

COMMUNITY SERVICES CONSORTIUM GOVERNING BOARD

May 18, 2020 – 2:00 pm - 4:00 pm

Electronic Meeting

Connection via ZOOM and telephone: 1 669 900 6833 US (West Coast)
Meeting ID: 985 8118 2122

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. MINUTES APPROVAL
 - A. Review Minutes of the March 30, 2020 Governing Board Meeting – Attachment 1
Action requested: Approve the March 30, 2020 Governing Board meeting minutes.
 - B. Review Minutes of the April 20, 2020 Governing Board Executive Committee Meeting – Attachment 2
Action requested: Approve the April 20, 2020 Governing Board Executive Committee meeting minutes.
- VIII. ACTING EXECUTIVE DIRECTOR'S REPORT – Pegge McGuire
 - A. Coronavirus (COVID-19) Pandemic Update
 1. Program Impacts
 2. Other

- B. Oregon Cascades West Council of Governments-Community Services Consortium Merger Discussions Update
- C. Facilities
- D. Community Action Advisory Council Update
- E. Grant Status Update – Attachment 3
- F. Undesignated Funds Report – Attachment 4

IX. COMMUNITY SERVICES BLOCK GRANT ORGANIZATIONAL STANDARDS REQUIREMENTS

- A. Standard 8.7 – Financial Reports of Programs Advised by Board (*see agenda item X. Finance – A. Statement of Activities*)

X. FINANCE – Connor Lyons

- A. Statement of Activities – March 2020 – Attachment 5

Action requested: Accept March 2020 Statement of Activities.

XI. HEAD START – Dr. Suzanne Miller

- A. Governing Board/Policy Council Report – May 2020 – Attachment 6

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

- B. Operations Report/Statement of Revenues and Expenditures – March 2020 – Attachment 7

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

XII. INFORMATION SHARING

- A. News Articles and/or Messages from Clients or Others – Attachment 8

XIII. ADJOURN/CLOSE

MEETING CALENDAR

DAY	MONTH	MEETING	TIME	LOCATION
Monday	June 1	Executive Committee and Budget Committee (Budget Proposal)	1:30 pm - 4:00 pm	ZOOM
Monday	June 22	Full Board (Budget Approval)	2:00 pm - 5:00 pm	ZOOM
July – Optional Meeting – TBD				
Monday	August 24	Executive Committee	2:00 pm - 4:00 pm	ZOOM

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

COMMUNITY SERVICES CONSORTIUM GOVERNING BOARD

March 30, 2020

Electronic Meeting

MINUTES

I. CALL TO ORDER

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

II. CONFIRMATION OF A QUORUM

A quorum of the Governing Board was represented at times during the meeting. Participating in the meeting were Chair Augerot and Commissioners Hall, Jacobson, Malone, and Tucker. Commissioners Hunt, Jaramillo, Lindsey, and Nyquist were absent.

Also participating in the meeting were Community Services Consortium (CSC) Executive Director Martha Lyon, Deputy Director of Programs Pegge McGuire, Head Start Director Suzanne Miller, Finance Operations Manager Connor Lyons, and Executive Assistant Emely Day.

Ryan Pasquarella of Grove, Mueller & Swank, CPAs, (CMS) joined the meeting for the annual audit presentation.

VI. CHANGES OR ADDITIONS TO THE AGENDA

Pending participation by a quorum of the Governing Board, Chair Augerot proceeded to address non-decision topics on the meeting agenda.

III. HEARING OF THE PUBLIC – None.

IV. INTRODUCTIONS OF GUESTS

Meeting participants introduced themselves.

V. COMMENTS FROM THE CHAIR – None.

IX. ACTING EXECUTIVE DIRECTOR'S REPORT – Pegge McGuire

B. Coronavirus (COVID 19) Response Plans

Ms. McGuire reported on the agency's responses to the Coronavirus (COVID-19) pandemic.

- Almost all agency staff are able to work remotely.
- The Weatherization program is unable to work through the pandemic because of staff's need to enter clients' homes that might have COVID-19 viral conditions. The program is on hold, and staff are re-assigned to Linn Benton Food Share's (LBFS) warehouse.
- LBFS is changing its model to packaged delivery. Meal sites are offering take-out food, and pantries are offering meal boxes. Two small pantries are not operating, and LBFS Director McCambridge is asking restaurants in those communities if they would offer a prepared food take-out product that LBFS could deliver to homebound seniors or others in need in the community.
- Head Start teachers and mental health providers are working with CSC Program and Resource Development Advisor Garrett to provide on-line stories for children and enable mental health providers to speak with parents concerning children's possible issues.
- Information Technology (IT) staff provided CSC staff with agency desk telephones to use in their homes, laptop computers, computer monitors, etc. so they can work with clients via telephone.

A. Executive Director Status Update

Ms. Lyon joined the meeting and briefed the Board concerning her health status.

C. Charter Amendments

CSC Charter amendments that were being discussed last year have not been fully approved by Linn, Benton, and Lincoln Counties' legal staff. Ms. McGuire suggested postponing action on Charter amendments until the matter can be fully addressed by CSC staff and approved by County Counsels; this will likely be after the COVID-19 pandemic.

Chair Augerot referenced a recently enacted law that allows non-profit organizations to conduct electronic meetings, rather than in-person meetings, and meet public records laws, provided a quorum of membership participates in the meetings.

Commissioner Malone joined the meeting.

D. Community Services Consortium/Oregon Cascades West Council of Governments Merger Discussions Status Update

CSC and Oregon Cascades West Council of Governments (OCWCOG) representatives have not met since the onset of the COVID-19 pandemic; therefore, no update is available.

The merger team received one response to the Request for Interest in facilitating merger exploration; responses are due April 15. More information will be provided at a future Board meeting.

E. Facilities

- Almost all staff are out of CSC's offices and working remotely.
- Ms. McGuire and Human Resource Operations Manager Shelton are, on separate days, the primary staff members at CSC's Albany Regional Office; some Finance staff work one or two days per week each on staggered schedules.
- Access to all CSC office sites is coordinated and approved by Mr. Shelton.
- Each regional office has an agency telephone outside the office door so anyone visiting the office may connect with CSC's receptionist, who answers telephone calls from home and routes calls as appropriate.
- Head Start conducted a "deep cleaning" of its facilities.
- Albany and Corvallis Regional Offices were "deep cleaned."
- Staff are researching what cleaning is needed while staff are out of offices, before staff return to offices, and on a regular basis.

F. Upcoming Opportunities

CSC received \$71,000 from the Oregon Community Foundation for COVID-19 response efforts, and Management staff are meeting with community partners to determine the greatest service need or gap in which to invest the funds. Any suggestions should be sent to Ms. McGuire. Fund use is not restricted to emergency housing. Ms. McGuire is awaiting additional information concerning spending guidelines or restrictions.

G. Grant Status Update

The Grant Status Update Report is presented for information; no Board action is needed.

H. Undesignated Funds Report

The Undesignated Fund balance increased by \$17,421 through January 31. The Fund balance is difficult to predict. Expenses being paid from the Undesignated Fund may be transferred to the Community Services Block Grant (CSBG) Fund, thereby increasing the Undesignated Fund balance. It is unknown whether the annual Barrel to Keg Relay Race fundraising event will be held this year because of the COVID-19 pandemic or whether CSC will have unbudgeted pandemic-related expenses.

Ms. McGuire noted that CSC recently received several unsolicited donations to be used where they are most needed.

I. Monitoring Report with Response

1. Rent Guarantee Program

The monitoring had a few items to be changed. The Rent Guarantee and Rent Well programs are being modified, as staff determine how to serve clients and offer classes via ZOOM. This will result in some curriculum and workbook changes.

