

COMMUNITY SERVICES CONSORTIUM GOVERNING BOARD EXECUTIVE COMMITTEE

February 25, 2021 – 10:00 am – 12:00 pm

Electronic Meeting

Connection via ZOOM and telephone: 1-253-215-8782 (Pacific Northwest)
Meeting ID: 724 788 7916

AGENDA

- I. CALL TO ORDER**
- II. CONFIRMATION OF A QUORUM**
- III. HEARING OF THE PUBLIC**
- IV. INTRODUCTIONS OF GUESTS**
- V. COMMENTS FROM THE CHAIR**
- VI. CHANGES OR ADDITIONS TO THE AGENDA**
- VII. EXECUTIVE DIRECTOR'S REPORT – Pegge McGuire**
 - A. Labor Agreement Bargaining Update
 - B. Facilities/Cascades West Council of Governments Update
 - C. Upcoming Opportunities/New Program Updates
 - D. Auditor Request for Proposals (RFP)
- VIII. COMMUNITY SERVICES BLOCK GRANT ORGANIZATIONAL STANDARDS REQUIREMENTS**
 - A. Standard 8.7 – Financial Reports of Programs Advised by Board (*see agenda item IX. Finance – B. Statement of Activities*)

IX. FINANCE – Connor Lyons

- A. Supplemental Budget 2, Fiscal Year 2020-2021 - Attachment 1

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

- B. Statement of Activities – January 2021 – Attachment 2

Action requested: Accept January 2021 Statement of Activities.

X. HEAD START – Dr. Suzanne Miller

- A. Governing Board/Policy Council Report – February 2021 – Attachment 3

Action requested: Approve Governing Board/Policy Council Report – February 2021.

- B. CSC Head Start Monthly Operations Report/Statement of Revenues and Expenditures – January 2021 – Attachment 4

Action requested: Approve CSC Head Start Monthly Operations Report/Statement of Revenues and Expenditures – January 2021.

XI. EXECUTIVE SESSION

The Governing Board Executive Committee will meet in executive session under ORS 192.660(2)(i) status of employment-related performance of the chief executive officer

XII. ADJOURN/CLOSE

MEETING CALENDAR

To be announced.

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

COMMUNITY SERVICES CONSORTIUM

FY 20-21

SUPPLEMENTAL BUDGET #2

ADDITIONAL DETAIL ON EACH DEPARTMENT TAB FOR SIGNIFICANT CHANGES

FROM DEPARTMENT SUMMARIES - ON ATTACHED SHEETS.		Budgeted Expenditures	FTE - Budgeted	Revised Expenditures	Revised FTE	Change in Expenditures	Change in FTE
HOUSING & ENERGY SERVICES		16,109,480	40.85	36,296,547	50.56	20,187,067	9.71
LINN BENTON FOOD SHARE		10,174,406	8.00	10,229,046	8.00	54,640	-
CHILD DEVELOPMENT SERVICES		2,464,198	26.99	2,464,198	26.99	-	-
MISC Grants		700,936	0.90	700,936	0.90	-	-
WORKFORCE & EDUCATION		4,759,363	39.46	6,327,696	50.52	1,568,333	11.06
<u>INTERNAL SERVICE FUNDS:</u>							
ADMINISTRATION not spread to departments	Costs in depts M&S	202,658	9.39	202,658	9.39		
INFORMATION TECHNOLOGY Not spread, CSBG Revenue	Costs in depts M&S	75000	4.73	75000	4.73		
AGENCY TOTAL		34,486,040	130.31	56,296,080	151.09	21,810,039	20.77

Note: This format presents Budgeted Expenditures and FTE and REVISED Expenditures and FTE by department. The changes to be adopted in the FY21 Supplemental #2 are then broken down into budget categories and types of revenue.

Presented by:

Connor Lyons

CSC Finance Operations Manager

2/25/2021

COMMUNITY SERVICES CONSORTIUM
FY 20-21
SUPPLEMENTAL BUDGET #2

FROM DEPARTMENT SUMMARIES - ON ATTACHED SHEETS.	Expenditure Change by Category			Total Change	Source of Revenues				
	Personnel Services	Materials & Services	Capital Outlay		Federal	State	Local	Other	Total Revenue
HOUSING & ENERGY SERVICES	655,880	19,531,187	-	20,187,067	16,453,995	3,733,072	-	-	20,187,067
LINN BENTON FOOD SHARE	-	54,640	-	54,640	4,640	50,000	-	-	54,640
CHILD DEVELOPMENT SERVICES									-
MISC Grants									-
WORKFORCE & EDUCATION	747,100	821,233	-	1,568,333	1,280,298	288,035	-	-	1,568,333
<u>INTERNAL SERVICE FUNDS:</u>				-					
ADMINISTRATION				-					
not spread to departments				-					
<u>INFORMATION TECHNOLOGY</u>				-					
Not spread, CSBG Revenue									
AGENCY TOTAL	1,402,980	20,407,060	-	21,810,040	\$ 17,738,933	\$ 4,071,107	\$ -	\$ -	\$ 21,810,040

