

COMMUNITY SERVICES CONSORTIUM GOVERNING BOARD

March 19, 2021 – 3:00 pm - 5:00 pm

Electronic Meeting

Connection via ZOOM and telephone: 1 253 215 8782 US (Pacific Northwest)
Meeting ID: 956 4991 8706

AGENDA

- I. CALL TO ORDER
- II. CONFIRMATION OF A QUORUM
- III. INTRODUCTIONS OF GUESTS
- IV. COMMENTS FROM THE CHAIR
- V. CHANGES OR ADDITIONS TO THE AGENDA
- VI. MINUTES APPROVAL
 - A. Review Minutes of the January 29, 2021 Governing Board Meeting – Attachment 1
Action requested: Approve the January 29, 2021 Governing Board meeting minutes.
 - B. Review Minutes of the February 25, 2021 Governing Board Executive Committee Meeting – Attachment 2
Action requested: Approve the February 25, 2021 Governing Board Executive Committee meeting minutes.
- VII. EXECUTIVE DIRECTOR'S REPORT – Pegge McGuire
 - A. Amended Charter Adoption – Attachment 3
Action requested: Approve updated Community Services Consortium Charter.

- B. Oregon Cascades West Council of Governments/Community Services Consortium Update
- C. Upcoming Opportunities
- D. Grant Status Update – Attachment 4
- E. Undesignated Funds Report – January 2021 – Attachment 5
- F. Monitoring Report with Response
 - 1. Workforce Innovation and Opportunity Act Willamette Workforce Partnership – Housing – Attachment 6

VIII. COMMUNITY SERVICES BLOCK GRANT ORGANIZATIONAL STANDARDS REQUIREMENTS

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

IX. FINANCE – Connor Lyons

- A. Statement of Activities – February 2021
The timeline for preparing materials for the March Governing Board meeting did not accommodate preparation of the February 2021 Statement of Activities. The February 2021 Statement of Activities will be presented for acceptance during the April 2021 Governing Board Executive Committee meeting.

X. HEAD START – Dr. Suzanne Miller

- A. Governing Board/Policy Council Report – March 2021 – Attachment 7

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

- B. CSC Head Start Monthly Operations Report/Statement of Revenues and Expenditures – February 2021
The timeline for preparing materials for the March Governing Board meeting did not accommodate preparation of the February 2021 Head Start Monthly Operations Report/Statement of Revenues and Expenditures. The February 2021 Head Start Monthly Operations Report/Statement of Revenues and Expenditures will be presented for acceptance during the April 2021 Governing Board Executive Committee meeting.

- C. Children and Families/Office of Head Start Potential Additional Funding – Attachment 10
 - 1. Cost-of-Living Adjustment (COLA) Grant (\$18,847 – 1.2 percent) for salaries/benefits or operating expenses
 - 2. Projected COVID-19 Expenses Grant (approximately \$30,000)

Action requested: Approve Head Start Director, with final review approval by the Governing Board Chair, submitting an application for the Cost-of-Living

Adjustment grant and an application for the COVID-19 expenses grant; the COVID-19 expenses grant will be submitted when the grant is formally noticed.

XI. WORKFORCE AND EDUCATION – Sean Larsen

A. Career Tech High School Operational Blueprint and Comprehensive Distance Learning (*information only*) – Attachment 8

XII. INFORMATION SHARING – Attachment 9

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

XIII. EXECUTIVE SESSION

The Governing Board will meet in executive session under ORS 192.660(2)(d) and (i) (status of labor negotiations and status of employment-related performance of the chief executive officer).

XIV. ADJOURN/CLOSE

MEETING CALENDAR

April Governing Board Executive Committee meeting is being scheduled.

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

COMMUNITY SERVICES CONSORTIUM GOVERNING BOARD

January 29, 2021

Electronic Meeting

MINUTES

I. CALL TO ORDER

Chair Augerot called the meeting to order at 1:35 pm.

II. CONFIRMATION OF A QUORUM

A quorum of the Governing Board participated in the meeting: Chair Augerot, Vice Chair Hall, and Commissioners Jacobson, Malone, Nyquist, Sprenger, and Wyse. Commissioners Hunt and Lindsey did not participate in the meeting.

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

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.

- **Commissioner Malone moved to elect Commissioner Claire Hall as Governing Board Chair and Commissioner Roger Nyquist as Governing Board Vice Chair.**
- **Commissioner Nyquist seconded the motion.**
- **The motion passed unanimously.**

IV. HEARING OF THE PUBLIC – None.

V. INTRODUCTIONS OF GUESTS – None.

VI. COMMENTS FROM THE CHAIR

Chair Hall noted that she had begun her 17th year in office as a Lincoln County Commissioner and her ninth year as a CSC Governing Board Executive Committee

member. She considers CSC a very special agency that has done an amazing job dealing with challenges during its existence.

VII. CHANGES OR ADDITIONS TO THE AGENDA – None.

VIII. MINUTES APPROVAL

A. Review Minutes of the September 21, 2020 Governing Board Meeting

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

- **Commissioner Augerot moved to approve the September 21, 2020 Governing Board meeting minutes.**
- **Commissioner Malone seconded the motion.**
- **The motion passed unanimously.**

Commissioner Jacobson joined the meeting.

B. Review Minutes of the October 2, 2020 Governing Board Meeting

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

- **Commissioner Malone moved to approve the October 2, 2020 Governing Board meeting minutes.**
- **Commissioner Augerot seconded the motion.**
- **The motion passed unanimously.**

Commissioner Sprenger joined the meeting.

C. Review Minutes of the November 23, 2020 Governing Board Executive Committee Meeting

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

- **Commissioner Augerot moved to approve the November 23, 2020 Governing Board meeting minutes.**
- **Commissioner Sprenger seconded the motion.**
- **The motion passed unanimously.**

Commissioner Wyse said she abstained from voting to approve the three meeting minutes because she did not participate in the meetings.

IX. ACTING EXECUTIVE DIRECTOR'S REPORT – Pegge McGuire

Ms. McGuire invited recently elected Commissioners Sprenger and Wyse to contact her to discuss CSC's programs.

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

CSC and Oregon Cascades West Council of Governments (CWCOG) will conduct a joint orientation March 11 for their board members. The session is open to all board members, and new board members are encouraged to participate.

Ms. McGuire and CWCOG Director Ryan Vogt have met bi-weekly to discuss steps toward exploring possible merger of the agencies, actions that would need to be contracted, and integration of the agencies' programs.

CSC and CWCOG staff who have been meeting bi-weekly determined that discussions of possible merger are progressing slowly, so meetings will be held monthly for the next few months.

B. Bargaining Update

CSC's Union representative notified CSC's Management staff that the Union would like to begin the process of bargaining toward a new labor agreement; discussions will begin soon. Management staff expects that negotiations will involve only economic issues, based upon extensive language and policy updates during the 2019 negotiation in an effort to align all American Federation of State, County, and Municipal Employees union labor agreements. Mr. Lyons will review potential financial impacts to the agency of anticipated labor agreement requests. The Management Team's negotiation representatives will include Ms. McGuire, Human Resources Operations Manager Rich Shelton, Workforce and Education Youth Operations Manager Sean Larsen, and a fourth person.

C. Facilities

The majority of CSC operations are being performed by staff working remotely from all locations. Career Tech High School and Head Start continue operating via on-line instruction and working with parents and students individually via video conferencing.

CSC Management staff anticipated vacating the Corvallis Regional Office (CRO) facility when the current lease expires June 30, 2021; however, the building owner requested another chance to correct the air-quality issues CSC reported. CSC will occupy a smaller portion of the office space.

A hemp-testing laboratory moved into an adjacent space that utilized the same air-flow system. The laboratory's operations caused strong marijuana smells in CSC's office spaces, especially those of Linn Benton Food Share staff. The landlord will have a wall constructed to separate CSC's space from all other building tenants and a separate air system installed for CSC's space. CSC will occupy the renovated space for a few months before deciding whether to re-locate from the building. The landlord will not hold CSC responsible for any time it stays in the building beyond the lease term, should the air quality remain problematic.

In the meantime, CSC will continue working with CWCOG on possible office co-location in Corvallis.

When pandemic restrictions ease, CSC will resume having staff work in offices, but that will likely be on a smaller scale because working remotely has been very successful.

Commissioner Augerot inquired whether, if working remotely becomes a business standard, the Union would request in the new labor agreement provisions concerning agency-provided home-environment ergonomic workspaces, workers' compensation, or other matters. CSC Management staff are confident that such issues are addressed via agency policies but anticipates the Union to present issues they have encountered in other work environments and ask whether CSC would make similar accommodations. CSC has generously accommodated staff's needs to work from their homes, including providing much of the equipment and furniture needed. Management staff are still addressing Occupational Health and Safety Administration's pandemic-related work requirements.

D. Community Action Advisory Council Update

The Community Action Advisory Council (CAAC) met during November, and members are very happy to be involved with CSC. Members provide diverse perspectives from their personal and professional experiences and community involvement. Community action agencies (CAAs) receiving Community Services Block Grant (CSBG) funding must have a CAAC comprised one-third of elected officials or their designees, one-third of low-income individuals or their representatives, and one-third of community members.

The CAAC's November meeting addressed issues related to housing and homelessness, with presentations by representatives of Benton County's and City of Corvallis' Home, Opportunity, Planning, and Equity (HOPE) Advisory Board; Commonwealth Development, which develops affordable housing; and Albany-based Homeless Engagement and Resources Team.

The spring CAAC meeting will address CSC's Workforce and Education programs, including Head Start and Career Tech High School.

E. Asset Transfer in Lincoln County

CSC owns two small, multi-family apartment buildings in Newport. These are CSC's only rental housing properties. CSC has had difficulty finding property management firms to properly manage and maintain the properties and quickly fill vacancies, understanding the nature of affordable housing. The properties were constructed and financed to house people who were chronically homeless and receiving case management services.

Ms. McGuire spoke with a representative of Northwest Coastal Housing (NCL), a community development corporation serving Lincoln County. Chair Hall was a Lincoln County Commissioner in 2007 who encouraged CSC to pursue development and ownership of the apartment buildings via Oregon Legislative-approved funding for permanent, supportive housing. The legislation provided operational funding for the first three years the apartment buildings would be operated, after which CSC was responsible for funding operations. NCH operates multiple developments in Lincoln County, with the largest having 90 units, and is developing a veterans' housing

project in Toledo. It would be appropriate for NCH to assume management of CSC's apartment buildings, based upon NCH' functions and services.

CSC has a close working relationship with NCH, including CSC providing assistance services to residents of NCH's developments. CSC's apartment buildings are fully paid and have no indebtedness. Both properties need some renovation in the future. CSC contracted a structural survey of the buildings. The smaller development is older and will become functionally obsolete, resulting in the need for it to be razed and replaced in the next ten or so years. The larger development is in better condition but will need more maintenance as it ages.

CSC Management staff and the Governing Board will need to determine whether CSC should sell the properties, by what means, and to whom. Alternatively, it may be appropriate for CSC to transfer ownership of the properties to NCH.

Chair Hall recommended that CSC staff review the original state legislation-related grants for any restrictions regarding property transfers. Ms. McGuire understood from the grants that CSC, as the building owner, must maintain the units as affordable housing for 40 years. NCH would continue CSC's intention to maintain the properties as affordable housing.

Commissioner Nyquist was not previously aware of the hemp smell infiltrating CSC's CRO space and believes the Governing Board should have a "zero tolerance" policy for such a situation. By having oversight of CSC operations, the Board could be in violation of Oregon's Indoor Clean Air Act by allowing the poor air-quality condition at the CRO. He suggested immediately terminating the lease and finding a new location. CSC Management staff learned of the air-quality issue just before the COVID-19 pandemic, at which time staff were assigned to work from their homes. No staff are working in the CRO. CSC Management staff support a "zero tolerance" policy concerning the air quality but wanted to give the landlord an opportunity to resolve the problem and believes efforts were made in that regard. However, the problem continued; and Management staff decided to terminate the lease and vacate the premises. The landlord then offered a counter-proposal. CSC has been paying rent for the leased space since the odor issue occurred because CSC furniture, equipment, and supplies remain in the space. Mr. Lyons noted that the CRO space is used to provide accessible access to services for participants in CSC's Youth Workforce and Education program, as the Youth House across the street is not accessible by people with mobility challenges. CSC needs a presence in Corvallis, and it is difficult to find leasable space during the COVID-19 pandemic.

Commissioner Nyquist supports vacating the CRO space and finding another leasable space. Ms. McGuire said CSC Management staff concurred with his opinion and the prospect of commercial space availability as the pandemic continues. CSC has leased the CRO space for many years and has a long relationship with the landlord, prompting a sense of commitment to remain for continuity and convenience for clients. It also seemed appropriate to allow the landlord to resolve the air-quality issue. If the issue is not resolved, CSC will leave the building. She noted that the issue has been discussed during previous Governing Board and/or Executive Committee meetings but possibly when Commissioner Nyquist was absent.

Commissioner Nyquist believes CSC's staff working conditions – in offices or remotely – and their performance and productivity to provide services to meet clients' needs is an important discussion for the Governing Board, which should decide issues related to working conditions. He would like the Board to re-consider the concept of staff working remotely and not dismiss the matter as an accommodation necessitated by the COVID-19 pandemic. Ms. McGuire concurred, noting that some clients cannot navigate technology to apply for benefits via CSC's Web site; therefore, CSC must have physical offices to meet with clients. Some staff perform almost all of their work "in the field," making it practical for them to begin and end their work shifts at their homes, completing paperwork at home. These issues will be evaluated as future work scenarios are considered.

Commissioner Augerot supports the effort to potentially transfer the Newport apartment buildings to NCH, believing it was logical and would free CSC's Housing program staff to focus on serving clients.

Mr. Lyons noted that CSC has funds designated for repair and replacement of the Newport apartment buildings. If the properties are transferred to NCH or another entity, the Governing Board would be consulted regarding whether those funds would be transferred with the properties. Ms. McGuire explained that the grant that funded the apartment buildings required that the property owner maintain funding for maintenance expenses. Tenant turnover in the buildings has been good, and she and CSC Housing Services Manager Dina Eldridge inspect the properties annually. However, both properties would benefit by having property management services in closer proximity.

F. Shelter Operations in the Region

Oregon Legislature funded Operation Turnkey to enable an entity in each county to purchase motels to house unhoused community members who were ill with COVID-19, vulnerable for contracting COVID-19, and/or otherwise homeless. Use of the motels would relieve pressure on congregate shelters that were required to reduce their guest capacity to meet pandemic-related physical-distancing requirements. After the pandemic, the motels would be used for permanent, supportive housing or retained for non-congregate sheltering.

Linn, Benton, and Lincoln Counties each applied for Operation Turnkey funds; and CSC contributed \$100,000 to each county for motel purchases. Each county's project was approved for second-phase consideration (due diligence, property inspection, assessment, investment evaluation, agency financial plans, etc.). Lincoln and Benton Counties identified and obtained site control of motel properties. The motel identified for Linn County is no longer available because of the seller's asking price; an alternative property has not been identified.

CSC will work with all parties involved and help with shelter-operations funding from Oregon Housing and Community Services (OHCS). In Linn County, Communities Helping Addicts Negotiate Change Effectively (CHANCE) Recovery assumed operation of Signs of Victory Shelter under the new name 2nd CHANCE. The funds are restricted to use supporting shelters that have no or low admissions barriers; CHANCE Recovery meets that criteria; Albany Helping Hands is classified as a "high-barrier" shelter because it requires drug and alcohol testing for admission. Motel vouchers are available in all three counties.

Ms. McGuire was not aware of any alternate funding sources to support purchase of a property for a price that exceeded the amount allowed by Project Turnkey provisions.

Commissioner Jacobson noted that Project Turnkey funds were not restricted to purchase of motel properties, as unused office spaces could be retrofitted for the program's objectives. The motels can be used to shelter people displaced by the September wildfires who are unable to obtain shelter through Federal Emergency Management Agency.

Ms. McGuire noted the challenge of getting a motel property proposed for purchase approved via Linn County's zoning laws by the program deadline. Multiple Realtors are involved in seeking a Linn County motel property for Operation Turnkey.

G. Strategic Planning

Strategic planning efforts were deferred because of the COVID-19 pandemic, which inhibited many projects that would involve in-person interactions with community members. Staff will consider transitioning from the pandemic circumstances to strategic planning

CSC uses 40 data systems to report to funders. The systems do not permit CSC staff to "follow" clients in terms of the various services CSC provides them. CSC contracted for a new client intake software system, which gathers data and reports all CSC services clients receive. CSC and a consultant are developing a data mart to extract information from the 40 data systems to aggregate data of clients' service profiles to determine their best potential outcomes. *(Commissioner Jacobson exited the meeting.)* This will assist in CSC's strategic planning in terms of the agency's best services to combine into a "suite of services" and the best outcomes when a suite of services is provided for a specific need profile. More information and a presentation will be provided during a future Board meeting.

H. Oregon Housing and Community Services Funding

Oregon House Bill 2100 was proposed by Governor Brown as part of a racial justice movement and will impact CSC's funding stream. In the Bill, OHCS proposed that Emergency Housing Account (EHA) and State Homeless Assistance Program (SHAP) funds for rental assistance and supporting community shelter work no longer be allocated to CAAs via a formula. Rather, 20 percent of the funding would be allocated via a request for proposals (RFP). The Bill is based upon the premise that organizations without CAA relationships could work directly with OHCS to obtain and distribute funds in their communities. CAAs serving rural counties contact culturally specific organizations in their service areas; however, the organizations do not have the ability to respond to the RFP, disburse funds, and perform the required reporting. The organizations want to be included in the CAAs' RFP response and will partner in various ways.

Ms. McGuire, with Governing Board approval, will correspond with Oregon legislators concerning how the Bill, if passed, would impact CSC's service region. She believes

the Bill was proposed because of an issue based in Multnomah County; however, legislation to resolve an issue in metropolitan counties will harm rural counties.

Chair Hall believes it is appropriate for Ms. McGuire to contact state legislators concerning the potential impacts of House Bill 2100. The Housing Stability Council, of which Chair Hall is a member, considered the challenges created by both scarcity and abundance of resources. The Oregon Legislature Emergency Board and federal COVID-19 stimulus caused a record amount of funding assistance for rent and homeless assistance to OHCS, which prompted renewed pressure on OHCS from organizations that believe they do not have a fair chance of receiving the funding. House Bill 2100 was modified in response to expressed concerns. Chair Hall believes the CAAs' concerns are being considered, but it is important that legislators be informed.

During the current pandemic, unprecedented funding sources have become available that could be allocated via RFPs to support the existing OHCS funding system.

I. Grant Status Update

This item is provided for information only; no Governing Board action is requested or required.

CSC is receiving more publicity via newspapers and social media concerning its work in communities, and community members are contacting CSC about potential partnerships.

Northwest Oregon Works Workforce Investment Board is closing some of its programs with its current contractor and asked CSC to resume some previously conducted programs in Lincoln and Benton Counties, based upon the successful work of CSC staff and active engagement by Benton County Commissioners in demanding better services for Benton County residents. The agreements for the programs are signed, and CSC will get staff in position to begin.

J. Agency Impact Report

Ms. McGuire is striving to ensure that community members in Linn, Benton, and Lincoln Counties know about CSC's programs and services and the supports it offers. CSC Program Development and Resource Advisor Karla Garrett has been updating the agency's Web site Community Impact page [<https://communityservices.us/community-impact/>] and various social media accounts (Facebook, Instagram, and Twitter). The increased social media activity has generated more responses and "followers" and enabled the agency to disperse information to a larger audience in the region, including sharing information from partner agencies. The Community Impact page reports the amount of funds CSC has disbursed in the region in response to the COVID-19 pandemic and the agency's regular assistance programs. Staff are forwarding partner agencies' informational emails to Governing Board members, CAAC members, and other partners for further sharing with their networks.

CSC conducted a fundraising campaign via social media accounts and received \$130,000 in donations. Members of the communities CSC serves are generous and want to help agencies that help other community members. Some of the donations will enable CSC to assist clients who do not qualify for CSC programs.

K. Governing Board and Executive Committee Meeting Dates

Ms. McGuire noted Ms. Day's challenges in scheduling Governing Board meetings when all participants are extremely busy during the pandemic. Ms. Day is working with Commissioners' assistants to schedule meetings when the majority of Commissioners are available. Ms. McGuire emphasized the need for meetings to be participated in by a quorum of the Governing Board or its Executive Committee in order for critical matters be approved to comply with statutes and funders' requirements.

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

A. Standard 5.4 – Community Services Consortium Governing Document

The Charter was presented to the Board as an informational matter to comply with CSBG Organizational Standards requirements.

Ms. McGuire noted the need to complete the Charter update process begun prior to the COVID-19 pandemic. Commissioner Augerot observed that at least one closed non-profit organization is listed in the Charter, and the county populations are outdated. Additionally, Charter language should be updated to address the current business environment acceptance of electronic meetings. She concurred that it was appropriate to proceed with the pending Charter amendments.

B. Standard 5.6 – Conflict of Interest Policy

CSBG Organizational Standards require that Board members annually acknowledge the agency's Conflict of Interest Policy. Board members should send their signed Policy to Ms. Day for recording.

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 March 11, 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 March 11, 2021.)*

E. Standard 7.7 – Whistleblower Policy

CSBG Organizational Standards require that Board members annually acknowledge the agency's Whistleblower Policy. Board members should send their signed Policy to Ms. Day for recording.