Ms. McGuire reviewed COVID-19-related meetings in which she is involved.

- A state-wide meeting hosted by Oregon Housing and Community Services (OHCS) for partners and staff to discuss what is occurring in Oregon.
- The Primary Partner Network with OHCS involves affordable housing developers, homeownership counseling agencies, and the community action network. The group discusses how they are modifying their programs. OHCS is striving to disperse additional funds and advised community action agencies to re-purpose any Emergency Housing Assistance or other flexible funding.
- She participates in statewide meetings with
 - Oregon Department of Human Services and their partners and
 - Oregon Health Authority (OHA) and their partners.
- Benton County Emergency Operations Center has a member assigned to deal with homeless and vulnerable populations; she speaks with that person almost daily concerning shelter issues, motel vouchers, and housing issues. Every other day the meetings address emergency food needs. Partner agencies are involved in the meetings.
- Linn and Lincoln Counties do not appear to have ZOOM meetings as often as Benton County.

Commissioner Tucker previously attended Association of Oregon Counties meetings. He conducted meetings when COVID-19 issues first occurred at Lebanon's Edward C. Allworth Veterans' Home because of the Home's struggles gaining assistance from OHA; those issues are being addressed. He is meeting with Samaritan Health Services representatives.

Ms. McGuire observed that Linn and Lincoln Counties' emergency operations centers seem to involve primarily law enforcement agencies but not shelter providers and others assisting homeless people or providing food support.

Commissioner Tucker speaks almost daily with a representative of Albany Helping Hands and managers of transitional housing facilities. The facilities are not meeting Oregon's physical distancing (six feet between people) guidelines and other standards; however, they are serving meals and sheltering more than 100 people. He is not aware of any sheltering discussions or that any Linn County community requested assistance. If the distancing guidelines are applied to Linn County shelters, the homeless population will be seriously impacted. The shelters provide support, such as a place for clients to receive mail.

Chair Augerot expressed Benton County's concern related to the recent closure of the men's cold-weather shelter because of its inability to meet physical distancing guidelines. The shelter is serving as a daytime support center, providing sanitation

services (e.g., showers, laundry, and hand washing) and meals on a physically distanced basis. With caterers' assistance, Stone Soup is providing hot meals to anyone needing one. The County is trying to determine how to provide shelter options.

CSC Housing Services Supervisor Eldridge has worked with Communities Helping Addicts Negotiate Change Effectively (CHANCE) Recovery to obtain motel vouchers within Linn, Benton, and Lincoln Counties to shelter the most-medically fragile people, which could include people diagnosed with COVID-19 or awaiting COVID-19 test results. Ms. Eldridge and CHANCE are working on transportation for these people without risk of infection for the person providing the transportation. The motel rooms would have outside entrances and self-contained air-circulation systems. The motel guests would be checked by designated staff, and the rooms would be cleaned and disinfected after the guests leave. The motel guests would not be ill enough to warrant hospitalization but would not have anywhere else to self-isolate until they recover.

Commissioner Hall reported that Lincoln City's winter warming shelter is operating at a church and is serving approximately ten people each night. Lincoln County, City of Newport, and City of Lincoln City gave Coastal Support Solutions (a new organization) funding toward motel vouchers for frail, elderly people and families with children. The church that, through Family Promise, pledged overnight accommodations during March canceled their commitment, leaving a significant service gap. The cold-weather shelter closed early because of insufficient volunteer support. County government does not have resources to operate the cold-weather shelter and wants to ensure that it is operated by an agency with sufficient experience and resources.

X. COMMUNITY SERVICES BLOCK GRANT ORGANIZATIONAL STANDARDS REQUIREMENTS

A. Standard 5.9 – Programmatic Reports

1. Linn Benton Food Share

Mr. McCambridge is busy with COVID-19 pandemic response and unable to participate in today's meeting; his presentation will be re-scheduled.

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

CSC did not receive any CSBG monitoring findings. The first batch of reports was submitted and prompted some questions Ms. McGuire and Mr. Lyons answered; otherwise, the reports were accepted.

D. Standard 8.7 – Financial Reports of Programs Advised by Board (*see agenda item XI. Finance – B Statement of Activities*)

Ms. McGuire asked how the Board would like CSC to present its proposed Fiscal Year 2020-2021 budget, as current operations are impacted by the COVID-19 pandemic and are expected to be impacted for the foreseeable future. She asked if the agency should present a *status quo*

budget proposal and address any financial issues via supplemental budgets during the fiscal year. She also inquired how the counties are addressing this issue.

Commissioner Hall said Lincoln County foresaw some difficulties, postponed the initial budget-planning meetings with department directors, and asked staff to prepare a *status quo* budget that includes reducing materials and services by five to seven and one-half percent, freezing hiring, and seeking other funding options. The County anticipates lost revenue and increased service demands.

Commissioner Malone suggested that CSC present a *status quo* budget with current service levels and an alternate budget for unanticipated revenues and/or increased service demands.

Commissioners Hunt and Jacobson joined the meeting.

Mr. Lyons noted that the budget-development process is lengthy and requires extensive time by management staff, who are also trying to manage their programs under unusual working conditions. Funding levels for Fiscal Year 2020-2021 are unknown. Devoting management staff time to preparing the customary budget would detract staff from addressing day-to-day programmatic issues during the COVID-19 pandemic.

XI. FINANCE – Connor Lyons

A. Supplemental Budget 2, Fiscal Year 2019-2020

Supplemental Budget 2 for Fiscal Year 2019-2020 involves allocation of \$50,000 from Undesignated Funds for one or two vehicle purchases. Initially, staff planned to seek Board approval to use CSBG funding for the vehicle purchases; however, CSBG funds must be spent by March 31, which is impractical under the current COVID-19 pandemic circumstances. Staff decided to use CSBG funds differently and to request Board approval for a capital expenditure from Undesignated Funds.

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

- **Commissioner Tucker moved to approve Supplemental Budget 2, Fiscal Year 2019-2020.**
- **Commissioner Hunt seconded the motion.**
- **The motion passed unanimously.**

VII. FISCAL YEAR 2018-2019 AUDIT REPORT PRESENTATION – Ryan Pasquarella - Grove, Mueller & Swank, CPAs

GMS is CSC's contracted, independent auditor. Mr. Pasquarella reviewed highlights of the Fiscal Year 2018-2019 audit that was issued during January 2019.

- GMS staff visited CSC during August 2019 to review CSC's internal controls and conduct compliance testing regarding federal funding.
- GMS staff visited CSC during November 2019 to review fiscal year-end data and develop the Comprehensive Annual Financial Report (CAFR).
- GMS staff reviewed three federal funding streams (Head Start, LBFS food distribution, and Housing Continuum of Care). The federal government directs the

- audit of the funds (e.g., grant requirements). GMS did not have any findings related to the programs.
- GMS issued a clean opinion on the CAFR, indicating that it meets Generally Accepted Accounting Principles (GAAPs) and includes information that must be submitted to the Government Financial Offices for CSC to receive a certificate as meeting GAAPs via an independent review of CSC's CAFR.
 - GMS did not recommend any adjustments to information provided for the audit. A few adjustments were made, as Finance staff were finalizing data while the auditors were present. None of the adjustments were considered "auditor-proposed adjustments."
 - The audit was to be submitted to the State by December 31, 2019; however, an extension was granted to January 31, 2020. The audit was submitted January 29, 2020.
 - Federal compliance information was submitted January 29, 2020, based upon a March 31, 2020 due date.
 - There were a few funding changes from the previous fiscal year, and there were no significant changes regarding what information the CAFR must contain concerning previous fiscal years.
 - Fiscal Year 2019-2020 requires a change in fiduciary reporting; Mr. Pasquarella and Mr. Lyons will determine whether the change will affect the Fiscal Year 2019-2020 CAFR. The change primarily affects Community Housing Services' assets. The COVID-19 pandemic may postpone that reporting requirement another year. It is unknown whether the reporting requirement will affect CSC.