Presented by:
Connor Lyons
CSC Finance Operations Manager
2/25/2021

COMMUNITY SERVICES CONSORTIUM
FY 20-21
SUPPLEMENTAL BUDGET #2

DEPARTMENT NAME: Housing and Energy Services

GRANT NAME	GRANT #	Budgeted Expenditures	FTE - Budgeted	Revised Expenditures	Revised FTE	Change in Expenditures	Change in FTE
NEW / INCREASES:	Adopted	16,109,480	40.85	16,109,480	40.85	0	0.00
Albany CDBG Albany supplemental funds for mortgage and rent assistance	6675	0	-	105,000	0.00	105,000	0.00
CARES CRF Additional allotted rental funds	6529	0		550,850	0.16	550,850	0.16
ESG-CV2 Pass thru shelter and outreach	6649	0		563,145		563,145	0.00
OOTC #1 Shelter Support	6821	0		113,164		113,164	0.00
OOTC #2 Shelter Support	6822	0		768,412		768,412	0.00
STARR State rental assistance		0		2,851,496	2.15	2,851,496	2.15
City of Corvallis CDBG Rent and Mortgage Assistance		0		150,000		150,000	0.00
City of Corvallis HOME Home TBA like, rental assistance		0		85,000		85,000	0.00
Emergency Rental Assistance Rental assistance		0		15,000,000	7.40	15,000,000	7.40
DEPARTMENT TOTAL		16,109,480	40.85	36,296,547	50.56	20,187,067	9.71

Presented by:
Connor Lyons
CSC Finance Operations Manager
2/25/2021

COMMUNITY SERVICES CONSORTIUM
FY 20-21
SUPPLEMENTAL BUDGET #2

DEPARTMENT NAME:

Housing and Energy Services

GRANT NAME	GRANT #	Expenditure Change by Category				Source of Revenues				
		Personnel Services	Materials & Services	Capital Outlay	Total Change	Federal	State	Local	Other	Total Revenue
NEW / INCREASES:	Adopted									
Albany CDBG Albany supplemental funds for mortgage and rent assistance	6675		105,000		105,000	105,000				105,000
CARES CRF Additional allotted rental funds	6529	10,880	539,970		550,850	550,850				550,850
ESG-CV2 Pass thru shelter and outreach	6649		563,145		563,145	563,145				563,145
OOTC #1 Shelter Support	6821		113,164		113,164		113,164			113,164
OOTC #2 Shelter Support	6822		768,412		768,412		768,412			768,412
STARR State rental assistance		145,000	2,706,496		2,851,496		2,851,496			2,851,496
City of Corvallis CDBG Rent and Mortgage Assistance			150,000		150,000	150,000				150,000
City of Corvallis HOME Home TBA like, rental assistance			85,000		85,000	85,000				85,000
Emergency Rental Assistance Rental assistance		500,000	14,500,000		15,000,000	15,000,000				15,000,000
DEPARTMENT TOTAL		655,880	19,531,187	0	20,187,067	16,453,995	3,733,072	-	-	20,187,067

Presented by:

Connor Lyons

CSC Finance Operations Manager

2/25/2021

COMMUNITY SERVICES CONSORTIUM
FY 20-21
SUPPLEMENTAL BUDGET #2

DEPARTMENT NAME:

Linn Benton Food Share

GRANT NAME	GRANT #	Budgeted Expenditures	FTE - Budgeted	Revised Expenditures	Revised FTE	Change in Expenditures	Change in FTE
NEW / INCREASES:	Adopted	10,174,406	8.00	10,174,406	8.00	0	0.00
General Operations	1600					0	0.00
Increased food receipts and delivery. Donations and OFB increased support							
USDA Trade Mitigation	1632			4,640	0.00	4,640	0.00
Increased allotment of USDA Trade mitigation funds to be used by 3/31/21							
OFB Support through State	1600			50,000	0.00	50,000	0.00
Support through State of Oregon passed through OFB. Funding will likely not be entirely used in FY21 and will continue into FY22							
DEPARTMENT TOTAL		10,174,406	8.00	10,229,046	8.00	54,640	0.00