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

In response to previous Board discussions and requests, Mr. Lyons is developing financial reports segregating COVID-19 pandemic funding. This task is being done in coordination with time-sensitive Finance Department matters.

Mr. Lyons reviewed the Statement of Activities report for December 2020.

- The General Fund encompasses revenue and expense allocations for Administration, Information Technology, and overall-agency services not attributable to a specific program.
- Linn Benton Food Share's (LBFS) budget includes monetary donations and not the value of physical food donations.
- Child Development Services relates to Head Start in Lincoln County.
- Housing and Energy Services encompasses Housing Services, Energy Assistance, and Weatherization programs.
- December 31, 2020 was the half-way mark in the agency's fiscal year; and revenues and expenses were almost 50 percent of budgeted projections for the year.
 - Revenues were 47.37 percent of what was anticipated for the fiscal year. Many of CSC's programs are reimbursement funded, so revenues are received after services are rendered or expenses are incurred.
 - Personal Services expenses were 51.71 percent of the budgeted amount for the fiscal year. This is not unusual, as some programs have seasonal fluctuations (e.g., Energy Assistance).
 - Overall expenditures were at 46.12 percent of the budgeted amount for the fiscal year.
- At least one additional supplemental budget will be submitted during the fiscal year to address additional funding the agency is receiving in response to the COVID-19 pandemic and the September wildfires in the region. Supplemental budgets are typically submitted only when additional revenues are received, thereby increasing the budget. The Personal Services budget will likely increase, as Management staff anticipate hiring additional staff to administer the additional funding being disbursed by state and federal governments.
- No funds have negative balances.
- The General Fund receives interest income from cash reserves in the state's Local Government Investments Pool (LGIP); the interest income provides discretionary funding for the agency.
- LBFS received significant financial donations to support community members during the pandemic.
- The Workforce and Education program received pre-paid funding from Oregon Health Authority, and existing fund balances were used to support operations related to the COVID-19 pandemic.

- Career Tech High School used fund balances to support distance-learning services.
- Head Start's revenues and expenditures are typically equally balanced. The program is primarily funded by state and federal governments, but donations were received and used to pay some expenses. Additional funding was provided by Lincoln County and Samaritan Health Services.
- Of CSC's programs, Housing and Energy Services is most impacted by the pandemic in terms of finances. Staff have worked very hard to disburse large amounts of funds to support community members.
 - The agency received millions of dollars for rental and energy assistance.
 - Weatherization staff are determining how to safely resume operations.
 - The Housing and Energy Services fund balance is positive.
 - Some revolving loan funds administered by CSC have contributed to the agency's positive fund balance.

Mr. Lyons considered the agency's financial condition positive and did not have any concerns.

Action requested: Accept December 2020 Statement of Activities.

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

Mr. Lyons noted that the agency's financial audit is being conducted; however, the process is taking longer than usual, primarily because of the additional pandemic funding accounts. The agency has until June 30, 2021 to complete the Fiscal Year 2019-2020 audit.

XII. HEAD START – Dr. Suzanne Miller

Dr. Miller has been meeting with Head Start's Policy Council and will meet with students' parents next week; all meetings are conducted via Zoom. A high number of Head Start families want to continue remote instruction because of COVID-19 and its recent variances. All Oregon Head Start programs are under-enrolled.

Dr. Miller worked with Lincoln County Public Health Authority to get all Head Start staff vaccinated against COVID-19; all staff will have received their first vaccinations by the end of today. Staff will receive their second vaccinations during February, when Dr. Miller had hoped to re-open Head Start in a hybrid instruction format (a combination of in-person and remote learning). Parents preferred to postpone re-opening for one week to allow Head Start staff to recover from any reactions to their second COVID-19 vaccinations. Parents and staff do not want children excited to resume in-person instruction and then need to return to remote learning because an instructor is ill from the second vaccination. If all staff are healthy following their second vaccinations, the hybrid format will begin the first week of March. Teaching via Zoom has been challenging, but teachers are doing well with the process.

A. Governing Board/Policy Council Report – December 2020 and January 2021

Commissioner Augerot noted that students' literacy levels were higher than in the past two years, possibly because parents were home more and reading with their children. Dr. Miller commented that remote instruction, with quieter environments and fewer distractions has allowed some students to perform better than via in-person learning the previous year. Parents have been very engaged in their children's education during the pandemic.

Ms. McGuire encouraged Board members to contact Dr. Miller about reading an approved book to Head Start students via Zoom.

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

- **Commissioner Augerot moved to approve the Governing Board/Policy Council Report for December 2020 and January 2021.**
- **Commissioner Malone seconded the motion.**
- **The motion passed unanimously.**

B. Operations Report/Statement of Revenues and Expenditures – October, November, and December 2020

Future Operations Reports/Statements of Revenues and Expenditures will separately list revenues and expenses related to the COVID-19 pandemic to avoid the impression that expense categories might be over-spent. Head Start received almost \$90,000 of COVID-19 funding, which is almost fully spent to support remote instruction and prepare school facilities for students' return, ensuring a healthy environment.

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

- **Commissioner Malone moved to approve the Operations Report/Statement of Revenues and Expenditures for October, November, and December 2020.**
- **Commissioner Augerot seconded the motion.**
- **The motion passed unanimously.**

C. Integrated Pest Management Report – January 2021

Head Start facilities have not been occupied, so few pests have been able to enter the buildings. All Head Start in Lincoln County facilities received a five-star rating (the highest-possible rating) by Oregon.

Commissioner Nyquist exited the meeting;

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

- **Commissioner Augerot moved to approve the Integrated Pest Management Report for January 2021.**
- **Commissioner Malone seconded the motion.**
- **The motion passed unanimously.**

XIII. INFORMATION SHARING

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

News articles and/or messages from clients or others are provided for information only; no Governing Board action is requested or required.

Commissioner Augerot thanked CSC for the privilege of serving as Governing Board Chair during 2020 and appreciated the opportunity to learn about CSC and its programs and work to address homelessness in Linn, Benton, and Lincoln Counties. She believes CSC is filling service gaps in the three counties and that the three counties are beginning to take a more-regional approach to meeting needs, with CSC coordinating efforts. She noted that county borders are not barriers to people's lives or service provisions.

Chair Hall encouraged newer Board members to contact Ms. McGuire for additional information about CSC and its programs.

XIV. ADJOURN/CLOSE

Chair Hall adjourned the meeting at 3:10 pm.

MEETING CALENDAR

Next meeting:

Governing Board Executive Committee – Thursday, February 25, 2021 –
10:00 am - 12:00 pm – Zoom.

COMMUNITY SERVICES CONSORTIUM GOVERNING BOARD EXECUTIVE COMMITTEE

February 25, 2021

Electronic Meeting

MINUTES

I. CALL TO ORDER

In Chair Hall's absence, Vice Chair Nyquist called the meeting to order at 10:10 am.

II. CONFIRMATION OF A QUORUM

A quorum of the Governing Board Executive Committee participated and/or was represented in the meeting: Vice Chair Nyquist and Commissioners Augerot and Hunt, the latter representing Chair Hall.

Also participating in the meeting were Community Services Consortium (CSC) Acting Executive Director Pegge McGuire, Head Start Director Suzanne Miller, Finance Operations Manager Connor Lyons, Human Resources Operations Manager Rich Shelton, 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. EXECUTIVE DIRECTOR'S REPORT – Pegge McGuire

Rowan Eaves accepted CSC's proposal to serve as Finance Director, effective March 24. Ms. Eaves and Mr. Lyons will work together for a period of time as she transitions into the position.

A. Labor Agreement Bargaining Update

Bargaining to update the labor agreement began, with the first discussion with Union representatives February 24 to establish ground rules. The bargaining process should utilize the same ground rules as during the previous negotiation, albeit that all meetings will be conducted via Zoom. Ms. McGuire will keep Governing Board members apprised of negotiations status via executive session discussions.

B. Facilities/Cascades West Council of Governments Update

CSC relinquished the portion of its Corvallis Regional Office (CRO) space that was most impacted by hemp smells from the adjacent laboratory tenant. Linn Benton Food Share staff moved into the area previously used as a conference room. The building owner will construct a wall to separate CSC's space from that of the laboratory and install a separate air venting system for CSC's space. CSC Management staff will monitor the situation and update the Governing Board.

CSC and Oregon Cascades West Council of Governments (OCWCOG) will conduct a joint orientation for their respective board members March 11. All CSC Governing Board members are welcome to participate; the orientation will focus on matters new to recently elected Board members of each agency. OCWCOG has more participation requirements of its members and officers than does CSC.

C. Upcoming Opportunities/New Program Updates

CSC is awaiting information from Oregon Housing and Community Services (OHCS) concerning the pending \$204 million in rental assistance from United States Treasury. OHCS continues advocating to award 20 percent of the funding via a request for proposals (RFP). The competitive funds from the previous federal funding allocation have not been disbursed by OHCS, while the funds allocated by a long-standing allocation process have been spent by recipient agencies. Recipients of the previous competitive funding process have not been announced.

OHCS continues supporting Oregon House Bill 2100, despite resistance from community action agencies and the Oregon Housing Alliance, the latter recommending that OHCS not dis-invest the 20 percent funding from community action agencies. Ms. McGuire continues communicating with legislators regarding the potential impacts of the Bill and urging them not to support it.

D. Auditor Request for Proposals (RFP)

The Governing Board previously discussed publishing a RFP for an audit firm, based upon Board members' concerns about CSC's long relationship with its current audit firm. Several factors may prompt postponing seeking a new audit firm.

- Mr. Lyons will leave CSC during 2021.
- Ms. Eaves will join CSC just before the end of the current fiscal year.
- The COVID-19 pandemic impacted Finance Department on-site staffing and created many new funding and service programs.
- The previous audit was not conducted after a RFP process. Grove, Mueller, and Swank, PC (GMS) was retained as the agency's audit firm, based upon the long-

standing relationship. The Board approved renewing the audit contract for three years, with staff's commitment to conduct a RFP process and, most likely, select a new audit firm.

- CSC's funding profile is complex.
- Finance will hire a temporary employment agency client to process the extra checks generated by the additional funding programs.

Acknowledging CSC's commitment to honor the Board's request to seek a new audit firm, Mr. Lyons suggested that it might be better to get Ms. Eaves fully oriented to the nuances of CSC's programs and funding profiles before orienting a new audit firm. He asked that the Board extend the contract with GMS for another year to facilitate a smoother transition of audit firms via a RFP process.

Commissioner Augerot concurred with Ms. McGuire's and Mr. Lyons' suggestion. She supports CSC seeking a new auditing firm via a RFP process; however, that action need not happen immediately. Vice Chair Nyquist and Commissioner Hunt concurred.

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

Supplemental Budget 2 (SB2) will increase CSC's budget from \$34,486,040 to \$56,296,080. Staff work increased greatly to disburse funding to support community members' needs during the COVID-19 pandemic. CSC is regularly asked to provide more support.

- Housing and Energy Services: This program is impacted the most by SB2, with a budget increase of \$20,187,067.
 - Some of the increased funding has been received; other funding is anticipated from the \$204 million rental assistance federal allocation Ms. McGuire referenced earlier.
 - \$105,000 – Albany Community Development Block Grant (CDBG) for mortgage and rental assistance.
 - \$550,850 – Coronavirus Aid, Relief, and Economic Security (CARES) Act for rental assistance.
 - \$563,145 – United States Department of Housing and Urban Development (HUD) Emergency Solutions Grant (ESG) emergency shelter program; these funds are re-allocated by CSC to support community shelter operations.
 - \$881,576 – State of Oregon Out of the Cold Program so support community shelter operations.
 - \$2,851,496 – State of Oregon Supporting Tenants Accessing Rental Relief (STARR) Program.
 - \$150,000 – City of Corvallis CDBG for rental and mortgage assistance.

- \$85,000 – City of Corvallis HOME (Home Investment Partnerships Program) Tenant Based Assistance for longer-term, higher-level rental assistance.
- \$15,000,000 – Emergency Rental Assistance for rental and energy assistance. The stated amount is a conservative estimate of the expected allocation.
- Some SB2 funding can be used to pay past and future rent through September 2021; therefore, fund balances may carry into Fiscal Year 2021-2022. CSC intends to disburse the funds into the community as rapidly as possible.
- Staffing change is projected at ten full-time equivalent (FTE) positions.
 - Most of the new staff will be hired for longer-durations because funding is expected to continue for some time.
 - Some Housing Services staff may be lost to attrition.
 - Two additional Housing Navigators will assist with client eligibility screening.
 - A new Assistant Housing Services Manager will oversee the _____ program and Project Turnkey activities.
 - CSC is increasing its sub-contracting efforts with community partners to reduce CSC staff's workload and reduce CSC's need to hire staff for short durations.
 - Temporary staffing agency clients will be utilized to handle telephone calls.
- Linn Benton Food Share: This program has a \$54,640 funding adjustment.
 - \$4,640 – Anticipated additional United States Department of Agriculture (USDA) trade mitigation funding.
 - \$50,000 – Oregon Food Bank funding.
 - No staffing changes are expected; all funding will be used to purchase and/or distribute food.
- Workforce and Education: This program has a \$1,445,118 funding adjustment.
 - \$75,000 – Willamette Workforce Partnership for services to residents impacted by last September's wildfires.
 - \$134,327 – Northwest Oregon Works for adult workforce programs.
 - Staffing would increase by 11.06 FTE positions. The programs are very service intensive and require a great amount of one-on-one work by staff with clients.

Mr. Lyons expects to present an additional supplemental budget during the fiscal year as funding amounts and staffing levels are confirmed.

The rental assistance funding seems large, but is minute compared to the needs in CSC's service region. Counties in the service region do not have funds available to support CSC's housing programs, so CSC is dependent upon OHCS for housing funding. Budgets and supplemental budgets are created to give the agency spending authority, but the agency does not want to set that authority too high. CSC typically receives seven percent of OHCS's total allocation; therefore, CSC staff projected receiving seven percent of the \$204 million for rental assistance. SB2 will give the agency sufficient spending authority until funding amounts are known.

Commissioner Augerot appreciates CSC presenting a supplemental budget based upon conservative funding estimates and keeping the Governing Board informed as funding changes. Vice Chair Nyquist and Commissioner Hunt concurred.

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

- **Commissioner Hunt moved to approve the Supplemental Budget 2, Fiscal Year 2020-2021 Resolution.**
- **Commissioner Augerot seconded the motion.**
- **The motion passed unanimously.**

B. Statement of Activities – January 2021

CSC is extremely busy and is working in unusual financial conditions, with more funding being received and more allocations to support residents of the service region. The agency's finances are positive and secure. Personnel Expenses appear to be over-budget, based upon the agency's budget before approval of SB2. The SB2-approved personnel funding will change the Personnel Expenses status to being under-spent.

It will be difficult to provide month-to-month or year-to-year comparisons involving a pandemic year. The agency is serving its region as best as possible and as safely as possible while monitoring the agency's financial status.

During the first seven months of the fiscal year, the agency spent \$5,605,333 in direct client assistance; the service amount may double during the next few months.

Action requested: Accept January 2021 Statement of Activities.

- **Commissioner Hunt moved to accept the January 2021 Statement of Activities.**
- **Commissioner Augerot seconded the motion.**
- **The motion passed unanimously.**

X. HEAD START – Dr. Suzanne Miller

The federal Head Start grant was approved. Dr. Miller was notified that Head Start should receive a small cost-of-living adjustment funding allocation. She will apply for a \$30,000 grant for COVID-19 pandemic-related expenses. All COVID-19 pandemic funds have been spent improving air quality in Head Start facilities and meeting on-line teaching needs.

By the end of this week, all Head Start staff will have received their second COVID-19 vaccinations.

The State of Oregon just classified Lincoln County at Low Risk regarding the COVID-19 pandemic. Head Start will open March 3 with a hybrid instruction model (a combination of in-person and on-line instruction). Head Start will close for spring break and evaluate the County's status and Head Start's response to the current regulations in the County.

Dr. Miller hopes that Head Start can resume in-person instruction with normal class sizes during April. The April transition may prompt more student registrations. All Oregon Head Start programs have low enrollments, but Oregon and federal Head Start officials are accepting the lower enrollments. At least six families of Lincoln County Head Start students have moved from the area.

Commissioner Hunt exited the meeting temporarily.

A. Governing Board/Policy Council Report – February 2021

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

- **Commissioner Augerot moved to approve the Governing Board/Policy Council Report for February 2021.**
- **Vice Chair Nyquist seconded the motion.**
- **The motion passed two to zero, while Commissioner Hunt was unavailable to vote.**

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

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

- **Commissioner Augerot moved to approve the Head Start Monthly Operations Report/Statement of Revenues and Expenditures for January 2021.**
- **Vice Chair Nyquist seconded the motion.**
- **The motion passed two to zero, while Commissioner Hunt was unavailable to vote.**

C. Addendum to Selection and Enrollment Policy during COVID-19 Emergency Only

Head Start's Federal Specialist requested a Policy addendum, which the Head Start Policy Council approved, to allow enrollment of more students from over-income families. The increased enrollment will be focused on at-risk children referred by Early Childhood Special Education. The Policy addendum will apply only during the COVID-19 emergency. Dr. Miller will ensure that the increased enrollment will not prevent Head Start from admitting students from low-income families.

Action requested: Approve CSC Head Start Addendum to Selection and Enrollment Policy during COVID-19 Emergency Only.

- **Commissioner Augerot moved to approve Head Start Addendum to Selection and Enrollment Policy during COVID-19 Emergency Only.**
- **Vice Chair Nyquist seconded the motion.**
- **The motion passed two to zero, while Commissioner Hunt was unavailable to vote.**

The Governing Board Executive Committee entered executive session at 10:50 am. Dr. Miller, Mr. Lyons, and Ms. Day exited the meeting.

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.

Human Resources Operations Manager Rich Shelton joined the meeting to review previous Executive Director performance review procedures that could be utilized in reviewing Acting Executive Director Pegge McGuire's performance during the past year. Ms. Day will be asked to schedule a special executive session meeting for all Governing Board Executive Committee members to further discuss the matter.

XII. ADJOURN/CLOSE

Vice Chair Nyquist adjourned the meeting at 10:55 am.

MEETING CALENDAR

Next meeting:

Full Governing Board – Friday, March 19, 2021 – 3:00 pm - 5:00 pm – Zoom.

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 23rd day of April, 2003.

BENTON COUNTY
BOARD OF COMMISSIONERS

LINN COUNTY
BOARD OF COMMISSIONERS

[Signature]
Chair
[Signature]
Commissioner
[Signature]
Commissioner

[Signature]
Chair, Cliff Wood
[Signature]
Commissioner, John K. Lindsey
[Signature]
Commissioner, Roger Nyquist

Approved as to Form:

Approved as to Form:

[Signature]
Office of County Counsel

[Signature]
Office of County Counsel

Dated this 2nd day of April, 2003.

LINCOLN COUNTY BOARD OF COMMISSIONERS

[Signature]
Chair
[Signature]
Commissioner
[Signature]
Commissioner

Approved as to Form:

Office of County Counsel

CURRENT CHARTER WITH PROPOSED AMENDMENTS

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 laws and regulations issued by the Community Services Program and Community Services Consortium, the State of Oregon at ORS 458, et. seq., and the Federal Government at Title 45 of the Code of Federal Regulations, Part 96, and such other laws and regulations as are promulgated from time to time governing community action programs. and

WHEREAS, Benton, Lincoln, and Linn Counties, independently eligible program agents, desire to continue acting as a consortium to act through Community Services Consortium as a program, fiscal, or administrative agents 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

A. The organization Consortium shall consist of the following parties members:

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.

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B. Member defined. Each of the three counties shall be considered a member of the CSC and a party to this Charter ("Member" or "Member County"). Each Member County shall be represented as provided in this Charter.

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. Governing Board Membership: CSC shall be governed by the ~~Consortium-CSC~~ Governing Board (the "Board" or the "Governing Board"), ~~which shall consist of all of the nine elected~~ consisting of all of the commissioners from the three ~~Member eCounties or their approved designees. A designee must be approved by a majority of that county's commissioners.~~

b. Meetings: The Governing Board shall hold ~~one at least four~~ regular meetings every ~~other month year.~~ regular meetings for the following year shall be set by the Board at ~~its first the final meeting in January of the preceding year. Governing Board members shall be sent an agenda for a regular meeting at least ten days prior to the date of the meeting.~~

c. 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 a majority of the governing body of any ~~m~~Member eCounty may, by petition to the Governing Board Chair, direct the call of a special meeting subject to the notice provisions contained in this subsection.

d. Quorum: All action taken by the Governing Board shall be done by a majority vote, providing that a quorum of five Board members is present or participating.

ee. 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,

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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.

~~ef.~~ Officers: The Governing Board shall select a chair, ~~and~~ a vice chair, ~~and a secretary~~ 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. The third member of the Executive Committee shall be from the third Member County and serve as the secretary of the Governing Board and the Executive Committee.

~~eg.~~ Voting: Each Governing Board member shall have one vote. Voting may be made by any method approved in this Charter or by a majority vote of the Governing Board.

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 at least four~~ regular meetings every ~~other month~~ year and also shall meet whenever the Governing Board fails to achieve a quorum. The time and place of the regular meetings for the following year shall be set by the Governing Board at its first meeting in January the final meeting of the preceding year. ~~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 shall be held to have sanctioned~~ those decisions. A record of actions taken by the Executive Committee shall be presented at through approval of the consent calendar. The consent calendar shall be provided to the Governing Board with each the next regular meeting agenda of the Governing Board.

d. Voting: Each Executive Committee member shall have one vote.