Action requested: Accept audit report for Fiscal Year 2018-2019.

- **Commissioner Tucker moved to accept the audit report for Fiscal Year 2018-2019.**
- **Commissioner Malone seconded the motion.**
- **The motion passed unanimously.**

Commissioner Tucker and Mr. Pasquarella exited the meeting.

XII. HEAD START – Dr. Suzanne Miller

- A. Governing Board/Policy Council Report – March 2020

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

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

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

Dr. Miller reported that, following meetings this morning, she sent emails to people with whom she worked on the Preschool Promise application. Head Start staff determined that applying for the Preschool Promise program at this time is not fiscally viable. Current economic conditions and the uncertainty of incomes (with the impending COVID-19 pandemic stay-home orders that will close employment sources) will increase the number of potential Head Start-eligible students' families. Conversely, recent

employment gains resulted in fewer Lincoln County families being eligible for Head Start participation. Head Start is having difficulty finding teachers, including no qualified candidates responding to an advertisement placed during early-December 2019. She thanked Board members for supporting the Preschool Promise application.

Head Start will receive two new federal grants:

- A cost-of-living adjustment increase will balance a state grant, increasing teachers' salaries
- Approximately \$50,000 will support trauma work with children. This could involve hiring a therapist.

Head Start staff is working with IT staff to prepare to work from home during the COVID-19 pandemic and continue contacting parents at least two or three times each week. Teachers are sending work to children, and children are continuing to learn; parents support this assistance. CSC's Website will soon include videos of Head Start teachers reading to children. Skill builders will use video to speak and work with students' parents. State Head Start officials confirmed that Head Start in Lincoln County's funding is secure, and more federal funding might support the program during summer months to help children prepare for kindergarten, if school will open in the fall.

A staff member was exposed to COVID-19 but tested negative and self-quarantined for two weeks, as mandated by Oregon's Governor Brown.

Head Start's finances and expenses align with budgeted projections. Mr. Lyons added that Head Start received notification it was awarded a five-year, non-competitive federal grant. Dr. Miller does not anticipate the federal audit this year because of the COVID-19 pandemic.

- **Commissioner Hunt moved to accept the Governing Board/Policy Council Report – March 2020 and the Operations Report/Statement of Revenues and Expenditures – February 2020.**
- **Commissioner Malone seconded the motion.**
- **The motion passed unanimously.**

VIII. MINUTES APPROVAL

A. Review Minutes of the January 27, 2020 Governing Board Meeting

Action requested: Approve the January 27, 2020 Governing Board meeting minutes.

B. Review Minutes of the February 24, 2020 Governing Board Executive Committee Meeting

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

- **Commissioner Hunt moved to approve the January 27, 2020 Governing Board meeting minutes and the February 24, 2020 Governing Board Executive Committee meeting minutes.**

- **Commissioner Jacobson seconded the motion.**
- **The motion passed unanimously.**

XI. FINANCE – Continued

B. Statement of Activities – January 2020

The financial reports do not contain any significant issues. Personnel costs are slightly high for this point in the fiscal year, but that is normal because of the seasonality of some programs (Head Start, Career Tech High School, Energy Assistance, etc.). Workforce and Education program shows a slightly negative status and will receive support from the agency' General Fund. CSC is generating interest income in the Local Government Investment Pool, but Mr. Lyons expects investment interest rates to decrease.

Referencing the earlier budget discussion, Chair Augerot noted that Benton County operates under a two-year budget and will not be preparing a budget this spring. She recommended CSC prepare a *status quo* budget without increasing full-time equivalent staff positions and with conservative estimates of funding availability. She urged CSC Management to be flexible and ready to change.

Mr. Lyons noted that additional federal CSBG and Low-Income Home Energy Assistance Program (LIHEAP) funding will be available, but CSC Management does not know what amount the agency might receive.

Ms. McGuire expects CSC to receive many requests for eviction-prevention support; Oregon is trying to provide funding for this support. Additional staffing might be needed to process requests and get funding to clients rapidly. CSC has a small staff trained to screen housing applicants, and they would not be able to handle the anticipated increase in support requests.

Action requested: Accept January 2020 Statement of Activities.

- **Commissioner Malone moved to accept the January 2020 Statement of Activities.**
- **Commissioner Hall seconded the motion.**
- **The motion passed unanimously.**

Commissioner Hunt reported that the Local Government Investment Pool decreased its interest rate to two percent March 11; he expects the rate will decrease more.

Commissioner Jacobson reported that she applied for funding from Ford Family Foundation for additional support of the motel voucher program in response to the COVID-19 pandemic. If Lincoln County receives the funding, it will ask CSC to operate the program on the County's behalf.

Ms. McGuire thanked Board members for their support of CSC's programs.

Mr. Lyons noted that non-profit agencies with fewer than 500 employees qualify for the small-business lending provisions in the new COVID-19 legislation. A non-profit agency delivering

critical services and needing support with payroll expenses could qualify for funding. As a governmental entity, CSC does not qualify for the benefit.

VI. ADJOURN/CLOSE

Chair Augerot adjourned the meeting at 3:07 pm.

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				

COMMUNITY SERVICES CONSORTIUM GOVERNING BOARD EXECUTIVE COMMITTEE

April 20, 2020

Electronic Meeting

MEETING MINUTES

I. CALL TO ORDER

Chair Augerot called the meeting to order at 2:06 pm.

II. CONFIRMATION OF A QUORUM

A quorum of Community Services Consortium's (CSC) Governing Board Executive Committee participated in the electronic meeting, including Chair Augerot and Commissioners Hall and Nyquist. Governing Board members Commissioners Hunt, Jacobson, Jaramillo, Lindsey, Malone, and Tucker did not participate in the meeting.

Also participating in the meeting were CSC Acting Executive Director Pegge McGuire, Head Start Director Suzanne Miller, Finance Operations Manager Connor Lyons, and Executive Assistant Emely Day.

III. HEARING OF THE PUBLIC – None

IV. INTRODUCTIONS OF GUESTS – None.

V. COMMENTS FROM THE CHAIR

Chair Augerot commended CSC staff for responding to needs occurring from the Coronavirus (COVID-19) pandemic.

VI. CHANGES OR ADDITIONS TO THE AGENDA

Ms. McGuire will add to the Acting Executive Director's Report a fourth item concerning State Revenue Forecast and Possible Impacts on Homelessness.

Dr. Miller will include in her Head Start report a request for Board Executive Committee approval of Chair Augerot signing for two new grants.

Commissioner Nyquist must exit the meeting by 3:30 pm to participate in a call with Oregon Governor Brown.

VII. ACTING EXECUTIVE DIRECTOR'S REPORT – Pegge McGuire

A. Litigation Status

While CSC does not have pending litigation, Ms. McGuire reported on two potential litigation matters. In each case, employees have vocalized an intent to file lawsuits, one over a termination and the other over perceived unsafe working conditions. CSC has followed all appropriate processes and has back-up documentation to reflect all actions taken and legal advice received.