Presented by:
Connor Lyons
CSC Finance Operations Manager
2/25/2020

COMMUNITY SERVICES CONSORTIUM
FY 20-21
SUPPLEMENTAL BUDGET #2

DEPARTMENT NAME:

Linn Benton F Linn Benton Food Share

GRANT NAME	GRANT #	Expenditure Change by Category				Source of Revenues				
		Personnel Services	Materials & Services	Capital Outlay	Total Change	Federal	State	Local	Other	Total Revenue
NEW / INCREASES:	Adopted									
General Operations	1600				0					-
Increased food receipts and delivery. Donations and OFB increased support										
USDA Trade Mitigation	1632		4,640		4,640	4,640				4,640
Increased allotment of USDA Trade mitigation funds to be used by 3/31/21										
OFB Support through State	1600		50,000		50,000		50,000			50,000
Support through State of Oregon passed through OFB. Funding will likely not be entirely used in FY21 and will continue into FY22										
DEPARTMENT TOTAL		0	54,640	0	54,640	4,640	50,000	-	-	54,640

Presented by:
Connor Lyons
CSC Finance Operations Manager
2/25/2020

COMMUNITY SERVICES CONSORTIUM
FY 20-21
SUPPLEMENTAL BUDGET #2

DEPARTMENT NAME:

Workforce and Education

GRANT NAME	GRANT #	Budgeted		Revised		Change in	
		Expenditures	FTE - Budgeted	Expenditures	Revised FTE	Expenditures	Change in FTE
NEW / INCREASES:	Adopted	4,704,377	38.71	4,704,377	38.71	0	0.00
YDD - Reengagement Opportunity Grant	2430			120,000	1.33		1.33
MWEC	2670			2,215	0.00		
WWP - Youth Engagement Program				90,820	1.31	90,820	1.31
OHA - Community Engagement, Education and Outreach	3342	54,986	0.75	168,494	1.52	113,508	0.77
OHA - Equity	3343			287,500	1.94	287,500	1.94
OHA Wrap-Around Services	3344			186,407	1.26	186,407	1.26
WWP Fire	3360			558,556	2.96	558,556	2.96
OYC - Fire Response				75,000	0.56	75,000	0.56
NOW - WIOA Contract				134,327	0.94	134,327	0.94
DEPARTMENT TOTAL		4,759,363	39.46	6,327,696	50.52	1,446,118	11.06

Presented by:
Connor Lyons
CSC Finance Operations Manager

2/25/2021

COMMUNITY SERVICES CONSORTIUM
FY 20-21
SUPPLEMENTAL BUDGET #2

DEPARTMENT NAME:

Workforce and Workforce and Education

GRANT NAME	GRANT #	Expenditure Change by Category				Source of Revenues				
		Personnel Services	Materials & Services	Capital Outlay	Total Change	Federal	State	Local	Other	Total Revenue
NEW / INCREASES:	Adopted									
YDD - Reengagement Opportunity Grant	2430	90,000	30,000		120,000		120,000			120,000
MWEC	2670		2,215		2,215		2,215			2,215
WWP - Youth Engagement Program		88,474	2,346		90,820		90,820			90,820
OHA - Community Engagement, Education and Outreach	3342	51,691	61,817		113,508	113,508				113,508
OHA - Equity	3343	130,926	156,574		287,500	287,500				287,500
OHA Wrap-Around Services	3344	84,889	101,518		186,407	186,407				186,407
WWP Fire	3360	200,000	358,556		558,556	558,556				558,556
OYC - Fire Response		37,500	37,500		75,000		75,000			75,000
NOW - WIOA Contract		63,620	70,707		134,327	134,327				134,327
DEPARTMENT TOTAL		747,100	821,233	0	1,568,333	1,280,298	288,035	-	-	1,568,333

Presented by:
Connor Lyons
CSC Finance Operations Manager

2/25/2021



GOVERNING BOARD OF COMMUNITY SERVICES CONSORTIUM

FY20-21

RESOLUTION MAKING APPROPRIATIONS AND ADOPTING THE FY 20-21 SUPPLEMENTAL BUDGET #2

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2020 for the purposes below are appropriated as follows:

SOURCES OF FUNDS	As Adopted w Suppl. #1	Suppl. #2	Revised Totals
FEDERAL FUNDS	\$ 16,717,883	\$ 17,738,933	\$ 34,456,816
STATE FUNDS	6,022,309	4,071,107	10,093,416
LOCAL FUNDS	3,022,294	-	3,022,294
MISCELLANEOUS FUNDS	8,723,554	-	8,723,554
TOTAL FUNDS	\$ 34,486,040	\$ 21,810,040	\$ 56,296,080

BUDGET BY CATEGORY

(After re-categorization of Internal Service Funds)

FTE	130.32	20.77	151.09
TOTAL PERSONAL SERVICES	\$ 8,803,979	\$ 1,402,980	\$ 10,206,959
TOTAL MATERIALS AND SERVICES	25,512,508	20,407,060	45,919,568
TOTAL CAPITAL OUTLAY	160,000		160,000
TOTAL FUND BAL./ TRANSFERS	9,553	-	9,553
TOTAL EXPENDITURES	\$ 34,486,040	\$ 21,810,040	\$ 56,296,080

ADOPTED by the Community Services Consortium Governing Board on the 25th day of February 2021.