All action taken by the Executive Committee shall be done by a majority vote, providing that a quorum of two Committee members is present. Voting may be made by any method approved in this Charter or by a majority vote of the Executive Committee.

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.

b. The Chair shall execute ~~all~~ CSC grants, contracts, and similar documents ~~as pursuant to CSC financial policies~~ 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. Governing Board Secretary

a. The Secretary shall oversee the performance of the following duties: i) Recording and keeping minutes of all Governing Board and committee meetings; and ii) Giving notices as required in this Charter or by law.

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

56. Advisory Councils.

Each ~~Member County~~ 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. All advisory council appointments shall meet state and federal requirements.

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 pursuant to each council's bylaws. Advisory council bylaws shall be ~~adopted~~ approved 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.~~ consider any recommendations of the relevant advisory council in making decisions.

67. 501(c)(3) Organizations:

With the express approval of the Governing Board, CSC may create 501(c)(3) corporations to carry out agency business. CSC shall act as the managing agent for each such corporation. Unless otherwise approved, 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~~ all such corporations shall be 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 and regularly reported to~~ the CSC Governing Board.

78. 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 the low-income population ratios between the counties as defined in ~~Article 1 of this Charter~~ the most-recent United States census.

ARTICLE 5

AMENDMENT, PARTIAL PARTICIPATION, AND ~~DISSOLUTION~~ WITHDRAWAL OF A MEMBER COUNTY

a. Effective Date. 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~~2003.

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b. This Charter may be amended upon the affirmative vote of each Member eCounty.

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c. Partial Participation. Any ~~party to this agreement~~Member County 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) ~~m~~Member eCounties' Boards of County Commissioners sixty (60) days prior to the proposed effective date of such withdrawal. The effect of this partial participation shall be to limit the liability of that county for any such program from the effective date forward.

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d. Withdrawal from the Consortium. Any Member County shall have the right to withdraw from the Consortium upon notification in writing to the Executive Committee and other Member Counties' Boards of County Commissioners one year prior to the proposed effective date of such withdrawal. The withdrawal of any one ~~party hereto~~Member County shall not have the action of dissolving the CSC. Withdrawal of two or more ~~m~~Members will have the effect of dissolution of the CSC.

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ARTICLE 6

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NOTICE OF MEETINGS

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a. Notice must be given of every meeting of the Board, stating the date, time, and location of the meeting, as well as the purposes of the meeting if so required by law or these bylaws. The notice must be given not less than two (2) days in advance of the meeting if delivered by telephone conversation or in person and not less than seven (7) days in advance if delivered by first-class mail, email, or fax to the address provided by the Board member.

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b. Regular meetings. After the initial notice is given of the schedule for a series of regular meetings, which will occur at a fixed time and place, no further separate notice is required for each of those regular meetings. The Board may, by resolution, establish or change the dates of regularly scheduled meetings, with proper notice given to all Board members.

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ARTICLE 7

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TELEPHONIC MEETINGS

Meetings may be held by telephone, video conferencing, internet-based communication, or other method, as long as all participating directors may hear and speak with each other. A director participating in such a meeting is deemed present for purposes of a quorum.

ARTICLE 8

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DECISIONS BY MAIL, EMAIL, OR FAX

The Governing Board may use mail, email, or fax to make any decision or take any action that is within its power, without a real-time meeting, through the use of a Unanimous Consent Resolution. A clearly stated motion must be sent by mail, email, or fax to all of the members on the Board or Executive Committee with clear instructions that this process requires 100 percent (100%) of the Board or Committee members to vote "yes" for the motion to pass. If the motion is sent by mail or fax, then it must be signed and returned by mail or fax by each Board member. If the motion is sent by email, then each Board member must send their vote by email in reply, but no signature is necessary. Motions are adopted and effective on the date that all members of the decision-making body or their designees have responded with a "yes" vote. If any such member votes "no," abstains, or fails to vote, then the motion fails to pass. A printed record of each members' vote must be kept in CSC's corporate records.

ARTICLE 9

CONFLICTS OF INTEREST

A conflict of interest is always present whenever the agency pays money or other compensation or provides any tangible benefits to a member of the Governing Board or to a member of their family. All transactions involving conflicts of interest must be approved using the following procedures.

a. Transactions must be approved by the full Governing Board; they cannot be approved by the Chair, Executive Committee, Executive Director, or other staff.

b. Governing Board members who have a conflict of interest in any matter must i) Declare the existence of any direct or indirect conflict of interest, ii) Disclose the details of the proposed transaction on the record, iii) Abstain from voting on that matter, and iv) Leave the room where the vote is to take place until the votes have been counted. The minutes must record that this was done.

c. The rest of the Governing Board must analyze the transaction and sufficient information to ensure that all transactions involving a conflict of interest are fair to the agency and that no special benefits are being given to any person. The information relied upon by the Board and its source must be recorded in the minutes.

d. All conflict-of-interest transactions must be approved by the affirmative vote of a majority of all of the members of the Governing Board who do not have a conflict of interest involved in that issue, as long as no less than two disinterested Board members vote to approve the transaction.

ARTICLE 610

COMPLIANCE WITH FEDERAL, STATE, AND LOCAL LAWS

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

Dated this ____ day of _____, 20__.

Dated this ____ day of _____, 20__.

**BENTON COUNTY
BOARD OF COMMISSIONERS**

**LINN COUNTY
BOARD OF COMMISSIONERS**

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Chair, ***

Chair, ***

Commissioner ***

Commissioner ***

Commissioner ***

Commissioner ***

Approved as to form:

Approved as to form:

Office of County Counsel

Office of County Counsel

Dated this ____ day of _____, 20__.

**LINCOLN COUNTY
BOARD OF COMMISSIONERS**

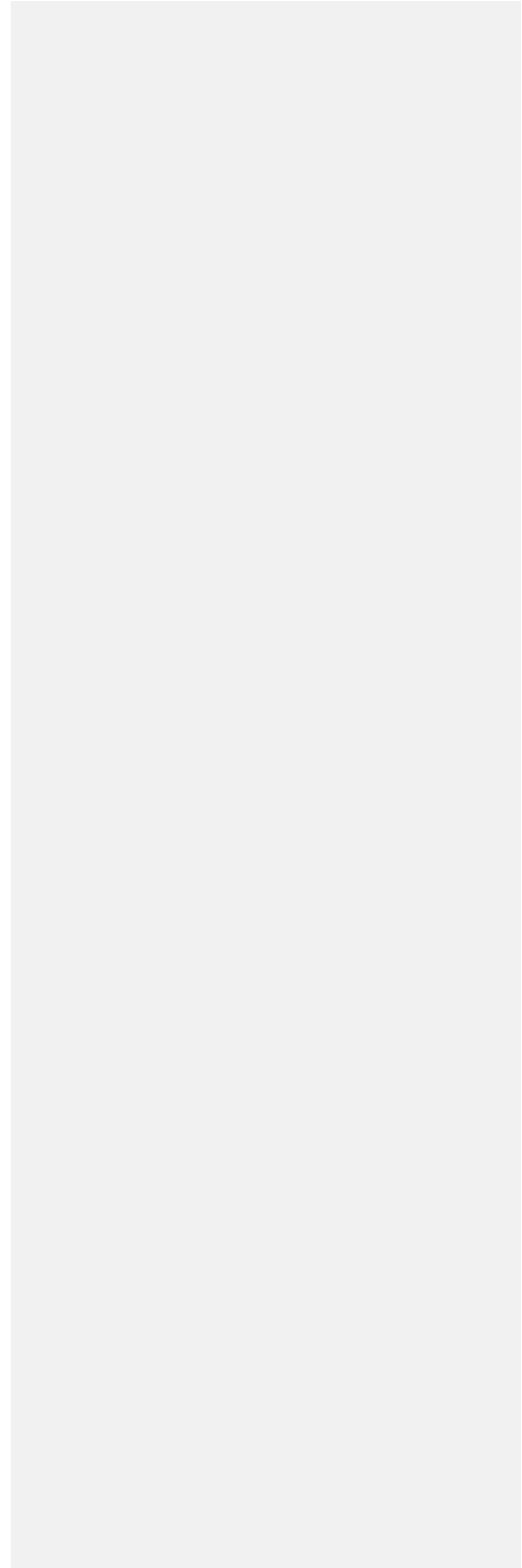
Chair, ***

Commissioner ***

Commissioner ***

Approved as to form:

Office of County Counsel



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 laws and regulations issued by the State of Oregon at ORS 458, et. seq., and the Federal Government at Title 45 of the Code of Federal Regulations, Part 96, and such other laws and regulations as are promulgated from time to time governing community action programs, and

WHEREAS, Benton, Lincoln, and Linn Counties, independently eligible program agents, desire to act through Community Services Consortium as program, fiscal, or administrative agents, 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

A. The Consortium shall consist of the following members:

1. BENTON COUNTY.
2. LINCOLN COUNTY.
3. LINN COUNTY.

B. Member defined. Each of the three counties shall be considered a member of the CSC and a party to this Charter ("Member" or "Member County"). Each Member County shall be represented as provided in this Charter.

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

A. Consortium Governing Board.

1. Governing Board Membership: CSC shall be governed by the CSC Governing Board (the "Board" or the "Governing Board"), which shall consist of all of the commissioners from the three Member Counties or their approved designees. A designee must be approved by a majority of that county's commissioners.
2. Meetings: The Governing Board shall hold at least four regular meetings every year. The time and place of the regular meetings for the following year shall be set by the Board at the final meeting of the preceding year.
3. Special Meetings: 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 a majority of 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.

4. Quorum: All action taken by the Governing Board shall be done by a majority vote, providing that a quorum of five Board members is present or participating.
5. 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; 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.
6. Officers: The Governing Board shall select a chair, a vice chair, and a secretary 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. The third member of the Executive Committee shall

be from the third Member County and serve as the secretary of the Governing Board and the Executive Committee.

7. Voting: Each Governing Board member shall have one vote. Voting may be made by any method approved in this Charter or by a majority vote of the Governing Board.

B. Executive Committee.

1. Membership: The Governing Board chair and vice-chair, along with the third county's representative, serve as the CSC Executive Committee.
2. Meetings: The Executive Committee shall hold at least four regular meetings every year and also shall meet whenever the Governing Board fails to achieve a quorum. The time and place of the regular meetings for the following year shall be set by the Governing Board at the final meeting of the preceding year.
3. Powers and Duties: The Executive Committee shall have authority to make decisions, and the Governing Board shall be held to have sanctioned those decisions. A record of actions taken by the Executive Committee shall be presented at the next regular meeting of the Governing Board.
4. Voting: Each Executive Committee member shall have one vote.

All action taken by the Executive Committee shall be done by a majority vote, providing that a quorum of two Committee members is present. Voting may be made by any method approved in this Charter or by a majority vote of the Executive Committee.

C. Governing Board Chair.

1. 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.
2. The Chair shall execute CSC grants, contracts, and similar documents pursuant to CSC financial policies approved by the Governing Board or the Executive Committee.

D. 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.

E. Governing Board Secretary

1. The Secretary shall oversee the performance of the following duties: a) Recording and keeping minutes of all Governing Board and committee meetings; and b) Giving notices as required in this Charter or by law.

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

F. Advisory Councils.

Each Member County shall appoint members to the Community Action Advisory Council (CAAC) from citizens of that member county. Lincoln County shall appoint community representatives to the Head Start Policy Council. All advisory council appointments shall meet state and federal requirements.

1. Membership: Members of the advisory councils shall be appointed for terms in accordance with each council's bylaws.
2. Powers and Duties: The advisory councils shall advise the Governing Board regarding service needs, CSC policy and procedures, and other matters pursuant to each council's bylaws. Advisory council bylaws shall be approved by the Governing Board. The Governing Board shall consider any recommendations of the relevant advisory council in making decisions.

G. 501(c)(3) Organizations.

With the express approval of the Governing Board, CSC may create 501(c)(3) corporations to carry out agency business. CSC shall act as the managing agent for each such corporation. Unless otherwise approved, all such corporations shall be governed by the CSC Governing Board. The business of each 501(c)(3) shall be conducted pursuant to its bylaws and regularly reported to the CSC Governing Board.

H. 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.

I. 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

A. 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.

B. 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 the low-income population ratios between the counties as defined in the most-recent United States census.

ARTICLE 5

AMENDMENT, PARTIAL PARTICIPATION, AND WITHDRAWAL OF A MEMBER COUNTY

- A. Effective Date. 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 2003.
- B. This Charter may be amended upon the affirmative vote of each Member County.
- C. Partial Participation. Any Member County 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 effect of this partial participation shall be to limit the liability of that county for any such program from the effective date forward.
- D. Withdrawal from the Consortium. Any Member County shall have the right to withdraw from the Consortium upon notification in writing to the Executive Committee and other Member Counties' Boards of County Commissioners one year prior to the proposed effective date of such withdrawal. The withdrawal of any one Member County 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

NOTICE OF MEETINGS

- A. Notice must be given of every meeting of the Board, stating the date, time, and location of the meeting, as well as the purposes of the meeting if so required by law or these bylaws. The notice must be given not less than two (2) days in advance of the meeting if delivered by telephone conversation or in person and not less than seven (7) days in advance if delivered by first-class mail, email, or fax to the address provided by the Board member.
- B. Regular meetings. After the initial notice is given of the schedule for a series of regular meetings, which will occur at a fixed time and place, no further separate notice is required for each of those regular meetings. The Board may, by resolution, establish or change the dates of regularly scheduled meetings, with proper notice given to all Board members.

ARTICLE 7

TELEPHONIC MEETINGS

Meetings may be held by telephone, video conferencing, internet-based communication, or other method, as long as all participating directors may hear and speak with each other. A director participating in such a meeting is deemed present for purposes of a quorum.

ARTICLE 8

DECISIONS BY MAIL, EMAIL, OR FAX

The Governing Board may use mail, email, or fax to make any decision or take any action that is within its power, without a real-time meeting, through the use of a Unanimous Consent Resolution. A clearly stated motion must be sent by mail, email, or fax to all of the members on the Board or Executive Committee with clear instructions that this process requires 100 percent (100%) of the Board or Committee members to vote "yes" for the motion to pass. If the motion is sent by mail or fax, then it must be signed and returned by mail or fax by each Board member. If the motion is sent by email, then each Board member must send their vote by email in reply, but no signature is necessary. Motions are adopted and effective on the date that all members of the decision-making body or their designees have responded with a "yes" vote. If any such member votes "no," abstains, or fails to vote, then the motion fails to pass. A printed record of each members' vote must be kept in CSC's corporate records.

ARTICLE 9

CONFLICTS OF INTEREST

A conflict of interest is always present whenever the agency pays money or other compensation or provides any tangible benefits to a member of the Governing Board or to a member of their family. All transactions involving conflicts of interest must be approved using the following procedures.

- A. Transactions must be approved by the full Governing Board; they cannot be approved by the Chair, Executive Committee, Executive Director, or other staff.

- B. Governing Board members who have a conflict of interest in any matter must 1) Declare the existence of any direct or indirect conflict of interest, 2) Disclose the details of the proposed transaction on the record, 3) Abstain from voting on that matter, and 4) Leave the room where the vote is to take place until the votes have been counted. The minutes must record that this was done.
- C. The rest of the Governing Board must analyze the transaction and sufficient information to ensure that all transactions involving a conflict of interest are fair to the agency and that no special benefits are being given to any person. The information relied upon by the Board and its source must be recorded in the minutes.
- D. All conflict-of-interest transactions must be approved by the affirmative vote of a majority of all of the members of the Governing Board who do not have a conflict of interest involved in that issue, as long as no less than two disinterested Board members vote to approve the transaction.

ARTICLE 10

COMPLIANCE WITH FEDERAL, STATE, AND LOCAL LAWS

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

Dated this ____ day of _____, 20__.

Dated this ____ day of _____, 20__.

**BENTON COUNTY
BOARD OF COMMISSIONERS**

**LINN COUNTY
BOARD OF COMMISSIONERS**

Chair, ***

Chair, ***

Commissioner ***

Commissioner ***

Commissioner ***

Commissioner ***

Approved as to form:

Approved as to form:

Office of County Counsel

Office of County Counsel

Dated this ____ day of _____, 20__.

**LINCOLN COUNTY
BOARD OF COMMISSIONERS**

Chair, ***

Commissioner ***

Commissioner ***

Approved as to form:

Office of County Counsel

GRANT SUBMISSION DATE	GRANT AWARD OR DENIAL	DEPT	TITLE & SUBJECT OF GRANT	GRANT PURPOSE	FUNDER	GOVT OR PRIVATE	DOLLAR AMOUNT REQUESTED	DOLLAR AMOUNT FUNDED	BEGINNING DATE	ENDING DATE
Admin	H&ES	LBFS	COLOR CODING KEY BY DEPARTMENT TO WHICH GRANT OR CONTRACT APPLIES							
CRD	HS	W&E								
FIN	IT	WX								

	Award	H&ES	Sub-recipient Funding Agreement for Community Development Block Grant (CDBG) Funds	CDBG funds for use as emergency rental assistance for residents of Corvallis, Oregon	City of Corvallis	Govt		\$150,000	09-01-2020	06-30-2021
	Award	H&ES	OHCS Master Grant Agreement 2019-2021 Amendment 10	Supporting Tenants Accessing Rental Relief (STARR) Program for provision of rental assistance in response to coronavirus (COVID-19 pandemic	Oregon Housing and Community Services (OHCS)	Govt		Increase of \$1,782,185 to NTE \$33,950,216 (funding not guaranteed)	10-01-2020	06-30-2021
	Award	W&E	State of Oregon Health Authority COVID-19 Grant Agreement Amendment 1 (increased funding)	COVID-19 wrap-around services, contact tracing, education, outreach, and engagement	Oregon Health Authority	Govt		additional \$50,000 to \$186,407	12-31-2020	06-30-2021
n/a	n/a	H&ES	Supportive Services for Veterans' Families Program Grant Memorandum Agreement Sub-Contract	promote housing stability among very-low-income veteran families residing in or transitioning to permanent housing	Community Action Partnership of Oregon (CAPO)			\$629,657	11-01-2020	12-31-2021
	Award	W&E	Workforce Development Services - Workforce Innovation and Opportunity Act (WIOA) Adult Program (S01-21) (Modification 1 - increased funding)	provide workforce development services to eligible participants	Willamette Workforce Partnership (WWP)	Govt	\$995,045	additional \$558,556 to \$1,300,841	07-01-2020	06-30-2021
	Award	W&E	2020-2021 Community Stewardship Corps - Polk County	assist Oregon's at-risk youth in becoming successful community members engaged in work, stewardship, and lifelong learning	Oregon Higher Education Coordinating Commission (HECC)	Govt		\$18,000	08-01-2020	06-30-2021
	Award	W&E	2020-2021 Community Stewardship Corps - Linn County	assist Oregon's at-risk youth in becoming successful community members engaged in work, stewardship, and lifelong learning	Oregon Higher Education Coordinating Commission (HECC)	Govt		\$18,000	08-01-2020	06-30-2021
	Award	W&E	2020-2021 Community Stewardship Corps - Lincoln County	assist Oregon's at-risk youth in becoming successful community members engaged in work, stewardship, and lifelong learning	Oregon Higher Education Coordinating Commission (HECC)	Govt		\$18,000	08-01-2020	06-30-2021
	Award	W&E	2020-2021 Community Stewardship Corps - Benton County	assist Oregon's at-risk youth in becoming successful community members engaged in work, stewardship, and lifelong learning	Oregon Higher Education Coordinating Commission (HECC)	Govt		\$18,000	08-01-2020	06-30-2021
		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

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

GRANT SUBMISSION DATE	GRANT AWARD OR DENIAL	DEPT	TITLE & SUBJECT OF GRANT	GRANT PURPOSE	FUNDER	GOVT OR PRIVATE	DOLLAR AMOUNT REQUESTED	DOLLAR AMOUNT FUNDED	BEGINNING DATE	ENDING DATE
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	Oregon Department of Human Services Intergovernmental Agreement for Independent Living Program services; Amendment 4 - increase funding; amend Statement of Work	Amendment 4 to State of Oregon Intergovernmental Agreement 160892 for ILP	Oregon Department of Human Services (DHS)	Govt		\$395,200	11-10-2020	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
	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