B. Facilities/Coronavirus (COVID-19)

- CSC staff are working remotely as much as possible, except staff assigned to work at the Linn Benton Food Share (LBFS) warehouse.
- Warehouse staff and volunteers are working at different times, maintaining recommended six-foot distancing between each other, using appropriate personal protective equipment (PPE), and exercising precautions to avoid spreading any virus. The warehouse cannot be closed, as food distribution must continue during the COVID-19 pandemic. Warehouse staff are packing and delivering 100,000 pounds of food to food pantries and meal sites each week.
- The Weatherization program is closed because crew members cannot enter residences without risk of COVID-19 exposure from residents. Weatherization staff are assigned to the LBFS warehouse because they have limited work-from-home options. The Weatherization program's future is uncertain because it is unknown when staff will be able to resume weatherization work. The program receives funding when it completes projects; a continued closure of the program results in diminishing program revenue. CSC cannot pay Weatherization staff without program funding. Management staff are considering how to proceed with the program.
- CSC's contracted janitorial service conducted an extensive cleaning in each CSC facility while staff was absent. The cleaning will be repeated before staff return to the facilities.
- Ms. McGuire and Human Resource Operations Manager Shelton alternately staff the agency's Albany Regional Office. Occasionally a staff member must be in the office to complete tasks that cannot be done remotely. Staff are not in other facilities.
- Management Team staff are discussing how to resume in-office operations when the "stay home" order is rescinded.

C. Community Action Advisory Council Update

Community Action Advisory Council is seeking from Lincoln County a member of the low-income community or a member of an agency serving the low-income community.

The Council will meet April 27; discussions will be reported during the May 18 Governing Board meeting.

Board members are invited to view CSC's updated Website and offer feedback.

D. State Revenue Forecast and Possible Impacts on Homelessness

Oregon Governor Brown briefed State agency directors and lobbyists of social service groups that, based upon the anticipated state financial forecast (to be released during May), she is preparing State agencies to expect their General Fund budget to be reduced by 20 percent.

- Oregon Housing and Community Services' sole General Fund budget involves bond programs, Emergency Housing Account (EHA), and State Homeless Assistance Program (SHAP).
- Bond funds cannot be reduced because of Securities and Exchange Commission rules. Therefore, EHA and SHAP funding will be disproportionately reduced to absorb the 20-percent budget reduction.
- EHA and SHAP are operated by community action agencies; CSC uses the funds to support shelters, prevent evictions, and help homeless people be housed.
- If EHA and SHAP funding is reduced, Ms. McGuire expects serious situations in its service communities.
- Oregon has a 90-day moratorium on evictions because of the COVID-19 pandemic. After the moratorium, the need for rental assistance will be extreme. Landlord associations project rental assistance needs across Oregon at approximately \$300 million.
- If Oregon Legislature conducts a special session this year and continues with its anticipated request of \$10 million for EHA and SHAP, that funding will have minimal impact on housing needs.
- Oregon Governor Brown indicated that an Oregon Legislature special session may not be held this year.
- If EHA and SHAP program funding is reduced and CSC does not receive alternative funding, current federal funding will not be sufficient to meet the anticipated rental assistance need in our area. This could result in families being homeless and on the streets.

Chair Augerot noted the need for long-term, systemic means of addressing housing and homelessness.

VIII. FINANCE – Connor Lyons

A. Statement of Activities – February 2020

CSC's financial status at the end of February 2020 was normal, with personnel expenses slightly high for this point in the fiscal year, as Energy Assistance seasonal staff members were still employed. Mr. Lyons anticipates presenting a supplemental budget to the Governing Board in the next two months, as CSC is receiving additional funds from Oregon Food Bank to support food purchases during the COVID-19 pandemic. Most budget categories show financial gains, except Workforce and Education, which used some carry-over fund balances from last fiscal year.

Financial matters changed dramatically during March, with onset of the COVID-19 pandemic and governmental "stay home" orders; this will be reflected on the March and April financial statements of activities.

The COVID-19 pandemic caused unusual operational changes that impacted preparation of the proposed Fiscal Year 2020-2021 budget.

Action requested: Accept February 2020 Statement of Activities.

- **Commissioner Hall moved to accept the February 2020 Statement of Activities.**
- **Commissioner Nyquist seconded the motion.**
- **The motion passed unanimously.**

IX. HEAD START – Dr. Suzanne Miller

A. Governing Board/Policy Council Report – April 2020

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

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

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

Dr. Miller reviewed Head Start staff's responses to the COVID-19 pandemic.

- Staff are staying in contact with students and their families via telephone and electronic systems.
- Referrals for specialty services are provided.
- Students are able to speak with teachers, who conduct weekly lessons for children.
- Teachers read to children via electronic systems and videos posted to CSC's Website.
- Early-childhood special-education partners will make presentations to students' parents.
- A skill builder who works with students will conduct a video presentation.
- Students are continuing to see familiar teachers' faces, families are continuing to receive support, and teachers are continuing to provide lessons and family activities.
- Administration and teaching teams are meeting.
- Staff are receiving trainings and achieving certifications.

The federal government issued cost-of-living adjustment (approximately \$30,000) and quality improvement (\$55,000) grants and requested a letter stating the Governing Board's review and approval documentation (e.g., meeting minutes). The federal government would like a letter from the Governing Board Chair indicating the Board's approval of the grant funding agreement.

A recent state enhancement grant required only the Governing Board Chair's approval, rather than Governing Board approval.

Head Start's financial status is stable.

Head Start's facilities have been sanitized, floors have been cleaned, carpets will be cleaned, and another sanitizing cleaning will be done before staff and students return to the facilities. A process was established for any instance of a Head Start staff member needing to access a facility.

In response to Commissioner Hall's inquiry, Dr. Miller said only a few Head Start students' families (which typically have very low incomes) need internet assistance. These families are contacted by telephone and sent packets of instructional material. Head Start continues assisting students with special needs by utilizing electronic systems.

Ms. McGuire commented that some Career Tech High School students had difficulty being able to complete coursework on-line; however, staff provided the students with Wireless Fidelity "hot spots" and tablets so they could continue their educations.

- **Commissioner Nyquist moved to approve Governing Board Chair Augerot signing a letter indicating the Governing Board's approval of the federal cost-of-living adjustment and quality improvement grant funding agreements.**
- **Commissioner Hall seconded the motion.**
- **The motion passed unanimously.**

- **Commissioner Nyquist moved to approve Governing Board/Policy Council Report – April 2020 and the Operations Report/Statement of Revenues and Expenditures – March 2020.**
- **Commissioner Hall seconded the motion.**
- **The motion passed unanimously.**

X. ADJOURN/CLOSE

Chair Augerot adjourned the meeting at 2:40 pm.

MEETING CALENDAR

DAY	MONTH	MEETING	TIME	LOCATION
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	Albany
Monday	June 22	Full Board (Budget Approval)	2:00 pm - 5:00 pm	Albany
July – Optional Meeting – TBD				

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								
05-06-2020	Award	HS	Federal Head Start Quality Improvement Grant	Head Start trauma-related services expansion	Department of Health and Human Services Region 10; Administration for Youth, Children, and Families		N/A	\$55,000	05-01-2020	03-31-2021
05-06-2020	Award	HS	Federal Head Start Cost-of-Living Adjustment (COLA) Grant	Head Start staff wage and benefits cost-of-living COLA adjustment	Department of Health and Human Services Region 10; Administration for Youth, Children, and Families	Govt	N/A	\$29,213 (plus \$7,303 Waiver Request)	05-01-2020	03-31-2021
n/a	Award	LBFS	Funds for Storage and Distribution of Trade Mitigation Program Foods Master Agreement	operational costs associated with receipt, storage, and distribution of Trade Mitigation Program foods	Oregon Food Bank Network	Private	N/A	none specified	immediately	12-31-2020
n/a	Award	W&E	Independent Living Program - Linn, Benton, and Lincoln Counties (Amendment 2 - funding rate changes)	Independent Living Program services for foster youth	Oregon Department of Human Services (DHS)	Govt	N/A	Jul 1, 2019-Apr 14, 2020 \$8,400/mon up to 42 youth; Apr 15, 2020-Jun 30, 2021 \$12,600/mon up to 63 youth	07-01-2019	06-30-2021
04-17-2020	Award	LBFS	COVID-19 State Emergency Food Grant Agreement	Requirements for Regional Food Bank food purchases in response to COVID-19 crisis from funds disbursed by State of Oregon to Oregon Food Bank for use by Regional Food Banks	Oregon Food Bank	Private	N/A	unknown; reimbursement of food purchases	04-13-2020	06-05-2020
05-02-2020		HS	Oregon Pre-Kindergarten (OPK) Enhancement Grant	Head Start staff salary and fringe benefits enhancements	Oregon Department of Education	Govt	\$150,800		07-01-2020	06-30-2021
n/a	Award	Admin	Oregon Community Recovery Fund	general operating support, especially in relation to COVID-19 response in Linn, Benton, and Lincoln Counties	Oregon Community Foundation	Private	n/a	\$71,000	03-24-2020	03-26-2021
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

