

## COMMUNITY SERVICES CONSORTIUM GOVERNING BOARD

**January 29, 2021 – 1:30 pm - 3:30 pm**

### **Electronic Meeting**

Connection via ZOOM and telephone: 1-253-215-8782 US (Pacific Northwest)  
Meeting ID: 985 4429 2514

## **AGENDA**

- I. CALL TO ORDER**
- II. CONFIRMATION OF A QUORUM**
- III. ROTATION OF THE CHAIR AND VICE CHAIR POSITIONS**

***Action requested: Election of Lincoln County Commissioner Claire Hall as Chair and Linn County Commissioner Roger Nyquist as Vice Chair.***

- IV. HEARING OF THE PUBLIC**
- V. INTRODUCTIONS OF GUESTS**
- VI. COMMENTS FROM THE CHAIR**
- VII. CHANGES OR ADDITIONS TO THE AGENDA**
- VIII. MINUTES APPROVAL**

- A. Review Minutes of the September 21, 2020 Governing Board Meeting – Attachment 1**

***Action requested: Approve the September 21, 2020 Governing Board meeting minutes.***

- B. Review Minutes of the October 2, 2020 Governing Board Meeting – Attachment 2**

***Action requested: Approve the October 2, 2020 Governing Board meeting minutes.***

- C. Review Minutes of the November 23, 2020 Governing Board Executive Committee Meeting – Attachment 3

***Action requested: Approve the November 23, 2020 Governing Board Executive Committee meeting minutes.***

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

- A. Community Services Consortium/Cascades West Council of Governments Discussions Update
- B. Bargaining Update
- C. Facilities
- D. Community Action Advisory Council Update
- E. Asset Transfer in Lincoln County (discussion)
- F. Shelter Operations in the Region (discussion)
- G. Strategic Planning
- H. Oregon Housing and Community Services Funding
- I. Grant Status Update – Attachment 4
- J. Agency Impact Report
- K. Governing Board and Executive Committee Meeting Dates

**X. COMMUNITY SERVICES BLOCK GRANT OPERATIONAL STANDARDS REQUIREMENTS**

- A. Standard 5.4 – Community Services Consortium Governing Document – Attachment 5
- B. Standard 5.6 – Conflict of Interest Policy – Attachment 6

***Action requested: Sign Conflict of Interest Policy.***

- C. Standard 5.7 – Structured Orientation of New Board Members – *(Joint CSC/Cascades West Council of Governments orientation and training is scheduled for February 2021.)*
- D. Standard 5.8 – Training of Board Members' Duties and Members – *(Joint CSC/Cascades West Council of Governments orientation and training is scheduled for February 2021.)*

- E. Standard 7.7 – Whistleblower Policy – Attachment 7

***Action requested: Sign Whistleblower Policy.***

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

#### **XI. FINANCE – Connor Lyons**

- A. Statement of Activities – December 2020 – Attachment 8

***Action requested: Accept December 2020 Statement of Activities.***

#### **XII. HEAD START – Dr. Suzanne Miller**

- A. Governing Board/Policy Council Report – December 2020 and January 2021 – Attachments 9 and 10

***Action requested: Approve Governing Board/Policy Council Report – December 2020 and January 2021.***

- B. Operations Report/Statement of Revenues and Expenditures – October, November, and December 2020 – Attachments 11, 12 and 13

***Action requested: Approve Operations Report/Statement of Revenues and Expenditures – October, November, and December 2020.***

- C. Integrated Pest Management Report – January 2021 – Attachment 14

***Action requested: Approve Integrated Pest Management Report – January 2021.***

#### **XIII. INFORMATION SHARING – Attachment 15**

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

#### **XIV. ADJOURN/CLOSE**

#### **MEETING CALENDAR – to be determined**

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

## **COMMUNITY SERVICES CONSORTIUM GOVERNING BOARD**

**September 21, 2020 – 10:00 am - 12:00 pm**

### **Electronic Meeting**

## **MINUTES**

### **I. CALL TO ORDER**

Chair Augerot called the meeting to order at 10:10 am.

### **II. CONFIRMATION OF A QUORUM**

A quorum of the Governing Board was not represented in the electronic meeting, which was conducted via Zoom. Participating Board members included Chair Augerot and Commissioners Nyquist, Hall, and Malone. Commissioners Hunt, Jacobson, Jaramillo, Lindsey, and Tucker did not participate in the meeting.

Also participating in the meeting via Zoom were Community Services Consortium (CSC) Acting Executive Director Pegge McGuire, Head Start Director Suzanne Miller, Information Technology (IT) Director Elaine Lahey, Finance Operations Manager Connor Lyons, Resource and Program Development Advisor Karla Garrett, and Executive Assistant Emely Day.

The lack of a quorum prompted postponing all agenda item approvals to a follow-up meeting to be scheduled by Ms. Day.

### **III. HEARING OF THE PUBLIC – None.**

### **IV. INTRODUCTIONS OF GUESTS – None.**

### **V. COMMENTS FROM THE CHAIR**

Chair Augerot expressed appreciation for CSC's efforts to assist Linn and Lincoln County residents displaced by recent wildfires in the region.

## VI. CHANGES OR ADDITIONS TO THE AGENDA

Mr. Lyons noted that the agency financial report was mis-labeled and actually reflects the agency's financial status as of June 30, 2020.

## VII. MINUTES APPROVAL

- A. Review Minutes of the June 24, 2020 Governing Board Meeting

***Action requested: Approve the June 24, 2020 Governing Board meeting minutes.***

- B. Review Minutes of the July 29, 2020 Governing Board Executive Committee Meeting

***Action requested: Approve the July 29, 2020 Governing Board Executive Committee meeting minutes.***

No questions were presented.

## VIII. ACTING EXECUTIVE DIRECTOR'S REPORT – Pegge McGuire

- A. Agency Policy Approvals
1. Cybersecurity Policy (replaces Technology Use Policy)
  2. Social Media Policy (new)

CSC's insurance carrier (City County Insurance Services [CIS]) requires that the agency have a cybersecurity policy. IT Director Lahey compared CSC's existing technology policy with a template cybersecurity policy and made modifications appropriate to meet CSC's profile and environment. CIS approved the proposed policy.

- Staff's network and application passwords will be changed annually, rather than semi-annually, and will be strong, based upon a "test" by a password strength-gauging software.
  - Staff will not be able to use sequential passwords (e.g., "Password1," "Password2," etc.).
- A qualified technology consultant will perform annual phishing penetration tests. This will reduce the potential for staff to fall prey to unsolicited email schemes.
- The Parallels system protects CSC's documents via a firewall and will be required whenever CSC staff work for the agency remotely.
- CSC's previous technology policy was included in the cybersecurity policy with some amendments.
- Management approval is needed for posts to social media services on behalf of CSC.
- Staff's posts to their personal social media service accounts concerning CSC or its programs should clearly indicate they are made personally and not on behalf of CSC.

CSC's cyber policies will be reviewed annually by the IT Director.

## B. Facilities

CSC's Albany Regional Office (ARO) is a test site for a Coronavirus COVID-19 re-opening procedure and protocols. The procedure is working well and is being gradually implemented in CSC's other working locations in response to the frequency of staff needing to enter the facilities.

Weatherization Program Manager Joe Collett hopes to re-open the program by the end of September and is considering doing so via hiring contractors. Re-opening is based in part upon concerns and safety procedures for staff (or contractors) to enter private residences to complete weatherization projects.

## C. Upcoming Opportunities

CSC received part of an Oregon Health Authority (OHA) award of more than \$284,000 to assist people with children needing educational materials for remote learning during the COVID-19 pandemic-prompted closures of in-person learning facilities. Many of these families are still without jobs and incomes.

CSC distributed more than 1,800 applications to prospective clients for the Coronavirus Aid, Relief, and Economic Security (CARES) Act Rental Relief Program. Approximately, 25 percent of the applications were submitted to CSC. CSC hired additional staff to call application recipients and to text application to clients, who may then electronically submit application documents.

## D. Grant Status Update

This report was provided for information only; no Board action was needed.

## E. Agency Social Media and Website Analytics Report

Ms. Garrett reviewed the results of CSC's outreach via social media services.

- Total message views decreased during August, due in part to fewer posts; otherwise, viewing was consistent with the previous month.
- Almost all social media posts include links to guide viewers to CSC's Website
- Topical posts are made, such as resources for regional wildfire victims and evacuees.
- CSC's posts were primarily viewed in Corvallis, Albany, and Newport.
  - Post views in Corvallis correlated with the rate of applications for rental assistance.
- Benton and Linn County residents requested rental assistance at almost equal levels.
- CSC's Lincoln County staff are contacting residents to inquire if they need rental assistance.
- Instagram posts primarily connect viewers with CSC's partner agencies.
- Facebook posts provide more opportunity for viewer engagement with CSC's social media representative (Ms. Garrett).
- CSC posts have had a higher level of engagement (i.e., responses to posts).
- CSC is distributing a great deal of information and receiving good responses to those messages.

- Ms. Garrett will post a message concerning resources for wildfire victims and evacuees.

Commissioner Nyquist expressed concern that CSC have a public information policy, noting the agency and its staff represent three counties and their cumulative nine commissioners.

Commissioner Malone joined the meeting at this time.

CSC's Executive Director or designee is the official spokesperson for the agency. The social media policy states that no unapproved political policies may be posted on behalf of CSC. Additionally, CSC cannot post messages of a political nature without the Governing Board's approval.

Commissioner Nyquist emphasized the need for a public information policy with clear, specific consequences for policy violations.

*[The agenda did not indicate staff's request of Governing Board approval of the proposed policies. This approval will be included on the agenda of the follow-up meeting Ms. Day will schedule.]*

#### **IX. COMMUNITY SERVICES BLOCK GRANT ORGANIZATIONAL STANDARDS REQUIREMENTS**

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

#### **X. FINANCE – Connor Lyons**

- A. Supplemental Budget 2, Fiscal Year 2020-2021

Due to lack of a quorum, the supplemental budget was not presented.

***Action requested: Approve Supplemental Budget 2, Fiscal Year 2020-2021, by means of a Resolution.***

- B. Statement of Activities – June 2020

The June Statement of Activities is preliminary, as Finance staff are conducting fiscal year-end close-out procedures. Final fiscal year-end financial status should be available by November 2020.

- The agency's financial condition is "healthy." The General Fund has a positive net revenue, including interest income from investments. CSC received funding to provide regional residents with relief needed because of economic impacts caused by the COVID-19 pandemic.
- Linn Benton Food Share's financial status is strong, with a good level of cash and food donations after the pandemic began in March 2020. The donations are reassuring, as the pandemic hampers fund-raising activities.
- The Workforce and Education fund is experiencing the greatest degree of fluctuation.

- Head Start's financial activity is less complicated than those of CSC's other programs, and its records are easier to close at fiscal year-end.
- Housing and Energy Services decreased its expenditures.
  - Weatherization used financial reserves to purchase equipment.

Finance staff are beginning to return to working in CSC's ARO to complete fiscal year-end close-out, which is challenging to do remotely.

Governing Board members agreed that COVID-19 assistance funds should be profiled in a separate financial report, noting that receipt of the funds prompted CSC to hire additional staffing to process assistance applications.

***Action requested: Accept May 2020 Statement of Activities.***

## **XI. HEAD START – Dr. Suzanne Miller**

### **A. Governing Board/Policy Council Report – September 2020**

- Head Start staff is aware of 16 COVID-19 cases among its students' families. Many parents do not want their children or themselves to be in classrooms during the pandemic. Many schools that opened had to close again.
- Eight Head Start staff members have underlying health issues that make them extremely vulnerable to COVID-19
- Remote teaching is working well, with staff developing creative and innovative ways of teaching children.

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

### **B. CSC Head Start Monthly Operations Report/Statement of Revenues and Expenditures – June and August 2020**

Head Start received \$90,000 for expenses related to COVID-19 operations. The funding will be reported separately in the Monthly Operations Report.

***Action requested: Approve CSC Head Start Monthly Operations Report/Statement of Revenues and Expenditures – June and August 2020.***

### **C. CSC Head Start Annual Report – 2020 – Attachment 12**

No questions were presented.

***Action requested: Approve CSC Head Start Annual Report – 2020.***

### **D. CSC Head Start Annual Board Training, Including ERSEA Training – Attachment 13**

All current Governing Board members received the annual Head Start training during the September 2019 Governing Board meeting. Dr. Miller asked Board members to review the training material in the meeting packet and acknowledge having done so.



***Action requested: Approve CSC Head Start Annual Board Training, including ERSEA training.***

E. Report to Federal and State Funders – August 27, 2020

No questions were presented.

***Action requested: Review and approve Federal and State Head Start Report – August and September 2020.***

## **XII. INFORMATION SHARING**

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

News articles were provided for information only; no Board action was needed.

Commissioner Nyquist thanked Benton County for opening its Fairgrounds facility to assist sheltering Linn County residents and their livestock displaced by the recent wildfires in the region.

## **XIII. ADJOURN/CLOSE**

Chair Augerot adjourned the meeting at 10:52 am.

## **MEETING CALENDAR**

<b>DAY</b>	<b>MONTH</b>	<b>MEETING</b>	<b>TIME</b>	<b>LOCATION</b>
Monday	October 26	Executive Committee	2:00 pm - 3:00 pm	Zoom
Monday	November 23	Full Board	2:00 pm - 3:00 pm	Zoom
December – 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**

**October 2, 2020 – 3:00 pm - 4:00 pm**

### **Special Electronic Meeting**

## **MINUTES**

### **I. CALL TO ORDER**

Chair Augerot called the meeting to order at 3:03 pm.

### **II. CONFIRMATION OF A QUORUM**

A quorum of Governing Board members participated in the electronic meeting: Chair Augerot and Commissioners Hunt, Jacobson, Jaramillo, Malone, Nyquist, and Tucker. Commissioners Hall and Lindsey did not participate.