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
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
n/a	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
n/a	Award	H&ES	OHCS Master Grant Agreement 2019-2021 Amendment 6	Homeless Services Section - increase funding (change to Coronavirus Relief Fund); replace Program Element 19 COVID-19 Rental Relief Program with Program Element 15-1 COVID-19 Rental Relief Program (CARES Act)	Oregon Housing and Community Services	Govt		increase to \$20,127,961	10-01-2020	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 Success 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
06-02-2020	Award	HS	COVID-19 Response	Head Start COVID-19 response funds via Coronavirus Aid, Relief, and Economic Security (CARES) Act	Office of Head Start Health and Human Services	Govt	\$89,638	\$89,638	04-01-2020	03-31-2021
	Award	W&E	State of Oregon Grant Agreement – Career and Technical Education Revitalization Grant – Career Tech High School	Strengthen existing Career and Technical Education programs, create new programs to meet workforce needs in high-wage/in-demand occupations, support achievement of Oregon diploma, address needs of historically underserved students	State of Oregon Department of Education	Govt		\$124,000	10-01-2019	06-30-2021
	Award	H&ES	Master Grant Agreement 2019-2021 Amendment 4 (Add Program Element 17, Energy Assistance Stability Program - Coronavirus Relief Fund)	Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020 Low-Income Home Energy Assistance Program; Oregon Energy Assistance Program	Oregon Housing and Community Services	Govt		\$967,586	07-01-2020	12-31-2020
	Award	W&E	Workforce Development Services - Workforce Innovation and Opportunity Act (WIOA) Youth Program (S05-21)	provide workforce development services to eligible participants	Willamette Workforce Partnership (WWP)	Govt	\$687,000	\$687,000	07-01-2020	06-30-2021
	Award	W&E	Workforce Development Services - Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Workers Program (S09-21)	provide workforce development services to eligible participants	Willamette Workforce Partnership (WWP)	Govt	\$75,000	\$75,000	07-01-2020	06-30-2021
05-08-2020	Award	H&ES	Oregon Housing and Community Services Master Grant Agreement 2019-2021 Amendment 1	add Program Element 15 COVID-19 Rental Relief Program	Oregon Housing and Community Services	Govt	\$583,383	\$583,383	05-01-2020	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
n/a	Award	H&ES	Community Development Block Grant subrecipient agreement for emergency housing assistance	provide rent or mortgage assistance to renters and homeowners living in Albany, Oregon affected by COVID-19	City of Albany (pass through of federal Coronavirus Aid, Relief, and Economic Security [CARES] Act CDBG Funds)	Govt		\$105,000	06-01-2020	05-31-2021
05-18-2020	Award	H&ES	Oregon Housing and Community Services Master Grant Agreement 2019-2021 Amendment 2	Program Element 01 Community Services Block Grant Program replaced; Coronavirus Aid, Relief, and Economic Security (CARES) Act	Oregon Housing and Community Services	Govt			05-15-2020	06-30-2021
05-11-2020	Award	HS	Lincoln County Nonprofit Social Service Agency Allocations Grant Application (2020-2021)	support for at-risk children	Lincoln County	Govt	\$9,500	\$8,000	07-01-2020	06-30-2021
05-06-2020	Award	HS	Federal Head Start Quality Improvement Grant	Head Start trauma-related services expansion	Department of Health and Human Services Region 10; Administration for Youth, Children, and Families	Govt	N/A	\$55,000	05-01-2020	03-31-2021
05-06-2020	Award	HS	Federal Head Start Cost-of-Living Adjustment (COLA) Grant	Head Start staff wage and benefits cost-of-living COLA adjustment	Department of Health and Human Services Region 10; Administration for Youth, Children, and Families	Govt	N/A	\$29,213 (plus \$7,303 Waiver Request)	05-01-2020	03-31-2021
n/a	Award	LBFS	Funds for Storage and Distribution of Trade Mitigation Program Foods Master Agreement	operational costs associated with receipt, storage, and distribution of Trade Mitigation Program foods	Oregon Food Bank Network	Private	N/A	none specified	immediately	12-31-2020
n/a	Award	W&E	Independent Living Program - Linn, Benton, and Lincoln Counties (Amendment 2 - funding rate changes)	Independent Living Program services for foster youth	Oregon Department of Human Services (DHS)	Govt	N/A	Jul 1, 2019-Apr 14, 2020 \$8,400/mon up to 42 youth; Apr 15, 2020-Jun 30, 2021 \$12,600/mon up to 63 youth	07-01-2019	06-30-2021
04-17-2020	Award	LBFS	COVID-19 State Emergency Food Grant Agreement	Requirements for Regional Food Bank food purchases in response to COVID-19 crisis from funds disbursed by State of Oregon to Oregon Food Bank for use by Regional Food Banks	Oregon Food Bank	Private	N/A	unknown; reimbursement of food purchases	04-13-2020	06-05-2020
05-02-2020	Award	HS	Oregon Pre-Kindergarten (OPK) Enhancement Grant	Head Start staff salary and fringe benefits enhancements	Oregon Department of Education	Govt	\$150,800	\$150,800	07-01-2020	06-30-2021

Discretionary Funds

		As of 1/31/21	7/1/20 Balance^x	Change from 7/1
Grant 1000	Admin	\$450,704	\$438,585	\$12,119
Grant 1010	Admin Miscellaneous Inc	\$32,498	\$32,498	\$0
Grant 1011	CSC Unrestricted Sources	\$486,414	\$486,414	\$0
Grant 1020	Discretionary Donations	\$64,938	\$34,702	\$30,236
Grant 1021	B2K	\$94,975	\$94,975	\$0
Total Discretionary Funds		\$1,129,529	\$1,087,174	\$42,355

*UNAUDITED figures

Use of Discretionary Resources 7/1-1/31

Dept Code	Grant Code	Func/Loc Code	Object Code	Object Title	Effective Date	Document Number	Document Date	Document Name	Session ID	Transaction Description	Debit	Credit
01	1020	00	5520	DATA SERVICES/CONNECTIO						Opening Balance	0.00	
01	1020	00	5520	DATA SERVICES/CONNECTIO	9/1/2020	107958-8	9/1/2020	COMCAST CABLE	API02036	ACCT 8778-10-899-0003562: CRO AND ARO	793.40	
01	1020	00	5520	DATA SERVICES/CONNECTIO	9/1/2020	107958-8	9/1/2020	COMCAST CABLE	API02036-COR1	ACCT 8778-10-899-0003562: CRO AND ARO	793.40	
01	1020	00	5520	DATA SERVICES/CONNECTIO	9/1/2020	107958-8	9/1/2020	COMCAST CABLE	API02036-REV1	ACCT 8778-10-899-0003562: CRO AND ARO		<u>793.40</u>
Transaction Total											<u>1,586.80</u>	<u>793.40</u>
Balance 5520 DATA											793.40	
01	1020	00	6470	MISCELLANEOUS						Opening Balance	0.00	
01	1020	00	6470	MISCELLANEOUS ADMIN	8/20/2020	46526	8/20/2020	PAYPAL	CR006203	REVENUE LOG 8.20.20	14.28	
01	1020	00	6470	MISCELLANEOUS ADMIN	11/19/2020	46864	11/19/202	LINN 0 BENTON	CR006497	PAYPAL	12.73	
01	1020	00	6470	MISCELLANEOUS ADMIN	1/5/2021	47076	1/5/2021	PAYPAL	CR006663	PAYPAL REVENUE LOG 1.4.21	<u>3.52</u>	
Transaction Total											<u>30.53</u>	<u>0.00</u>
Balance 6470 MISCELLANEOUS											<u>30.53</u>	
Balance 00											823.93	
01	1020	10	5540	OTHER PURCHASED SERVICES						Opening Balance	0.00	
01	1020	10	5540	OTHER PURCHASED SERVICES	8/18/2020	06DE-091	8/18/2020	BANK OF AMERICA	API02026	ACCT 5588 4691 1260 0073; D ELDRIDGE	<u>72.99</u>	
Transaction Total											<u>72.99</u>	<u>0.00</u>

Dept Code	Grant Code	Func/Loc Code	Object Code	Object Title	Document Effective Date	Document Number	Document Date	Document Name	Session ID	Transaction Description	Debit	Credit
			Balance 5540	OTHER PURCHASED SERVICES							72.99	
01	1020	10	6410	BOOKS AND SUBSCRIPTIONS						Opening Balance	0.00	
01	1020	10	6410	BOOKS AND SUBSCRIPTIONS	9/3/2020	46570	9/3/2020	EMELY DAY	CR006238	CC CHARGES		26.98
01	1020	10	6410	BOOKS AND SUBSCRIPTIONS	9/19/2020	01EAD-084	9/19/2020	BANK OF AMERICA	API02070	ACCT 5588 4691 1260 0073: P MCGUIRE	14.99	
01	1020	10	6410	BOOKS AND SUBSCRIPTIONS	9/19/2020	01EAD-084	9/19/2020	BANK OF AMERICA	API02070	ACCT 5588 4691 1260 0073: P MCGUIRE	11.99	
01	1020	10	6410	BOOKS AND SUBSCRIPTIONS	12/18/2020	01EAD-154	12/18/202	BANK OF AMERICA	API02186	ACCT 5588 4691 1260 0073: P MCGUIRE	<u>4.72</u>	
										Transaction Total	<u>31.70</u>	<u>26.98</u>
			Balance 6410	BOOKS AND SUBSCRIPTIONS							4.72	
01	1020	10	6470	MISCELLANEOUS						Opening Balance	0.00	
01	1020	10	6470	MISCELLANEOUS ADMIN	7/22/2020	46411A	7/22/2020	TAX ACCT.	CR006121	REVERSAL OF NSF FEE		34.95
01	1020	10	6470	MISCELLANEOUS ADMIN	7/22/2020	46411A	7/22/2020	TAX ACCT.	CR006121CORCOR	REVERSAL OF NSF FEE	34.95	
01	1020	10	6470	MISCELLANEOUS ADMIN	7/22/2020	46411A	7/22/2020	TAX ACCT.	CR006121REV	REVERSAL OF NSF FEE	34.95	
01	1020	10	6470	MISCELLANEOUS ADMIN	9/6/2020	03CZ-156-08	9/6/2020	HOME DEPOT CREDIT SERVICES	API02042	ACCT 6035 3225 0519 4963, INV 5620145, INV FCH- 007235519	20.00	

Dept Code	Grant Code	Func/Loc Code	Object Code	Object Title	Effective Date	Document Number	Document Date	Document Name	Session ID	Transaction Description	Debit	Credit
01	1020	10	6470	MISCELLANEOUS ADMIN	10/29/2020	01EAD-114	10/29/2020	SECRETARY OF STATE	API02128	ACCT 95115391: FILING FEE CAREER TECH HS AN RPT	50.00	
01	1020	10	6470	MISCELLANEOUS ADMIN	10/29/2020	01EAD-114	11/6/2020	SECRETARY OF STATE	APCK00820	ACCT 95115391: FILING FEE CAREER TECH HS AN RPT		50.00
				Balance 6470 MISCELLANEOUS ADMIN						Transaction Total	139.90	84.95
		Balance 10									54.95	
											132.66	
01	1020	20	5935	CELL PHONE						Opening Balance	0.00	
01	1020	20	5935	CELL PHONE	7/22/2020	01SL-18	7/22/2020	BANK OF AMERICA	API01983	ACCT 5588 4691 1260 0073: M LYONS AND E LAHEY, JULY 2020	96.60	
				Balance 5935 CELL PHONE						Transaction Total	96.60	0.00
											96.60	
01	1020	20	6150	ADVERTISING/RECRUITMENT						Opening Balance	0.00	
01	1020	20	6150	ADVERTISING/RECRUITMENT	12/18/2020	01EAD-154	12/18/2020	BANK OF AMERICA	API02186	ACCT 5588 4691 1260 0073: P MCGUIRE	35.00	
01	1020	20	6150	ADVERTISING/RECRUITMENT	1/8/2021	01EAD-171	1/8/2021	BANK OF AMERICA	API02216	ACCT 5588 4691 1260 0073: P MCGUIRE	20.00	
				Balance 6150 ADVERTISING/RECRUITMENT						Transaction Total	55.00	0.00
											55.00	
01	1020	20	6160	PROGRAM SUPPLIES						Opening Balance	0.00	
01	1020	20	6160	PROGRAM SUPPLIES	9/6/2020	107985	9/6/2020	COMMUNITY SERVICES CONSORTIU	API02042	CSC FACE MASKS	1,032.00	
				Balance 6160 PROGRAM SUPPLIES						Transaction Total	1,032.00	0.00
											1,032.00	
		Balance 20									1,183.60	
	Balance 1020										2,140.19	



WILLAMETTE WORKFORCE
PARTNERSHIP

**Annual Monitoring Review Final Report
Program Year 2020-2021
Community Services Consortium (Housing)**

PURPOSE

To satisfy requirements for oversight and monitoring of Workforce Innovation and Opportunity Act (WIOA) Title IB, Willamette Workforce Partnership conducted an on-site monitoring review to ensure that program policies and outcomes meet the objectives and regulations of WIOA, and determine compliance with WIOA requirements.

OVERVIEW

Staff from Willamette Workforce Partnership conducted monitoring of CSC (Housing) from February 16, 2021 through February 19, 2021. The team relied on responses and other information provided in the Program Year 2020-2021 Monitoring Guide. Program and Fiscal monitoring team members included Gary Mueller and Veronica Rosas.

This report cites the results of Willamette Workforce Partnership's tests of compliance and review of policies and processes, and may include observations and opportunities for improvement or findings defined as:

- **Observations:** In the course of the review, the monitoring team discovered areas that raised some measure of concern. Such concerns may be easily alleviated, and the monitoring team made every effort to discuss solutions with sub-recipient staff to minimize concern.
- **Findings:** Are items that are of significant concern or that indicate a violation of a guiding principle, contract, regulation, or rule. The monitoring team may request additional information or clarification to determine whether the issue was an abnormality or a valid violation. Findings require corrective action and may result in disallowed costs.

RESULTS

The monitoring team reviewed approximately 20% of Work Ready Assessments 20% of referred to Individualized Career Services, 20% of referred to Training Services and 20% of Supportive Services Payments. The annual monitoring includes reviewing document management, internal controls, and adherence to activity file management standards. The team validated components against the electronic MIS system, and the other mechanisms to ensure that activity files meet all requirements.

In addition, Willamette Workforce Partnership reviewed general ledger entries for proper documentation, cost allow-ability, and funding appropriateness. This included all participant related expenditures and the payroll cycle for the month of December and additional random samples. Sub-recipient also provided a copy of the most recent audit for file.

Overall, CSC (Housing) was in accordance with the compliance requirements for the program year, which result in zero (0) observations and zero (0) findings.

COMMENTS

WWP would like to commend CSC (Housing) all the great work that has been done during these past pandemic months. CSC (Housing) staff have continued to provide excellent virtual engagement partnership with most WIOA required partners (OED, SCBEC, VR, etc.)

REPORT PROCESS & TIMELINE

Once this draft report is received, CSC (Housing) will have fourteen (14) calendar days to respond to this report. Once the response period to the draft is complete, WWP final report will be issued, finalizing all observations and findings. CSC (Housing) will have 30 calendar days from receiving the Final Report to appeal. Any appeal decision will be issued by the Executive Director, who will make a final decision.

Draft Report:	February 19, 2021
Final Report:	March 5, 2021
Response or Appeal:	April 5, 2021
Executive Director Decision:	April 12, 2021 (if appeal is necessary)



3/5/2021

Kim Parker-Llerenas, Executive Director

Date

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

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

***Please note that in a month when the Governing Board or Policy Council does not meet,
a report will be emailed or mailed in hard copy to all members for review and comments/questions
during the next meeting***

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

Attachments: Operations Report is delayed and may be sent to the Governing Board prior to the meeting.

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

Overview:

Head Start began an in-person hybrid mode with small classes which alternate with Zoom classes. So far this has proved to be manageable and successful. There have been hundreds of small and large changes to accommodate the mandates of the state, federal, and Centers for Disease Control (CDC) recommendations and safety/health mandates, as well as Oregon Health Authority (OHA).

Personnel:

We have been successful in hiring two classroom aides; one is part time and the other is temporary for maternity leave.

Community Partners: (also within CSC partnerships):

- Mental Health and Disabilities Content Specialist (MHDCS) attended Community Inclusion Team meeting.
- MHDCS met with Oregon State University (OSU) Extension Nutrition Program.
- Director attends Lincoln County child care group meeting.

Finance/Grants:

Our federal grant submitted in December 2020 has finally been approved. Delays were a Region X response lag.

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

PEM and teachers have been working together to ensure the classrooms are ready for children to return to the classrooms. PEM outlined new lesson plan requirements for our hybrid model of services (includes activities for in-person instruction and what teachers will cover during virtual Zoom sessions), and teachers have been working to ensure children still receive a high-quality learning experience using this framework. We are encouraging live Zoom lessons on days children are not attending in-person, but we will continue to accommodate families who are not able to attend Zoom classes by providing educational packets for families to work on with their child.

Due to COVID-19, Kindergarten Assessments were not completed by Lincoln County School District this year. This, unfortunately, means we will not be able to complete a comparative chart of kindergarten readiness outcomes for our Head Start children who transitioned into kindergarten in fall 2020. We will continue to collect developmental assessment data for the children currently in our program, and we hope this valuable information from the school district will resume next school year.

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 10 percent of our current enrollment during this time of COVID-19.
- Four referrals are in process with ECSE for screenings.
- We currently have 11 families receiving mental health services through Coastal Collaborative Health, Olalla, Children's Advocacy Center, and Lincoln County Mental Health.

- 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.
- Three of our homeless families were referred to Adult Probation and were provided temporary housing at our local motels. These families were desperate for housing, so we are very grateful for this partnership.

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

- Sent home Nutrition Packets to all enrolled families. The nutrition packets included a few toothbrushes for all children at the home, Healthy Smiles, which includes oral health education, What will my child eat, Colorful Fruits, Encouraging Vegetables, Healthy Meals with My Plate, Proportions for Preschoolers, Tips for a “choosy” Eater, Discover my Plate coloring books in English and one in Spanish with different fruits and vegetables for the kids to color.
- HNS attended Region X Virtual Training and Technical Assistance Series. The first training was an introduction to My Peers, which is a platform for all Head Start staff to collaborate and discuss anything to help better our programs.
- Completed CACFP mid-year budget review due to COVID-19 and having a lower number of students for lunches.
- Review CACFP Kitchen paperwork weekly, which includes Daily Vendor Receipts and Lunch Attendance.
- Updating food allergies, health care plans, and medication authorizations before beginning in-person classes, shared with all teaching staff and kitchen staff.
- Attended Lincoln City’s and Toledo’s Site Meetings to assist in any questions as we start in-person classes.
- Mailed Health and Dental Appraisal and Dental Treatment reminders to parents.
- Continued ordering COVID-19 personal protective equipment (PPE) supplies, including more thermometers, more child disposable face masks, child hand sanitizer wipes for classrooms, fanny packs to hold child face masks, thermometers and spray hand sanitizer for drop off and pick up, touchless garbage cans, and touchless laundry can for classrooms.
- Updating health and safety checklists as needed with input from multiple staff members.

Family Services/Engagement – Policy Council:

- Family night is now occurring monthly, due to the positive feedback and parent participation for our January virtual family night. The theme for family night is “Let’s Build our Self-Care and Parenting Tips Tool Box!” We are excited to have Oregon State University Extension Nutrition Program as our guest presenter. They will focus on the healthy ways to manage our stress through nutritious food choices. Each family night the Family Advocates will present a new parenting strategy to assist families in reducing power struggles and build positive relationships with their children. Family nights are presented in English and Spanish at our Lincoln City and Newport sites.
- Policy Council: Policy Council meeting was held at the end of February via Zoom. A new member joined.

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

- Attendance in February was 90.19%, largely due to illness and technical issues.
- Six children dropped during February, two changed preschools, two had family issues, one moved, and one child was not ready for virtual preschool. We will fill these spots as new applications come in.
- Due to COVID-19, all sites are not yet fully enrolled – there are currently 41 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 (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.
- In February, all three sites had their first virtual Family Night, which was well attended. The topic was providing parenting tips to reduce power struggles.

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
February 2021	90.19%	122
Year to date		970

Dropped Reasons	Sep. 2002	Oct. 2002	Nov. 2002	Dec. 2002	Jan. 2021	Feb. 2021
Attendance			1			
Not ready for school	1				1	1
Moved	2	2	1		1	1
Changed schools	1	1	1			2
No contact with families		1				
Family issues		1		1		2
TOTAL	4	5	3	1	2	6

END-OF-MONTH WAIT LIST																	
Site	Homeless/ Foster			Poverty Income			130% Income			Over Income			Total Applications			Total Programs	
	LC	N	T	LC	N	T	LC	N	T	LC	N	T	LC	N	T	All Sites	
Feb	0	*1	*1	0	*1	0	*1	*1	0	2	2	1	3	5	2	10*waiting for full day in-person	

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
February 2021	93	131.50	\$1,751.58
Year to Date	163* comprised of repeat volunteers	531.25	\$7,076.25

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

# of enrolled children with:	Oct. 1 2020	Nov. 1 2020	Dec.1 2020	Jan.1 2021	Feb. 1 2021	Mar. 1 2021
Up-to-date or all possible immunizations to date	105	106	106	132	132	144
On a schedule of preventative and primary health care – Physical Exam	44	46	59	76	96	94
Ongoing source of continuous, accessible health care – Medical Home	91	96	112	129	130	135
Completing professional Dental Exams	28	30	38	54	63	58
Continuous, accessible dental care provided by a dentist – Dental Home	80	85	95	125	126	127

VISA Monthly Charges	Value	Description
January 2021 charges 01/22/2021 through 02/09/2021 \$710.78	\$42.90 \$167.96 \$117.05 \$132.87 \$250.00	- COVID-19 purchase: Two 5-gallon water jugs - COVID-19 purchase: Six pkgs (20/pkg) KN95 face mask - COVID-19 purchase: Eight automatic soap dispensers - COVID-19 purchase: One table shield panel -Training: National Head Start Association "The future of ERSEA in Head Start"
February 2021		Have Not received MasterCard statement by time of report deadline.

3/15/21

CSCHS has received information from the Administration for Children and Families/Office of Head Start regarding the following:

1. A 1.2% Cost of Living Increase of \$18,847 to be used for salaries/benefits or operating expenses if approved. A grant must be completed and submitted.
2. A projected Grant for Covid expenses of approximately \$30,000. – The formal notice will be received with directions for grant application.