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
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	Award	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
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

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
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
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

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
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

Discretionary Funds

		As of 3/31/20	7/1/19 Balance	Change from 7/1
Grant 1000	Admin	\$447,413	\$411,705	\$35,708
Grant 1010	Admin Miscellaneous Inc	\$32,498	\$32,498	\$0
Grant 1011	CSC Unrestricted Sources	\$402,154	\$402,154	\$0
Grant 1020	Discretionary Donations	\$59,098	\$80,848	-\$21,750
Grant 1021	B2K	\$98,870	\$106,464	-\$7,594
Total Discretionary Funds		\$1,040,033	\$1,033,669	\$6,364

Use of Discretionary Resources Mar-20

Dept Code	Grant Code	Func/Loc Code	Object Code	Object Title	Effective Date	Document Number	Document Date	Document Name	Session ID	Transaction Description	Debit	Credit
01	1020	00	5620	MEETINGS						Opening Balance	0.00	
01	1020	00	5620	MEETINGS	2/20/2020	107500	2/20/2020	BANK OF AMERICA	API01820	ACCT 5588 4691 1260 0073, P MCGUIRE	26.40	
01	1020	00	5620	MEETINGS	2/20/2020	107500	2/20/2020	BANK OF AMERICA	API01820	ACCT 5588 4691 1260 0073, P MCGUIRE	26.00	
01	1020	00	5620	MEETINGS	3/11/2020	107510	3/11/2020	BANK OF AMERICA	API01845	ACCT 5588 4691 1260 0073: P MCGUIRE	29.00	
01	1020	00	5620	MEETINGS	3/11/2020	107510	3/11/2020	BANK OF AMERICA	API01845	ACCT 5588 4691 1260 0073: P MCGUIRE	<u>54.50</u>	
										Transaction Total	<u>135.90</u>	<u>0.00</u>
				Balance 5620				MEETINGS			135.90	
01	1020	00	6110	OFFICE SUPPLIES						Opening Balance	0.00	
01	1020	00	6110	OFFICE SUPPLIES	2/12/2020	107496	2/12/2020	STAPLES ADVANTAGE	API01808	ACCT LA70112581	3.87	
01	1020	00	6110	OFFICE SUPPLIES	2/20/2020	107500	2/20/2020	BANK OF AMERICA	API01820	ACCT 5588 4691 1260 0073, P MCGUIRE	<u>79.99</u>	
										Transaction Total	<u>83.86</u>	<u>0.00</u>
				Balance 6110				OFFICE SUPPLIES			<u>83.86</u>	

Dept Code	Grant Code	Func/Loc Code	Object Code	Object Title	Effective Date	Document Number	Document Date	Document Name	Session ID	Transaction Description	Debit	Credit
				Balance 00							219.76	
01	1020	10	5540	OTHER PURCHASED SERVICES						Opening Balance	0.00	
01	1020	10	5540	OTHER PURCHASED SERVICES	3/11/2020	105362	3/11/2020	LUIS FELIPE ACOSTA LIGNA	API01845	INV 2020-22	45.00	
01	1020	10	5540	OTHER PURCHASED SERVICES	3/11/2020	107512	3/11/2020	LAMPLIGHT CREATIVES	API01845	LOGO DEVELOPMENT, 40TH ANNIVERSARY	<u>300.00</u>	
Transaction Total											<u>345.00</u>	<u>0.00</u>
			Balance 5540	OTHER PURCHASED SERVICES							345.00	
01	1020	10	5710	MILEAGE						Opening Balance	0.00	
01	1020	10	5710	MILEAGE	2/20/2020	105361	2/20/2020	ALBANY DOWNTOWN ASSOCIATION	API01820	INV 238080	<u>25.00</u>	
Transaction Total											<u>25.00</u>	<u>0.00</u>
			Balance 5710	MILEAGE							<u>25.00</u>	
			Balance 10								370.00	
01	1020	20	6310	EQUIPMENT PURCHASE						Opening Balance	0.00	
01	1020	20	6310	EQUIPMENT PURCHASE	3/6/2020	108107	3/6/2020	WILSON MOTORS	API01840	2018 FORD ESCAPE FOR W&E	<u>17,865.86</u>	
Transaction Total											<u>17,865.86</u>	<u>0.00</u>
			Balance 6310	EQUIPMENT PURCHASE							<u>17,865.86</u>	
			Balance 20								<u>17,865.86</u>	
			Balance 1020								18,455.62	
01	1021	10	5540	OTHER PURCHASED SERVICES						Opening Balance	0.00	

Dept Code	Grant Code	Func/Loc Code	Object Code	Object Title	Effective Date	Document Number	Document Date	Document Name	Session ID	Transaction Description	Debit	Credit
01	1021	10	5540	OTHER PURCHASED SERVICES	2/18/2020	105357	2/18/2020	OREGON RIDES & EVENTS LLC	API01814	DEPOSIT 2020 BARREL TO KEG RELAY	<u>2,600.00</u>	
										Transaction Total	<u>2,600.00</u>	<u>0.00</u>
			5540	OTHER PURCHASED SERVICES							<u>2,600.00</u>	
		10									<u>2,600.00</u>	
	1021										<u>2,600.00</u>	
											<u>0.00</u>	<u>0.00</u>
											<u>21,055.62</u>	<u>0.00</u>
											<u>21,055.62</u>	<u>0.00</u>
											<u>21,055.62</u>	

**COMMUNITY SERVICES CONSORTIUM
STATEMENT OF ACTIVITIES
From 7/1/2019 Through 3/31/2020
Unaudited**

CSC BOARD REPORT - BY DEPT. As of 3/31/20 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
								75.00%

REVENUES								
Total REVENUES	\$ 1,204,028	\$ 1,191,077	\$ 2,706,169	\$ 1,698,432	\$ 6,062,812	\$ 12,862,518	\$ 18,213,217	70.62%
EXPENDITURES:								
PERSONAL SERVICES	889,204	402,788	1,877,197	1,376,833	1,917,099	6,463,121	8,186,780	78.95%
PROGRAM DELIVERY PAYMENTS ON BEHALF OF	290,001 154	470,718 0	758,436 107,095	250,597 71,003	1,455,330 2,553,707	3,225,081 2,731,959	4,342,520 5,463,917	
TOTAL MATERIALS AND SERVICES	290,155	470,718	865,531	321,599	4,009,037	5,957,040	9,806,437	
TOTAL CAPITAL OUTLAY	0	0	18,305	0	72,951	91,256	170,000	
Total EXPENDITURES	\$ 1,179,359	\$ 873,506	\$ 2,761,033	\$ 1,698,432	\$ 5,999,087	\$ 12,511,417	\$ 18,163,217	69.53%
NET INCOME	\$ 24,669	\$ 317,571	\$ (54,864)	\$ -	\$ 63,725	\$ 351,101	\$ 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	Planned use of WX Rebates	Food Value removed from budget until End of Year