Also participating in the meeting were Community Services Consortium (CSC) Acting Executive Director Pegge McGuire, 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 – None.**

### **VI. CHANGES OR ADDITIONS TO THE AGENDA – None.**

### **VII. APPROVAL OF ITEMS ON SEPTEMBER 21, 2020 MEETING AGENDA**

*(Agenda items were not approved September 21, 2020 due to lack of a Governing Board quorum participating in the meeting. On October 1, 2020, Community Services Consortium staff electronically distributed to all Governing Board members draft minutes of the September 21, 2020 Governing Board meeting to provide background information and meeting discussion summaries prior to the Board rendering decisions on action items October 2, 2020.)*

## **A. MINUTES APPROVAL**

1. Review Minutes of the June 24, 2020 Governing Board Meeting

***Action requested: Approve the June 24, 2020 Governing Board meeting minutes.***

2. Review Minutes of the July 29, 2020 Governing Board Executive Committee Meeting

***Action requested: Approve the July 29, 2020 Governing Board Executive Committee meeting minutes.***

- Commissioner Hunt moved to approve the June 24, 2020 Governing Board and July 29, 2020 Governing Board Executive Committee meeting minutes.
- Commissioner Tucker seconded the motion.
- The motion passed unanimously.

## **B. ACTING EXECUTIVE DIRECTOR'S REPORT – Pegge McGuire**

1. Agency Policy Approvals
  - a. Cybersecurity Policy (replaces Technology Use Policy)
  - b. Social Media Policy (new)

Ms. McGuire explained that the agency's insurance carrier requires a cybersecurity policy. CSC's Information Technology Director reviewed Cascades West Council of Governments' (CWCOG) cybersecurity policy and proposed to the insurance carrier some alternative provisions, which were accepted. One alternative is using an "application" to verify the strength of CSC network users' passwords.

The proposed social media policy is prompted by the greater use of social media in the public environment and the desire to ensure that CSC staff does not speak on behalf of CSC via their personal social media accounts.

Commissioners Hunt and Jacobson noted that Lincoln County requires separate 20-digit passwords for network and email access, based upon the statistical difficulty of breaking such a long password.

***Action requested: Approve Cybersecurity Policy and Social Media Policy.***

- Commissioner Tucker moved to approve the Cybersecurity Policy and the Social Media Policy.
- Commissioner Hunt seconded the motion.
- The motion passed unanimously.

## **C. COMMUNITY SERVICES BLOCK GRANT ORGANIZATIONAL STANDARDS REQUIREMENTS**

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

## **D. FINANCE – Connor Lyons**

*Note: Approval of Supplemental Budget 2, Fiscal Year 2020-2021 is postponed until a date to be determined.*

1. Statement of Activities – May 2020

Mr. Lyons clarified that the Statement of Activities was distributed as being for May 31, 2020; however, the document actually reflects the agency's financial status at June 30, 2020. Finance staff are increasing their work time in CSC's Albany Regional Office while conducting year-end close-out procedures.

***Action requested: Accept May 2020 Statement of Activities.***

- Commissioner Hunt moved to accept the May 2020 Statement of Activities.
- Commissioner Jaramillo seconded the motion.
- The motion passed unanimously.

## **E. HEAD START – Dr. Suzanne Miller**

1. Governing Board/Policy Council Report – September 2020

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

2. CSC Head Start Monthly Operations Report/Statement of Revenues and Expenditures – June and August 2020

***Action requested: Approve CSC Head Start Monthly Operations Report/Statement of Revenues and Expenditures – June and August 2020.***

3. CSC Head Start Annual Report – 2020

***Action requested: Approve CSC Head Start Annual Report – 2020.***

4. CSC Head Start Annual Board Training, Including ERSEA Training –

***Action requested: Approve CSC Head Start Annual Board Training, including ERSEA training.***

5. Report to Federal and State Funders – August 27, 2020

***Action requested: Review and approve Federal and State Head Start Report – August and September 2020.***

- **Commissioner Jacobson moved to approve the**
  - **Governing Board/Policy Council Report – September 2020**
  - **CSC Head Start Monthly Operations Report/Statement of Revenues and Expenditures – June and August 2020**
  - **CSC Head Start Annual Report – 2020**
  - **CSC Head Start Annual Board Training, including ERSEA training.**
  - **Federal and State Head Start Report – August and September 2020.**
- **Commissioner Hunt seconded the motion.**
- **The motion passed unanimously.**

Ms. McGuire updated the Governing Board regarding some recent developments.

- CSC and CWCOC representatives continue meeting concerning possible program mergers and a proposed meeting of the agencies' Boards for a full review of each agency's programs.
- Willamette Workforce Partnership (WWP) plans to submit a request for \$2 million to respond to employment needs related to the recent wildfires in Linn County's Santiam Canyon and are interested in contracting with CSC's Workforce and Education team to perform the contract work. *(Commissioner Hunt noted that Northwest Works Board is applying for a similar grant.)*
- CSC's Community Needs Assessment included the regional need for childcare, which is not among services CSC provides. Thus, Ms. McGuire did not designate any Community Services Block Grant (CSBG) budget funding for childcare assistance programs. The COVID-19 pandemic increased the need for childcare assistance in the region. Agencies in each county in CSC's service region requested CSC's assistance with childcare. She is working with partner agencies to respond to childcare needs and expects to submit a budget change request for CSBG funding to assist with childcare needs.

Chair Augerot commended CSC staff for continually meeting ever-changing community needs, be they caused by the COVID-19 pandemic, wildfires in the region, or other issues.

Commissioner Tucker thanked Benton County for accepting evacuated livestock that exceeded the capacity of Linn County Fair and Expo Center as a result of the recent wildfires in the region.

- The recent wildfires in Linn County prompted the need to review the County's disaster plan.
  - Linn County's disaster plan indicates that American Red Cross is the key resource during disasters and that The Salvation Army is the designated provider of meals during disasters. Both agencies were overwhelmed with the needs in the region.
  - The County had purchased cots, blankets, and pillows to fill supply gaps until American Red Cross was able to respond to Linn County.
  - All available Linn County motel rooms were occupied by COVID-19 patients and/or wildfire evacuees; Benton County motels were able to provide some lodging rooms for wildfire evacuees.

Commissioner Hunt thanked Linn County for its assistance with evacuees of the Lincoln County wildfires.

Lincoln County's Board of Commissioners now meets Monday afternoons; this should be considered in scheduling future CSC Governing Board meetings.

#### **VIII. ADJOURN/CLOSE**

Chair Augerot adjourned the meeting at 3:31 pm.

#### **MEETING CALENDAR**

<b>DAY</b>	<b>MONTH</b>	<b>MEETING</b>	<b>TIME</b>	<b>LOCATION</b>
Monday	October 26	Executive Committee	2:00 pm - 3:00 pm	Zoom
Monday	November 23	Full Board	2:00 pm - 3:00 pm	Zoom
December – Optional Meeting – TBD				

## **COMMUNITY SERVICES CONSORTIUM GOVERNING BOARD EXECUTIVE COMMITTEE**

**November 23, 2020**

**Electronic Meeting**

### **MINUTES**

#### **I. CALL TO ORDER**

In Chair Augerot's absence, Vice Chair Hall called the meeting to order at 2:02 pm.

#### **II. CONFIRMATION OF A QUORUM**

A quorum of the Governing Board Executive Committee was represented, to-wit: Vice Chair Hall and Commissioner Malone (on behalf of Committee member Commissioner Jaramillo) participated in the meeting. No other Governing Board members participated in the meeting.

Also participating in the meeting were Community Services Consortium (CSC) Acting Executive Director Pegge McGuire, Head Start in Lincoln County Director Suzanne Miller, Finance Operations Manager Connor Lyons, Human Resources Operations Manager Rich Shelton (during Executive Session), and Executive Assistant Emely Day.

#### **III. HEARING OF THE PUBLIC – None.**

#### **IV. INTRODUCTIONS OF GUESTS – None.**

#### **V. COMMENTS FROM THE CHAIR – None.**

#### **VI. CHANGES OR ADDITIONS TO THE AGENDA**

Based upon Vice Chair Hall's need to exit the meeting before 3:00 pm to participate in another meeting, all decision matters were advanced to the beginning of the meeting.

#### **X.FINANCE – Connor Lyons**

##### **A. Statement of Activities – September 2020**

The Statement of Activities reflects the first three months of the agency's fiscal year.

- Linn Benton Food Share (LBFS) and Workforce and Education (W&E) programs had negative balances at the end of September, but that was not alarming.
  - LBFS planned to increase expenditures to deliver services during what became an unprecedented calendar year involving a pandemic and wildfires in the service region.
  - LBFS' donation level is typically low during the first quarter of the fiscal year.
  - LBFS' negative financial position should not last; and donations were received after September 30, including a planned estate gift of approximately \$55,000 and a stock donation of almost \$20,000.
- W&E's current negative balance is not expected to continue.
  - Payments of pending invoices from CSC to partners should reduce the negative balance.
  - Planned expenditures of fund balances from the previous fiscal year contributed to the negative fund balance.
    - Career Tech High School (CTHS) had additional expenses in order to provide and deliver services to students during the COVID-19 pandemic.
- Personal Services Expenditures (\$2,105,543) and Materials and Services Expenditures (\$2,569,355) are significantly higher than for the first quarter of Fiscal Year (FY) 2019-2020. Personal Services Expenditures are approximately \$100,000 higher, and Materials and Services Expenditures are approximately \$1 million higher.
  - The increases are attributable to direct services to clients for rental and utility assistance related to the COVID-19 pandemic.
  - The \$100,000 increase in Personal Services Expenditures equates to a dramatic increase in services provided to clients.
  - Agency staff are working hard to deliver services during extremely unusual circumstances.

Mr. Lyons confirmed that the increased Personal Services and Materials and Services Expenditures were supported by increased funding from governmental and other funders. He did not anticipate any financial problems related to the increased expenditures. The agency received several million dollars in federal Coronavirus Aid, Relief, and Economic Security (CARES) Act funding sources and more support from communities within the agency's service region. Most of the funding was from grants – either new grants (e.g., CARES Act via Oregon Health Authority and Oregon Coronavirus Relief Fund) or expansions of existing grants (e.g., Community Services Block Grant and Low-Income Home Energy Assistance Program). Most federal grant awards increased in direct relation to the CARES Act.

The agency's financial status increased approximately 30 percent, compared to increases in previous years, increasing administrative work by agency staff. The annual audit is taking longer than usual; the State indicated it would accept the agency's request for an extension to file the annual audit. The first week of audit work coincided with wildfires causing evacuations in the agency's service region. Audit firm representatives are to be at the agency the first week of December for on-site work; however, last week Oregon Governor Brown imposed a two-week freeze on all inter-personal activity, thereby impacting audit work. Staff are working hard to provide high-quality services while meeting reporting requirements.



Some federal funding sources are very restrictive in terms of allowed expenses (e.g., administrative expenses). Some funding grants that expanded to respond to the pandemic are following their pre-existing funding guidelines; however, other expanded grants did or did not include funding for administrative sources.

***Action requested: Accept September 2020 Statement of Activities.***

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

## **XI. HEAD START – Dr. Suzanne Miller**

### **A. Governing Board/Policy Council Reports – October and November 2020**

Head Start in Lincoln County projected opening for two weeks of small, in-person classroom instruction during December, prior to Winter Break. The plan coincided with Lincoln County School District's gradual opening during November. The District then announced it would not be opening. Head Start in Lincoln County staff have children attending public schools through high school, in some cases impacting the need for staff to remain home with younger children. The COVID-19 case count in Lincoln County increased during recent weeks and is expected to continue increasing during the winter months and holidays season. Other Oregon Head Start program directors concur with Dr. Miller that further postponing a return to in-person education is appropriate and will reduce the risk of further increasing the COVID-19 case counts. Returning children to in-person education and soon after returning them to on-line education could be detrimental to their education and social development. Commissioners concurred with the decision to postpone opening due to the increase in COVID-19 cases. Dr. Miller had also discussed and requested approval from CSC Acting Executive Director Pegge McGuire.

***Action requested: Approve Governing Board/Policy Council Reports – October and November 2020.***

- **Commissioner Malone moved to approve the Governing Board/Policy Council Reports for October and November 2020.**
- **Chair Hall seconded the motion.**
- **The motion passed unanimously.**

### **B. CSC Head Start Monthly Operations Reports/Statements of Revenues and Expenditures – August and September 2020**

Revenues and expenditures specifically related to COVID-19 are reported separately from ongoing Head Start revenues and expenditures.

- **Head Start spent almost all of the more than \$89,000 received for COVID-19 response and has approximately \$17,000 of that funding remaining available.**
- **The expenditures related to preparing Head Start staff to teach students via remote technology and to preparing classrooms for the potential return to in-**

person teaching with personal protective equipment (e.g., masks, face shields, gowns, etc.) for staff and students.

***Action requested: Approve CSC Head Start Monthly Operations Reports/Statements of Revenues and Expenditures – August and September 2020.***

- **Commissioner Malone moved to approve the Head Start Monthly Operations Reports/Statements of Revenues and Expenditures for August and September 2020.**
- **Chair Hall seconded the motion.**
- **The motion passed unanimously.**

**C. Head Start Federal Grant Application (\$1,560,943) Discussion and Approval for Governing Board Chair to Review Final Fiscal Documents**

- The financial portion and other documents of the Head Start Federal Grant Application is reviewed by the Governing Board Chair.
- Head Start's finances have not changed since the Governing Board adopted the agency's FY 2020-2021 operating budget.
- Application attachments are presented to the Governing Board throughout the year (self-assessment, annual report, etc.)
- There were minor changes in the second year of the five-year grant reflecting the virtual classes.
- The five-year federal Head Start plan includes further consideration of Early Head Start.
  - Many preschool operators in Lincoln County requested and received approval for Preschool Promise participation.
  - Introduction of Preschool Promise in Lincoln County will likely negatively impact applicants for Head Start in Lincoln County.
  - Head Start in Lincoln County may have to convert slots from pre-school to Early Head Start. This is allowed by Oregon and federal government regulations.
  - Lincoln County population demographics changed due to COVID 19, impacting Head Start enrollments – young families moved out of the area, families kept children home, employment opportunities disappeared; this is a wide-spread situation throughout Oregon. All Head Start enrollment is down, some to 50 percent of capacity.
  - Lincoln County population demographics (e.g., the number of families who would qualify for Head Start enrollment) are unknown, as the COVID-19 pandemic continues to affect employment. Additionally, 2020 wildfires in Lincoln County affected the number of families remaining in the area.
  - Demographic projections impact Head Start's planning decisions and communications to federal government, including justification for the requested number of slots. Head Start in Lincoln County may ask federal Head Start to assist with transitioning to Early Head Start, a long-term plan that the Governing Board approved last year.
  - Virtual teaching is working well and is producing good success scores for children's learning progress. Staff are developing procedures for children's families to access information.