Due to the timing of these grant applications and the necessity for Governing Board and Policy Council approval, we are asking that you approve application for both these grants and approve the Board Chair to review the final documents and sign for the board.



OPERATIONAL BLUEPRINT FOR SCHOOL REENTRY 2020-21

Updated 6/30/2020

Under ODE's **Ready Schools, Safe Learners** guidance, each school¹ has been directed to submit a plan to the district² in order to provide on-site and/or hybrid instruction. Districts must submit each school's plan to the local school board and make the plans available to the public. This form is to be used to document a district's, school's or program's plan to ensure students can return for the 2020-21 school year, in some form, in accordance with Executive Order 20-25(10). Schools must use the [Ready Schools, Safe Learners guidance](#) document as they complete their Operational Blueprint for Reentry. ODE recommends plan development be inclusive of, but not limited to school-based administrators, teachers and school staff, health and nursing staff, association leadership, nutrition services, transportation services, tribal consultation,³ parents and others for purposes of providing expertise, developing broad understanding of the health protocols and carrying out plan implementation.

1. Please fill out information:

SCHOOL/DISTRICT/PROGRAM INFORMATION	
Name of School, District or Program	Lincoln City Career Technical High School
Key Contact Person for this Plan	Sean Larsen
Phone Number of this Person	541-758-2649
Email Address of this Person	slarsen@communityservices.us
Sectors and position titles of those who informed the plan	Education Supervisor - Rebecca Bahr Principal - Sean Larsen Health Careers Teacher - Amy Getter, RN Office Manager – Donna Seeto HR Operation Manager - Rich Shelton
Local public health office(s) or officers(s)	Lincoln County Public Health – Public Health 541-265-4112 ext. for Communicable Disease
Name of person Designated to Establish, Implement and Enforce Physical Distancing Requirements	Rebecca Bahr
Intended Effective Dates for this Plan	September 8th, 2020 – June 30th, 2021
ESD Region	Linn Benton Lincoln ESD

2. Please list efforts you have made to engage your community (public health information sharing, taking feedback on planning, etc.) in preparing for school in 2020-21. Include information on engagement with communities often underserved and marginalized and those communities disproportionately impacted by COVID-19.

¹ For the purposes of this guidance: "school" refers to all public schools, including public charter schools, public virtual charter schools, alternative education programs, private schools and the Oregon School for the Deaf. For ease of readability, "school" will be used inclusively to reference all of these settings.

² For the purposes of this guidance: "district" refers to a school district, education service district, public charter school sponsoring district, virtual public charter school sponsoring district, state sponsored public charter school, alternative education programs, private schools, and the Oregon School for the Deaf.

³ Tribal Consultation is a separate process from stakeholder engagement; consultation recognizes and affirms tribal rights of self-government and tribal sovereignty, and mandates state government to work with American Indian nations on a [government-to-government](#) basis.

Career Tech students were surveyed in early March of 2020 about their technology needs for distance learning. The survey included data on having access to both a computer and internet access at home. Using this information, the school successfully addressed distance learning accessibility for the vast majority of its students.

Career Tech parents and guardians were sent a survey in early June of 2020 inquiring about comfort levels for returning to the school building in the fall, which educational delivery models would be preferred, and primary concerns and suggestions for creating a safe and effective environment for in-person instruction.

The school followed up in the fall of 2020 to again assess at-home technology needs and any special concerns regarding access to learning materials for the 20/21 school year. Every effort was made to reach each family via phone, text or e-mail to ensure we had representation from the entire school community.

School staff has been regularly interacting with students, families and other community members via phone calls, emails, text messages and social media to continue gathering feedback and input.

Career Tech has been in contact with Lincoln County Public Health Authority to facilitate review of upcoming blueprints for returning to school as well as pandemic response plans; and is coordinating with the Emergency Preparedness Coordinator for the City Hall Building (where the school is located) to coordinate re-opening plans.

Recognizing that comprehensive distance learning will alter some of the school's engagement strategies with students, we have been engaging with workforce investment and CTE partners to identify strategies to connect students with online workforce development opportunities.

3. Indicate which instructional model will be used.

Select One:

On-Site Learning Hybrid Learning Comprehensive Distance Learning

4. If you selected Comprehensive Distance Learning, you only have to fill out the green portion of the Operational Blueprint for Reentry (i.e., page 2 in the initial template).
5. If you selected On-Site Learning or Hybrid Learning, you have to fill out the blue portion of the Operational Blueprint for Reentry (i.e., pages 3-15 in the initial template) and [submit online](https://app.smartsheet.com/b/form/a4dedb5185d94966b1dffc75e4874c8a). (<https://app.smartsheet.com/b/form/a4dedb5185d94966b1dffc75e4874c8a>) by August 15, 2020 or prior to the beginning of the 2020-21 school year.

* **Note:** Private schools are required to comply with only sections 1-3 of the *Ready Schools, Safe Learners* guidance.

REQUIREMENTS FOR COMPREHENSIVE DISTANCE LEARNING OPERATIONAL BLUEPRINT

This section must be completed by any school that is seeking to provide instruction through Comprehensive Distance Learning.

Schools providing On-Site or Hybrid Instructional Models do not need to complete this section.

Describe why you are selecting Comprehensive Distance Learning as the school's Instructional Model for the effective dates of this plan.

Based on the State of Oregon requirements, Lincoln County is not meeting the county-level metrics to reopen schools. Career Tech's intent is to offer comprehensive distance learning with the assumption that metrics will improve enough to eventually allow it to safely reopen. The school will re-evaluate this plan regularly to determine appropriate changes to the timeline for reopening.

Describe how your school's model aligns to the Comprehensive Distance Learning Guidance. In completing this part of the Blueprint you are attesting that you have reviewed the Comprehensive Distance Learning Guidance. Please name any requirements you need ODE to review for any possible accommodations.

As a small school of approximately 55 students, Career Tech's focus is on building a relationship with each student and customizing an educational plan that addresses each student's unique needs. This approach doesn't change in the distance learning environment. Career Tech has traditionally offered an educational program that is a blend of online coursework and in-person instruction within a supportive framework. Class sizes are small and a great deal of one-on-one support is provided in both online and in-person courses. Comprehensive distance learning necessitates moving the in-person portion of the program to an interactive online meeting platform that provides ample synchronous instruction and peer interaction, an element that Career Tech implemented last school year. The online coursework is completed both synchronously and asynchronously.

Career Tech's Comprehensive Distance Learning model also aligns in the following ways:

- Prioritizing development of a positive relationship between students, families and staff by frequent interaction via text, phone call, e-mail and web-based interface; and through occasional outdoor "home visits" when supplies and lab kits are dropped off at students' homes. Also providing flexibility to students and families when scheduled synchronous learning is problematic for their specific situation.
- Coordinating special education services for IEP students through ongoing and regular communication with Lincoln County School District staff, as well as with those families and students.
- Providing comprehensive, teacher-facilitated courses that meet state content standards, but that also provide flexibility for students to apply and demonstrate learning.
- Meeting Division 22 instructional time requirements and following attendance record-keeping requirements.
- Providing regular updates to students and families about student attendance and progress, and also reviewing existing grading procedures and providing professional development to ensure equitable grading is practiced in all courses.
- Utilization of formative assessments to guide instruction, and plan for summative assessments for 11th grade students in ELA, math and science.
- Coordination of nutrition services for students with LCSD's meal program.
- Promoting (remote) participation in student clubs, committees, work experiences and other opportunities to all students during student orientation and weekly announcements, and following up with individuals in relevant settings.
- Focusing on health and mental well-being for students and families in coordination with local providers.
- Establishing positive, proactive and routine communication with students and families regarding school processes, developments, changes, challenges and successes.
- Utilizing secure data systems and providing professional development for staff on protecting student information in a distance learning environment.
- As mentioned, providing professional development in identified areas of need to best support implementation and successful continued operation of a comprehensive distance learning plan.

Finally, Career Tech had been successful at addressing the technology needs of almost all students (>95%) at the school during the 2019-20 Distance Learning for All. Plans are in place to provide access for all students during the 20-21 school year.

Describe the school's plan, including the anticipated timeline, for returning to Hybrid Learning or On-Site Learning consistent with the *Ready Schools, Safe Learners* guidance.

Career Tech has prepared a Hybrid Learning Plan described in the following sections so that it may re-open for in-person instruction when it is deemed safe and practicable. Additionally, this updated plan includes protocols for offering limited in-person instruction under Comprehensive Distance Learning as soon as approval is received from the LPHA.

The remainder of this operational blueprint is not applicable to schools operating a Comprehensive Distance Learning Model.

ESSENTIAL REQUIREMENTS FOR HYBRID / ON-SITE OPERATIONAL BLUEPRINT

This section must be completed by any school that is providing instruction through On-Site or Hybrid Instructional Models. Schools providing Comprehensive Distance Learning Instructional Models do not need to complete this section.



1. Public Health Protocols

1a. COMMUNICABLE DISEASE MANAGEMENT PLAN FOR COVID-19

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> Implement measures to limit the spreads of COVID-19 within the school setting.	Career Tech follows the published Communicable Disease Guidelines from ODE and OHA as well as the Lincoln County School District Communicable Disease Management Plan.
<input checked="" type="checkbox"/> Update written Communicable Disease Management Plan to specifically address the prevention of the spread of COVID-19.	The on site administrator is responsible for establishing, implementing and enforcing health and safety protocols consistent with published guidance.
<input checked="" type="checkbox"/> Designate a person at each school to establish, implement and enforce physical distancing requirements, consistent with the Ready Schools, Safe Learners guidance and other guidance from OHA.	Career Tech has received regular updates from Lincoln Co Public Health. Amy Getter, R.N. has helped inform the school plan and additional resources have been accessed through the OR School Nurses Association. Mollie Vance, CD Nurse Supervisor at the LPHA provides support and resources.
<input checked="" type="checkbox"/> Include names of the LPHA staff, school nurses, and other medical experts who provided support and resources to the district/school policies and plans. Review relevant local, state, and national evidence to inform plan.	A formal training will be conducted virtually for all staff on the plan prior to in-person services. This training will include information on protocols related to the communicable disease plan and public health requirements.
<input checked="" type="checkbox"/> Process and procedures established to train all staff in sections 1 - 3 of the Ready Schools, Safe Learners guidance. Consider conducting the training virtually, or, if in-person, ensure physical distancing is maintained to the maximum extent possible.	A protocol derived from the OR School Nurses Association's School Communication Protocol has been established for notifying the public health authority of any confirmed cases.
<input checked="" type="checkbox"/> Protocol to notify the local public health authority (LPHA Directory by County) of any confirmed COVID-19 cases among students or staff.	A process has been established for systematic disinfection twice per day of all school areas between cohorts in coordination with Career Tech's janitorial staff and City facilities staff.
<input checked="" type="checkbox"/> Plans for systematic disinfection of classrooms, offices, bathrooms and activity areas.	Career Tech's School Communication Protocol outlines the process for reporting illnesses, including illness clusters, to the LPHA.
<input checked="" type="checkbox"/> Process to report to the LPHA any cluster of any illness among staff or students.	

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Protocol to cooperate with the LPHA recommendations and provide all logs and information in a timely manner. <input checked="" type="checkbox"/> Protocol for screening students and staff for symptoms (see section 1f of the Ready Schools, Safe Learners guidance). <input checked="" type="checkbox"/> Protocol to isolate any ill or exposed persons from physical contact with others. <input checked="" type="checkbox"/> Protocol for communicating potential COVID-19 cases to the school community and other stakeholders (see section 1e of the Ready Schools, Safe Learners guidance). <input checked="" type="checkbox"/> Create a system for maintaining daily logs for each student/cohort for the purposes of contact tracing. This system needs to be made in consultation with a school/district nurse or an LPHA official. <ul style="list-style-type: none"> • If a student(s) is part of a stable cohort (a group of students that are consistently in contact with each other or in multiple cohort groups) that conform to the requirements of cohorting (see section 1d of the Ready Schools, Safe Learners guidance), the daily log may be maintained for the cohort. • If a student(s) is not part of a stable cohort, then an individual student log must be maintained. <input checked="" type="checkbox"/> Required components of individual daily student/cohort logs include: <ul style="list-style-type: none"> • Child's name • Drop off/pick up time • Parent/guardian name and emergency contact information • All staff (including itinerant staff, substitutes, and guest teachers) names and phone numbers who interact with a stable cohort or individual student <input checked="" type="checkbox"/> Protocol to record/keep daily logs to be used for contact tracing for a minimum of four weeks to assist the LPHA as needed. <input checked="" type="checkbox"/> Process to ensure that the school reports to and consults with the LPHA regarding cleaning and possible classroom or program closure if anyone who has entered school is diagnosed with COVID-19. <input checked="" type="checkbox"/> Protocol to respond to potential outbreaks (see section 3 of the Ready Schools, Safe Learners guidance). 	<p>The on site administrator will ensure implementation and communication to Career Tech staff of LPHA recommendations as well as provide all logs and information in a timely manner.</p> <p>Career Tech will assign staff to its school entry points for visual screening of students at the beginning of each cohort session. Please see 1f for additional detail.</p> <p>Staff will be trained on the protocols to isolate and monitor any ill or exposed person until they can be picked up from the school.</p> <p>The school will communicate potential cases to the school community through e-mail, text and letters. If necessary, phone calls will also be utilized.</p> <p>The on site administrator will work with an LPHA official to create a system for contact tracing. Cohorts will be assigned specific rooms within the school for instruction, and a daily log for cohort tracing will be maintained.</p> <p>The on site administrator will work with an LPHA official to create the daily cohort and student logs for contact tracing with the required components.</p> <p>Daily logs will be retained for a minimum of 4 weeks and a Career Tech administrator will consult with the LPHA about when to dispose of them.</p> <p>The on-site administrator will communicate immediately with the LPHA upon awareness that someone has entered the school with COVID-19 for the purpose of receiving direction regarding additional cleaning requirements or needed closures.</p> <p>The on-site administrator will consult directly with the LPHA to determine if an outbreak has occurred and next steps for appropriate response.</p>

1b. HIGH-RISK POPULATIONS

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Serve students in high-risk population(s) whether learning is happening through On-Site, Hybrid (partially On-Site and partially Comprehensive Distance Learning models), or Comprehensive Distance Learning models. <p>Medically Fragile, Complex and Nursing-Dependent Student Requirements</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> All districts must account for students who have health conditions that require additional nursing services. Oregon law (ORS 336.201) defines three levels of severity related to required nursing services: <ol style="list-style-type: none"> 1. Medically Complex: Are students who may have an unstable health condition and who may require daily professional nursing services. 	<p>All staff and students will be given the opportunity to self-identify as vulnerable or living with a vulnerable family member.</p> <p>Career Tech coordinates with Lincoln County School District for services for students requiring additional nursing services.</p>

OHA/ODE Requirements	Hybrid/Onsite Plan
<p>2. Medically Fragile: Are students who may have a life-threatening health condition and who may require immediate professional nursing services.</p> <p>3. Nursing-Dependent: Are students who have an unstable or life-threatening health condition and who require daily, direct, and continuous professional nursing services.</p> <p><input checked="" type="checkbox"/> Staff and school administrators, in partnership with school nurses, or other school health providers, should work with interdisciplinary teams to address individual student needs. The school registered nurse (RN) is responsible for nursing care provided to individual students as outlined in ODE guidance and state law:</p> <ul style="list-style-type: none"> • Communicate with parents and health care providers to determine return to school status and current needs of the student. • Coordinate and update other health services the student may be receiving in addition to nursing services. This may include speech language pathology, occupational therapy, physical therapy, as well as behavioral and mental health services. • Modify Health Management Plans, Care Plans, IEPs, or 504 or other student-level medical plans, as indicated, to address current health care considerations. • The RN practicing in the school setting should be supported to remain up to date on current guidelines and access professional support such as evidence-based resources from the Oregon School Nurses Association. • Service provision should consider health and safety as well as legal standards. • Work with an interdisciplinary team to meet requirements of ADA and FAPE. • High-risk individuals may meet criteria for exclusion during a local health crisis. • Refer to updated state and national guidance and resources such as: <ul style="list-style-type: none"> ○ U.S. Department of Education Supplemental Fact Sheet: Addressing the Risk of COVID-19 in Preschool, Elementary and Secondary Schools While Serving Children with Disabilities from March 21, 2020. ○ ODE guidance updates for Special Education. Example from March 11, 2020. ○ OAR 581-015-2000 Special Education, requires districts to provide ‘school health services and school nurse services’ as part of the ‘related services’ in order ‘to assist a child with a disability to benefit from special education.’ ○ OAR 333-019-0010 Public Health: Investigation and Control of Diseases: General Powers and Responsibilities, outlines authority and responsibilities for school exclusion. 	<p>Career Tech will provide high-risk students full access to instruction and support services in the classroom and other designated settings in coordination with the district nurse, district special education staff, health provider, family and student to ensure individual student needs are met.</p> <p>Additionally, students and families who choose not to return for in-person instruction have the option to attend distance education courses throughout the year.</p>

1c. PHYSICAL DISTANCING

OHA/ODE Requirements	Hybrid/Onsite Plan
<p><input checked="" type="checkbox"/> Establish a minimum of 35 square feet per person when determining room capacity. Calculate only with usable classroom space, understanding that desks and room set-up will require use of all space in the calculation.</p> <p><input checked="" type="checkbox"/> Support physical distancing in all daily activities and instruction, maintaining at least six feet between individuals to the maximum extent possible.</p>	<p>Classroom spaces have been measured for usable space and calculated for occupancy limitations based on 35 sq ft per person; classes will be well under the maximum allowable occupancy limit.</p> <p>Flow charts, signage, physical markers and classroom furniture configurations will be utilized to assist with maintaining six foot distance guidelines. Staff will be trained to provide verbal guidance to</p>

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Minimize time standing in lines and take steps to ensure that six feet of distance between students is maintained, including marking spacing on floor, one-way traffic flow in constrained spaces, etc. <input checked="" type="checkbox"/> Schedule modifications to limit the number of students in the building (e.g., rotating groups by days or location, staggered schedules to avoid hallway crowding and gathering). <input checked="" type="checkbox"/> Plan for students who will need additional support in learning how to maintain physical distancing requirements. Provide instruction; don't employ punitive discipline. 	<p>students. Staggered start and end times will be utilized to minimize students gathering in groups in front of doorways or other areas.</p> <p>Students will attend school in cohorts with half of the students attending morning sessions and half attending afternoon sessions. Morning and afternoon sessions will each include a maximum of 40 students distributed among three classrooms. The morning cohort will depart prior to the arrival of the afternoon cohort and disinfection of all classroom areas and surfaces will occur between cohorts. CTE mid-day sessions will be held in a separate classroom not exceeding 20 students.</p> <p>Staff training will include a process for providing regular and clear instruction to students regarding maintaining physical distancing requirements to students.</p>

1d. COHORTING

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Where feasible, establish stable cohorts: groups should be no larger than can be accommodated by the space available to provide 35 square feet per person, including staff. <ul style="list-style-type: none"> • The smaller the cohort, the less risk of spreading disease. As cohort groups increase in size, the risk of spreading disease increases. <input checked="" type="checkbox"/> Each school must have a system for daily logs to ensure contract tracing among the cohort (see section 1a of the Ready Schools, Safe Learners guidance). <input checked="" type="checkbox"/> Minimize interaction between students in different stable cohorts (e.g., access to restrooms, activities, common areas). Provide access to All Gender/Gender Neutral restrooms. <input checked="" type="checkbox"/> Cleaning and wiping surfaces (e.g., desks, door handles, etc.) must be maintained between multiple student uses, even in the same cohort. <input checked="" type="checkbox"/> Design cohorts such that all students (including those protected under ADA and IDEA) maintain access to general education, grade level learning standards, and peers. <input checked="" type="checkbox"/> Staff who interact with multiple stable cohorts must wash/sanitize their hands between interactions with different stable cohorts. 	<p>Cohorts will be established for specific classroom sessions with a morning cohort of 40 students maximum and an afternoon cohort of 40 students maximum. These cohorts will be further divided into three smaller stable classroom cohorts of 10-15 students each.</p> <p>For Limited In-Person Instruction under CDL, the maximum class size will be 10 students for a maximum of 2 hours of instruction.</p> <p>Teachers will maintain a daily log of stable cohorts .</p> <p>Students are assigned to specific classrooms and must enter/exit the school through designated external doorways. Access to single-use, all gender restrooms is facilitated through a checkout/check-in system at the front desk.</p> <p>Students will have a single designated chair, desk, laptop and learning materials for the duration of the daily learning session.</p> <p>All students will have generally available course options, instruction, assistance and resources in a classroom setting with their peers.</p> <p>Training will be provided, reminders given and guidance posted for staff to wash/sanitize hands between interactions with cohorts. Staff will interact with up to 3 cohorts per session.</p>

1e. PUBLIC HEALTH COMMUNICATION

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Develop a letter or communication to staff to be shared at the start of on-site instruction and at periodic intervals explaining infection control measures that are being implemented to prevent spread of disease. <ul style="list-style-type: none"> • Consider sharing school protocols themselves. <input checked="" type="checkbox"/> Develop protocols for communicating with students, families and staff who have come into close contact with a confirmed case. <ul style="list-style-type: none"> • Consult with your LPHA on what meets the definition of "close contact." <input checked="" type="checkbox"/> Develop protocols for communicating immediately with staff, families, and the community when a new case(s) of COVID-19 is diagnosed in students or staff members, including a description of how the school or district is responding. 	<p>The letter of communication to staff will cover all school protocols as they are informed by ODE and OHA. A virtual training will also be provided to staff prior to in-person instruction. Periodic letters will reinforce regularly scheduled staff meetings where updates to guidance will be provided.</p> <p>A communication protocol described in section 1a is in place.</p>

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> Provide all information in languages and formats accessible to the school community.	Career Tech provides information in languages and formats accessible to the school community.