**COMMUNITY SERVICES CONSORTIUM
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From 7/1/2019 through 3/31/20
Unaudited**

CSC BOARD REPORT - BY DEPT. As of 3/31/20 UNAUDITED	GENERAL FUND & Misc Grants - Cost Pools					HOUSING & ENERGY	FY 20 BUDGET - W/O FOOD VALUE	UNAUDITED	
	Included	LINN BENTON FOOD SHARE	WORKFORCE & EDUCATION	CHILD DEV. SERVICES	SERVICES	TOTAL			
REVENUES								PERCENT OF YEAR PASSED	
CONTRACT AWARD - MISCELLANEOUS	4010	11,086				163,884	174,970		
CONTRACT AWARD - STATE	4020	91,349	38,374	793,467	131,932	1,861,113	2,916,235		
CONTRACT AWARD - COUNTY	4030		39,600		7,894	0	47,494		
CONTRACT AWARD - CITY	4040		15,255			4,810	20,065	75.0%	
CONTRACT AWARD - FEDERAL	4050				735,246	181,784	917,030		
CONTRACT AWARD - FED PASSTHRU	4060	89,304	79,080	909,319	56,249	1,646,123	2,780,075		
RENTS	4070					50,113	50,113	26,213,217	
INTEREST REVENUE	4100	31,748				0	31,748		
DONATION - INDIVIDUALS	4210	4,055	676,311	63	444	11,187	692,061		
DONATION - CORPORATION	4220		51,962	3,007	29	45,480	100,478		
DONATIONS - OTHER	4225		30,145			964	31,109		
GRANT AWARD - FOUNDATION	4230		15,557	107,000	9,000	6,000	137,557		
LOAN REPAYMENTS	4300					32,378	32,378		
MISCELLANEOUS REVENUE	4500	75,791		12,856		4,345	92,992		
DONATIONS - HOLIDAY	4610		38,512			0	38,512		
DONATED FOOD	4600					0	0	(8,000,000)	
MEMBER COST REIMBURSEMENT	4620		184,736			0	184,736		
PROGRAM REIMBURSEMENTS	4900	798,932				1,082,972	1,881,904		
SPECIAL ALLOCATIONS	4910	30,000				0	30,000		
BILLINGS IN PROGRESS	A/R	71,762	21,545	880,457	757,638	971,659	2,703,061		
Total REVENUES		1,204,028	1,191,077	2,706,169	1,698,432	6,062,812	12,862,518	18,213,217	71%
EXPENDITURES								PERCENT SPENT	
SALARY	5010	591,343	250,760	1,176,407	906,378	1,215,733	4,140,621		
SALARY - WORK EXPERIENCE	5020			69,943		-	69,943		
PERS	5320	92,443	48,967	187,757	137,883	214,660	681,710		
WORKERS COMP	5330	325	125	699	551	669	2,369		
SAIF INSURANCE	5335	1,723	2,762	12,941	5,520	5,359	28,306		
UNEMPLOYMENT	5340	583	251	1,177	906	1,216	4,134		
HEALTH INSURANCE	5350	126,909	66,584	276,811	207,406	326,408	1,004,118		
DENTAL INSURANCE	5360	12,359	5,894	22,634	20,448	26,739	88,075		
LIFE INSURANCE	5370	6,967	3,181	14,233	10,572	14,711	49,664		
FLEXIBLE SPENDING COSTS	5375	380	19	190	217	257	1,062		
EMPLOYEE ASSISTANCE	5380	4,248			864	-	5,112		
OSGP MATCH	5382	10,161	5,719	21,784	20,099	22,172	79,936		
NON TAXABLE FRINGE BENEFIT	5386		96	224		-	320		
FICA	5390	41,762	18,430	92,397	65,988	89,175	307,752		
PERSONAL SERVICES		889,204	402,788	1,877,197	1,376,833	1,917,099	6,463,121	8,186,780	79%
AUDIT	5510	3,806	3,641	8,596	6,424	22,372	44,839		
DATA SERVICES/CONNECTION	5520	7,459	698	5,982	1,979	9,534	25,652		
LEGAL	5530	200			34	1,275	1,509		
OTHER PURCHASED SERVICES	5540	33,994	6,756	7,495	11,401	28,566	88,212		
CONTRACT SERVICES - TRAINING	5550			71,300		0	71,300		
EDUCATIONAL CONFERENCES/TRAINING	5610	8,571	368	47,361	12,043	7,563	75,907		
MEETINGS	5620	6,195	624	2,890	2,942	1,089	13,739		
DUES	5630	12,257		4,069	6,249	850	23,426		
MILEAGE	5710	6,127	2,377	24,193	3,363	16,514	52,574		
AGENCY VEHICLES - OPERATING COST	5720		13,716	13,278		20,403	47,397		
AGENCY VEHICLE - INSURANCE	5730					0	0		
OTHER TRAVEL, TRANSPORTATION	5740	667	13,500	21,034		96	35,297		
RENT	5910	59,688	13,840	41,645	10,502	126,905	252,579		
UTILITIES	5920	1,070	44	5,061	22,047	5,713	33,935		

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Unaudited**

CSC BOARD REPORT - BY DEPT. As of 3/31/20 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
TELEPHONE	5930	6,702	449	3,091	6,329	3,794	20,365	
CELL PHONE	5935	487	600	15,343	1,753	4,346	22,528	
MAINTENANCE, REPAIR, JANITORIAL	5940	11,065	1,884	18,544	13,472	21,048	66,014	
GENERAL INSURANCE	5950	5,624	7,347	12,702	17,010	36,397	79,080	
SPACE RENTAL	5970			2,523		376	2,899	
SPACE UTILITIES	5980	54	14,960		12	769	15,795	
OFFICE SUPPLIES	6110	7,251	420	11,866	3,480	21,695	44,711	
POSTAGE AND SHIPPING	6120	(2,156)	3,605	100	1,589	10,781	13,920	
PHOTOCOPY	6130	3,769	2,756	4,963	7,144	10,124	28,756	
PRINTING	6140	800	8,732	684	453	5,846	16,514	
SOFTWARE	6145	33,738		16,523		0	50,261	
ADVERTISING/RECRUITMENT	6150	1,270		4,579	295	10	6,155	
PROGRAM SUPPLIES	6160	3,906	307,573	35,445	21,054	93,555	461,533	
OTHER SUPPLIES	6190	168			40	31,857	32,065	
SOCIAL SERVICE CONTRACTS	6210					74,724	74,724	
WEATHERIZATION CONTRACTS	6230					601,168	601,168	
INDIVIDUAL TRAINING ACCOUNTS	6240			76,822		0	76,822	
EQUIPMENT RENTAL	6320					0	0	
EQUIPMENT REPAIR	6330		8,596	721	46,171	3,858	59,346	
EQUIPMENT EXPENDABLE	6340	14,564	9,337	13,892	13,685	20,547	72,025	
BOOKS AND SUBSCRIPTIONS	6410	839		191	137	71	1,237	
MISCELLANEOUS COSTS	6470	1,985	1,897	254	421	1,452	6,010	
INDIRECT	6620	11,856	37,077	193,719	0	212,056	454,708	
INFRASTRUCTURE	6630	48,045	9,921	76,814	40,358	59,976	235,114	
TRANSPORTATION	6710			6,385		0	6,385	
HEALTH CARE	6730					0	0	
RESIDENTIAL SUPPORT	6740			27,379		82,623	110,002	17,806,437
CLOTHING	6750			3,001		0	3,001	
MEALS	6780			2,605	71,003	0	73,608	(8,000,000)
TUITION AND FEES	6790			5,584		0	5,584	
TUITION AND FEES (VOCATIONAL)	6800			2,174		995	3,169	
TRAINING SUPPLIES	6810			5,316		0	5,316	
INCENTIVE PAYMENTS	6860			54,590		0	54,590	
MISCELLANEOUS	6870	154				2,156	2,310	
CLIENT ASSISTANCE	6880					2,467,933	2,467,933	LIHEAP in full process
TOTAL MATERIALS AND SERVICES		290,155	470,718	865,531	321,599	4,009,037	5,957,040	
EQUIPMENT PURCHASE	6310	0	0	18,305	0	72,951	91,256	170,000
TOTAL CAPITAL OUTLAY		0	0	18,305	0	72,951	91,256	9,806,437
Total EXPENDITURES		1,179,359	873,506	2,761,033	1,698,432	5,999,087	12,511,417	17,993,217
NET INCOME		\$ 24,669	\$ 317,571	\$ (54,864)	\$ -	\$ 63,725	\$ 351,101	220,000