Minutes of this Governing Board Executive Committee meeting, documenting the information Dr. Miller conveyed to Commissioners and their approval of Chair Augerot reviewing the grant application financial information, will be included with the grant application.

Commissioner Malone concurred that COVID-19 case count trends are unfavorable in CSC's service region and will likely continue that way for several months. He considered it appropriate not to promote false optimism of opening schools to in-person education in the near future. Chair Hall concurred, noting that safety and health are priority concerns.

***Action requested: Approve Governing Board Chair reviewing Head Start Federal grant application final fiscal documents.***

- **Commissioner Malone moved to approve the Governing Board Chair reviewing Head Start Federal grant application final fiscal documents.**
- **Chair Hall seconded the motion.**
- **The motion passed unanimously.**

Dr. Miller exited the electronic meeting.

## **XII. WORKFORCE AND EDUCATION**

### **A. Career Tech High School Student Investment Account Grant Agreement**

Ms. McGuire reported that required information was compiled and submitted and did not contain any unusual information. The Grant Agreement requires Governing Board approval.

***Action requested: Approve Career Tech High School Student Investment Account Grant Agreement.***

- **Commissioner Malone moved to approve the Career Tech High School Student Investment Grant Agreement.**
- **Chair Hall seconded the motion.**
- **The motion passed unanimously.**

## **VII. ACTING EXECUTIVE DIRECTOR'S REPORT – Pegge McGuire**

Due to the limited amount of time remaining before Vice Chair Hall needed to exit the meeting, Ms. McGuire offered to submit to Governing Board members a written report. Her report would not include any unusual information that the Board would not already know. Vice Chair Hall and Commissioner Malone concurred with the suggestion.

- ### **A. COVID-19 – Agency Update**
1. Fundings
  2. Program Impacts
    - a. Rent and Mortgage Assistance
    - b. Utility Assistance
    - c. Weatherization

- d. Linn Benton Food Share
  - e. Workforce and Education
  - f. Head Start in Lincoln County
- 3. Staffing
- 4. Facilities
- B. Regional Wildfires – Agency Update
- C. Legislative and Community Action Partnership of Oregon Network Update
- D. Oregon Cascades West Council of Governments-Community Services Consortium Potential Merger Status
- E. Childcare Discussion
- F. Partner Contracts
- G. Fundraising

## **VIII. AGENCY SUPPORT OF MOTEL PURCHASE IN EACH COUNTY**

CSC has approximately \$435,000 available for "housing-related purposes." Each County in CSC's service region indicated interest in purchasing a motel for non-congregate care of unhoused community members. Counties indicated immediate use of motels would relate to sheltering people evacuated because of recent wildfires; motels would then be used for long-term care of people needing permanent, supportive housing. Once CSC gives "housing related purposes" funds to a County, the money cannot be re-claimed by CSC, unless a re-payment provision is included in the funding allocation.

Ms. McGuire proposed giving each of the three service region counties \$100,000 to assist with purchasing motels for non-congregate sheltering of unhoused community members. She requested input concerning how CSC should proceed with the allocations, including whether to request re-payment (e.g., if the motel is sold by the County, CSC would be re-paid its investment). Any partnership between CSC and a County would likely be in perpetuity.

Vice Chair Hall reviewed that the State's wildfire funding proposal was recently submitted with a short time period for proposal submissions. She preferred the simplicity of CSC providing \$100,000 to each County and serving as a silent second partner in the project. The first year of operation could be the most uncertain financially. Several Lincoln County partner agencies support the State's proposal. A Lincoln City motel is currently vacant (due to the COVID-19 pandemic) and available for purchase.

Commissioner Malone noted that Benton County was not a potential applicant of the State's wildfire funding proposal; he had some concerns but little information. The suggested project could be in effect indefinitely with only short-term funding. A potential Benton County property was identified.

CSC's "housing-related purposes" fund does not have spending time limits or restrictions. Utilizing the funds as suggested would support relief efforts related to the

pandemic and recent wildfires; funding for ongoing programmatic expenses requires a different funding scenario. The "housing-related purposes" funds can be used at the Governing Board's discretion. CSC management staff supports the project concept but has concerns about future impacts on what CSC can do financially.

Vice Chair Hall noted that the current opportunity of purchasing a motel for non-congregate shelter services may not occur again. She would support CSC providing funding to initiate the project. She questioned whether the funding intended for a county that did not initiate a project would be available to the other two counties; Ms. McGuire would seek Governing Board direction for such a scenario. Ms. McGuire believes CSC should provide some funding for each service region county. At this time, she would like Governing Board support of CSC committing \$100,000 per service region county to address the issue of non-congregate care sheltering and the Board's continued support of CSC's involvement in developing the project, which could extend over several years.

Vice Chair Hall supported CSC beginning project discussions with potential partners. Commissioner Malone supported Vice Chair Hall's direction to CSC. Benton County has a good plan to purchase a motel; money and need exist; however, it is unknown whether all the project elements will connect during the next few months. Benton County is not ready to commit to proceeding. Vice Chair Hall noted that Counties could use funds to pursue projects that are appropriate and viable for their circumstances, even though they are not identical to projects in the other Counties.

#### **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*)

#### **XIII. EXECUTIVE SESSION**

The Governing Board/Executive Committee will meet in executive session under ORS 192.660(2)(a) (status of employment of a public officer, employee, staff member, or individual agent).

The Executive Committee entered executive session at 2:51 pm.

Mr. Lyons exited the meeting. Human Relations Operations Manager Rich Shelton joined the meeting and, with Ms. McGuire, briefed Vice Chair Hall and Commissioner Malone concerning plans to recruit candidates to succeed Mr. Lyons upon his anticipated departure from the agency.

Vice Chair Hall exited the meeting at 2:57 pm. Commissioner Malone continued discussions with Ms. McGuire and Mr. Shelton until he needed to exit the meeting for another meeting, at which time the Executive Committee meeting ended.

#### **XIV. ADJOURN/CLOSE**

The meeting ended at 3:04 pm.

**2021 MEETING CALENDAR – TO BE DETERMINED**

DAY	MONTH	MEETING	TIME	LOCATION

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	<b>COLOR CODING KEY BY DEPARTMENT TO WHICH GRANT OR CONTRACT APPLIES</b>							
CRD	HS	W&E								
FIN	IT	WX								
		W&E	Northwest Oregon Works Workforce Development Services Agreement 20-11	provide workforce development services to Workforce Innovation and Opportunity Act (WIOA) eligible Adults, Dislocated Workers, and Youth as described in the Statement of Work	Oregon Northwerst Workforce Investment Board, dba Northwest Oregon Works (NOW)	Govt		\$134,327	01-01-2021	06-30-2021
11-17-2020	Award	W&E	Re-engagement Opportunity Grant for Youth Development Division (YDD) grant agreement 13985	serve youth aged 14-21 who left school pre-graduation/completion and youth referred by partner agencies	Oregon Department of Education Youth Development Division (YDD)	Govt	\$120,000	NTE \$120,000	01-04-2021	06-30-2021
	Award	W&E	State of Oregon Health Authority COVID-19 Grant Agreement	COVID-19 wrap-around services, contact tracing, education, outreach, and engagement	Oregon Health Authority	Govt		\$86,407	12-31-2020	06-30-2021
n/a	Award	W&E	Oregon Grant Agreement No. 165565 (Amendment - increase funding)	1) community engagement, education, and outreach; 2) contact tracing; 3) social services and wraparound supports	Oregon Health Authority	Govt		\$160,000 INCREASE from \$168,493.86 to NTE \$328,493.86	07-01-2020	01-31-2021
12-23-2020		H&ES	Emergency Solutions Grant (ESG) COVID (CV) Application	emergency shelter essential services, shelter operations, and case management	Oregon Housing and Community Services	Govt	\$720,531		01-01-2021	01-31-2022
12-18-2021	Award	H&ES	OHCS Master Grant Agreement 2019-2021 Amendment 5 (add COVID-19 Emergency Solutions Grant) (5086)	Out of the Cold - Wave 2	Oregon Housing and Community Services	Govt		Increase of \$6,001,682 to NTE \$32,168,031 (funding not guaranteed)	10-01-2020	06-30-2021
12-18-2020		W&E	Oregon Health Authority COVID-19 Mobile Testing Unit	COVID-19 Mobile Testing Unit	Oregon Health Authority (OHA)	Govt				
	Award	W&E	Oregon Grant Agreement No. 165565 (Amendment - increase funding)	1) community engagement, education, and outreach; 2) contact tracing; 3) social services and wraparound supports	Oregon Health Authority	Govt		\$25,000 INCREASE TO nte \$168,493.86	07-01-2020	01-31-2021
		W&E	Contract Agreement for Workforce Development Services – Willamette Workforce Partnership/U. S. Department of Health and Human Services Youth Employment Program	Provide workforce development services to eligible participants as described in the Statement of Work	Willamette Workforce Partnership (WWP)	Govt		\$90,820	07-01-2020	06-30-2021

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
	Award	W&E	Oregon Grant Agreement No. 165565 (Amendment - increase funding, change reporting date for Jul 1-Sep 30 2020)	1) community engagement, education, and outreach; 2) contact tracing; 3) social services and wraparound supports	Oregon Health Authority	Govt		\$83,242.86 increase to NTE \$143,493.86	07-01-2020	01-31-2021
		HS	Federal Head Start Grant	Administration for Children and Families - Head Start	Head Start Region X	Govt	\$1,560,943		04-01-2021	03-31-2022
n/a	Award	W&E	Workforce Development Services - Workforce Innovation and Opportunity Act (WIOA) Youth Program (S05-21); Modification 1 (amend Ex D Budget to increase Salary and Fringe by \$10,000 - sidewalk work experience project)	provide workforce development services to eligible participants	Willamette Workforce Partnership (WWP)	Govt	\$687,000	\$10,000 increase to \$697,000	07-01-2020	06-30-2021
		W&E	Reengagement Opportunity Grant for Youth Development Division	Serve youth aged 14-21 who left school prior to graduation/completion and youth referred by partner agencies or who might benefit from innovative, youth-centered education, training, and support services via Reengagement Program	Oregon Department of Education	Govt	\$120,000		01-04-2021	06-30-2021
n/a	Award	W&E	Independent Living Program - Linn, Benton, and Lincoln Counties (Amendment 4 - funding increase, amend Statement of Workrate changes)	Independent Living Program services for foster youth	Oregon Department of Human Services (DHS)	Govt		increase \$11,550 to total of \$395,200	11-10-2020	06-30-2021
	Award	W&E	Career Tech - High School Graduation, College, and Career Readiness Act amendment - Year 2 allocation	Career Tech High School success	Oregon Department of Education	Govt		\$41,405.11 for Year 2; total \$87,111.69	07-01-2020	06-30-2021
11-06-2020		W&E	Secondary Career Pathways Fund Assurance	career technical education	Oregon Department of Education	Govt	\$2,215.00		07-01-2020	06-30-2021
	Award	W&E	State of Oregon Grant Agreement 166702-0	improve COVID-19 outcomes in communities (economic resources, food insecurity and housing, safety and violence)	Oregon Health Authority - Health Services Division	Govt		NTE \$287,500	11-01-2020	02-28-2021
10-23-2020		HS	Oregon Prekindergarten Year 2 of biennium regular funding	Oregon Head Start funding; second year of biennium	Oregon Department of Education	Govt	\$698,088		07-01-2020	06-30-2021



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
	Award	W&E	Student Scuccess Act Student Investment Account Grant Agreement 13854	Provide funding to assist in meeting students' mental/behavioral health needs and increasing academic achievement and reducing academic disparities for students from racial/ethnic groups that historically experienced academic disparities, students with disabilities, English language learners, economically disadvantaged students, students who are homeless, and students who are foster children	Oregon Department of Education	Govt		\$10,241	07-01-2020	06-30-2021
	Award	Admin	Master Grant Agreement 2019-2021 Amendment 7 (funding increase)	two-year funding	Oregon Housing and Community Services	Govt		NTE \$26,166,349	07-01-2019	06-30-2021
	Award	H&ES	Continuum of Care Program Grant Agreement	rent and supportive services assistance	United States Department of Housing and Urban Development – Office of Community Planning and Development	Govt		\$75,988	09-01-2020	11-30-2021
	Award	W&E	Supplemental Nutrition Assistance Program (SNAP) Training and Employment Program (STEP) Services (165404-0)	Services for Supplemental Nutrition Assistance Program (SNAP) participants in Linn, Benton, Lincoln, and Polk Counties	Oregon Department of Human Services (DHS)	Govt	\$819,432.12	\$819,432.12	10-01-2020	09-30-2021

**CHARTER**  
**COMMUNITY SERVICES CONSORTIUM**  
**BENTON, LINCOLN AND LINN COUNTIES, OREGON**

**PREAMBLE**

WHEREAS, Benton, Lincoln and Linn Counties desire to cooperate in the planning and delivery of human service programs, and

WHEREAS, Benton, Lincoln and Linn Counties are eligible and have elected to serve as the governing body for a community action program under regulations issued by the Community Services Program and Community Services Consortium, and

WHEREAS, Benton, Lincoln and Linn Counties, independently eligible program agents, desire to continue acting as a consortium to act as a program agent pursuant to the Workforce Investment Act (WIA), and

WHEREAS, ORS Chapter 190 permits units of local government to enter into agreements for such purposes,

NOW, THEREFORE, Benton, Lincoln and Linn Counties, Oregon, hereby jointly establish the Community Services Consortium, hereinafter referred to as CSC, to be governed by the following articles:

**ARTICLE 1**

**NAME, AREAS SERVED, MEMBERSHIP**

The organization shall consist of the following parties:

1. BENTON COUNTY - A home rule county with a 2000 population of 78,153.
2. LINCOLN COUNTY - A county with a 2000 population of 44,479.
3. LINN COUNTY - A county with a 2000 population of 103,069.

## ARTICLE 2

### PURPOSE

CSC shall operate as a community action agency to coordinate the planning and delivery of social services to residents of Benton, Lincoln and Linn Counties. CSC shall address the needs of low income and at-risk persons and shall work toward the goal of alleviating the conditions and causes of poverty.