1f. ENTRY AND SCREENING

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> Direct students and staff to stay home if they, or anyone in their homes or community living spaces, have COVID-19 symptoms, or if anyone in their home or community living spaces has COVID-19. COVID-19 symptoms are as follows: <ul style="list-style-type: none"> • Primary symptoms of concern: cough, fever or chills, shortness of breath, or difficulty breathing. • Note that muscle pain, headache, sore throat, new loss of taste or smell, diarrhea, nausea, vomiting, nasal congestion, and runny nose are also symptoms often associated with COVID-19. More information about COVID-19 symptoms is available from CDC. • In addition to COVID-19 symptoms, students should be excluded from school for signs of other infectious diseases, per existing school policy and protocols. See pages 9-12 of OHA/ODE Communicable Disease Guidance. • Emergency signs that require immediate medical attention: <ul style="list-style-type: none"> ○ Trouble breathing ○ Persistent pain or pressure in the chest ○ New confusion or inability to awaken ○ Bluish lips or face ○ Other severe symptoms 	<p>Career Tech will follow OHA and ODE requirements regarding entry and screening and will regularly communicate those requirements with staff and students.</p> <p>Students will be directed to stay home if they, or anyone in their homes have or display symptoms. This process will be communicated through letter, e-mail, text and orientations for parents and students.</p>
<input checked="" type="checkbox"/> Screen all students and staff for symptoms on entry to bus/school every day. This can be done visually and/or with confirmation from a parent/caregiver/guardian. <ul style="list-style-type: none"> • Anyone displaying or reporting the primary symptoms of concern must be isolated (see section 1i of the Ready Schools, Safe Learners guidance) and sent home as soon as possible. • They must remain home until 72 hours after fever is gone (without use of fever reducing medicine) and other symptoms are improving. 	<p>Arrival and Entry:</p> <p>The morning cohort arrives through one of three designated and assigned entryways where students will be visually screened for symptoms by assigned teaching staff. External doors will be utilized where they exist for specific classroom entry and exit.</p> <p>The afternoon cohort arrives two hours after the morning cohort has departed and follows the same entry and exit procedures as the morning students.</p> <p>The mid-day CTE session occurs in a separate part of the building on the first floor away from students arriving for the afternoon session on the 4th floor.</p>
<input checked="" type="checkbox"/> Follow LPHA advice on restricting from school any student or staff known to have been exposed (e.g., by a household member) to COVID-19 within the preceding 14 calendar days.	<p>Career Tech will follow LPHA guidance on restricting from school any student or staff known to have been exposed to the virus within the preceding 14 calendar days. Staff are responsible for notifying school administration when they may have been exposed to, or have symptoms related to COVID-19.</p>
<input checked="" type="checkbox"/> Staff or students with a chronic or baseline cough that has worsened or is not well-controlled with medication should be excluded from school. Do not exclude staff or students who have other symptoms that are chronic or baseline symptoms (e.g., asthma, allergies, etc.) from school.	<p>If staff identifies a student who is symptomatic or is exhibiting chronic symptoms, the student will be immediately isolated and monitored until a parent or guardian can pick up the student.</p> <p>Parents will be encouraged to provide information to the school about their child regarding existing conditions that may cause COVID-like symptoms (such as asthma and allergies).</p>
<input checked="" type="checkbox"/> Hand hygiene on entry to school every day: wash with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol.	<p>Sanitizer stations are set up at entryways for staff and students as they enter (and exit) the school and they will be instructed to use it each day.</p>

1g. VISITORS/VOLUNTEERS

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Restrict non-essential visitors. Only allow visitors if six feet of physical distance between all people can be maintained. <input checked="" type="checkbox"/> Visitors must wash or sanitize their hands upon entry and exit. <input checked="" type="checkbox"/> Visitors must wear face coverings in accordance with OHA and CDC guidelines. <input checked="" type="checkbox"/> Screen all visitors for symptoms upon every entry. Restrict from school property any visitor known to have been exposed to COVID-19 within the preceding 14 calendar days. 	<p>Non-essential visitors will not be permitted in the school. Only essential personnel will be permitted on site and will be required to follow OHA and CDC protocols as enforced at the school. The school will provide face coverings and require use of hand sanitizer upon entry.</p> <p>Front office staff will conduct a visual screening and ask screening questions prior to entry.</p> <p>Parents picking up students during classroom session times will be asked to text or call the front desk from the parking area upon arrival. If necessary, school staff will accompany a student to the parking area.</p>

1h. FACE COVERINGS, FACE SHIELDS, AND CLEAR PLASTIC BARRIERS

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Face coverings or face shields for: <ul style="list-style-type: none"> • Staff who are regularly within six feet of students and/or staff <ul style="list-style-type: none"> ○ This can include staff who support personal care, feeding, or instruction requiring direct physical contact. ○ Staff who will sustain close contact and interactions with students. • Bus drivers. • Staff preparing and/or serving meals. <input checked="" type="checkbox"/> Face shields, face coverings or clear plastic barriers for: <ul style="list-style-type: none"> • Speech Language Pathologists, Speech Language Pathology Assistants, or other adults providing articulation therapy. • Front office staff. <input checked="" type="checkbox"/> Face masks for school RNs or other medical personnel when providing direct contact care and monitoring of staff/students displaying symptoms. School nurses should also wear appropriate Personal Protective Equipment (PPE) for their role. <input checked="" type="checkbox"/> Students who choose not to wear face coverings must be provided access to instruction. <input checked="" type="checkbox"/> ADA accommodations: If a staff member requires an accommodation for the face covering or face shield requirements, districts and schools should work to limit the staff member's proximity to students and staff to the extent possible to minimize the possibility of exposure. 	<p>Face coverings: All staff will be required to wear face coverings while on the school grounds. Staff may provide their own face covering or use one provided by the school.</p> <p>A face shield and/or clear plastic barrier will be provided for front office staff. For district speech language pathologists and related personnel visiting the school, face shields will be required.</p> <p>District nurses will have access to face masks and PPE if visiting the school. Any staff monitoring staff/students displaying symptoms will be provided with a face mask.</p> <p>Students will be required to wear a face covering while on the school campus, but Career Tech will not deny onsite instruction to any student with existing medical conditions, a doctor's order to not wear face coverings or other health-related concerns.</p> <p>If students require a break from their covering, staff will ensure proper social distancing to maintain a safe and healthy learning environment.</p> <p>Career Tech will work with staff members who need accommodations for the face covering or face shield requirement to ensure a safe and effective learning environment is maintained.</p>

1i. ISOLATION MEASURES

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Protocols for surveillance COVID-19 testing of students and staff, as well as exclusion and isolation protocols for sick students and staff whether identified at the time of bus pick-up, arrival to school, or at any time during the school day. <input checked="" type="checkbox"/> Protocols for assessment of students, as well as exclusion and isolation protocols for sick students and staff identified at the time of arrival or during the school day. <ul style="list-style-type: none"> • Work with school nurses, health care providers, or other staff with expertise to determine necessary modifications to areas where staff/students will be isolated. • Consider required physical arrangements to reduce risk of disease transmission. • Plan for the needs of generally well students who need medication or routine treatment, as well as students who may show signs of illness. 	<p>A designated primary isolation area will be used for students and staff who are symptomatic or develop symptoms during school.</p> <p>Symptomatic students will remain at school in an isolated, monitored area until a caretaker can pick them up.</p>

OHA/ODE Requirements	Hybrid/Onsite Plan
<p><input checked="" type="checkbox"/> Students and staff who report or develop symptoms must be isolated in a designated isolation area in the school, with adequate space and staff supervision and symptom monitoring by a school nurse, other school-based health care provider or school staff until they are able to go home. Anyone providing supervision and symptom monitoring must wear appropriate face covering or face shields.</p> <ul style="list-style-type: none"> • School nurse and health staff in close contact with symptomatic individuals (less than six feet) should wear a medical-grade face mask. Other Personal Protective Equipment (PPE) may be needed depending on symptoms and care provided. Consult a nurse or health care professional regarding appropriate use of PPE. Any PPE used during care of a symptomatic individual should be properly removed and disposed of prior to exiting the care space, and hands washed after removing PPE. • If able to do so safely, a symptomatic individual should wear a face covering. • To reduce fear, anxiety, or shame related to isolation, provide a clear explanation of procedures, including use of PPE and handwashing. <p><input checked="" type="checkbox"/> Establish procedures for safely transporting anyone who is sick to their home or to a health care facility.</p> <p><input checked="" type="checkbox"/> Staff and students who are ill must stay home from school and must be sent home if they become ill at school, particularly if they have COVID-19 symptoms.</p> <ul style="list-style-type: none"> • Symptomatic staff or students should seek COVID-19 testing from their regular physician or through the local public health authority. • If they have a positive COVID-19 viral (PCR) test result, the person should remain home for at least 10 days after illness onset and 72 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving. <ul style="list-style-type: none"> ○ Alternatively, a person who had a positive viral test may return to school when they have received two subsequent negative COVID-19 viral tests at least 24 hours apart and 72 hours have passed since fever is gone, without use of fever reducing medicine, and other symptoms are improving. • If they have a negative COVID-19 viral test (and if they have multiple tests, all tests are negative), they should remain home until 72 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving. • If they do not undergo COVID-19 testing, the person should remain home until 72 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving. <p><input checked="" type="checkbox"/> Involve school nurses, School Based Health Centers, or staff with related experience (Occupational or Physical Therapists) in development of protocols and assessment of symptoms (where staffing exists).</p> <p><input checked="" type="checkbox"/> Record and monitor the students and staff being isolated or sent home for the LPHA review.</p>	<p>Staff will be assigned to supervise students who are symptomatic, and will need to maintain at least six feet of distance and wear facial coverings.</p> <p>Parents or guardians of sick students will be contacted to arrange transportation for their sick child. Sick staff will be asked to leave school if they are able to drive. Otherwise, medical transport will be called to transport to a health care facility.</p> <p>Sick students or staff will be required to stay home in accordance to OHA/ODE Requirements and Guidelines.</p> <p>Logs will be maintained for every student entering the isolation space to include:</p> <ul style="list-style-type: none"> • Name • Reported symptoms/reason for entering the isolation space • Action taken • Other relevant information

OHA/ODE Requirements	Hybrid/Onsite Plan



2. Facilities and School Operations

Some activities and areas will have a higher risk for spread (e.g., band, choir, science labs, locker rooms). When engaging in these activities within the school setting, schools will need to consider additional physical distancing or conduct the activities outside (where feasible). Additionally, schools should consider sharing explicit risk statements for higher risk activities (see section 5f of the **Ready Schools, Safe Learners** guidance).

2a. ENROLLMENT

(Note: Section 2a does not apply to private schools.)

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Enroll all students (includes foreign exchange students) following the standard Oregon Department of Education guidelines. <input checked="" type="checkbox"/> Do not disenroll students for non-attendance if they meet the following conditions: <ul style="list-style-type: none"> • Are identified as high-risk, or otherwise considered to be part of a population vulnerable to infection with COVID-19, or • Have COVID-19 symptoms for 10 consecutive school days or longer. <input checked="" type="checkbox"/> Design attendance policies to account for students who do not attend in-person due to student or family health and safety concerns. 	<p>All school policies and procedures for enrollment follow ODE guidelines.</p> <p>Students will be offered CDL until county and state reopening metrics have been met. Any student may opt to remain in online courses through CDL even after the school is permitted to open for limited on-site instruction or hybrid learning.</p> <p>Special cohorts of 10 or less will allow for limited on-site instruction during CDL for a maximum of 2 hours per day.</p> <p>No student will be unenrolled for non-attendance if they meet the high-risk or vulnerable population guidelines, or if they have COVID-19 symptoms during the prior 14 days.</p>

2b. ATTENDANCE

(Note: Section 2b does not apply to private schools.)

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> On-Site school students: Full-time and part-time students follow normal reporting policy and procedures. <input checked="" type="checkbox"/> Full-Time Online and/or Hybrid school students: Full-time students who are enrolled in school and taking online and/or hybrid courses only are reported on an FTE basis using a standard record (ADMProgTypCd = 01) as identified in the Oregon Cumulative Average Daily Membership (ADM) Manual. This is an existing policy previously used in the online setting. As such, there should not be any need to reprogram student information systems to accommodate for this change and the addition of the hybrid setting. <ul style="list-style-type: none"> • Note: Because the students in the online and/or hybrid setting do not regularly attend classes at the district facilities, the standard procedures for recording student days present and days absent cannot be effectively applied to those students. This will reduce accuracy of attendance data for the state while this is in effect. • For the purposes of this section, please use the following definition and clarification: Online and/or Hybrid Check-in: The responsibility of taking attendance must be performed by the teacher of record. "Check-ins" with appropriately licensed instructional staff are two-way communications between the student and the teacher. A check-in does not 	<p>Career Tech will follow the most current attendance policies and procedures as required by ODE. Staff who report attendance are attending annual ESD trainings.</p> <p>For students in CDL (online) or hybrid learning, two-way communication may include:</p> <ul style="list-style-type: none"> • Synchronous Google or similar classroom sessions • Virtual meeting/conferencing • Assignment submission

OHA/ODE Requirements	Hybrid/Onsite Plan
<p>include a student leaving a message on an answering machine or sending an email that does not receive a response from the appropriately licensed instructional staff by the end of the next school day.</p> <ul style="list-style-type: none"> The student must check-in at least twice a week with their teacher(s) of record on at least two separate weekdays in order to be counted as present for all five days of that week. If the student only checks in once during the week, the student must be counted as absent for half of the scheduled week (2.5 days, if there are five days scheduled in the week). The student must be counted as absent for the entire week (five days, if there are five days scheduled in the week) if they do not report in at all during the week. Note: If a district schedule is based on a four-day school week, the student would still need to check in twice a week as described above in order to be counted as present for the entire week (four days) and once a week to be counted as present for half of the week (two days). Days in attendance may not be claimed for days in which the student did not have access to appropriately licensed instructional staff. The purpose of the rule regarding checking in with the teacher of record is to assure that the teacher can evaluate whether the student is making adequate progress in the course and the student has additional guaranteed opportunities to engage with a teacher. The responsibility of taking attendance must be performed by the teacher of record, not another staff member (e.g., the registrar or school secretary). <p><input checked="" type="checkbox"/> Part-time students receiving online and/or hybrid instruction (not college courses): Students who are not enrolled full-time and are taking online and/or hybrid courses offered by the school district or charter school are reported as large group instruction (program type 4), unless they are an ESD-registered homeschooled or private school student receiving supplemental coursework in public school, which are reported as shared time (program type 9). The district may count up to one hour per day per course taken, provided appropriately licensed teachers for the coursework taken, are available and accessible to the student during regular business hours on each school day to be claimed. Because this is online and/or hybrid instruction, attendance is based on check-ins with the student's appropriately licensed teacher(s) of record at least two times (on different days) during the school week.</p>	<ul style="list-style-type: none"> App communication Email communication Phone communication Text communication In person attendance in class (when school re-opens) <p>The designated attendance team will review individual and school-wide attendance data weekly.</p> <p>This is not common. Should the situation arise, Career Tech will follow current guidance.</p>

2c. TECHNOLOGY

OHA/ODE Requirements	Hybrid/Onsite Plan
<p><input checked="" type="checkbox"/> Update procedures for district-owned or school-owned devices to match cleaning requirements (see section 2d of the Ready Schools, Safe Learners guidance).</p> <p><input checked="" type="checkbox"/> Procedures for return, inventory, updating, and redistributing district-owned devices must meet physical distancing requirements.</p>	<p>A follow-up family technology and connectivity survey has been conducted. All students have been (or will be) assigned a school-owned device for use at home and a separate device will be assigned for use at the school. Deployment of hotspots/cellular devices as needed will ensure adequate internet access for all families.</p> <p>Physical distancing for distributing devices, as well as equipment cleaning protocols are in place following ODE guidance.</p>

2d. SCHOOL SPECIFIC FUNCTIONS/FACILITY FEATURES

OHA/ODE Requirements	Hybrid/Onsite Plan
<p><input checked="" type="checkbox"/> Handwashing: All people on campus should be advised and encouraged to wash their hands frequently.</p>	<ul style="list-style-type: none"> Handwashing: All students will have access to hand sanitizer at each entry/exit and opportunities to use sanitizer as needed or instructed during school.

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Equipment: Develop and use sanitizing protocols for all equipment used by more than one individual or purchase equipment for individual use. ☒ Events: Cancel, modify, or postpone field trips, assemblies, athletic events, practices, special performances, school-wide parent meetings and other large gatherings to meet requirements for physical distancing. ☒ Transitions/Hallways: Limit transitions to the extent possible. Create hallway procedures to promote physical distancing and minimize gatherings. ☒ Personal Property: Establish policies for personal property being brought to school (e.g., refillable water bottles, school supplies, headphones/earbuds, cell phones, books, instruments, etc.). If personal items are brought to school, they must be labeled prior to entering school and use should be limited to the item owner. 	<ul style="list-style-type: none"> ● Equipment: School supplies such as pencils, calculators and related items will be assigned to, and stored by, each student to discourage sharing of items. On-site computers will not be shared within cohorts and will be properly cleaned between users. ● Events: Due to COVID, no events have been planned at this stage of the school year. Events may be scheduled only when they may be held safely and following current CDC and OHA guidance. ● Transitions/Hallways: The use of directional arrows and signs, staggered start/end times and staggered breaks will promote physical distancing and minimize gatherings. ● Personal Property: Bringing personal property to school will be discouraged. If personal property must be brought to school and cannot be stored in a student locker or cubby, it will be labeled and its use limited to the item owner. ● Emergency Procedures and Drills: Emergency drills will be carried out in accordance with state regulations monthly for all students and in consideration of social distancing protocols as much as is practicable. Staff will receive training prior to conducting drills. Students will use hand sanitizer upon re-entering the classroom.

2e. ARRIVAL AND DISMISSAL

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Physical distancing, stable cohorts, square footage, and cleaning requirements must be maintained during arrival and dismissal procedures. ☒ Create schedule(s) and communicate staggered arrival and/or dismissal times. ☒ Assign students or cohorts to an entrance; assign staff member(s) to conduct visual screenings (see section 1f of the <i>Ready Schools, Safe Learners</i> guidance). ☒ Develop sign-in/sign-out protocol to help facilitate contact tracing: <ul style="list-style-type: none"> ● Eliminate shared pen and paper sign-in/sign-out sheets. ● Ensure hand sanitizer is available if signing children in or out on an electronic device. ☒ Install hand sanitizer dispensers near all entry doors and other high-traffic areas. ☒ Establish and clearly communicate procedures for keeping caregiver drop-off/pick-up as brief as possible. 	<p>Arrival and Entry</p> <p>Each student will be assigned an entrance door to the school building at a designated time. Staggered arrival and departure times for cohorts will be implemented to minimize gatherings.</p> <p>Upon entry, students will go to their cohort group classroom.</p> <p>Staff will be present at each entry point to visually screen students for symptoms and track cohort data. Staff will sign-in/out students.</p> <p>Students identified as potentially symptomatic will be directed to the isolation area.</p> <p>Hand sanitizer dispensers will be located at all entry doors and high traffic areas.</p> <p>Drop-off/pick-up procedures will be communicated to parents and will be restricted to the parking areas rather than inside the school.</p>

2f. CLASSROOMS/REPURPOSED LEARNING SPACES

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Seating: Rearrange student desks and other seat spaces to at least six feet apart; assign seating so students are in the same seat at all times. ☒ Materials: Avoid sharing of community supplies when possible (e.g., scissors, pencils, etc.). Clean these items frequently. Provide hand sanitizer and tissues for use by students and staff. ☒ Handwashing: Remind students through signage and regular reminders from staff of the utmost importance of hand hygiene 	<ul style="list-style-type: none"> ● Seating: Students will be assigned to the same seat at all times and will be arranged to maintain physical distancing guidelines. ● Materials: Classroom materials and supplies will be assigned to specific students and sharing of items will be discouraged. Items will be cleaned between cohort groups.

OHA/ODE Requirements	Hybrid/Onsite Plan
<p>and respiratory etiquette. Respiratory etiquette means covering coughs and sneezes with an elbow or a tissue. Tissues should be disposed of and hands washed or sanitized immediately.</p> <ul style="list-style-type: none"> Wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol. 	<ul style="list-style-type: none"> Handwashing: Individuals on campus will be advised and encouraged to wash their hands frequently. Appropriate signage will be posted at handwashing locations.