SIGNED this 25th day of February, 2021.

COMMUNITY SERVICES CONSORTIUM
EXECUTIVE COMMITTEE OF THE GOVERNING BOARD

Claire Hall, Executive Committee Chair

Roger Nyquist, Executive Committee Vice Chair

Xanthippe Augerot, Executive Committee Member

COMMUNITY SERVICES CONSORTIUM
STATEMENT OF ACTIVITIES
From 7/1/2020 Through 1/31/2021
Unaudited

CSC BOARD REPORT - BY DEPT. As of 1/31/21 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
								58.33%
REVENUES								
Total REVENUES	\$ 981,425	\$ 1,218,077	\$ 2,946,006	\$ 1,324,588	\$ 8,181,810	\$ 14,651,906	\$ 26,486,040	55.32%
EXPENDITURES:								
PERSONAL SERVICES	736,813	370,788	1,772,945	1,016,127	1,535,511	5,432,183	8,803,979	61.70%
PROGRAM DELIVERY	216,711	273,894	547,325	297,045	1,078,862	2,413,836	5,403,475	
PAYMENTS ON BEHALF OF PARTICIPANTS	0	0	580,646	6,106	5,467,765	6,054,517	12,109,033	
TOTAL MATERIALS AND SERVICES	216,711	273,894	1,127,971	303,150	6,546,627	8,468,353	17,512,508	
TOTAL CAPITAL OUTLAY	0	10,877	0	0	0	10,877	160,000	
Total EXPENDITURES	\$ 953,523	\$ 655,559	\$ 2,900,916	\$ 1,319,277	\$ 8,082,138	\$ 13,911,413	\$ 26,476,487	52.86%
NET INCOME	\$ 27,902	\$ 562,518	\$ 45,090	\$ 5,311	\$ 99,672	\$ 740,492	\$ 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 1/31/21
Unaudited

CSC BOARD REPORT - BY DEPT. As of 1/31/21 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			0	41,641	53,011		
CONTRACT AWARD - STATE	4020		29,415	386,748	4,000	3,858,734	4,278,897		
CONTRACT AWARD - COUNTY	4030		22,500			0	22,500		
CONTRACT AWARD - CITY	4040		1,907		5,861	970	8,738		58.3%
CONTRACT AWARD - FEDERAL	4050				2,730	73,152	75,882		
CONTRACT AWARD - FED PASSTHRU	4060	116,349	60,517	1,244,024		1,772,828	3,193,718		
RENTS	4070					34,216	34,216	34,486,040	
INTEREST REVENUE	4100	9,375			1,461	0	10,836		
DONATION - INDIVIDUALS	4210	31,971	823,746	100		16,708	872,525		
DONATION - CORPORATION	4220		111,844			0	111,844		
DONATIONS - OTHER	4225		1,500			169	1,669		
GRANT AWARD - FOUNDATION	4230					0	0		
LOAN REPAYMENTS	4300				5,000	73,502	78,502		
MISCELLANEOUS REVENUE	4500	45,978		385,190		0	431,168		
DONATIONS - HOLIDAY	4610		52,221			0	52,221		
DONATED FOOD	4600					0	0	(8,000,000)	
MEMBER COST REIMBURSEMENT	4620		37,876			0	37,876		
PROGRAM REIMBURSEMENTS	4900	602,592				295,186	897,778		
SPECIAL ALLOCATIONS	4910					0	0		
BILLINGS IN PROGRESS	A/R	163,789	76,551	929,944	984,144	2,014,704	4,169,132		
Total REVENUES		981,425	1,218,077	2,946,006	1,324,588	8,181,810	14,651,906	26,486,040	55%
EXPENDITURES									
SALARY	5010	474,672	240,861	1,115,589	631,444	960,317	3,422,883		
SALARY - COVID	5011	7,553		350	1,424	275	9,602		
SALARY - WORK EXPERIENCE	5020			46,611		-	46,611		
PERS	5320	82,261	45,180	180,888	111,577	159,894	579,800		
WORKERS COMP	5330	205	112	557	335	479	1,688		
SAIF INSURANCE	5335	1,070	1,852	8,792	3,070	2,717	17,501		
UNEMPLOYMENT	5340	482	241	1,096	633	961	3,413		
HEALTH INSURANCE	5350	111,777	51,049	280,424	181,989	294,750	919,989		PERCENT SPENT
DENTAL INSURANCE	5360	8,990	5,511	21,098	16,573	19,562	71,734		
LIFE INSURANCE	5370	5,527	3,054	13,183	8,785	10,729	41,277		
FLEXIBLE SPENDING COSTS	5375	192	-	127	116	292	726		
EMPLOYEE ASSISTANCE	5380	1,632				-	1,632		
OSGP MATCH	5382	7,933	5,010	19,095	13,613	16,223	61,874		
NON TAXABLE FRINGE BENEFIT	5386		94	6		-	100		
FICA	5390	34,519	17,824	85,129	46,568	69,312	253,352		
PERSONAL SERVICES		736,813	370,788	1,772,945	1,016,127	1,535,511	5,432,183	8,803,979	62%
AUDIT	5510	40		0		0	40		
DATA SERVICES/CONNECTION	5520	5,314	775	8,285	2,000	21,683	38,057		
LEGAL	5530					7,118	7,118		
OTHER PURCHASED SERVICES	5540	35,410	8,228	48,158	13,410	25,172	130,378		
CONTRACT SERVICES - TRAINING	5550			64,884		21,351	86,235		
EDUCATIONAL CONFERENCES/TRAINING	5610	735		1,553	13,478	2,727	18,494		
MEETINGS	5620			361	264	0	625		
DUES	5630	10,024		4,299	3,339	733	18,395		
MILEAGE	5710	628	1,066	9,612	598	427	12,331		
AGENCY VEHICLES - OPERATING COST	5720		16,610	3,533		239	20,382		
AGENCY VEHICLE - INSURANCE	5730					0	0		
OTHER TRAVEL, TRANSPORTATION	5740		11,602			0	11,602		
RENT	5910	46,717	11,072	46,993		130,683	235,465		
UTILITIES	5920	348		3,978	11,723	8,852	24,901		