## ARTICLE 3

### GOVERNING STRUCTURE

#### 1. Consortium Governing Board.

a. Membership: CSC shall be governed by the Consortium Governing Board consisting of the nine elected commissioners from the three counties.

b. Meetings: The Governing Board shall hold one regular meeting every other month. The time and place of the regular meeting shall be set by the Board at its first meeting in January. Governing Board members shall be sent an agenda for a regular meeting at least ten days prior to the date of the meeting. The Chair may call special meetings from time to time as needed. The Chair shall mail notice of any special meeting at least five days in advance of the meeting date. In case of an actual emergency, a special meeting may be held upon such notice as is appropriate to the circumstances. The minutes of an emergency meeting shall describe the emergency and the notice given.

A majority of the Governing Board members or the governing body of any member county may, by petition to the Governing Board Chair, direct the call of a special meeting subject to the notice provisions contained in this subsection.

All action taken by the Board shall be done by a majority vote, providing that a quorum of five members is present.

c. Powers and Duties: The Governing Board, as a full Board or through its Executive Committee, shall have authority to: Adopt the annual budget and audit; approve concept papers, contracts, and grants pursuant to current approved signature levels; select service providers; approve the compensation and classification plan and any collective bargaining agreement; complete the annual evaluation of the Executive Director; select and appoint the Executive Director; give final approval for all policies; review close-out and monitoring reports; and take such other action as necessary as the Governing Board of CSC.

d. Officers: The Governing Board shall select a chair and a vice chair at its January meeting. The chair and vice-chair shall be from different counties and shall also serve as chair and vice-chair of the Executive Committee.

e. Voting: Each Governing Board member shall have one vote.

2. Executive Committee.

a. Membership: The Governing Board chair and vice-chair, along with the third county's representative, serve as the CSC Executive Committee.

b. Meetings: The Executive Committee shall hold one regular meeting every other month and also shall meet whenever the Governing Board fails to achieve a quorum. The time and place of the regular meeting shall be set by the Governing Board at its first meeting in January. Executive Committee members shall be sent an agenda for a regular Executive Committee meeting at least one week prior to the date of the meeting.

c. Powers and Duties: The Executive Committee shall have authority to make decisions, and the Governing Board may ratify those decisions through approval of the consent calendar. The consent calendar shall be provided to the Governing Board with each regular meeting agenda.

d. Voting: All action taken by the Executive Committee shall be done by a majority vote, providing that a quorum of two members is present.

3. Governing Board Chair.

a. Powers and Duties: The Governing Board Chair shall preside at all Governing Board and Executive Committee meetings. The Chair shall serve as the liaison between the Executive Director and the Governing Board. In this capacity, the Chair shall have chief responsibility to provide leadership to the agency and to ensure that the Governing Board is kept apprised of agency issues.

The Chair shall execute all CSC grants, contracts, and similar documents as approved by the Governing Board or the Executive Committee.

4. Governing Board Vice-Chair.

The Governing Board Vice-Chair shall discharge the duties of the Governing Board Chair during the absence or incapacity of the Chair.

5. Advisory Councils.

Each county participating in the Consortium shall appoint members to the Community Action Advisory Council (CAAC) and the Workforce Investment Board (WIB) from citizens of that member county. Lincoln County shall appoint community representatives to the Head Start Policy Council.

a. Membership: Members of the advisory councils shall be appointed for terms in accordance with each council's bylaws.

b. Powers and Duties: The advisory councils shall advise the Governing Board regarding service needs, CSC policy and procedures, and other matters. Advisory council bylaws shall be adopted by the Governing Board. The Head Start Policy Council shall make recommendations to the Governing Board pursuant to that Council's bylaws and the Governing Board shall have the authority to make decisions based on those recommendations.

6. 501(c)(3) Organizations:

CSC has four 501(c)(3) designations: Linn Benton Food Share, Community Housing Services, Direct Client Services and Head Start in Lincoln County. All four designations are governed by the CSC Governing Board. The business of each of the four 501(c)(3)'s shall be conducted pursuant to its bylaws as overseen by the CSC Governing Board.

7. Budget Committee.

The Governing Board shall appoint a CSC Budget Committee pursuant to ORS 294.900 to 294.930.

The Budget Committee shall discharge the powers and duties relating to the CSC budget as provided in ORS 294.905 to 294.930. Bylaws shall be approved by the Governing Board.

8. Other Committees.

The Governing Board may establish additional committees or subcommittees as necessary to accomplish its purpose or as required pursuant to federal or state directives.

## **ARTICLE 4**

### **ALLOCATION OF BENEFITS AND LIABILITIES**

#### **1. Benefits.**

Resources administered by the CSC shall be equitably allocated to the participating counties based on community need, population, funding availability, or as established by federal or state directives.

#### **2. Liabilities.**

If liability for misuse of federal and/or state funds which is not covered by the Community Services Consortium can be identified to a specific county, that county shall be held responsible for such liability within the limits of the Oregon Constitution. If such liability can be identified to a specific county or counties, they shall be held responsible for their proportionate share of that liability within the limits of the Oregon Constitution. If liability cannot be identified to a specific county or counties, liability shall be shared, within the limits of the Oregon Constitution, on the basis of population ratios between the counties as defined in Article 1 of this Charter.

## **ARTICLE 5**

### **AMENDMENT, PARTIAL PARTICIPATION AND DISSOLUTION**

This Charter shall take effect at such time as the governing bodies of Benton, Linn and Lincoln Counties have all adopted and executed this Charter and shall be in continuous effect from that date until dissolution of the CSC as herein provided. This Charter supersedes the previous CSC Charter of March, 1994. This Charter may be amended upon the affirmative vote of each county. Any party to this agreement shall have the right to withdraw from a program or programs administered by the CSC upon notification in writing to the Executive Committee and (other) member counties' Boards of County Commissioners sixty (60) days prior to the proposed effective date of such withdrawal.

The withdrawal of any one party hereto shall not have the action of dissolving the CSC. Withdrawal of two or more members will have the effect of dissolution of the CSC.

## ARTICLE 6

## COMPLIANCE WITH FEDERAL, STATE AND LOCAL LAWS

**CSC will operate in compliance with all applicable federal, state and local laws or ordinances.**

Dated this 8th day of May, 2003.

Dated this 23<sup>rd</sup> day of April, 2003.

**BENTON COUNTY  
BOARD OF COMMISSIONERS**

LINN COUNTY  
BOARD OF COMMISSIONERS

~~Deixou~~

Ch. Woot

## Chair

Chair, Cliff Wootten

~~Commissioner~~

Commissioner John K. Lindsey

**Commissioner**

Commissioner, Roger Nyquist

Approved as to Form:

Approved as to Form:

Office of County Counsel

Office of County Counsel

Dated this 2nd day of April, 2003.

**LINCOLN COUNTY BOARD OF COMMISSIONERS**

## Chair

Commissioner

Commissioner

**Approved as to Form:**

Office of County Counsel

## **COMMUNITY SERVICES CONSORTIUM**

### **AGENCY POLICY**

#### **CONFLICT OF INTEREST**

##### **Purpose/Policy**

Community Services Consortium (CSC) conducts business ethically and avoids conflicts of interest, including the appearance of such conflicts. All persons involved in CSC operations have an equal obligation to avoid conflicts of interest.

##### **Procedure**

1. Employees are expected to report conflicts of interest to the Executive Director or Human Resources immediately upon discovery or suspicion of the conflict. Examples of conflicts of interest are listed below (but are not limited only to these items):
  - a. An employee has outside employment that competes with the activities or services offered by CSC.
  - b. An employee has an outside business interest that competes with the activities of CSC.
  - c. An employee has an outside business that is a purchaser or supplier of goods or services to CSC.
  - d. An employee has an outside business involvement or employment that interferes with the ability to devote necessary attention to their responsibilities at CSC (moonlighting).
  - e. An employee has a relative or a person with a significant relationship employed by, or has a business interest in companies that compete with, sell to, or buy from CSC.
  - f. An employee receives purchase inducements (gifts, premiums, money, goods, or services) from vendors that benefit the employee personally (directly or indirectly) or are unauthorized or questionable in nature.
  - g. Information obtained in the course of CSC business will not be used in the course of any other business activity.
2. Personal gifts and favors from people with whom CSC has a business relationship are prohibited. Minor gifts of more than nominal value [\$50.00] should be tactfully declined or returned to avoid any appearance or suggestion of improper influence.



3. Employees may not accept an honorarium for speaking or teaching assignments in which they represent CSC and/or if such assignment(s) occur during regular work hours. If such honoraria are received, they must be turned over to CSC.
4. Members of the Board of Directors, Governing Board, or Administering Board of any public, private, or non-profit organization funded by CSC or members of any major policy advisory bodies are not eligible for employment with CSC. Former members of these Boards and advisory bodies are eligible for employment following their resignation.
5. When the Governing Board, Community Action Advisory Council, or any other advisory board votes and a member has an actual or potential conflict of interest as defined by ORS 244.020, the member will fully disclose said interest in accordance with ORS 244.120. For further guidance, reference Oregon Government Ethics Law "A Guide for Public Officials."
6. CSC expects employees to conduct business in accordance with relevant policies, procedures, and laws and to refrain from any illegal, dishonest, or unethical conduct.
7. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

I have read and will comply with the above Conflict of Interest Policy.

---

Printed Name

---

Date Signed

---

Signature

Membership

- ☐ Community Action Advisory Council  
☐ Governing Board

## **Whistleblower Policy**

### **Reporting Improper or Unlawful Conduct – No Retaliation**

Employees may report reasonable concerns about CSC's compliance with any law, regulation or policy, using one of the methods identified in this policy. CSC will not retaliate against employees who disclose information that the employee reasonably believes is evidence of:

- A violation of any federal, Oregon, or local law, rules or regulations by CSC;
- Mismanagement, gross waste of funds, abuse of authority, or substantial and specific danger to public health resulting from action of CSC;
- A substantial and specific danger to public health and safety resulting from actions of CSC; or
- The fact that a recipient of government services is subject to a felony or misdemeanor arrest warrant.

Further, in accordance with Oregon law, CSC will not prohibit an employee from discussing the activities of a public body or a person authorized to act on behalf of a public body with a member of the Legislative Assembly, legislative committee staff acting under the direction of a member of the Legislative Assembly, any member of the elected governing body of a political subdivision, or an elected auditor of a city, county or metropolitan service district.

#### Employee Reporting Options

Employees who wish to report potential improper or unlawful conduct should first talk to his or her supervisor. If you are not comfortable speaking with your supervisor, or you are not satisfied with your supervisor's response, you are encouraged to speak with Human Resources. Supervisors and managers are required to inform the Executive Director about reports of improper or unlawful conduct received from employees.

Reports of unlawful or improper conduct will be kept confidential to the extent allowed by law and consistent with the need to conduct an impartial and efficient investigation.

If CSC were to prohibit, discipline, or threaten to discipline an employee for engaging in an activity described above, the employee may file a complaint with the Oregon Bureau of Labor and Industries or bring a civil action in court to secure all remedies provided for under Oregon law.

#### Additional Protection for Reporting Employees

Oregon law provides that, in some circumstances, an employee who discloses a good faith and objectively reasonable belief of CSC's violation of law will have an "affirmative defense" to any civil or criminal charges related to the disclosure. For this defense to apply, the disclosure must relate to the conduct of a coworker or supervisor acting within the course and scope of his or her employment. The disclosure must have been made to either: (1) a state or federal

regulatory agency; (2) a law enforcement agency; (3) a manager with CSC or (4) an Oregon-licensed attorney who represents the employee making the report/disclosure. The defense also only applies in situations where the information disclosed was lawfully accessed by the reporting employee.

#### Policy Against Retaliation

CSC will not retaliate against employees who make reports or disclosures of information of the type described above when the employee reasonably believes he or she is disclosing information about conduct that is improper or unlawful.

In addition, CSC prohibits retaliation against an employee because he or she participates in good faith in any investigation or proceeding resulting from a report made pursuant to this policy. Further, no CSC employee will be adversely affected because they refused to carry out a directive that constitutes fraud or is a violation of local, Oregon, federal or other applicable laws and regulations. CSC may take disciplinary action (up to and including termination of employment) against an employee who has engaged in retaliatory conduct in violation of this policy.

This policy is not intended to protect an employee from the consequences of his or her own misconduct or inadequate performance simply by reporting the misconduct or inadequate performance. Furthermore, an employee is not entitled to protections under the policy if CSC determines that the report was known to be false, or information was disclosed with reckless disregard for its truth or falsity. If such determination is made, an employee may be subject to discipline up to and including termination of employment.