2g. PLAYGROUNDS, FIELDS, RECESS, BREAKS, AND RESTROOMS

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> Keep school playgrounds closed to the general public until park playground equipment and benches reopen in the community (see Oregon Health Authority's Specific Guidance for Outdoor Recreation Organizations). After using the restroom students must wash hands with soap and water for 20 seconds. Students must wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol before and after using playground equipment. Designate playground and shared equipment solely for the use of one cohort at a time. Disinfect between sessions and between each group's use. Cleaning requirements must be maintained (see section 2j of the Ready Schools, Safe Learners guidance). Maintain physical distancing requirements, stable cohorts, and square footage requirements. Provide signage and restrict access to outdoor equipment (including sports equipment, etc.). Design recess activities that allow for physical distancing and maintenance of stable cohorts. Clean all outdoor equipment between cohorts. 	<p>Career Tech does not have a school playground or outdoor activity area.</p> <p>Guidance on hand washing will be provided to all staff and students prior to in-person instruction, at regular intervals, and through signage posted in restrooms.</p> <p>All outdoor equipment used for outdoor courses will not be shared within cohorts and will be cleaned between cohorts.</p> <p>Outdoor activities conducted in open spaces such as forests, parks and beaches will enforce physical distancing requirements and stable cohorts.</p> <p>Access to outdoor equipment is restricted by the course teacher and will be assigned to each student for their exclusive use.</p>

2h. MEAL SERVICE/NUTRITION

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> Include meal services/nutrition staff in planning for school reentry. Staff serving meals must wear face shields or face covering (see section 1h of the Ready Schools, Safe Learners guidance). Students must wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol before meals and should be encouraged to do so after. Appropriate daily cleaning of meal items (e.g., plates, utensils, transport items) in classrooms where meals are consumed. Cleaning and sanitizing of meal touch-points and meal counting system between stable cohorts. Adequate cleaning of tables between meal periods. 	<p>Career Tech does not provide meal service on site.</p>

2i. TRANSPORTATION

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> Include transportation departments (and associated contracted providers, if used) in planning for return to service. Buses are cleaned frequently. Conduct targeted cleanings between routes, with a focus on disinfecting frequently touched surfaces of the bus (see section 2j of the Ready Schools, Safe Learners guidance). Develop protocol for loading/unloading that includes visual screening for students exhibiting symptoms and logs for contact-tracing. 	<p>Career Tech does not provide, nor does it contract to provide, transportation services to students. Students may access school district buses for transportation and will be required to follow district safety protocols.</p> <p>Use of activity vehicles for student field trips or activities is not currently planned. Should Career Tech opt to transport students for a school activity, the school will follow ODE guidance on social</p>

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> • If a student displays symptoms, provide a face shield or face covering and keep student at least six feet away from others. Continue transporting the student. • If arriving at school, notify staff to begin isolation measures. • If transporting for dismissal and the student displays an onset of symptoms, notify the school. <p><input checked="" type="checkbox"/> Consult with parents/guardians of students who may require additional support (e.g., students who experience a disability and require specialized transportation as a related service) to appropriately provide service.</p> <p><input checked="" type="checkbox"/> Drivers wear face shields or face coverings.</p> <p><input checked="" type="checkbox"/> Inform parents/guardians of practical changes to transportation service (i.e., physical distancing at bus stops and while loading/unloading, potential for increased route time due to additional precautions, sanitizing practices, and face coverings).</p>	<p>distancing, face coverings for students and drivers, visual screening for symptoms and frequent disinfecting of surfaces.</p>

2j. CLEANING, DISINFECTION, AND VENTILATION

OHA/ODE Requirements	Hybrid/Onsite Plan
<p><input checked="" type="checkbox"/> Clean, sanitize, and disinfect frequently touched surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains, transport vehicles) and shared objects (e.g., toys, games, art supplies) between uses multiple times per day. Maintain clean and disinfected (CDC guidance) environments, including classrooms, cafeteria settings, restrooms, and playgrounds.</p> <p><input checked="" type="checkbox"/> Apply disinfectants safely and correctly following labeling direction as specified by the manufacturer. Keep these products away from students.</p> <p><input checked="" type="checkbox"/> To reduce the risk of asthma, choose disinfectant products on the EPA List N with asthma-safer ingredients (e.g. hydrogen peroxide, citric acid, or lactic acid) and avoid products that mix these with asthma-causing ingredients like peroxyacetic acid, sodium hypochlorite (bleach), or quaternary ammonium compounds.</p> <p><input checked="" type="checkbox"/> Operate ventilation systems properly and/or increase circulation of outdoor air as much as possible by opening windows and doors, using fans, and through other methods. Do <u>not</u> use fans if they pose a safety or health risk, such as increasing exposure to pollen/allergies or exacerbating asthma symptoms. For example, do not use fans if doors and windows are closed and the fans are recirculating the classroom air.</p> <p><input checked="" type="checkbox"/> Consider the need for increased ventilation in areas where students with special health care needs receive medication or treatments.</p> <p><input checked="" type="checkbox"/> Facilities should be cleaned and disinfected at least daily to prevent transmission of the virus from surfaces (see CDC's guidance on disinfecting public spaces).</p> <p><input checked="" type="checkbox"/> Air circulation and filtration are helpful factors in reducing airborne viruses. Consider modification or enhancement of building ventilation where feasible (see CDC's guidance on ventilation and filtration and American Society of Heating, Refrigerating, and Air-Conditioning Engineers' guidance).</p>	<p>All frequently touched surfaces and shared objects will be cleaned, sanitized and disinfected regularly.</p> <p>Disinfectants will be used in accordance with labeling and safety protocols.</p> <p>EPA List N disinfectants will be used at the school.</p> <p>Ventilation systems are checked and maintained by the City of Lincoln City facilities department. Career Tech will communicate with the City regarding regular checks and system maintenance. Windows and doors will be opened whenever possible and practicable.</p> <p>Facilities will be cleaned twice daily between morning and afternoon cohorts during hybrid learning. During CDL limited in-person instruction, facilities will be cleaned at least daily.</p>

2k. HEALTH SERVICES

OHA/ODE Requirements	Hybrid/Onsite Plan
<p><input checked="" type="checkbox"/> OAR 581-022-2220 Health Services, requires districts to “maintain a prevention-oriented health services program for all students” including space to isolate sick students and services for students with special health care needs. While OAR 581-022-2220 does not apply to private schools, private schools must provide a space to isolate sick students and provide services for students with special health care needs.</p>	<p>Career Tech will follow OHA/ODE requirements and in conjunction with the Lincoln County School District regarding Health Services.</p> <p>A space to isolate sick students will be designated for that purpose.</p>

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Licensed, experienced health staff should be included on teams to determine district health service priorities. Collaborate with health professionals such as school nurses; SBHC staff; mental and behavioral health providers; physical, occupational, speech, and respiratory therapists; and School Based Health Centers (SBHC). 	Licensed health professionals will be sought out for input and guidance when determining school health service priorities.



3. Response to Outbreak

3a. PREVENTION AND PLANNING

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Coordinate with Local Public Health Authority (LPHA) to establish communication channels related to current transmission level. <input checked="" type="checkbox"/> Establish a specific emergency response framework with key stakeholders. <input checked="" type="checkbox"/> When new cases are identified in the school setting, and the incidence is low, the LPHA will provide a direct report to the district nurse, or designated staff, on the diagnosed case(s). Likewise, the LPHA will impose restrictions on contacts. 	<p>The LPHA provides regular reports to the school district regarding current transmission levels that may impact Career Tech.</p> <p>Career Tech’s current plan outlines a process for reporting any suspected or confirmed cases of COVID-19.</p> <p>Career Tech’s on site administrator will coordinate communication coming from the LPHA about incidence response and restrictions.</p>

3b. RESPONSE

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Follow the district’s or school’s outbreak response protocol. Coordinate with the LPHA for any outbreak response. <input checked="" type="checkbox"/> If anyone who has been on campus is known to have been diagnosed with COVID-19, report the case to and consult with the LPHA regarding cleaning and possible classroom or program closure. <input checked="" type="checkbox"/> Report to the LPHA any cluster of illness (2 or more people with similar illness) among staff or students. <input checked="" type="checkbox"/> When cases are identified in the local region, a response team should be assembled within the district and responsibilities assigned within the district. <input checked="" type="checkbox"/> Modify, postpone, or cancel large school events as coordinated with the LPHA. <input checked="" type="checkbox"/> If the school is closed, implement Short-Term Distance Learning or Comprehensive Distance Learning models for all staff/students. <input checked="" type="checkbox"/> Continue to provide meals for students. <input checked="" type="checkbox"/> Communicate criteria that must be met in order for On-Site instruction to resume and relevant timelines with families. 	<p>A protocol is in place to coordinate with LPHA for any outbreak response.</p> <p>Weekly review of attendance data and reported symptoms by staff and students will be conducted to determine a potential increase in rates.</p> <p>No large school events are planned for the school year.</p> <p>In-person instruction under both CDL and hybrid learning will be suspended until the school/community again meets the criteria to safely reopen. Career Tech will move exclusively to online learning in those circumstances.</p> <p>Career Tech will communicate with families regarding criteria that must be met in order for limited in-person instruction or the hybrid plan to resume.</p>

3c. RECOVERY AND REENTRY

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Plan instructional models that support all learners in Comprehensive Distance Learning. <input checked="" type="checkbox"/> Clean, sanitize, and disinfect surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains, transport vehicles) and follow CDC guidance for classrooms, cafeteria settings, restrooms, and playgrounds. <input checked="" type="checkbox"/> Communicate with families about options and efforts to support returning to On-Site instruction. 	<p>Instructional plans are in place that support all learners in CDL and hybrid learning.</p> <p>Consult with LPHA for guidance on cleaning, sanitizing and disinfecting surfaces.</p> <p>Career Tech will communicate with families regarding its response to the outbreak, plan for cleaning and disinfecting, plans for temporary</p>

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> Follow the LPHA guidance to begin bringing students back into On-Site instruction. <ul style="list-style-type: none"> Consider smaller groups, cohorts, and rotating schedules to allow for a safe return to schools. 	distance learning, and the criteria and timeline for re-entry and resuming school. Career Tech will follow LPHA guidance regarding the return of students and staff for CDL limited in-person or hybrid learning.



ASSURANCES

This section must be completed by any public school that is providing instruction through On-Site or Hybrid Instructional Models. Schools providing Comprehensive Distance Learning Instructional Models do not need to complete this section. This section does not apply to private schools.

- We affirm that our school plan has met the requirements from ODE guidance for sections 4, 5, 6, 7, and 8 of the **Ready Schools, Safe Learners** guidance.
- We affirm that we cannot meet all of the ODE requirements for sections 4, 5, 6, 7 and/or 8 of the **Ready Schools, Safe Learners** guidance at this time. We will continue to work towards meeting them and have noted and addressed which requirement(s) we are unable to meet in the table titled "Assurance Compliance and Timeline" below.



4. Equity



5. Instruction



6. Family and Community Engagement



7. Mental, Social, and Emotional Health

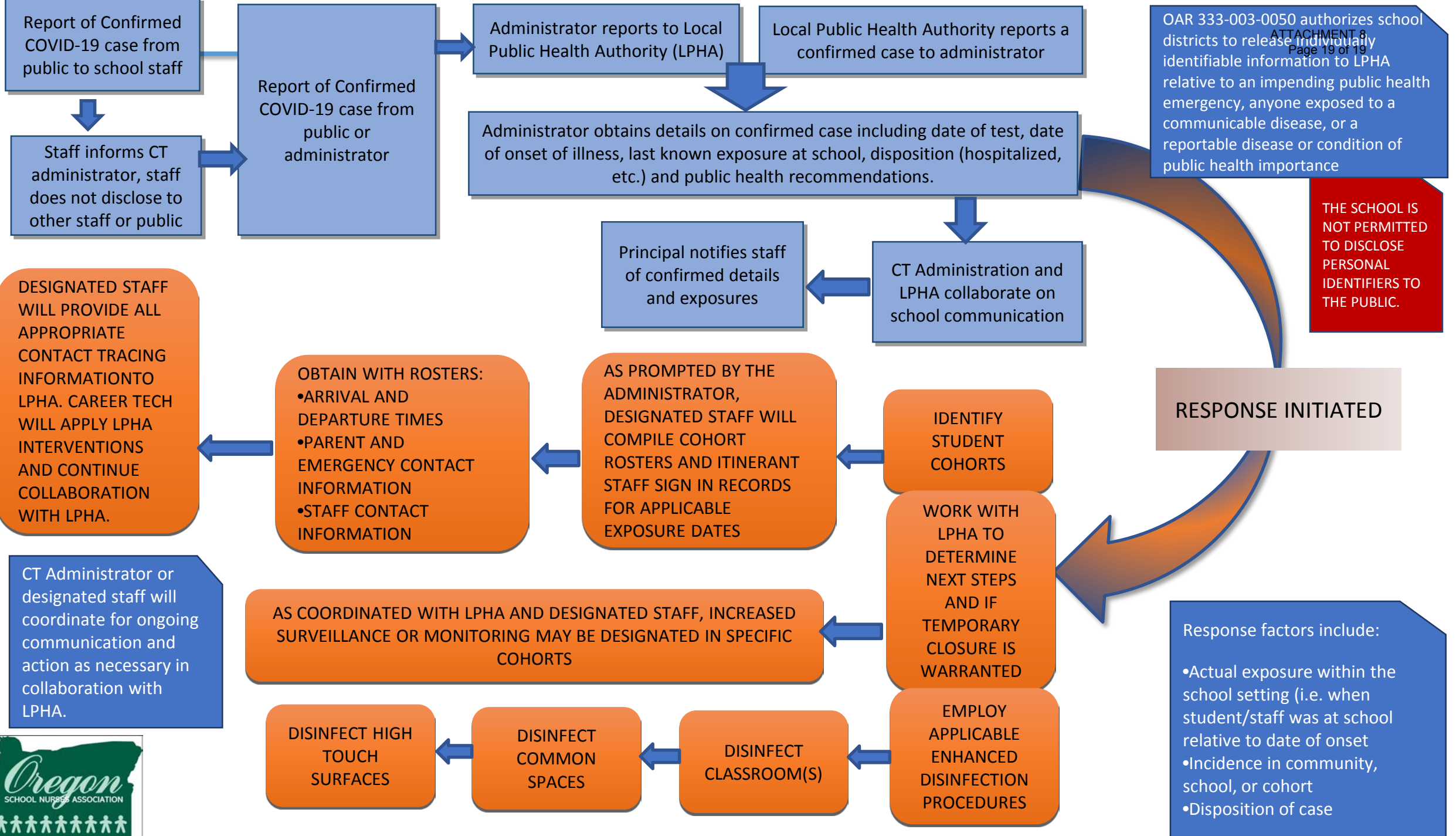


8. Staffing and Personnel

Assurance Compliance and Timeline

If a district/school cannot meet the requirements from the sections above, provide a plan and timeline to meet the requirement.

List Requirement(s) Not Met	Provide a Plan and Timeline to Meet Requirements <i>Include how/why the school is currently unable to meet them</i>



Report of Confirmed COVID-19 case from public to school staff

Report of Confirmed COVID-19 case from public or administrator

Administrator reports to Local Public Health Authority (LPHA)

Local Public Health Authority reports a confirmed case to administrator

Staff informs CT administrator, staff does not disclose to other staff or public

Administrator obtains details on confirmed case including date of test, date of onset of illness, last known exposure at school, disposition (hospitalized, etc.) and public health recommendations.

Principal notifies staff of confirmed details and exposures

CT Administration and LPHA collaborate on school communication

DESIGNATED STAFF WILL PROVIDE ALL APPROPRIATE CONTACT TRACING INFORMATION TO LPHA. CAREER TECH WILL APPLY LPHA INTERVENTIONS AND CONTINUE COLLABORATION WITH LPHA.

OBTAIN WITH ROSTERS:
•ARRIVAL AND DEPARTURE TIMES
•PARENT AND EMERGENCY CONTACT INFORMATION
•STAFF CONTACT INFORMATION

AS PROMPTED BY THE ADMINISTRATOR, DESIGNATED STAFF WILL COMPILE COHORT ROSTERS AND ITINERANT STAFF SIGN IN RECORDS FOR APPLICABLE EXPOSURE DATES

IDENTIFY STUDENT COHORTS

WORK WITH LPHA TO DETERMINE NEXT STEPS AND IF TEMPORARY CLOSURE IS WARRANTED

AS COORDINATED WITH LPHA AND DESIGNATED STAFF, INCREASED SURVEILLANCE OR MONITORING MAY BE DESIGNATED IN SPECIFIC COHORTS

DISINFECT HIGH TOUCH SURFACES

DISINFECT COMMON SPACES

DISINFECT CLASSROOM(S)

EMPLOY APPLICABLE ENHANCED DISINFECTION PROCEDURES

RESPONSE INITIATED

CT Administrator or designated staff will coordinate for ongoing communication and action as necessary in collaboration with LPHA.

Response factors include:
•Actual exposure within the school setting (i.e. when student/staff was at school relative to date of onset
•Incidence in community, school, or cohort
•Disposition of case

THE SCHOOL IS NOT PERMITTED TO DISCLOSE PERSONAL IDENTIFIERS TO THE PUBLIC.

OAR 333-003-0050 authorizes school districts to release individually identifiable information to LPHA relative to an impending public health emergency, anyone exposed to a communicable disease, or a reportable disease or condition of public health importance



Community Services Consortium receives second round of COVID rent relief funding

Lincoln City News Guard – Jan 22, 2021

Community Services Consortium (CSC) – a Community Action Agency providing assistance with housing, food, employment, education, utility bills, and more – is receiving a second round of COVID-19 Rent Relief funding to continue to support renters in Linn, Benton and Lincoln Counties.

Last year, CSC served over 700 households, more than 2,000 individuals, with COVID Rent Relief. Providing \$3,660,078 to local landlords on behalf of their tenants. People who received COVID Rent Relief from CSC last year may be eligible to apply again, if they meet the eligibility criteria for the new program. With this new funding, and a new user-friendly online application, CSC hopes to serve even more community members this year.

In order to qualify, applicants must at minimum:

- Be a renter in Linn, Benton, or Lincoln County
- Be at least one month behind on rent
- Have lost employment/income or fallen behind rent due to COVID-19 (anyone in household)

The current eviction moratorium in Oregon protects renters from eviction due to non-payment through June 30, 2021, as long as they have notified their landlord with the Declaration of Financial Hardship for Eviction Protection form (available here). Otherwise, renters have until March 31, 2021 to pay any back-due rent to their landlord. Tenants who are behind in rent for any reason are urged to complete a Declaration of Financial Hardship form and submit it to their landlord as soon as possible.

While CSC will administer the next tenant-based rental assistance program, a new Landlord Compensation Fund run by Oregon Housing and Community Services (OHCS) is due to open in late January. This is a separate program, and landlords must apply directly through the state of Oregon. Landlords should visit the OHCS website for details.

If a tenant is not COVID impacted and in need of rental assistance, or for those experiencing homelessness, contact CSC to find out more about their other housing services.

To learn more about CSC and find the online application when it's open, visit their website <https://communityservices.us>.

Emely Day

From: communityservices.activehosted.com@s2.csa1.acemsb4.com on behalf of Community Services Consortium <info@communityservices.us>
Sent: Wednesday, February 10, 2021 4:21 PM
To: Emely Day
Subject: CSC Looking Forward to 2021



HELPING PEOPLE.
CHANGING LIVES.

Reflecting on 2020, and *looking forward to 2021!*

Last year was a big year for CSC! Not only did we celebrate 40 years of service, we gained momentum in the new ways we can serve our communities and [make an impact](#). We are excited to carry over that momentum in all of our programs and services as we jump into 2021 and continue **Helping People. Changing Lives.**

Read below to learn what we have been doing to support our community and start this new year **stronger together...**

HOUSING

COVID RENTAL ASSISTANCE - We have served over **2,100 individuals** comprising **750 households** financially impacted by the pandemic, providing **over \$3.7 million** in COVID rental assistance.

Our second round of COVID Rent Relief funding is opening this month! Those who received rental assistance last year may be eligible to apply again. [Click here](#) to learn more and [check our website](#) to see when the online application opens.

EMERGENCY SHELTER - CSC is helping shelter more people experiencing homelessness in our region. In addition to our housing programs, we have distributed

over **\$2 million** to partner organizations to help open **safe shelters and increase homeless outreach** in Linn, Benton and Lincoln Counties. To learn more about this effort, [click here](#).

We have also been supporting and providing funding for the transition of the new [C.H.A.N.C.E](#) shelter in what used to be the Signs of Victory shelter in Albany, both longtime partners of CSC! [Click here](#) to read more about this exciting transition.

[Learn more about Housing](#)

ENERGY SERVICES

LIGHTS ON - Starting our new Utility Assistance season this winter, we have already served over **7,200 individuals**, comprising nearly **4,000 households**. This equates to over **\$1.6 million** in assistance provided to our communities!

COVID UTILITY ASSISTANCE - Of the households above, more than **1,200 were COVID-impacted**, totaling over **3,700 individuals**. More than **\$755,000** was provided to these households to help with their utility costs.

Our Utility Assistance season is still open! [Click here](#) to learn more and find information on applying.

WEATHERIZATION - After having to pause our [Weatherization](#) program due to COVID precautions last year, we were finally able to re-open and safely resume assisting our community again. We also received new funding to re-weatherize homes we have already served in the past that need updates. [Click here](#) or the button below to learn how our Weatherization services are keeping homes in our community safer and healthier!

[Learn more about Utility Assistance](#)

[Learn more about Weatherization](#)

LINN BENTON FOOD SHARE

FIGHTING HUNGER - Our [Linn Benton Food Share](#) program provided over **5 million pounds** of food to Linn and Benton Counties in 2020. This equates to more than **2 truckloads of food** every week last year!