Notes:

Interest income	Additional Planned use of Support for CTHS fund trade balance, offset mitigation, end by funds that of year donation paid entire strength contract in advance	N/A	Planned use of WX Rebates	Food Value will be included at Yearend
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CSC Head Start (CSCHS)–Governing Board/Policy Council Report May 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 that 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 their next meeting.

Attachments: Monthly Operations report if available.

Approvals needed: Governing Board/Policy Council Report and Monthly Operations Report if available.

Overview:

Staff is working remotely in teams and with the families virtually. We are currently planning "graduations" for all children, with certificates of completion. We are working and planning on several fronts: grants; projected work on trauma-informed teaching; fall projections, recruitment, and community; and state and management meetings. Everyone is on a "learning curve" to find creative ways of re-imagining how we will move forward. The Director has been working with Connor Lyons on the budget completion for CSC and all five other grants.

Personnel:

We hired a Teacher 3/Advocate from the school district who wanted to return to pre-school teaching. She will teach the full-day class in Lincoln City. We are currently posting a Classroom Aide position in Newport.

Community Partners: (also within CSC partnerships)

- The Health and Nutrition Specialist (HNS) attended the monthly Lincoln County Public Health meeting.
- The Director attends regular state meetings, Oregon Head Start Director, and *ad hoc* meetings.

Fiscal – see attached monthly operations report:

We are on target for spending and have no concerns at this time.

Grants:

The Director is currently working on three federal grants, has submitted one state grant and will complete a county grant application, as well, for a total of five grants. We have learned that the state will need to cut its promised early-learning expansion dollars by an estimated 8.5 percent. We will be learning the effects of this from a state meeting on May 6.

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

Teachers are continuing to make weekly contact with families in order to check in and receive updates on their child's progress with educational materials provided to the families via email or packets delivered through the mail. Teachers have developed several successful methods for engaging with the children and families so that children's development and learning continue at home. Such activities include posting videos to the CSC website for families to view, telecommunication (e.g., ZOOM meeting) with individual children, directing families to online resources, and hosting virtual circle times. Any information gathered about a child's learning during these meeting is documented in TS Gold, our system for tracking children's development and learning. Additionally, teachers have started working with families whose children will be transitioning to kindergarten next year to complete a transition report that can be shared with kindergarten teachers, to make contact with kindergarten teachers to solicit important

information about kindergarten transition during these uncertain times, and to assist families with any questions they may have about kindergarten readiness for their children.

Staff continue to devote this time working at home to develop their teaching skills and knowledge through various professional development activities, such as participating in online webinars, exploring the Head Start Early Childhood Learning and Knowledge Center (ECLKC) website, and reading materials about our Head Start curricula (e.g. Conscious Discipline, Teaching Strategies Creative Curriculum, Zoophonics, and Second Step). As of May 4, during our closure the Program Education Manager has collected 364 training certificates of completion from staff.

Mental Health and Disabilities – Randi Brickey, Mental Health and Disability Content Specialist

- We have 24 children with certified Individual Family Service Plans (IFSP) in our program.
- We submitted referrals of five children for evaluation of potential developmental delays. Early Intervention scheduled evaluations with two of these families to complete their evaluations remotely.
- Early Childhood Special Education is moving forward with scheduling annual IFSPs and will begin to schedule IFSPs for children transitioning to kindergarten. We have completed four of the 12 IFSPs for children transitioning into kindergarten.
- Early Intervention was able to provide two of our children with iPads to support their IFSPs at home during the social-distancing mandates. These families did not have any other means of accessing services remotely.
- All of our Mental Health Consultants continue to report that they are reaching out to the children and families we share and offering teleconference mental health support.

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

- Completed two new kitchen staff evaluations.
- Completed many Conscious Discipline webinars.
- Attending weekly Teachers and Family Services content supervisor meetings to check in with staff.
- Weekly check-ins with my three kitchen staff, who have been busy completing professional development webinar trainings.
- Completed Youth Homelessness webinar.
- Attended Casey Eye virtual meeting to discuss the upcoming school year and changes due to social distancing.
- Attended Child and Adult Care Food Program (CACFP) Coronavirus (COVID-19) webinar to discuss changes for many school districts and food programs.
- Weekly check for masks, gloves, scrubs, and other Personal Protective Equipment (PPE) for when classes begin again.
- Attended webinar Facilitating Meaningful Online Experiences with Young Children.
- Finding resources for families for health, physical activity, and nutrition during the "stay home" mandate.

Family Services – Randi Brickey

- Family and Teacher Advocates continue to work closely with families and refer to resources as needs are identified during this very difficult time [*COVID-19 pandemic*].
- Many families are still trying to access unemployment benefits and have been denied. Family and Teacher Advocates are encouraging families to re-apply now that the Pandemic Unemployment Application has been released. This has been especially difficult for our Spanish-speaking families.

Program Governance – Policy Council

Policy Council has been meeting via email review and voting. We are planning a possible ZOOM meeting.

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

- We are following the Oregon Governor's order, so classes will not resume this school year; however, we are still working with our children and families virtually.
- We are actively taking applications for next school year online at www.communityservices.us. We assume some families' income may have been affected by layoffs, so they may now be eligible, if they have not been in the past.

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

Site	L	N	T	L	N	T	L	N	T	L	N	T	L	N	T	All Sites
Wait List	2	0	2	2	1	3	1	0	0	7	6	9	12	7	14	33

VISA Monthly Charges	Value	Description
4/6/2020: <u>\$109.06</u>	\$109.06	<ul style="list-style-type: none"> • <u>Training:</u> Professional development materials: Early childhood environment rating scale, meaningful curriculum for young children second edition, 200 essential pre-school activities.

All other statistics have stayed the same as previously reported.