COMMUNITY SERVICES CONSORTIUM
STATEMENT OF ACTIVITIES
From 7/1/2020 through 1/31/21
Unaudited

CSC BOARD REPORT - BY DEPT. As of 1/31/21 UNAUDITED		GENERAL FUND & Misc Grants -				HOUSING & ENERGY SERVICES		FY 21 BUDGET - W/O FOOD VALUE	UNAUDITED
		Cost Pools Included	LINN BENTON FOOD SHARE	WORKFORCE & EDUCATION	CHILD DEV. SERVICES		TOTAL		
TELEPHONE	5930	7,204	350	1,968	3,465	4,938	17,924		
CELL PHONE	5935	97	400	11,035	3,158	3,760	18,450		
MAINTENANCE, REPAIR, JANITORIAL	5940	15,032	2,683	970	18,809	11,036	48,530		
GENERAL INSURANCE	5950					375	375		
SPACE RENTAL	5970			3,824		0	3,824		
SPACE UTILITIES	5980	15	9,040			420	9,475		
OFFICE SUPPLIES	6110	7,307	449	13,356	1,557	13,136	35,806		
POSTAGE AND SHIPPING	6120	(661)	726	170	1,641	9,106	10,981		
PHOTOCOPY	6130	4,250	645	3,124	5,496	2,858	16,373		
PRINTING	6140	1,184	10,755	420		3,355	15,714		
SOFTWARE	6145	3,080	54	14,906		0	18,040		
ADVERTISING/RECRUITMENT	6150	1,747		545		10,346	12,638		
PROGRAM SUPPLIES	6160	1,612	144,069	63,156	52,940	16,966	278,743		
OTHER SUPPLIES	6190	2,771				3,348	6,119		
SOCIAL SERVICE CONTRACTS	6210	36,992				375,659	412,651		
WEATHERIZATION CONTRACTS	6230					119,337	119,337		
INDIVIDUAL TRAINING ACCOUNTS	6240			22,651		0	22,651		
EQUIPMENT RENTAL	6320					0	0		
EQUIPMENT REPAIR	6330		11,772		16,018	618	28,408		
EQUIPMENT EXPENDABLE	6340	8,524	988	22,643	6,634	16,743	55,532		
BOOKS AND SUBSCRIPTIONS	6410	6,783		40		689	7,512		
MISCELLANEOUS COSTS	6470	854	1,478	50	50	2,737	5,169		
INDIRECT	6620	3,523	31,314	146,629	105,646	189,026	476,138		
INFRASTRUCTURE	6630	17,182	9,818	44,182	36,818	75,424	183,424		
TRANSPORTATION	6710			2,264		0	2,264		
HEALTH CARE	6730			7,430		0	7,430		
RESIDENTIAL SUPPORT	6740			190,931		18,878	209,809	25,512,508	
CLOTHING	6750			7,402		0	7,402		
MEALS	6780			75,573	6,106	0	81,679	(8,000,000)	
TUITION AND FEES	6790			1,367		0	1,367		
TUITION AND FEES (VOCATIONAL)	6800			6,899		0	6,899		
TRAINING SUPPLIES	6810			3,483		0	3,483		
INCENTIVE PAYMENTS	6860			32,797		0	32,797		
MISCELLANEOUS	6870					216	216		
CLIENT ASSISTANCE	6880			252,500		5,352,833	5,605,333	LIHEAP in full process	
TOTAL MATERIALS AND SERVICES		216,711	273,894	1,127,971	303,150	6,546,627	8,468,353		
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	48%
Total EXPENDITURES		953,523	655,559	2,900,916	1,319,277	8,082,138	13,911,413	26,316,487	53%
NET INCOME		\$ 27,902	\$ 562,518	\$ 45,090	\$ 5,311	\$ 99,672	\$ 740,492	9,553	

