUIPMENT REPAIR	6330	0	8,991	5,001	(3,990)	(80)%
EQUIPMENT EXPENDABLE	6340	0	8,446	20,311	11,865	58 %

COMMUNITY SERVICES CONSORTIUM

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

05 - CHILD DEV. SERVICES

OPS - HS OPERATIONS

From 2/1/2020 Through 2/29/2020

(In Whole Numbers)

		Current Period Actual	YTD Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget \$ Remaining - Original
BOOKS AND SUBSCRIPTIONS	6410	0	38	100	62	62 %
MISCELLANEOUS ADMIN	6470	0	82	0	(82)	0 %
INDIRECT	6620	19,482	49,237	208,171	158,934	76 %
INFRASTRUCTURE	6630	(996)	34,044	0	(34,044)	0 %
COMMUNICATION SERVICES	6650	0	0	65,670	65,670	100 %
MEALS	6780	<u>11,475</u>	<u>60,166</u>	<u>149,167</u>	<u>89,001</u>	<u>60 %</u>
Total MATERIALS & SERVICES		59,082	288,148	600,345	312,197	52 %
CAPITAL OUTLAY						
EQUIPMENT PURCHASE	6310	0	4,503	0	(4,503)	0 %
ROOFING	7018	<u>0</u>	<u>37,180</u>	<u>0</u>	<u>(37,180)</u>	<u>0 %</u>
Total CAPITAL OUTLAY		<u>0</u>	<u>41,683</u>	<u>0</u>	<u>(41,683)</u>	<u>0 %</u>
Total EXPENDITURES		<u>210,269</u>	<u>1,463,285</u>	<u>2,215,173</u>	<u>751,888</u>	<u>34 %</u>