COMMUNITY SERVICES CONSORTIUM

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

05 - CHILD DEV. SERVICES

OPS - HS OPERATIONS

From 3/1/2020 Through 3/31/2020

(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	113,227	883,936	1,048,450	164,514	16 %
PERS	5320	18,125	137,492	173,487	35,995	21 %
WORKERS COMP	5330	66	541	1,178	637	54 %
SAIF INSURANCE	5335	688	5,376	8,200	2,824	34 %
UNEMPLOYMENT	5340	113	884	1,049	165	16 %
HEALTH INSURANCE	5350	27,166	203,832	244,132	40,300	17 %
DENTAL INSURANCE	5360	2,792	20,192	25,543	5,351	21 %
LIFE INSURANCE	5370	1,376	10,290	10,198	(92)	(1)%
FLEXIBLE SPENDING COSTS	5375	27	189	66	(123)	(186)%
EMPLOYEE ASSISTANCE PROGRAM	5380	219	864	671	(193)	(29)%
OSGP MATCH - NEW	5382	2,539	19,724	21,648	1,924	9 %
FICA	5390	8,261	64,331	80,206	15,875	20 %
Total PERSONAL SERVICES		174,599	1,347,650	1,614,828	267,178	17 %
MATERIALS & SERVICES						
AUDIT/ACCOUNTING	5510	27	6,424	5,749	(675)	(12)%
DATA	5520	167	1,979	4,500	2,521	56 %
SERVICES/CONNECTI...						
LEGAL	5530	0	34	0	(34)	0 %
OTHER PURCHASED SERVICES	5540	46	11,401	18,100	6,699	37 %
CONTRACT SERVICES - TRAINING	5550	0	0	1,500	1,500	100 %
EDUCATIONAL CONFERENCES/TRAL...	5610	741	12,043	11,999	(44)	(0)%
MEETINGS	5620	487	2,942	5,001	2,059	41 %
DUES	5630	2,643	6,249	4,000	(2,249)	(56)%
MILEAGE	5710	190	3,363	3,000	(363)	(12)%
OTHER TRAVEL, TRANSPORTATION	5740	0	0	151	151	100 %
RENT	5910	1,028	10,502	0	(10,502)	0 %
UTILITIES	5920	1,668	22,047	27,499	5,452	20 %
TELEPHONE	5930	443	6,329	4,000	(2,329)	(58)%
CELL PHONE	5935	124	1,753	3,100	1,347	43 %
MAINTENANCE, REPAIR, JANITORIAL	5940	2,605	13,472	26,000	12,528	48 %
GENERAL INSURANCE	5950	40	17,010	8,577	(8,433)	(98)%
SPACE UTILITIES	5980	2	12	0	(12)	0 %
OFFICE SUPPLIES	6110	253	3,480	2,500	(980)	(39)%
POSTAGE AND SHIPPING	6120	122	1,589	1,000	(589)	(59)%
PHOTOCOPY	6130	760	7,144	9,000	1,856	21 %
PRINTING	6140	101	453	499	46	9 %
ADVERTISING/RECR...	6150	9	295	250	(45)	(18)%
PROGRAM SUPPLIES	6160	2,812	21,054	15,500	(5,554)	(36)%
OTHER SUPPLIES	6190	0	40	0	(40)	0 %
EQUIPMENT REPAIR	6330	0	8,991	5,001	(3,990)	(80)%
EQUIPMENT EXPENDABLE	6340	18	9,182	20,311	11,129	55 %

COMMUNITY SERVICES CONSORTIUM

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

05 - CHILD DEV. SERVICES

OPS - HS OPERATIONS

From 3/1/2020 Through 3/31/2020

(In Whole Numbers)

		Current Period Actual	YTD Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget \$ Remaining - Original
BUILDING RENOVATIONS, REMODEL	6350	0	210	0	(210)	0 %
BOOKS AND SUBSCRIPTIONS	6410	31	137	100	(37)	(37)%
MISCELLANEOUS ADMIN	6470	(9)	421	0	(421)	0 %
INDIRECT	6620	0	0	208,171	208,171	100 %
INFRASTRUCTURE	6630	6,015	40,358	0	(40,358)	0 %
COMMUNICATION SERVICES	6650	0	0	65,670	65,670	100 %
MEALS	6780	10,836	71,003	149,167	78,164	52 %
Total MATERIALS & SERVICES		31,159	279,917	600,345	320,428	53 %
CAPITAL OUTLAY						
EQUIPMENT PURCHASE	6310	0	4,503	0	(4,503)	0 %
ROOFING	7018	0	37,180	0	(37,180)	0 %
Total CAPITAL OUTLAY		0	41,683	0	(41,683)	0 %
Total EXPENDITURES		205,758	1,669,250	2,215,173	545,923	25 %

A truckload of food: Donation is a 3-day supply given current need

Jim Day – Corvallis Gazette-Times – Apr 23, 2020



Tim Lair unloads donated food Thursday at the Linn Benton Food Share warehouse in Tangent. The mid-valley food bank has been stretched thin with increased demand caused by the coronavirus pandemic.



Jeff Cobbley cleans the side mirror of his truck before backing a trailer filled with donated food into the loading dock at the Linn Benton Food Share warehouse in Tangent on Thursday morning.



Canned vegetables are among the staples donated to the mid-valley food bank by the Church of Jesus Christ of Latter-Day Saints this week.



Tim Lair unloads a pallet of sugar.

Just before 9 am Thursday, a Deseret Transportation big rig backed up to the loading dock at the warehouse of Linn Benton Food Share in Tangent.

Shortly thereafter, offloading of nearly 38,000 pounds of food began. Pallets of green beans, flour, sugar, chicken rotini soup, and diced tomatoes. And more, filling in a series of empty rows in the warehouse.

By 9:35 am the truck, with driver Jeff Cobbley at the wheel, was headed back to Utah to pick up another load. This particular load was organized by local members of the Church of Jesus Christ of Latter-day Saints, who applied for the contribution through the church-run Bishop's Central Storehouse, a massive 570,000-square-foot storage facility in Salt Lake City.

“We are pleased to be one of the recipients,” said Mike Moore, who handles communications for the Corvallis Stake, which teamed up with the Lebanon Stake on the project.

Keys to receiving a load from the church depository, Moore said, “are the need and the ability to distribute it.”

The need is definitely there in the mid-valley amid the coronavirus outbreak, and Linn Benton Food Share is uniquely qualified as a distributor because its reach essentially includes the entire mid-valley.

“Linn Benton Food Share has the infrastructure,” Moore said. “They can handle it, store it, and distribute it to those who need it.”

The church was hoping to get two truckloads out to Tangent, with the second one full of butter and cheese. But high demand in Salt Lake City for those items limited organizers to just the one truck.

For Ryan McCambridge, veteran executive director of Linn Benton Food Share, Thursday’s donation was exactly the kind his service needs. The virus outbreak has shut down the “shopping style” food pantries that used to serve the mid-valley because of social distancing. Instead of filling pantry and food bank shelves with staples, McCambridge and his volunteer crews are preparing food boxes for distribution.

“It couldn’t come at a better time,” said McCambridge, adding that the load is composed of “shelf-stable staple goods, including canned fruits, vegetables, meats and retail package pastas” that fit perfectly into the food-box model, which includes 12 general food categories.

That’s the good news.

The bad news is that the 38,000 pounds that was delivered Thursday is essentially just a three-day supply for the mid-valley food bank.

“It makes a real difference, to be sure,” McCambridge said. “The need has spiked, as you might have guessed, but not as much as feared.”

McCambridge theorizes that the state order suspending evictions has helped some of his agency’s customers because they are winding up with a bit more money left to spend on food.

“Over the long term, we expect to see a heightened need at food pantries for quite some time, with a real spike when housing cost moratoriums are lifted and households feel the pinch,” he said.

The best way to help, McCambridge said, was by donating money.

“Our purchasing power allows us to acquire and distribute the equivalent of six meals for every dollar donated,” he said. “Right now we are discouraging food donations from the general public. Dollars allow us to maximize donor impact and fill the gaps in making up nutritionally dense food packages for our neighbors in need.”

McCambridge also said Linn Benton Food Share is not recruiting volunteers at this time because of social distancing requirements at the warehouse.

Contact reporter James Day at jim.day@gazettetimes.com or 541-812-6116. Follow at [Twitter.com/jameshday](https://twitter.com/jameshday) or gazettetimes.com/blogs/jim-day.

HOW TO HELP

Linn Benton Food Share officials say the best way to assist during the coronavirus outbreak is with monetary donations. Individuals can mail contributions to Linn Benton Food Share, PO Box 1920, Corvallis, OR 97330. To donate online go to communityservices.us/linn-benton-food-share/ and click on the “donate today” button.