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 will be included at Yearend
-----------------	----------------------	---	-------------------------	---	--

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

***Please note that each Report contains all information required by
Performance Standards and the Head Start Act of 07 –***

***Please note that in months 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 the next meeting.***

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

Attachments: If Available: Fiscal Monthly Operations Report

Approvals needed: Governing Board/Policy Council Report and Fiscal Monthly Operations Report

Overview: We continue to monitor the numbers of COVID-19 infections in Lincoln County, which at this time appear to stabilize somewhat. We had hoped to begin in-person instruction during December; however, our virus numbers in Lincoln County prevented this. At this time, our staff will be fully vaccinated by the end of February. We are opening with very small classes, with the most stringent safety measures following all state and federal agency mandates, on March 2nd. We feel that with the safety measures in place, as well as very small classes, we will be successful in our return. Most families will be attending hybrid and some will remain only Zoom/virtual. We hope that this re-opening will bring more applications so that we can reach our funded enrollment number. At this time, both the state and federal funders are not changing amounts funded based on current enrollments, as they are down throughout Oregon and the nation. It is interesting to note that we have lost six families that we know of who left Oregon for Nevada and Idaho. We have also lost several families to other schools that have been open to in-person instruction. All over the nation we are seeing issues related to schools opening. We are reminded that our issues are shared by millions. We are doing all we can to remain nimble and able to change the form of our service as the COVID-19 virus and its variants demand.

Personnel: We have received an unexpected resignation from our Site Coordinator in Newport, who is moving to another area of Oregon. We are seeking a replacement.

Community Partners: (also within CSC partnerships):

- Mental Health and Disabilities Content Specialist (MHDCS) attended Mental Health Community meeting
- MHDCS attend Community Inclusion Team meeting
- Health and Nutrition Supervisor (HNS) attended Lincoln County Public Health Advisory Committee meeting
- Director attends twice-monthly Child Care Action Committee meetings
- Director attended Stand By Me Board meeting as a guest
- Director attended an Oregon Head Start Association Director's meeting

Finance/Grants:

We are awaiting advice and clarification from our Federal Fiscal Specialist on a few questions related to our Federal Grant submitted last December. We have not heard from them after several attempts to reach them. We reached out to both our Program Specialist and Fiscal Specialist. We will continue outreach.

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

- The second round of Comprehensive Monitoring for this program year is completed. Comprehensive Monitoring precedes each Home Visit or Parent Teacher Conference, preparing each Teacher/Advocate to cover issues concerning family services, health, mental health, disabilities, education, and attendance with families.
- Teachers are holding their second home visit with families in February and March.
- Teachers will finalize children's learning assessments for the winter term by February 11th. Finalization process includes reviewing documentation and levels of learning entered over the past three months and determining a final learning level that represents the child's current level of development for each of the learning objectives in TS Gold.
- Teachers are beginning to plan for the transition back to in-person classes for our children. Teaching staff are practicing our new COVID-19 drop-off and pick-up procedures required by state licensing, teachers are

preparing children for the classroom by showing the classroom environment through Zoom, and teachers are working with their family advocate to develop a plan with families so they feel prepared for the transition back into the classroom. Program Education Manager is reviewing each classroom with the teaching team February 1-5 to ensure we are ready for our return.