\*\*\*

I have read and acknowledge the above Conflict of Interest Policy.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature

Membership

- ☐ Community Action Advisory Council  
☐ Governing Board

COMMUNITY SERVICES CONSORTIUM  
STATEMENT OF ACTIVITIES  
From 7/1/2020 Through 12/31/2020  
Unaudited

CSC BOARD REPORT - BY DEPT. As of 12/31/20   UNAUDITED	GENERAL FUND & Misc Grants - Cost Pools Included	LINN BENTON FOOD SHARE	WORKFORCE & EDUCATION	CHILD DEV. SERVICES	HOUSING & ENERGY SERVICES	TOTAL	FY 21 BUDGET - W/O FOOD VALUE	UNAUDITED
								50.00%
REVENUES								
Total REVENUES	\$ 833,483	\$ 781,525	\$ 2,532,789	\$ 1,132,899	\$ 7,264,610	\$ 12,545,307	\$ 26,486,040	47.37%
EXPENDITURES:								
PERSONAL SERVICES	630,133	324,473	1,491,009	851,207	1,255,391	4,552,213	8,803,979	51.71%
PROGRAM DELIVERY	185,466	248,003	506,373	275,733	795,889	2,011,464	6,385,709	
PAYMENTS ON BEHALF OF PARTICIPANTS	0	0	479,403	4,956	5,079,041	5,563,400	11,126,799	
TOTAL MATERIALS AND SERVICES	185,466	248,003	985,776	280,689	5,874,930	7,574,864	17,512,508	
TOTAL CAPITAL OUTLAY	0	10,877	0	0	0	10,877	160,000	
Total EXPENDITURES	\$ 815,599	\$ 583,353	\$ 2,476,785	\$ 1,131,896	\$ 7,130,321	\$ 12,137,954	\$ 26,476,487	46.12%
NET INCOME	\$ 17,885	\$ 198,172	\$ 56,004	\$ 1,003	\$ 134,289	\$ 407,353	\$ 9,553	
NET INCOME SOURCE NOTES and EXPENDITURES NOTES	Interest Income	Fundraising Strength	OHA prepaid funds, planned use of fund balances	Unused Donation Support	Various loan repayments, donations, fee- for-service, etc.		Food Value removed from budget until End of Year	

COMMUNITY SERVICES CONSORTIUM  
STATEMENT OF ACTIVITIES  
From 7/1/2020 through 12/31/20  
Unaudited

CSC BOARD REPORT - BY DEPT. As of 12/31/20 UNAUDITED		GENERAL FUND & Misc Grants - Cost Pools Included	LINN BENTON FOOD SHARE	WORKFORCE & EDUCATION	CHILD DEV. SERVICES	HOUSING & ENERGY SERVICES	TOTAL	FY 21 BUDGET - W/O FOOD VALUE	UNAUDITED
REVENUES									PERCENT OF YEAR PASSED
CONTRACT AWARD - MISCELLANEOUS	4010	11,370				19,689	31,059		
CONTRACT AWARD - STATE	4020		16,810	235,327	0	3,417,237	3,669,374		
CONTRACT AWARD - COUNTY	4030		15,000		4,000	0	19,000		
CONTRACT AWARD - CITY	4040		1,907			970	2,877		50.0%
CONTRACT AWARD - FEDERAL	4050					73,152	73,152		
CONTRACT AWARD - FED PASSTHRU	4060	116,349	46,073	787,649	2,219	1,061,402	2,013,692		
RENTS	4070					28,837	28,837	34,486,040	
INTEREST REVENUE	4100	8,108				0	8,108		
DONATION - INDIVIDUALS	4210	13,175	486,216		1,211	10,910	511,512		
DONATION - CORPORATION	4220		91,961			0	91,961		
DONATIONS - OTHER	4225		1,500			169	1,669		
GRANT AWARD - FOUNDATION	4230				5,000	0	5,000		
LOAN REPAYMENTS	4300					15,509	15,509		
MISCELLANEOUS REVENUE	4500	40,128		372,815	321,392	0	734,335		
DONATIONS - HOLIDAY	4610		49,121			0	49,121		
DONATED FOOD	4600					0	0	(8,000,000)	
MEMBER COST REIMBURSEMENT	4620		20,043			0	20,043		
PROGRAM REIMBURSEMENTS	4900	602,592				107,162	709,754		
SPECIAL ALLOCATIONS	4910					0	0		
BILLINGS IN PROGRESS	A/R	41,762	52,894	1,136,998	799,077	2,529,573	4,560,304		
Total REVENUES		833,483	781,525	2,532,789	1,132,899	7,264,610	12,545,307	26,486,040	47%
EXPENDITURES									
SALARY	5010	404,629	210,374	948,697	528,138	788,286	2,880,124		
SALARY - COVID	5011	7,351			721		8,072		
SALARY - WORK EXPERIENCE	5020			24,097		-	24,097		
PERS	5320	69,963	39,562	155,098	93,425	130,991	489,039		
WORKERS COMP	5330	175	98	468	280	397	1,419		
SAIF INSURANCE	5335	921	1,622	7,259	2,567	2,122	14,491		
UNEMPLOYMENT	5340	412	210	936	529	783	2,870		
HEALTH INSURANCE	5350	96,187	44,822	238,020	153,715	238,300	771,044		PERCENT SPENT
DENTAL INSURANCE	5360	7,743	4,928	17,839	14,051	15,853	60,414		
LIFE INSURANCE	5370	4,761	2,816	11,155	7,410	8,689	34,831		
FLEXIBLE SPENDING COSTS	5375	175	-	105	99	236	615		
EMPLOYEE ASSISTANCE	5380	1,632				-	1,632		
OSGP MATCH	5382	6,743	4,404	16,116	11,338	13,095	51,696		
NON TAXABLE FRINGE BENEFIT	5386		74	6	38,934	-	39,014		
FICA	5390	29,439	15,563	71,213		56,639	172,854		
PERSONAL SERVICES		630,133	324,473	1,491,009	851,207	1,255,391	4,552,213	8,803,979	52%
AUDIT	5510	40		0		0	40		
DATA SERVICES/CONNECTION	5520	4,881	608	6,979	1,485	20,222	34,174		
LEGAL	5530					7,118	7,118		
OTHER PURCHASED SERVICES	5540	31,141	7,614	46,557	12,879	22,384	120,575		
CONTRACT SERVICES - TRAINING	5550			51,034		20,547	71,581		
EDUCATIONAL CONFERENCES/TRAINING	5610	355		1,553	13,079	2,727	17,714		
MEETINGS	5620			361	164	0	525		
DUES	5630	9,675		4,350	699	810	15,534		
MILEAGE	5710	615	829	7,556	389	321	9,711		
AGENCY VEHICLES - OPERATING COST	5720		15,695	2,246		75	18,016		
AGENCY VEHICLE - INSURANCE	5730					0	0		
OTHER TRAVEL, TRANSPORTATION	5740		10,102			0	10,102		
RENT	5910	40,877	9,688	41,119		105,917	197,601		
UTILITIES	5920	308		3,223	8,382	5,131	17,044		

COMMUNITY SERVICES CONSORTIUM  
STATEMENT OF ACTIVITIES  
From 7/1/2020 through 12/31/20  
Unaudited

CSC BOARD REPORT - BY DEPT. As of 12/31/20    UNAUDITED		GENERAL FUND & Misc Grants - Cost Pools Included					HOUSING & ENERGY SERVICES		FY 21 BUDGET - W/O FOOD VALUE	UNAUDITED
		LINN BENTON FOOD SHARE	WORKFORCE & EDUCATION	CHILD DEV. SERVICES	TOTAL					
TELEPHONE	5930	6,223	301	1,697	3,136	3,927	15,283			
CELL PHONE	5935	97	320	9,313	2,913	3,121	15,764			
MAINTENANCE, REPAIR, JANITORIAL	5940	14,928	2,618	907	18,039	9,790	46,282			
GENERAL INSURANCE	5950					0	0			
SPACE RENTAL	5970			3,346		0	3,346			
SPACE UTILITIES	5980	15	8,056			398	8,469			
OFFICE SUPPLIES	6110	6,433	411	9,410	1,317	10,477	28,048			
POSTAGE AND SHIPPING	6120	(363)	482	147	1,929	7,726	9,920			
PHOTOCOPY	6130	3,188	447	2,583	4,060	1,818	12,096			
PRINTING	6140	1,150	1,940	370		3,374	6,834			
SOFTWARE	6145	2,856	45	14,906		0	17,807			
ADVERTISING/RECRUITMENT	6150	1,708		545		8,151	10,404			
PROGRAM SUPPLIES	6160	1,612	133,710	60,338	42,641	3,280	241,581			
OTHER SUPPLIES	6190	2,695				1,632	4,327			
SOCIAL SERVICE CONTRACTS	6210	21,429				294,732	316,161			
WEATHERIZATION CONTRACTS	6230					8,292	8,292			
INDIVIDUAL TRAINING ACCOUNTS	6240			19,651		0	19,651			
EQUIPMENT RENTAL	6320					0	0			
EQUIPMENT REPAIR	6330		11,560		15,524	0	27,084			
EQUIPMENT EXPENDABLE	6340	8,524	988	21,281	6,634	15,594	53,021			
BOOKS AND SUBSCRIPTIONS	6410	5,526		40		522	6,088			
MISCELLANEOUS COSTS	6470	850	1,457	50	0	2,735	5,092			
INDIRECT	6620	3,523	31,314	146,629	105,646	168,929	456,041			
INFRASTRUCTURE	6630	17,182	9,818	44,182	36,818	66,139	174,139			
TRANSPORTATION	6710			1,967		0	1,967			
HEALTH CARE	6730			3,854		0	3,854			
RESIDENTIAL SUPPORT	6740			122,977		33,916	156,893	25,512,508		
CLOTHING	6750			6,509		0	6,509			
MEALS	6780			51,295	4,956	0	56,251	(8,000,000)		
TUITION AND FEES	6790			1,295		0	1,295			
TUITION AND FEES (VOCATIONAL)	6800			6,899		0	6,899			
TRAINING SUPPLIES	6810			3,000		0	3,000			
INCENTIVE PAYMENTS	6860			29,107		199	29,306			
MISCELLANEOUS	6870					111	111			
CLIENT ASSISTANCE	6880			252,500		4,969,362	5,221,862	LIHEAP in full process		
TOTAL MATERIALS AND SERVICES		185,466	248,003	985,776	280,689	5,874,930	7,574,864			
EQUIPMENT PURCHASE	6310	0	10,877		0	0	10,877	160,000		
TOTAL CAPITAL OUTLAY		0	10,877	0	0	0	10,877	17,512,508		43%
Total EXPENDITURES		815,599	583,353	2,476,785	1,131,896	7,130,321	12,137,954	26,316,487		46%
NET INCOME		\$ 17,885	\$ 198,172	\$ 56,004	\$ 1,003	\$ 134,289	\$ 407,353	9,553		

Notes:

Interest Income

Fundraising OHA prepaid  
Strength funds, planned  
use of fund  
balances

Unused  
Donation  
Support

Various loan  
repayments,  
donations, fee-  
for-service, etc.

Food Value will  
be included at  
Yearend

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

***Please note that each board 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 the next meeting.***

***Contributions from staff – Submitted by Dr. Suzanne Miller, Director***

**Attachments:**

No attachments.

**Approvals needed:**

Approval of this Governing Board/Policy Council Report.

**Overview:**

We completed our second year of a five-year Federal Grant. We are currently continuing with our virtual learning and responding actively to children with specialized learning needs. Lincoln County is in the COVID-19 pandemic Extreme Risk category as of 12/18/20; and as a result, schools are closed. Lincoln County School District anticipates February as their hybrid start date. Head Start will determine start dates based on county COVID factors. We are aware of two schools in different service areas that had to close due to COVID. What we are avoiding through caution is opening, having an outbreak, closing, assessing damage, and then re-opening, etc. This is a difficult time; and we are doing the best we can and making informed choices with the assistance of our Governing Board, County Commissioners here on the coast, and data that we receive.

**Personnel:**

We have one teacher going on maternity leave; we are seeking a temporary replacement. We have a teacher/3 who has returned to take over virtual learning where necessary. We will determine hiring for two classroom aide positions/part time sometime in January, as we anticipate we will not return to in-classroom teaching until February.

**Community Partners: (also within CSC partnerships)**

We continue to attend all important community meetings, as well as working closely with our Early Childhood Special Education partners.

**Finance/Grants:**

We have submitted the second year of five-year Federal Grant. At this time our spending is on track. We are spent out of our COVID-19 special grant.

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

The All Staff scheduled for November 25 was postponed due to the rising cases of COVID-19 and the need to delay our start-up date for children to return to in-person classes. All Staff will be re-scheduled to occur just before winter break or shortly after we return from winter break. We have scheduled a brief training on Occupational Safety and Health Administration (OSHA) and other necessary precautions to meet our variety of mandates.

Data below is from our fall child assessment outcomes completed on November 10, 2020. Our assessment tool provides "Widely Held Expectation" levels comparing the knowledge, skills, and behaviors of children assessed in our program with widely held expectations for children of the same

age. Our fall outcomes provide our program with children's baseline skills after six weeks in class. Data from previous years is provided to provide comparison. Numbers for this school year are relatively similar to what we see in the fall in previous years, indicating that overall our virtual learning format is still meeting the educational and developmental needs of our children. Physical development is the only area showing a significant decline over the last three years. The exact reason for this reduction is currently unknown. One possible reason for this decline could be due to a reduction in the number of opportunities teachers can observe children perform physical functions since they are in front of a virtual screen. Another possibility could be that children do not have as many opportunities to be physically active due to COVID-19 restrictions. This is an area we will explore more in the next several weeks.

**Please note: At the beginning of the year, it is appropriate for a student's skills and abilities to fall below widely held expectations for his or her age. We do not expect children to meet or exceed Widely Held Expectations until the end of the program year.**

**TS Gold Widely Held Expectations**

	Fall 2020	Fall 2019	Fall 2018
<b>Social Emotional</b>			
Exceeds	4%	0%	4%
Meets	54%	68%	47%
Below	42%	32%	49%
<b>Physical</b>			
Exceeds	3%	2%	6%
Meets	71%	79%	79%
<b>Below</b>	<b>26%</b>	<b>19%</b>	<b>15%</b>
<b>Language</b>			
Exceeds	0%	0%	3%
Meets	51%	53%	62%
Below	49%	47%	36%
<b>Cognitive</b>			
Exceeds	0%	0%	3%
Meets	58%	53%	65%
Below	42%	47%	32%
<b>Literacy</b>			
Exceeds	0%	0%	0%
Meets	63%	53%	51%
Below	37%	47%	49%
<b>Math</b>			
Exceeds	0%	4%	1%
Meets	49%	53%	31%
Below	51%	43%	68%

**Mental Health and Disabilities – Randi Brickey, Mental Health and Disabilities Content Specialist:**

- We have ten children who have certified Individualized Family Service Plans (IFSP) and have received services with Early Childhood Special Education (ECSE).
- Five referrals are in process with ECSE for screenings.
- Coastal Connections is currently providing two of our families with family counseling. Children's Advocacy Center is serving two families, and Olalla Center is also serving two families.



- We currently have three families in the referral process for family counseling with Children's Advocacy Center and two families at Olalla Center.

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

- Completed the Oregon OSHA Risk Assessment for COVID-19 with Education Program Manager, Director, and other staff as needed.
- Attended webinar on new Head Start Program Information Report (PIR) changes.
- Continue to follow all COVID-19 numbers, guidelines, and regulations at local, state, and federal levels.
- Follow-up with staff regarding any health, dental, and/or safety issues that come up with families as needed.
- Child Plus data entering as new children come into the program and making sure all health follow-up is completed for children who leave the program. During the COVID-19 pandemic, many families fear taking their children to medical offices; and many dental offices still have limited appointments. Health Appraisals for children are still slowly coming in, while Dental Appraisals are not (as you can see in the statistics section).

**Family Services/Engagement – Policy Council:**

- Advocates are supporting families at this time by referring to the many community resources offered during the Holiday season around food and gifts for the families and children.
- Advocates have secured temporary housing for two of our homeless families by partnering with Tony Campa from Lincoln County Adult Probation. These families will temporarily reside in housing at one of our Lincoln County motels. The temporary housing will be provided for one month as the families work to secure permanent housing.
- Policy Council is meeting virtually and will be electing new officers at their special training meeting 12/15/20. We plan to introduce family meetings via Zoom in late-January and will source other potential Policy Council members.

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

- Attendance for November was 85.36%, largely due to illness and appointments.
- We had three children drop in November; one moved, one decided to homeschool, and one had a scheduling issue. We will fill these spots as new applications come in.
- Due to COVID-19, all sites are not yet fully enrolled – Lincoln City has 16 spots open, Newport and Toledo each have 14 spots open. Our Federal Specialist is aware that all programs may not be full due to COVID-19.
- We are still actively taking applications to fill classes. We have online applications available on our new CSC website at [www.communityservices.us](http://www.communityservices.us), and paper applications are also available at each of our three sites.
- Please see drop fill in the statistics section for current application numbers.

**CSC Head Start 2020-2021 School Year Current Comprehensive Statistics- Angela Oleman Program Assistant:**

Month	Attendance	Lunch
September 2020	72.26%	134
October 2020	86.22%	266
November 2020	85.36%	191
<b>Year to date</b>		<b>591</b>

<b>Dropped Reasons</b>	<b>Sep. 2020</b>	<b>Oct. 2020</b>	<b>Nov. 2020</b>
Attendance			1
Not ready for school	1		
Moved	2	2	1
Changed schools	1	1	1
No contact with families		1	
Family issues		1	
<b>Totals</b>	<b>4</b>	<b>5</b>	<b>3</b>

<b>End of Month Wait List</b>																
	Homeless/ Foster			Poverty Income			130% Income			Over Income			Total Applications			Total Program
Site	LC	N	T	LC	N	T	LC	N	T	LC	N	T	LC	N	T	All sites
Nov.	*1	0	*2	*2	*1	0	*3	*1	0	3	2	1	9	4	3	16* waiting for in-class

<b>In-Kind Monthly Count</b>	<b>Total # of Volunteers</b>	<b>Total Hours Volunteered</b>	<b>\$ Value</b>
July 2020	0	0.0	\$0
August 2020	79	105.5	\$1,405.26
September 2020	46	63.75	\$849.15
October 2020	38	54.25	\$722.61
November 2020	78	94.0	\$1,252.08
<b>Year to Date</b>	<b>144*</b> Comprised of repeat volunteers	<b>317.5</b>	<b>\$4,229.10</b>

<b>Donations In-Kind</b>	<b>Value</b>	<b>Description</b>
July – November 2020	0	None

<b>HEALTH</b>			
<b># Of enrolled children with:</b>	<b>Oct. 1 2020</b>	<b>Nov. 1 2020</b>	<b>Dec. 1 2020</b>
Up-to-date or all possible <b>Immunizations</b> to date	105	106	106
On a schedule of preventative and primary health care – <b>Physical Exam</b>	44	46	59
Ongoing source of continuous, accessible health care – <b>Medical Home</b>	91	96	112
Completing professional <b>Dental Exams</b>	28	30	38
Continuous, accessible dental care provided by a dentist – <b>Dental Home</b>	80	85	95

<b>VISA – Monthly Charges</b>	<b>Value</b>	<b>Description</b>
10/22/20 & 10/28/20: <b>\$841.23</b>	\$256.23 \$585.00	- COVID19 expenditure: Three bed tents for COVID - Ten specialized gates for classrooms
11/27/2020	\$102.70	- 60 Plastic clipboards for classroom

**CSC Head Start (CSCHS) – Governing Board/Policy Council Report**  
**January 2021**

***Please note that each board 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 during their next meeting***

***Contributions from staff – Submitted by Dr. Suzanne Miller, Director***

**Attachments:**

Integrated Pest Management (IPM) Report January 2021

**Approvals needed:**

IPM Annual Report January 2021, Governing Board/Policy Council Report, Monthly Operations Report

**Overview:**

Head Start is considering an in-person hybrid model start date in February. At this time the school district is returning to in-person education in February, with some classes beginning the 1st and others to follow. The county was not placed into extreme risk category by 1.1 case, which means that we are in extreme risk. We follow the numbers as much as possible. We have a report of one of our families in which everyone has COVID-19 and has serious symptoms. We have had four staff members in total with COVID-19 who had been exposed by family members. We are following all safety protocols, including asking staff not to come on site if a family member is ill. As we know, this becomes very difficult for those who have no symptoms. We are currently assessing our staff for on-site work, as some may take COVID-19 leave. We have also asked staff about their willingness to be vaccinated. Many staff remain unsure and afraid of potential side effects; especially those with extreme allergic reactions in their history. At this time it is uncertain as to the demographics in the county that may affect post-COVID-19 student applications. As stated in our five-year plan, we may be converting slots to Early Head Start (EHS) with the federal government grant. We will need a fiscal evaluation of the effects of this shift, as well as bringing in staff experienced both with the infrastructure and operations of EHS, as well as staffing. The teacher-to-child ratio in EHS is 1-4 children, which requires an assistant as well as an aide. This will take thoughtful planning in all aspects, as it involves a separate grant/funding stream, infrastructure including policy and procedures, medical staff availability, and a host of other considerations. Once we have accomplished all of this, we can look to the future and potential partnerships for greater county coverage. As we are a five-star (highest) rated program by the state at all three sites, we must consider partnerships with licensed and vetted programs that have high ratings. At this time only Samaritan has that – and they have only one site. The requirements and vetting are stringent and thorough, as they should be for the care and education of small vulnerable children. There are many challenges ahead.

**Personnel:**

We continue to search for a substitute/limited-duration Teacher 3 to cover for maternity leave, as well as a classroom aide for Lincoln City and another classroom aide for Toledo for maternity leave.

**Community Partners: (also within CSC partnerships)**

- Mental Health and Disabilities Content Specialist (MCDHS) attended monthly Community Inclusion Team meeting.
- MHDCS attended monthly Community Mental Health meeting.
- Director attended the Health Advisory Committee meeting for Lincoln County.

**Finance/Grants:**

We are currently filing expenditure reports for the state. We await approval for our Federal Grant submitted prior to the December 31, 2020 deadline.

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

Children and families returned January 5th after a two-week winter break. We continue to provide virtual learning opportunities for our children during this time. Teachers report that virtual learning opportunities continue to be a valuable resource for the vast majority of children and families while we are not able to do in-person education services.

A modified version of CLASS observations are in process for each virtual classroom this month. Our program conducts CLASS observations annually as part of our ongoing monitoring and improvement; due to the current environment, this first round of observations will only be used to inform professional development activities. We will plan on doing another round of CLASS observations in spring when we will hopefully be back in the classroom full time. Observations for this round will focus specifically on the "Classroom Observation" domain to understand how teachers are structuring their Zoom class routine. Program Education Manager will then review the data and share with teachers which routine methods appear to be the most effective for a virtual learning environment. This will directly feed into the weekly professional development series Program Education Manager is leading for teachers (and some of our teaching assistants) on Mondays.

Home Visits will begin January 19th. Teachers/Advocates will be sharing information about children's progress with parents and activities families can do at home to support their child's development. Educational goals and family goals will be reviewed, successes celebrated, and new goals developed.

**Health and Disabilities – Randi Brickey, Mental Health and Disabilities Content Specialist:**

- We have ten children with certified Individualized Family Service Plans (IFSP) that have received services with Early Childhood Special Education (ECSE).
- Four referrals are in process with ECSE for screenings.
- Coastal Connections is currently providing two of our families with family counseling. Children's Advocacy Center is serving four families, and Olalla is also serving two families.
- MHDCS is participating in a community pilot project focusing on inclusion. This is a two-year project. Lincoln County is one of two counties in the state of Oregon chosen to participate in this project.

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

- Continue to follow all COVID-19 numbers, guidelines, and regulations at a local, state, and federal level.
- Immunization reminders have been shared twice this school year with families with children needing immunizations to be up to date with Oregon law before the February 17, 2021 exclusion day.
- Health Family File Review during the month of January to prepare for Winter Comprehensive Monitoring.
- Child Plus data entering for health and dental appraisals continue.
- Our second (winter) Comprehensive Monitoring took place during January. Content Specialists meet with each Teacher and Family Advocates and go through each child's file; health and nutrition topics of discussion are: medical and dental home, health and dental appraisal/exam, immunizations, lead screening/non-compliance, Women, Infants and Children WIC), allergies/food substitutions. The needs of each child and their family are discussed, including attendance. During this second monitoring, follow-up on any of the above issues are discussed. We train staff of our continued expectations and follow-up during Comprehensive Monitoring, and the staff are receiving this very well. We also set dates and calendar invites for staff to follow-up on monitoring needs.

**Family Services/Engagement – Policy Council:**

- Family Night for all three sites are scheduled for February 2nd, 3rd, and 4th. This year Family Night will be virtual. Advocates are planning a fun, information-rich Zoom meeting for all families. We will be discussing health, safety, and parenting tips and resources from our Conscious Discipline curriculum. Policy Council representatives will also be reporting to the parents information from the Policy Council meetings.

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

- Attendance for December was 87.73%, largely due to illness.
- We had one child drop during December due to scheduling. We will fill this spot as new applications come in.

- Due to COVID-19, all sites are not yet fully enrolled – Lincoln City has 15 spots open; Newport and Toledo each have 14 spots open. Our Federal Specialist is aware that all programs may not be full due to COVID-19.
- We are still actively taking applications to fill classes. We have online applications available on our new CSC website at [www.communityservices.us](http://www.communityservices.us) and paper applications available at each of our three sites.
- Please see drop fill in the statistics section for current application numbers.

**CSC Head Start 2020-2021 School Year Current Comprehensive Statistics- Angela Oleman Program Assistant:**

Month	Attendance	Lunch
September 2020	72.26%	134
October 2020	86.22%	266
November 2020	85.36%	191
December 2020	87.73%	136
<b>Year to date</b>		<b>727</b>

Dropped Reasons	Sep. 2020	Oct. 2020	Nov. 2020	Dec. 2020
Attendance			1	
Not ready for school	1			
Moved	2	2	1	
Changed schools	1	1	1	
No contact with families		1		
Family issues		1		1
<b>TOTAL</b>	<b>4</b>	<b>5</b>	<b>3</b>	<b>1</b>

End of Month Wait List																	
	Homeless/ Foster			Poverty Income			130% Income			Over Income			Total Applications			Total Program	
Site	LC	N	T	LC	N	T	LC	N	T	LC	N	T	LC	N	T	All sites	
Dec. 2020	1	1	2	2	1	0	3	1	0	3	2	1	9	5	3	*17 want in-person class	

In-Kind Monthly Count	Total # of Volunteers	Total Hours Volunteered	\$ Value
July 2020	0	0	\$ 0
August 2020	79	105.5	\$1,405.26
September 2020	46	63.75	\$ 849.15
October 2020	38	54.25	\$ 722.61
November 2020	78	94.0	\$1,252.08
December 2020	12	9.0	\$ 119.88
Year to Date	<b>144*</b> Comprised of repeat volunteers	<b>326.5</b>	<b>\$4,348.98</b>

Donations In Kind	Value	Description
July – December 2020	\$0	None

# of enrolled children with:	Oct. 1, 2020	Nov. 1, 2020	Dec. 1, 2020	Jan. 1, 2021
Up-to-date or all possible <b>Immunizations</b> to date	105	106	106	132
On a schedule of preventative and primary health care – <b>Physical Exam</b>	44	46	59	76
Ongoing source of continuous, accessible health care – <b>Medical Home</b>	91	96	112	129
Completing professional <b>Dental Exams</b>	28	30	38	54
Continuous, accessible dental care provided by a dentist – <b>Dental Home</b>	80	85	95	125

VISA Monthly Charges	Value	Description
December 2020	\$0	No charges during December 2020

COMMUNITY SERVICES CONSORTIUM

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

05 - CHILD DEV. SERVICES

OPS - HS OPERATIONS

From 7/1/2020 Through 10/31/2020

(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	320,726	320,726	1,161,808	841,082	72 %
PERS	5320	57,177	57,177	203,244	146,067	72 %
WORKERS COMP	5330	169	169	535	366	68 %
SAIF INSURANCE	5335	1,560	1,560	7,455	5,895	79 %
UNEMPLOYMENT	5340	321	321	1,162	841	72 %
HEALTH INSURANCE	5350	98,270	98,270	298,709	200,439	67 %
DENTAL INSURANCE	5360	9,138	9,138	27,455	18,317	67 %
LIFE INSURANCE	5370	4,635	4,635	9,327	4,692	50 %
FLEXIBLE SPENDING COSTS	5375	66	66	65	(1)	(2)%
EMPLOYEE ASSISTANCE PROGRAM	5380	0	0	650	650	100 %
OSGP MATCH - NEW	5382	6,975	6,975	21,100	14,125	67 %
FICA	5390	23,740	23,740	88,878	65,138	73 %
Total PERSONAL SERVICES		522,777	522,777	1,820,388	1,297,611	71 %
MATERIALS & SERVICES						
AUDIT/ACCOUNTING	5510	0	0	5,776	5,776	100 %
DATA	5520	660	660	3,300	2,640	80 %
SERVICES/CONNECTI...						
OTHER PURCHASED SERVICES	5540	12,312	12,312	17,991	5,679	32 %
CONTRACT SERVICES - TRAINING	5550	0	0	3,000	3,000	100 %
EDUCATIONAL CONFERENCES/TRAL...	5610	5,636	5,636	12,000	6,364	53 %
MEETINGS	5620	84	84	3,500	3,416	98 %
DUES	5630	624	624	4,000	3,376	84 %
MILEAGE	5710	129	129	4,000	3,871	97 %
OTHER TRAVEL, TRANSPORTATION	5740	0	0	149	149	100 %
UTILITIES	5920	4,958	4,958	27,499	22,541	82 %
TELEPHONE	5930	1,855	1,855	6,000	4,145	69 %
CELL PHONE	5935	2,430	2,430	3,100	670	22 %
MAINTENANCE, REPAIR, JANITORIAL	5940	15,136	15,136	26,000	10,864	42 %
GENERAL INSURANCE	5950	0	0	16,303	16,303	100 %
OFFICE SUPPLIES	6110	1,222	1,222	3,000	1,778	59 %
POSTAGE AND SHIPPING	6120	1,033	1,033	1,200	167	14 %
PHOTOCOPY	6130	3,356	3,356	9,000	5,644	63 %
PRINTING	6140	0	0	500	500	100 %
ADVERTISING/RECR...	6150	0	0	2,000	2,000	100 %
PROGRAM SUPPLIES	6160	22,268	22,268	20,000	(2,268)	(11)%
EQUIPMENT REPAIR	6330	2,463	2,463	10,000	7,537	75 %
EQUIPMENT EXPENDABLE	6340	6,634	6,634	15,000	8,366	56 %
BOOKS AND SUBSCRIPTIONS	6410	0	0	100	100	100 %
INDIRECT	6620	68,789	68,789	228,989	160,200	70 %
INFRASTRUCTURE	6630	24,569	24,569	72,236	47,667	66 %