- Teachers continue to provide distance-learning Zoom classes to children during this time. This option will continue for the rest of the year for families who do not wish to have their child return to in-person instruction.

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

- We have 11 children with certified Individualized Family Service Plans (IFSP) who have received services with Early Childhood Special Education (ECSE). This is ten percent of our current enrollment during this time of COVID-19.
- Three 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. This is a total of eight families.
- Currently, all of our Mental Health consultants report that they do not have skills builders available to provide social-emotional skills support for our children when we return to in-person teaching due to COVID-19.

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

- HNS completed site safety checks and follow-up with FSSC before in-person classes begin.
- HNS and FSSC completed ongoing orders for gloves, child and adult face masks, no-touch garbage and laundry cans, fanny packs for COVID-19 supplies for staff during pick-up and drop-off, and last orders of scrubs for staff for return to in-person classes.
- All Staff Meeting – Trained staff on all Early Learning Division Health and Safety Guidelines for Child Care and Early Education Operating during COVID-19 for re-opening classrooms.
- Made colored COVID-19 handouts for staff from the Centers for Disease Control for hand washing in the classrooms and playgrounds, Early Learning Division Exclusion Summary (includes all COVID-19 exclusion rules), and Mask Do's/Don'ts and How to Properly Take off a Mask.
- Mailed Health Appraisal, Dental Appraisal, and Dental Treatment reminders to families for missing forms.
- HNS attended Lincoln County Public Health Advisory Committee.
- Immunization reminders have been shared with families who have children needing immunizations to be up to date with Oregon law before the February 17, 2021 exclusion day and turned into Lincoln County Public Health as required.
- Child Plus data entering for health and dental appraisals continues.
- Monthly Safety Hazard Inspection complete by Site Coordinators.
- HNS completed all follow-up topics for children and families discussed at Comprehensive Monitoring.

Family Services/Engagement – Policy Council:

- We facilitated our very first virtual family night for all three sites on Feb 2nd, 3rd, and 4th. All staff participated and provided a fun, information-rich Zoom meeting for all families. We discussed health, safety, parenting tips, and resources from our Conscious Discipline curriculum. Policy Council (PC) representatives were introduced, and some spoke about their experience being a new PC representative. Families reported that they really enjoyed the presentations and found the information very helpful. We have decided that family nights will be held monthly going forward because it was such a success. Director spoke about COVID-19 and our preparations, as well as hybrid model start-up at the end of February.

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

- Attendance for January was 88.89%, largely due to illness and technical issues.
- We had two children drop during January; one moved and the other child was not ready for preschool. We will fill these spots as new applications come in.
- Due to COVID-19, all sites are not yet fully enrolled – each of the three sites has 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 Web site (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
January 2021	88.89%	121
Year to Date		848

Dropped Reasons	Sep. 2020	Oct. 2020	Nov. 2020	Dec. 2020	Jan. 2021
Attendance			1		
Not ready for school	1				1
Moved	2	2	1		1
Changed schools	1	1	1		
No contact with families		1			
Family issues		1		1	
TOTALS	4	5	3	1	2

END-OF-MONTH WAIT LIST																
	Homeless/ Foster			Poverty Income			130% Income			Over Income			Total Applications			Total Programs
Site	LC	N	T	LC	N	T	LC	N	T	LC	N	T	LC	N	T	All Sites
Jan. 2021	*1	*1	*2	*2	*1	0	*3	*1	0	3	3	1	9	6	3	18* waiting for in-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
January 2021	56	73.25	\$ 975.69
Year to Date	149* comprised of repeat volunteers	399.75	\$5,324.67

Donations In-Kind	Value	Description
July 2020 – January 2021		None

# of enrolled children with:	Oct. 1 2020	Nov. 1 2020	Dec.1 2020	Jan.1 2021	Feb. 1 2021
Up-to-date or all possible immunizations to date	105	106	106	132	132
On a schedule of preventative and primary health care – Physical Exam	44	46	59	76	96
Ongoing source of continuous, accessible health care – Medical Home	91	96	112	129	130
Completing professional Dental Exams	28	30	38	54	63
Continuous, accessible dental care provided by a dentist – Dental Home	80	85	95	125	126

VISA Monthly Charges	Value	Description
January 2021		Have not received MasterCard statement by time of Report deadline.