**COMMUNITY SERVICES CONSORTIUM**

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

05 - CHILD DEV. SERVICES

OPS - HS OPERATIONS

From 7/1/2020 Through 10/31/2020

(In Whole Numbers)

		Current Period Actual	YTD Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget \$ Remaining - Original
MEALS	6780	<u>1,938</u>	<u>1,938</u>	<u>149,167</u>	<u>147,229</u>	<u>99 %</u>
Total MATERIALS & SERVICES		<u>176,097</u>	<u>176,097</u>	<u>643,810</u>	<u>467,713</u>	<u>73 %</u>
Total EXPENDITURES		<u>698,874</u>	<u>698,874</u>	<u>2,464,198</u>	<u>1,765,324</u>	<u>72 %</u>



COMMUNITY SERVICES CONSORTIUM

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

05 - CHILD DEV. SERVICES

OPS - HS OPERATIONS

From 7/1/2020 Through 10/31/2020

(In Whole Numbers)

		Current Period Actual	YTD Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget \$ Remaining - Original
EXPENDITURES						
MATERIALS & SERVICES						
OTHER PURCHASED SERVICES	5540	6,400	6,400	0	(6,400)	0 %
CELL PHONE	5935	2,053	2,053	0	(2,053)	0 %
MAINTENANCE, REPAIR, JANITORIAL	5940	7,682	7,682	0	(7,682)	0 %
POSTAGE AND SHIPPING	6120	330	330	0	(330)	0 %
PROGRAM SUPPLIES	6160	13,282	13,282	0	(13,282)	0 %
EQUIPMENT EXPENDABLE	6340	4,699	4,699	0	(4,699)	0 %
Total MATERIALS & SERVICES		34,446	34,446	0	(34,446)	0 %
Total EXPENDITURES		34,446	34,446	0	(34,446)	0 %

## COMMUNITY SERVICES CONSORTIUM

## Statement of Revenues and Expenditures - Unposted Transactions Included In Report

## 05 - CHILD DEV. SERVICES

## OPS - HS OPERATIONS

From 7/1/2020 Through 11/30/2020

(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	420,823	420,823	1,161,808	740,985	64 %
PERS	5320	74,659	74,659	203,244	128,585	63 %
WORKERS COMP	5330	221	221	535	314	59 %
SAIF INSURANCE	5335	2,044	2,044	7,455	5,411	73 %
UNEMPLOYMENT	5340	421	421	1,162	741	64 %
HEALTH INSURANCE	5350	125,440	125,440	298,709	173,269	58 %
DENTAL INSURANCE	5360	11,504	11,504	27,455	15,951	58 %
LIFE INSURANCE	5370	5,894	5,894	9,327	3,433	37 %
FLEXIBLE SPENDING COSTS	5375	83	83	65	(18)	(27)%
EMPLOYEE ASSISTANCE PROGRAM	5380	0	0	650	650	100 %
OSGP MATCH - NEW	5382	9,138	9,138	21,100	11,963	57 %
FICA	5390	31,039	31,039	88,878	57,839	65 %
Total PERSONAL SERVICES		681,266	681,266	1,820,388	1,139,122	63 %
MATERIALS & SERVICES						
AUDIT/ACCOUNTING	5510	0	0	5,776	5,776	100 %
DATA	5520	990	990	3,300	2,310	70 %
SERVICES/CONNECTI...						
OTHER PURCHASED SERVICES	5540	12,312	12,312	17,991	5,679	32 %
CONTRACT SERVICES - TRAINING	5550	0	0	3,000	3,000	100 %
EDUCATIONAL CONFERENCES/TRAL...	5610	9,228	9,228	12,000	2,772	23 %
MEETINGS	5620	84	84	3,500	3,416	98 %
DUES	5630	624	624	4,000	3,376	84 %
MILEAGE	5710	268	268	4,000	3,732	93 %
OTHER TRAVEL, TRANSPORTATION	5740	0	0	149	149	100 %
UTILITIES	5920	6,982	6,982	27,499	20,517	75 %
TELEPHONE	5930	2,446	2,446	6,000	3,554	59 %
CELL PHONE	5935	2,672	2,672	3,100	428	14 %
MAINTENANCE, REPAIR, JANITORIAL	5940	17,270	17,270	26,000	8,730	34 %
GENERAL INSURANCE	5950	0	0	16,303	16,303	100 %
OFFICE SUPPLIES	6110	1,249	1,249	3,000	1,751	58 %
POSTAGE AND SHIPPING	6120	1,033	1,033	1,200	167	14 %
PHOTOCOPY	6130	3,865	3,865	9,000	5,135	57 %
PRINTING	6140	0	0	500	500	100 %
ADVERTISING/RECR...	6150	0	0	2,000	2,000	100 %
PROGRAM SUPPLIES	6160	37,434	37,434	20,000	(17,434)	(87)%
EQUIPMENT REPAIR	6330	12,978	12,978	10,000	(2,978)	(30)%
EQUIPMENT EXPENDABLE	6340	6,634	6,634	15,000	8,366	56 %
BOOKS AND SUBSCRIPTIONS	6410	0	0	100	100	100 %
INDIRECT	6620	89,202	89,202	228,989	139,787	61 %
INFRASTRUCTURE	6630	30,477	30,477	72,236	41,759	58 %

**COMMUNITY SERVICES CONSORTIUM**

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

05 - CHILD DEV. SERVICES

OPS - HS OPERATIONS

From 7/1/2020 Through 11/30/2020

(In Whole Numbers)

		Current Period Actual	YTD Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget \$ Remaining - Original
MEALS	6780	<u>3,642</u>	<u>3,642</u>	<u>149,167</u>	<u>145,525</u>	<u>98 %</u>
Total MATERIALS & SERVICES		<u>239,390</u>	<u>239,390</u>	<u>643,810</u>	<u>404,420</u>	<u>63 %</u>
Total EXPENDITURES		<u>920,657</u>	<u>920,657</u>	<u>2,464,198</u>	<u>1,543,541</u>	<u>63 %</u>

## COMMUNITY SERVICES CONSORTIUM

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

05 - CHILD DEV. SERVICES

OPS - HS OPERATIONS

From 7/1/2020 Through 11/30/2020

(In Whole Numbers)

		Current Period Actual	YTD Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget \$ Remaining - Original
EXPENDITURES						
MATERIALS & SERVICES						
OTHER PURCHASED SERVICES	5540	6,400	6,400	0	(6,400)	0 %
EDUCATIONAL CONFERENCES/TRAI..	5610	2,772	2,772	0	(2,772)	0 %
CELL PHONE	5935	2,171	2,171	0	(2,171)	0 %
MAINTENANCE, REPAIR, JANITORIAL	5940	7,682	7,682	0	(7,682)	0 %
POSTAGE AND SHIPPING	6120	330	330	0	(330)	0 %
PROGRAM SUPPLIES	6160	22,347	22,347	0	(22,347)	0 %
EQUIPMENT REPAIR	6330	9,350	9,350	0	(9,350)	0 %
EQUIPMENT EXPENDABLE	6340	4,699	4,699	0	(4,699)	0 %
Total MATERIALS & SERVICES		55,751	55,751	0	(55,751)	0 %
Total EXPENDITURES		55,751	55,751	0	(55,751)	0 %

## COMMUNITY SERVICES CONSORTIUM

## Statement of Revenues and Expenditures - Unposted Transactions Included In Report

## 05 - CHILD DEV. SERVICES

## OPS - HS OPERATIONS

From 7/1/2020 Through 12/31/2020

(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	528,138	528,138	1,161,808	633,670	55 %
COVID SALARY	5011	721	721	0	(721)	0 %
PERS	5320	93,425	93,425	203,244	109,819	54 %
WORKERS COMP	5330	280	280	535	255	48 %
SAIF INSURANCE	5335	2,567	2,567	7,455	4,888	66 %
UNEMPLOYMENT	5340	529	529	1,162	633	54 %
HEALTH INSURANCE	5350	153,715	153,715	298,709	144,994	49 %
DENTAL INSURANCE	5360	14,051	14,051	27,455	13,404	49 %
LIFE INSURANCE	5370	7,410	7,410	9,327	1,917	21 %
FLEXIBLE SPENDING COSTS	5375	99	99	65	(34)	(52)%
EMPLOYEE ASSISTANCE PROGRAM	5380	0	0	650	650	100 %
OSGP MATCH - NEW	5382	11,338	11,338	21,100	9,763	46 %
FICA	5390	38,934	38,934	88,878	49,944	56 %
Total PERSONAL SERVICES		851,207	851,207	1,820,388	969,181	53 %
MATERIALS & SERVICES						
AUDIT/ACCOUNTING	5510	0	0	5,776	5,776	100 %
DATA	5520	1,485	1,485	3,300	1,815	55 %
SERVICES/CONNECTL...						
OTHER PURCHASED SERVICES	5540	12,879	12,879	17,991	5,112	28 %
CONTRACT SERVICES - TRAINING	5550	0	0	3,000	3,000	100 %
EDUCATIONAL CONFERENCES/TRAL...	5610	13,079	13,079	12,000	(1,079)	(9)%
MEETINGS	5620	164	164	3,500	3,336	95 %
DUES	5630	699	699	4,000	3,301	83 %
MILEAGE	5710	389	389	4,000	3,611	90 %
OTHER TRAVEL, TRANSPORTATION	5740	0	0	149	149	100 %
UTILITIES	5920	8,382	8,382	27,499	19,117	70 %
TELEPHONE	5930	3,136	3,136	6,000	2,864	48 %
CELL PHONE	5935	2,913	2,913	3,100	187	6 %
MAINTENANCE, REPAIR, JANITORIAL	5940	18,039	18,039	26,000	7,961	31 %
GENERAL INSURANCE	5950	0	0	16,303	16,303	100 %
OFFICE SUPPLIES	6110	1,317	1,317	3,000	1,683	56 %
POSTAGE AND SHIPPING	6120	1,929	1,929	1,200	(729)	(61)%
PHOTOCOPY	6130	4,060	4,060	9,000	4,940	55 %
PRINTING	6140	0	0	500	500	100 %
ADVERTISING/RECR...	6150	0	0	2,000	2,000	100 %
PROGRAM SUPPLIES	6160	42,641	42,641	20,000	(22,641)	(113)%
EQUIPMENT REPAIR	6330	15,524	15,524	10,000	(5,524)	(55)%
EQUIPMENT EXPENDABLE	6340	6,634	6,634	15,000	8,366	56 %
BOOKS AND SUBSCRIPTIONS	6410	0	0	100	100	100 %
INDIRECT	6620	105,646	105,646	228,989	123,343	54 %

**COMMUNITY SERVICES CONSORTIUM**

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

05 - CHILD DEV. SERVICES

OPS - HS OPERATIONS

From 7/1/2020 Through 12/31/2020

(In Whole Numbers)

		Current Period Actual	YTD Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget \$ Remaining - Original
INFRASTRUCTURE	6630	36,818	36,818	72,236	35,418	49 %
MEALS	6780	4,956	4,956	149,167	144,212	97 %
Total MATERIALS & SERVICES		280,689	280,689	643,810	363,121	56 %
Total EXPENDITURES		1,131,896	1,131,896	2,464,198	1,332,302	54 %

## COMMUNITY SERVICES CONSORTIUM

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

05 - CHILD DEV. SERVICES

OPS - HS OPERATIONS

From 7/1/2020 Through 12/31/2020

(In Whole Numbers)

		Current Period Actual	YTD Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget \$ Remaining - Original
EXPENDITURES						
MATERIALS & SERVICES						
OTHER PURCHASED SERVICES	5540	6,400	6,400	0	(6,400)	0 %
EDUCATIONAL CONFERENCES/TRAI..	5610	2,772	2,772	0	(2,772)	0 %
CELL PHONE	5935	2,289	2,289	0	(2,289)	0 %
MAINTENANCE, REPAIR, JANITORIAL	5940	7,682	7,682	0	(7,682)	0 %
POSTAGE AND SHIPPING	6120	793	793	0	(793)	0 %
PROGRAM SUPPLIES	6160	24,932	24,932	0	(24,932)	0 %
EQUIPMENT REPAIR	6330	9,350	9,350	0	(9,350)	0 %
EQUIPMENT EXPENDABLE	6340	4,699	4,699	0	(4,699)	0 %
Total MATERIALS & SERVICES		58,917	58,917	0	(58,917)	0 %
Total EXPENDITURES		58,917	58,917	0	(58,917)	0 %

**COMMUNITY SERVICES CONSORTIUM HEAD START  
ANNUAL INTEGRATED PEST MANAGEMENT REPORT  
January 4, 2021**

Report completed by IPM Plan Coordinator – Angela Oleman

Report to be submitted to the: Policy Council (January, 2021 meeting), Governing Board (January, 2021 meeting) and the OSU School IPM Program Coordinator (via email January 13, 2021).

As of the end of the year, CSC Head Start had complied with all requirements of the Integrated Pest Management program, including all trainings, certifications, site reviews and reports.

Only Two issues were found during the year one Lincoln City site & one at the Toledo site, see below report. Nothing of significance was found at the Newport site. Our buildings are well maintained, clean and safe.

If you have any questions, please contact Angela Oleman at [aoleman@communityservices.us](mailto:aoleman@communityservices.us) or by telephone: 541 336 5113, X256.

Thank you for your time and attention.

***DATA FROM Program Wide***

**Name of School:** CSC Head Start Lincoln County (Lincoln City, Newport, & Toledo)

<b>Pests, pest-conducive conditions, actions taken, Costs:</b>
--

Type of Pest Conducive Conditions: None this year.

Actions Taken: None needed

Costs for Action taken: \$0

Pest Management Professional: N/A

Total cost for taking care of pest-conducive conditions: \$0

<b>Other costs for pest prevention:</b>
---

Annual OSU School IPM Coordinator training registration fee: \$185.00

Purchased plastic storage tubs to replace paper boxes: \$42.45

Sticky traps for monitoring pest conditions: \$165.33

Total other costs for pest prevention: \$392.78

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**Total expenditure for pest management for 2020: \$392.78**



## **CSC Head Start looks to assist Lincoln County families**

Lincoln City New Guard – Sep 23, 2020



Community Services Consortium (CSC) Head Start continues to serve children and families in Lincoln County and is accepting applications.

Many families may now be eligible due to loss of income, loss of employment, as well as current losses that families have suffered due to wildfires, evacuations, and even loss of home. CSC is working to assist families with urgent needs. They hope many families will apply now and receive the help that Head Start can offer, as well as many CSC services, including rental assistance, energy assistance, employment, education, and more.

CSC Head Start staff and families are adjusting to distance learning. Families are joining together on Zoom for virtual classes. Children are not only learning, but will be prepared to understand that changes are in place: arrivals and departures, small portable hand washing stations, and individual learning kits.

The classrooms will have Plexiglas dividers on the tables and in play areas. Teachers will be dressed in safety scrubs, masks, and face shields. Children will have face shields, too, as well as masks. Each of the schoolhouses will have special HVAC additions designed to prevent viral spread. Special COVID-19 funds are being utilized for the many changes.

"We plan virtual tours of the newly reorganized classrooms for the children and families to help them see the changes," CSC staff said in a press release. "For parents who would rather continue with distance learning, we will work that out too!"

Staff is either teaching in teams or helping set up the new classrooms. Every possible precaution is being put in place to prevent COVID-19 infections, including pre-screening for symptoms and fevers. Only staff, children, and special needs supporters will be allowed on sites.

"This is a great undertaking but well worth it," CSC staff said. "We must keep everyone safe and participate in lowering the incidence of this terrible threat."

As Head Start prepares for welcoming children back into the classroom, they are considering several options based on parent's responses. Some parents do not want their children to return to on-site instruction; they feel that this year it is too dangerous. Many families have multiple generations living together, or grandparents are the children's caretakers. Other parents will be happy to return to in-classroom education. Few do not like distance learning.

In mid-October, Head Start will review the situation of COVID-19 in the county and determine the feasibility of planning return to in-person classroom teaching thereafter. Many schools in the nation opened and then had to close again, and Head Start wants to avoid this.

Future plans are under consideration regarding a site for child care worker education and expansion into an Early Head Start program.

"This is an exciting possibility with partnerships being considered," CSC staff said. "As always, CSC Head Start wants to remain a five-star rated, comprehensive preschool that provides wrap-around social services to their families and high-level education to our children. Creation of a new multi-purpose site will add to the services already provided to our community by CSC and CSC Head Start."

For more information about CSC Head Start and to apply for the 2020-2021 program year, visit the Head Start web page on the CSC website.

## **Community Services Consortium provides grants to local outreach organizations**

Jarrid Denney – Corvallis Gazette-Times – Sep 27, 2020



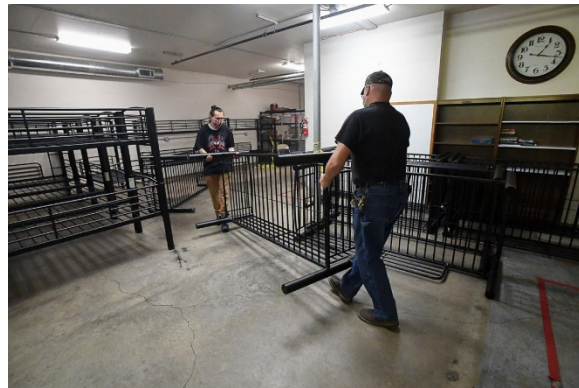
Charlotte Risland hands out lunches at the men's cold weather homeless shelter in Corvallis. The facility in March changed its focus from an overnight facility to a hygiene center" that offers laundry, showers, washing stations, and food to homeless individuals.



Volunteers clean the kitchen in the new Jackson Street Youth Services facility in downtown Corvallis that will help expand its ability to serve youths in the 18 to 20 age range.



Unity Shelter has close to a dozen microshelters in Corvallis. The shelters are aimed at providing transitional housing for people.



Catarino Moreno, left, and Harry Reich convert bunk beds to single beds that will be used in new microshelters in Corvallis.

The Community Services Consortium has awarded more than half a million dollars in emergency grant money to help aid local outreach organizations. The goal is to help alleviate some of the ongoing issues presented by the coronavirus pandemic.

CSC announced in August that three local agencies in Benton, Linn, and Lincoln counties have been granted \$569,479 in federal Emergency Solutions Grant COVID-19 money.

A state-wide moratorium on housing evictions is set to end on Sept. 30 – which will further exacerbate the growing list of issues faced by the portion of Oregon's population that is struggling to afford housing. Many local shelter and outreach programs spent the summer navigating the logistical challenges created by COVID-19.

Now, many of those organizations have re-structured in order to better help those in need of their services, and the additional funding provided by CSC will go a long way toward helping those affected by the pandemic.

Here is a look at the three recipients:

### **Unity Shelter**

Based in Corvallis, the Unity Shelter is an umbrella organization for three different services to help those who do not have a place to call home. The shelter was awarded \$329,418 for shelter and outreach services to homeless adults in Benton County.

“Part of what that grant does is just allow us to continue to serve a very vulnerable population that seems to be growing,” Unity Shelter Executive Director Shawn Collins said. “What this does is definitely kind of stabilize our budget.”

Unity's men's and women's shelters are normally seasonal but both have stayed open in some capacity during the summer. The women's shelter is currently open 24/7, while the men's shelter has morphed into a hygiene center that offers washing stations, laundry service, food, and showers.

Unity Shelter's SafePlace program includes around a dozen wooden micro-shelters – essentially tiny houses – in three different locations around town. Collins said the folks in those micro-shelters were placed there because they are medically sensitive.

“They'd be at a real risk if they were to catch COVID,” Collins said. “Living on the street, if you've got certain types of medical conditions, is rough enough; to get COVID with those medical conditions would be very dangerous and likely fatal.”

In addition to using the funding to help those who are already facing homelessness, Collins said it will also allow Unity Shelter to engage people with services to help get them back in housing.

“You're just starting to see more people kind of living on that edge,” Collins said. “I think that as they start to fall out of housing, it can be a big challenge to get back in.”

### **CHANCE**

The mid-valley non-profit with offices in Albany and Corvallis works with those experiencing homelessness, addiction, and mental illness, CHANCE received \$157,951 from the CSC for sheltering medically fragile adults in Benton, Linn, and Lincoln counties.

The funding will be pivotal in allowing the organization to help individuals who don't meet medically fragile requirements.

“With this grant that CSC is providing to us, for those who have lost housing, we will be able to put them up in a hotel/motel if they find themselves homeless due to emergencies,” said Jeff Blackford, executive director of CHANCE. “And we will be able to help find them permanent, supportive housing. They'll have that resource to be able to be off the streets.”

Blackford estimates that with the funding, CHANCE will be able to assist between 500 and 600 additional people.

“We're really good at taking a little bit of money and stretching it to help a whole bunch of people,” Blackford said. “This dollar amount that we were awarded, I think that we will be able to stretch it even further.”

During the pandemic, CHANCE has remained open to those who need it but has had to change the way it operates, Blackford said. The number of people who can come into its centers has been limited; and CHANCE has been unable to host groups, such as Alcoholics Anonymous and Narcotics Anonymous.

Based around the needs created by COVID, CHANCE created a hotel/motel program in conjunction with CSC in all three counties in which it operates and currently has contracts with 22 hotels in five cities.

“Whatever resource that is needed, we will connect with a partner to make sure those needs are being met,” Blackford said. “If it is someone who is COVID-positive, we will make sure it is in a timely manner while also making sure that protocols are being met. So the individual is protected and is practicing social distancing.”

### **Jackson Street Youth Services**

With locations in Benton, Linn, and Lincoln Counties, Jackson Street Youth Services works to provide a stable future for youth in crisis in the tri-county area. It was awarded \$82,110 by CSC to assist with shelter and outreach services to homeless youth.

Like so many other outreach programs, Jackson Street Youth Services has had to acclimate to the circumstances created by the pandemic and take extra precautions to keep youth safe. The funding will go a long way toward assisting with that process and will also allow the organization to increase its outreach while the majority of kids are out of school for the foreseeable future.

“Because of COVID and school being closed, that actually puts the youth at more risk who might be in a vulnerable situation at home. It makes them more isolated,” said Ann Craig, executive director at Jackson Street Youth Services. “When they are at school, a counselor might see that there are some issues. But without that, there’s not as many other adults connecting youth to our services.”

The centers also will be helping students with their schooling while they are learning remotely. The funding will help staffers at the center provide structure and activities for kids who will now have a lot more time on their hands without the daily schedule of in-person learning.

Craig said the grant will go a long way toward helping Jackson Street Youth Services, with its primary goal of doing everything possible to keep youth safe.

“We’re really stepping training up for things like sex trafficking, labor trafficking, how to recognize it for what it is,” Craig said. “With this funding, we’re going to be able to really make sure we have enough staff. We’re covering a lot of rural areas and we need to make sure we have enough staff to really do that.”

### **ABOUT THE GROUP**

Established in 1980, the Community Services Consortium is a state-designated community action agency. CSC offers a wide range of programs and services in Linn, Benton, and Lincoln Counties and select services in Polk County. The group’s mission is to overcome poverty in our region by connecting people with the tools and resources they need to build better futures. CSC aims to work together with community partners to overcome poverty one person at a time.

The group has offices and affiliates in Albany, Corvallis, Newport, Lincoln City, Tangent, Toledo, and Independence. CSC, a public, not-for-profit organization, is supported by federal, state, and local funds, as well as private grants, donations, and fund-raising efforts. For more information go to <https://communityservices.us/>.

## Partnerships form where the sidewalk ends

Audrey Caro – Polk County Itemizer-Observer – Oct 14, 2020



Nichole Rose joints the concrete.



Jamaika Quiring and Jarett Endicott work on a portion of the sidewalk.

INDEPENDENCE – A simple sidewalk project brought about opportunities for collaboration and education.

About a year ago, Claire Osborn asked City of Independence staff if they had a program in place to help homeowners with the cost of sidewalk repair and replacement.

“They didn’t at the time and (Public Works Director) Kie (Cottam) said he would look into it,” Osborn said. “We’re the pilot.”

The city teamed with Community Services Consortium, Willamette Workforce Partnership, and Monmouth-based Allied Drilling and Concrete to get the job done.

“We started with a successful public works joint project with Community Services Consortium with Mona K-Hinds for a community garden located at Henry Hill Park in the summer of 2018 and looked at other opportunities and programs that might be a good fit,” Cottam said. “In early 2019 I proposed a sidewalk program to the City Manager Tom Pessemier, who green-lighted a pilot program. The program was approved in the city budget by the Independence City Council and Budget Committee, and we moved forward with the program in the fall of 2019.”

COVID-19 created some obstacles, but Indy and CSC reached out to other partners as soon as they were able to meet state safety guidelines, Cottam said.

“Everybody wins in this situation,” said CSC Crew Leader Nichole Rose. “It’s just the right thing to do.”

Jamaika Quiring, 21, has worked in the garden and culinary arts with Rose before, but this was her first time doing anything related to construction.

“From cooking to construction,” Quiring laughed. “It’s a lot of fun. I’ve been working with (CSC) for four years. I was one of the first people on the CSC community youth garden.”

Working on the sidewalk was more fun than she expected, Quiring said.



It's hard work, but she said the folks from Allied Drilling were patient and kind as they taught her and the other student workers from CSC how to do the job.

Jarett Endicott, of Allied, said normally they do a job like this pretty quickly, but slowed down a bit to teach the work crew.

"It's been fun," he said. "It's good having people willing to learn and listen. Especially because it's so hard to find workers."

Maria Endicott, who owns Allied with her husband William, said they got involved with this project through CSC.

They got a call from K-Hinds.

"She got our number from the city," Endicott said. "It's been really great. We normally don't teach concrete, we just do it. It's good to see how far (the student workers) have come."

It's good for the student workers to be exposed to this kind of work too, she said; and this is something people can do without a college degree.

"The trades industries are in desperate need of good workers," Endicott said.

Endicott mostly does office work, she said; however, she does go out with the work crew.

"It's an important part of owning a business; you should know how to do all the jobs," she said.

Allied is open to working with CSC again, Endicott said.

"(Osborn) played a critical role in bringing the program forward. Her request was timely, and she also attended city council and volunteered to be the first project," Cottam said. "With our partners at Independence Public Works, Community Services Consortium, Allied Concrete, and Willamette Work Force, we hope to make this program successful and available for the residents of Independence in the future."

## **5 Days of Giving headed to the mid-valley**

Corvallis Gazette-Times – Nov 11, 2020

Community Services Consortium will celebrate its 40 years of service by asking for help to serve another 40.

The non-profit social service agency, which aims to battle poverty by offering a wide range of programs and connecting people with assistance, serves Linn, Benton, and Lincoln counties.

The Five Days of Giving campaign, which will run Nov. 16-20, aims to increase the group's ability to serve community members in need by way of housing, food, education, and rental assistance. The need, CSC said, has increased after the wildfires that swept through the state and the ongoing pandemic.

“The scope and complexity of issues everyone is facing is beyond the ability of any one organization to address,” said Pegge McGuire, acting executive director of Community Services Consortium. “CSC, as your community action agency, is pleased to be able to help by delivering a wide range of programs, as well as supporting our partners who do this critical work collaboratively. Each and every one of us is an important part of the resilience of our community.”

The program, the first agency-wide effort in the group's history, can be accessed several ways. People can give to CSC or make donations to individual programs.

For more information or to donate online, visit [communityservices.us](https://communityservices.us). Donations can also be mailed to Community Services Consortium, 250 Broadalbin Street, SW, Suite 2A, Albany, OR 97321.