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 1/31/2021

(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	631,444	631,444	1,161,808	530,364	46 %
COVID SALARY	5011	1,424	1,424	0	(1,424)	0 %
PERS	5320	111,577	111,577	203,244	91,667	45 %
WORKERS COMP	5330	335	335	535	200	37 %
SAIF INSURANCE	5335	3,070	3,070	7,455	4,385	59 %
UNEMPLOYMENT	5340	633	633	1,162	529	46 %
HEALTH INSURANCE	5350	181,989	181,989	298,709	116,720	39 %
DENTAL INSURANCE	5360	16,573	16,573	27,455	10,882	40 %
LIFE INSURANCE	5370	8,785	8,785	9,327	542	6 %
FLEXIBLE SPENDING COSTS	5375	116	116	65	(51)	(78)%
EMPLOYEE ASSISTANCE PROGRAM	5380	0	0	650	650	100 %
OSGP MATCH - NEW	5382	13,613	13,613	21,100	7,488	35 %
FICA	5390	46,568	46,568	88,878	42,310	48 %
Total PERSONAL SERVICES		1,016,127	1,016,127	1,820,388	804,261	44 %
MATERIALS & SERVICES						
AUDIT/ACCOUNTING	5510	0	0	5,776	5,776	100 %
DATA	5520	2,000	2,000	3,300	1,300	39 %
SERVICES/CONNECTL...						
OTHER PURCHASED SERVICES	5540	7,010	7,010	17,991	10,981	61 %
CONTRACT SERVICES - TRAINING	5550	0	0	3,000	3,000	100 %
EDUCATIONAL CONFERENCES/TRAL...	5610	10,706	10,706	12,000	1,294	11 %
MEETINGS	5620	264	264	3,500	3,236	92 %
DUES	5630	3,339	3,339	4,000	661	17 %
MILEAGE	5710	598	598	4,000	3,402	85 %
OTHER TRAVEL, TRANSPORTATION	5740	0	0	149	149	100 %
UTILITIES	5920	11,723	11,723	27,499	15,776	57 %
TELEPHONE	5930	3,465	3,465	6,000	2,535	42 %
CELL PHONE	5935	749	749	3,100	2,351	76 %
MAINTENANCE, REPAIR, JANITORIAL	5940	11,127	11,127	26,000	14,873	57 %
GENERAL INSURANCE	5950	0	0	16,303	16,303	100 %
OFFICE SUPPLIES	6110	1,557	1,557	3,000	1,443	48 %
POSTAGE AND SHIPPING	6120	847	847	1,200	353	29 %
PHOTOCOPY	6130	5,496	5,496	9,000	3,504	39 %
PRINTING	6140	0	0	500	500	100 %
ADVERTISING/RECR...	6150	0	0	2,000	2,000	100 %
PROGRAM SUPPLIES	6160	17,773	17,773	20,000	2,227	11 %
EQUIPMENT REPAIR	6330	6,668	6,668	10,000	3,332	33 %
EQUIPMENT EXPENDABLE	6340	1,936	1,936	15,000	13,064	87 %
BOOKS AND SUBSCRIPTIONS	6410	0	0	100	100	100 %

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 1/31/2021

(In Whole Numbers)

		Current Period Actual	YTD Actual	Total Budget \$ - Original	Total Budget \$ Variance - Original	Percent Total Budget \$ Remaining - Original
MISCELLANEOUS	6470	50	50	0	(50)	0 %
ADMIN						
INDIRECT	6620	105,646	105,646	228,989	123,343	54 %
INFRASTRUCTURE	6630	36,818	36,818	72,236	35,418	49 %
MEALS	6780	6,106	6,106	149,167	143,061	96 %
Total MATERIALS & SERVICES		233,879	233,879	643,810	409,931	64 %
Total EXPENDITURES		1,250,006	1,250,006	2,464,198	1,214,192	49 %

COMMUNITY SERVICES CONSORTIUM

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

05 - CHILD DEV. SERVICES

OPS - HS OPERATIONS

19 - COVID 19 EXPENSES

From 4/1/2020 Through 1/31/2021

(In Whole Numbers)

		Current Period Actual	YTD Actual
EXPENDITURES			
MATERIALS & SERVICES			
OTHER PURCHASED SERVICES	5540	6,400	6,400
EDUCATIONAL CONFERENCES/TRAI..	5610	2,772	2,772
MILEAGE	5710	113	113
CELL PHONE	5935	2,409	2,409
MAINTENANCE, REPAIR, JANITORIAL	5940	8,682	8,682
OFFICE SUPPLIES	6110	392	392
POSTAGE AND SHIPPING	6120	793	793
PROGRAM SUPPLIES	6160	36,663	36,663
EQUIPMENT REPAIR	6330	9,350	9,350
EQUIPMENT EXPENDABLE	6340	8,883	8,883
Total MATERIALS & SERVICES		76,457	76,457
Total EXPENDITURES		76,457	76,457

Total COVID-19 CARES Funding: \$89,638

Remaing COVID-19 Funding: \$13,181