With the help of our partners and volunteers, we supplied our member agencies with enough food for **381,847 meals** and delivered **38,332 emergency food boxes** to food pantries in Linn and Benton Counties.

Our Commodity Supplemental Food Program supported **350 elderly participants** last year. This program saves participants \$500 in food costs annually, which they can use to pay for rent, medications and other essential expenses.

COMMUNITY - We make a conscious effort to conserve and make our community more sustainable. Last year, we saved over **1.5 million pounds** of food through the fresh alliance grocery recovery program! We also distributed **26,000 Farmer to Family food boxes** last year. We couldn't do any of this work without our generous, caring community - last year we received over **300,000 volunteer hours** at our food share! **Thank you** to all who helped make this impact possible.

We are starting the new year strong and continuing to provide these services and more to our communities in 2021.

[Learn more about Linn Benton Food Share](#)

[Partner spotlight on local Lebanon farm](#)

EMPLOYMENT & EDUCATION

CONGRATS GRADS - Our [employment and education programs](#) continue to work remotely and safely in-person with their adult and youth clients for a variety of services and programs. Despite the transition to distanced learning, we are excited and proud to announce we had **15 students graduate** from our youth programs with their GED's at the end of 2020 who are ready to enter the workforce and explore secondary education!

COVID RESPONSE - Our COVID Equity Program for Linn, Benton, Lincoln and Polk Counties offers financial support to minority and underserved populations affected by the pandemic. We provided wage replacement payments to over **100 individuals** due to job and income loss from the pandemic, totaling nearly **\$300,000 in assistance!**

We also provided **50 families** with educational financial assistance used to purchase desks, laptops/tablets, books and other educational resources and materials to aid with the transition to remote work and school.

Our [OHA COVID Wrap-Around Services program](#) is working seven days a week to help those who have tested positive, or presumed to be positive, for COVID-19 in Linn, Benton, Lincoln and Polk Counties. Quarantine can mean paying more for essential services while also experiencing a reduction in income and facing unpredictable health

effects of the coronavirus.

We've been working one-on-one with **over 500 individuals**, enabling them to safely quarantine to help keep the infection rate down in our region. By providing **community-based wrap-around services and support**, we're letting people know we recognize their sacrifice, we see their need, and we are here to help them successfully isolate.

We have been providing:

- Safe shelter and space to quarantine for individuals and their families
- Help with bills and household expenses
- Groceries and helping with other essential tasks
- And more

[Learn more about Workforce & Education programs](#)

WILDFIRE RELIEF

With over 500,000 Oregonians affected and more than 1 million acres burned, **CSC is doing everything we can to help our local communities impacted by the 2020 wildfires.**

We are working with victims in a variety of ways across our programs. **Full time staff are stationed in the Santiam Canyon** helping with local relief efforts. We have **hired 15 individuals impacted by the wildfires**, and continue to hire more, to help with local humanitarian efforts, staffing shelters, working in resource centers and assisting with clean up and rehabilitation for the parks, trails, camp sites and other affected public land.

Through this work and with our partners, we are providing over **\$2 million in disaster relief efforts and services** for our region.

[View Wildfire Resources page](#)

HEAD START

GIVING YOUR CHILD A *HEAD START* - [Head Start of Lincoln county](#) has been working closely with **115 children and families** to provide comprehensive education and social services since starting remotely in September. We have been providing:

- Daily virtual lessons with supplemental educational packets for parents
- Loaned tablets and other resources for families that don't have access to required technology for distance learning
- Daily lunches for pick up at all Head Start sites
- Social services for families experiencing homelessness, job loss, hunger, loss of utility/internet services and more
- Health and nutrition education, evaluations and referrals
- And more!

RE-OPENING UPDATE - Plans and preparations are underway at all Head Start sites for in-person classes, which will begin as soon as it is safe for everyone. At that time, we will have a soft opening with an optional hybrid of small classes and continued on-line learning.

To help children and parents with remote learning, we have loaded our [Head Start At-Home Resources page](#) with over 50 activities and videos, as well as our online curricula.

[Head Start At-Home Resources](#)

[Learn more about CSC Head Start](#)

IN THE KNOW...

IN THE NEWS - In the last year, we've had at least 15 different local news coverage about [our work](#). The articles span the counties we serve, coming from news outlets in Benton, Linn, Lincoln, and Polk counties. [Click here](#) to find them and read more about what we're doing near you!

WE'RE HIRING! - Between the pandemic and the wildfires, we have been **hiring for many new positions to meet the increased need in our community**. If you or someone you know is interested in a career making meaningful change in people's lives and our community, [click here](#) to see our opportunities!

[Learn more about CSC's Community Impact](#)

[Donate to support CSC's services](#)

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Community Services Consortium, 250 Broadalbin St SW, Suite 2A, Albany, OR 97321, United States

Community Services Consortium Impact: Responding to the need of COVID-19

Lincoln City News Guard - Feb 16, 2021

This month, an additional \$2.5 million in COVID Rent Relief funding is coming to Community Services Consortium (CSC) – a Community Action Agency providing assistance with housing, utilities, food, education, employment, and more.

Once received, they will re-open their program to qualifying households in Linn, Benton, and Lincoln Counties that are at least one month behind in rent due to the pandemic.

In 2020, CSC provided over \$3.7 million to the community in rental assistance for households that were financially impacted by COVID-19. Of that, more than 2,100 individuals were served, comprising over 750 households.

Over the past year, precious funds distributed by CSC to the local community included housing and utility services, food distribution programs, and direct wrap-around services for those who have tested positive for the coronavirus.

“CSC is proud to be part of a strong support network responding to the growing needs in our community,” said Pegge McGuire, CSC’s acting executive director. “I think of CSC as the backing on a patchwork quilt, the foundation for a large collaboration of partnerships working together to make this impact possible.”

So far, CSC provided more than \$2 million in supportive funds to partners and worked collectively to find solutions for motel and non-congregate shelters in Linn, Benton, and Lincoln Counties. They have now extended collaborations with partner organizations to help establish safe shelter for individuals experiencing homelessness, or in need of quarantine, in the new year.

Their Utility Assistance program was also prepared with additional COVID-19 funding at the start of the pandemic. Overall, they served over 3,700 people, comprising more than 1,200 households, with utility assistance that were financially impacted by the pandemic. Total provided utility assistance to COVID-impacted households was more than \$755,000.

During 2020, their Linn Benton Food Share program provided more than 5 million pounds of food to Linn and Benton County communities. Despite the changing safety protocols, they also received over 300,000 volunteer hours from community members. With the help of these volunteers, they supplied enough food for 381,847 meals and 38,332 emergency food boxes to their partner food pantries and meal sites in Linn and Benton Counties. These efforts are continuing into 2021.

CSC’s Workforce and Education programs, serving adults and youth, assisted participants and families with the transition to safe and remote services. In 2020, they supported 15 students in graduating with their GED’s, readying them to enter the workforce or explore secondary education.

The agency also contracted with the Oregon Health Authority as a Community-Based Organization to provide services and support for over 500 people so far who have tested positive for the coronavirus in Linn, Benton, Lincoln, and Polk Counties. This program allows affected individuals and their families to safely quarantine while meeting their essential needs, including home deliveries and financial support, helping to keep the infection rate down.

To learn more about CSC, their services and community impact, visit their website <https://communityservices.us>.

Local organization receives another \$2,500,000 for COVID-related rental assistance

Lincoln City News Guard – Feb 24, 2021

Community Services Consortium has received an additional two and a half million dollars of state funding to use as emergency rental assistance for residents of Linn, Benton, and Lincoln Counties who have suffered job loss or under-employment due to COVID-19.

A community action agency committed to ending poverty and improving lives, Community Services Consortium (CSC) serves over 75,000 people a year. With offices in Albany, Corvallis, and Newport Ore., services include energy and utility assistance, access to training and education, and providing food and housing.

Since the start of the COVID-19 pandemic last year, CSC has assisted more than 2,100 people in 750 households located in Linn, Benton, and Lincoln Counties with COVID-specific rental assistance. The agency has put \$3,660,078 into the hands of local landlords on behalf of tenants who have been struggling to pay rent during the pandemic.

The new funding, available today, was approved by the state Legislature as part of the recent Eviction Moratorium legislation passed in December. It is intended to assist tenants who are behind in rent due to financial impacts of the COVID-19 pandemic. Applications are being accepted beginning Tuesday, February 23, 2021 for residents who qualify in Linn, Benton, and Lincoln Counties via CSC's online application.

"CSC has prevented thousands of people, including hundreds of families with children, from becoming homeless since the pandemic began", said Dina Eldridge, Housing Services Manager of Community Services Consortium. "The need for assistance has not ended; however, and we are grateful that our state Legislature understands that keeping people housed remains a top priority."

Applicants for CSC's 2021 COVID Rental Assistance program must meet the following criteria:

- Be a renter living in Linn, Benton, or Lincoln County;
- Owe back rent to their landlord incurred since April 1, 2020;
- Lost job/income due to COVID-19 closures or illness; and
- Meet household income requirements for their county (limit is 80% area median income);

Interested applicants can access pre-screening questions to determine eligibility for the program on the CSC website at CommunityServices.us/RentRelief. If applicants pass the pre-screen, they will be directed to complete the full application online.

While applying online is the quickest way to receive this assistance, those unable to apply online can call CSC's COVID assistance line at (541) 704-7506 and leave a message with their contact information. Interested applicants will be contacted directly to schedule phone intake appointments.

For more information, visit the CSC website.

South Corvallis motel to be repurposed for homeless

Jim Day – Corvallis Gazette-Times – Feb 26, 2021



Here is a look at the Corvallis Budget Inn on Southwest Third Street in Corvallis. The motel will become housing for the homeless with the assistance of a state grant for nearly \$2.5 million.

Efforts to find solutions for homelessness in Corvallis have received a huge boost.

A state grant administered by the Oregon Community Foundation will allow Corvallis Housing First to buy the Corvallis Budget Inn and turn the 24-room hotel into housing for the homeless.

Corvallis Housing First received just under \$2.5 million to purchase the inn at 1480 SW Third St. The Corvallis grant is part of Project Turnkey, an initiative that is using \$65 million in legislative appropriations for acquiring motels and hotels to house the homeless, those at risk of homelessness, and those displaced by last fall's wildfires.

The Oregon Community Foundation announced the release of \$11.4 million in Project Turnkey funds on Friday, with Lane County Human Services of Eugene receiving \$5.6 million for a 50-room hotel and Northwest Coastal Housing of Lincoln City receiving \$3.3 million for a 42-room hotel along Highway 101.

Priority for the Corvallis project will be given to the most vulnerable members of the community who are homeless, including people with disabilities, veterans, people of color, and seniors.

"We are so excited for this opportunity to provide more safe shelter options during the pandemic and permanent supported housing to people experiencing chronic homelessness in our community," said Andrea Myhre, executive director of Corvallis Housing First. "This project came together because of good planning, as well as partners and volunteers working tirelessly to come up with new solutions for getting people into housing."

The facility will open to its new tenants sometime next month, but no further details were available.

The \$2.5 million that Corvallis Housing First received is the largest individual gift in the city's battle against homelessness. Rich Carone paid approximately \$1.5 million for the Hanson Tire Factory site on Southeast Chapman Place that is used for the men's shelter and hygiene center, and Hugh White purchased a Southwest Fourth Street building for \$500,000 for the daytime drop-in center.

The Community Services Consortium has awarded \$2.5 million to a range of groups in recent months. CSC also received \$3.5 million in federal CARES Act funding for emergency rental assistance, but those funds were used for a wider client base than just the homeless.

Priority for the Eugene and Lincoln City projects will be given to those displaced by last summer's wildfires, the Holiday Farm Fire east of Eugene along the McKenzie River, and the Echo Mountain Complex Fire that burned in the Otis/Salmon River area along Highway 18.

The first project to be funded by Project Turnkey was for a Super 8 motel in Ashland. The project also is intended to emphasize assistance to families displaced by the wildfires.

A total of \$30 million in Project Turnkey funds will assist communities affected by the fires. The remaining \$35 million will be used in the other 28 counties in the state.

The Oregon Community Foundation is administering both funds through an application and selection process, with guidance from an advisory committee of state, local, and community stakeholders.

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

Is there hope for HOPE? Benton County group fights homelessness battle

Jim Day – Corvallis Gazette-Times – Feb 28, 2021



A tent city is shown under the Highway 34 bypass near the skate park in Corvallis. The homelessness issue has grown in severity with the pandemic.



Pioneer Park also has a sizable tent city, especially near the railroad tracks (rear).



Jason McCauley is shown during an interview Tuesday near the skate park tent city where he has lived for approximately a year.



Recreational vehicles are shown in the parking lot at Pioneer Park in Corvallis. The park has been converted into an RV/car camping facility because of the pandemic.



The new managed camp behind the men's cold-weather shelter is still unoccupied as organizers work to overcome the project's challenges.



Cassandra Cooper, left, and Sara Ingle, right, of Stone Soup, talk in May 2018 with Ric Loza of Metolius Construction about renovations at the new site for the men's cold-weather shelter, the Stone Soup food service, and the daytime drop-in center at 545 SW Second St. Plans for the co-located facility were squashed about opposition from downtown business owners.



Aleita Hass-Holcombe, who runs the Corvallis Daytime Drop-in Center, testifies while dressed in black at the Aug. 20, 2018 City Council meeting. Hass-Holcombe said she was in "mourning" because her social service agency was being forced to look for a new home.



The tent city under the highway bypass near the skate park in Corvallis.



A warming tent has been set up at the managed camp near the men's shelter.



Reserved spots are set up for cars and recreational vehicles at Pioneer Park.



Hand-washing stations, trash cans, and portable restrooms have been added at Pioneer Park in Corvallis at the direction of the City Council.



Here is another look at the tent city under the highway near the skate park in Corvallis.

Talk of a community-wide approach to tackle homelessness in Corvallis first began in 2006. A 32-member steering committee began meeting in 2007. In 2008 the state of Oregon published a ten-year plan on the challenge.

Benton County rolled out its ten-year plan in 2009. A Homeless Oversight Committee was set up to track progress. That group morphed into the Housing Opportunities Action Council in 2016.

HOAC blew up in the spring/summer of 2018 when a proposal by HOAC's project manager, Shawn Collins, to locate the men's cold-weather homeless shelter, the Stone Soup meal service, and the Corvallis Daytime Drop-in Center in a building on Southwest Second Street was met with fierce opposition.

A new group, the Home, Opportunity, Planning, and Equity Advisory Board (HOPE) began meeting in December 2019. Hope was high, mainly because the organization was set up as a Benton County advisory board, with funding shared by the city and county and a county Health Department employee, Julie Arena, coordinating the work.

But it will be March of 2021 on Monday, and anyone in town can see that the homeless issue has not gone away. Huge tent camps are in place in a wide swath of city parks and Oregon Department of Transportation property. Debris is everywhere. The winter season leaves everything damp and campers in swamp-like enclaves.

The city of Corvallis is neither posting nor cleaning up the camps, all of which are illegal, because of the pandemic. But the City Council and others have been extremely active in other areas. The council appropriated \$125,000 to pay for a managed tent camp near the BMX Park and moved to implement an RV/car camping operation at Pioneer Park.

The men's shelter, the Safe Place micro-shelter, and the Room at the Inn women's shelter, joined forces and formed Unity Shelter. The men's shelter, which is led by Collins, added a hygiene center with food, laundry, showers, and other amenities to its overnight operation, which has been cut from 50 beds to 15 by COVID-19 protocols.

Stone Soup has doubled its capacity with the addition of \$80,000 in grants. The meal service provides the food at the men's shelter/hygiene center.

And then there is Friday's blockbuster, the \$2.5 million state grant that will allow Corvallis Housing First to purchase and re-purpose the Corvallis Budget Inn in South Corvallis into a 24-room shelter.

Amid all of this activity, the 21-member HOPE board has been gathering data and plans to finalize recommendations in March or April. Yes, the group had to shut down because of the virus; and there were no meetings in March, April, or May of 2020. But their 150-minute meeting Wednesday was their 12th.

Would those pending recommendations have made any difference in the series of actions that have taken place? And what happens when those recommendations reach the public? How will they influence the fight against homelessness moving forward.

Is there hope for HOPE?

It's a classic process vs. product debate, says Aleita Hass-Holcombe, the long-time guiding force behind the drop-in center, which provides, coffee, snacks, mail pickup, document assistance, and other services.

"I hope (play on words) that the process will move the needle forward on ending homelessness," said Hass-Holcombe, who is also a HOPE board member. "The recommendations are only as powerful as the responses that could come from them. Just as the valuable recommendations that HOC and HOAC presented, moving the needle forward depends on the folks that receive the recommendations."

Corvallis Mayor Biff Traber served as co-chair of both the Homeless Oversight Committee and the Housing Opportunities Action Council. He urges patience.

“In the world I envisioned in 2019, we would have had some of those recommendations in hand before we got into this current shelter season,” he said. “But, alas, COVID-19 happened; and HOPE was on hold in the early months as we all figured out the virus. When it re-started, HOPE could have pivoted and tried to make recommendations on incomplete information.

“However, I decided not to push hard for that as we did need to have HOPE complete its community input before making the long-term recommendations. We at the city, council and staff, just had to make the best of a difficult situation in the short term.”

Some question how nimble and responsive a 21-person body can be. The board spent 30 minutes at its November 2020 meeting updating the section of its bylaws on excused absences.

“I do not know how a large advisory body would be able to respond swiftly to evolving challenges,” said Sara Ingle, president of the Stone Soup board. “We may not like some of our community solutions, such as managed camping, but it is a temporary solution and better (in safety and services) than unmanaged camping. I do not think that HOPE was ever intended to manage day-to-day or month-to-month challenges.

“I think that HOPE intends to come up with research-informed solutions for providing for those who are unhoused in our community. I expect that these might be large, comprehensive ideas that would take months and years to bring to fruition if there was political will to do so.”

The Gazette-Times singled out Benton County Commissioner Xan Augerot and Corvallis Councilors Jan Napack (Ward 1) and Charles Maughan (Ward 2) as key individuals to interview. Augerot is serving on HOPE and also participated in the HOAC work. Napack and Maughan are on the HOPE board and also participated in the City Council actions.

Napack and Augerot indicated a willingness to answer questions. Ultimately they chose not to do so. Instead, they participated in a shared response of HOPE’s seven-person executive committee that was coordinated by Arena. Maughan did not respond.

“First, the HOPE executive committee wants to acknowledge that we share the community concerns on the topic of homelessness,” reads the first paragraph of the committee’s response. “We feel the frustration and pain. The status quo is not acceptable; we are in crisis mode. The board knows things have to change and improve. The board members all came together to address the issue of homelessness because we care about it, too.”

See below for further comments from the HOPE response. The following is a look at the challenges for HOPE through a variety of lenses, including its own.

The witness

Maggie Cooper is a Corvallis physical therapist who has been a vocal and consistent critic of the impact of the homeless situation on downtown business owners. She has testified numerous times at a wide range of public meetings.

At the Jan. 27 HOPE board meeting, Cooper questioned who should have made the decision on the Unity Shelter managed camp authorized by the City Council.

“I was surprised at the City Council’s action,” Cooper said. “It shouldn’t have happened the way that it did. Unity should have put their proposal to the HOPE board. Twenty-four people got a lot of money, and everyone else got nothing.”

“I was very hopeful about the HOPE Advisory Board,” she said in a lengthy email exchange. “I liked the two-tier structure, wide diversity of membership of citizen volunteers (and) intergovernmental coordination between city and county. I thought having a single organization which would take a broad view and decide on duplication of services, siloed groups, and funding decisions would make the process more logical and fair, as well as more resistant to manipulation by special-interest groups or political interests.

“I liked that this group would be the ones making recommendations to funding bodies, specifically the City Council and Benton County Commissioners.”

Other pieces of the HOPE puzzle were less palatable.

“For the business people and neighbors, this current round of data gathering feels profoundly discouraging,” she said, adding that she and her colleagues provided data and ideas to a wide range of groups from 2015 to 2020.

“Apparently, none of that matters because now HOPE wants us to do it all over again. Surveyed again ... and then ignored. And again ... only to be ignored. And then surveyed again ... oh, wait for it ...yes, ignored as usual. The business people I spoke with have a consistent response: ‘If you don't want to hear what we have to say, why do you keep asking us our opinion?’”

The length of the process also has produced frustration, Cooper said.

“I have been listening to people quietly ask when this group is going to do something beyond talking hypothetically since September 2020. They have had (a dozen) meetings. I tried the excuse of ‘COVID-19 put us behind in our process’ and got unanimously negative responses. People felt that if they had to shift gears on short notice and then deliver, HOPE should be able to do so as well.”

The mayor

Traber says that HOPE’s role is pretty clear.

“First, make recommendations to City Council and county commissioners on policy and funding related to dealing with homelessness,” he said. “Second, these recommendations are to be based on an overall community plan to address homelessness. Third, this plan is, in turn, built on broad community input and insight derived from both a broad HOPE board membership and their expertise, as well as strong outreach. Finally, HOPE will facilitate coordination among the various service-providing organizations and agencies working on the solution consistent with the plan.”

And the recommendations, Traber said, are just that.

“It is still the council's job to actually decide what policy to put in place. This is also true for the commission,” he said. “The question raised by Maggie Cooper missed this distinction. HOPE can make funding recommendations, but only the council or commission can actually make the funding decisions.”

Traber also said he sees organizational aspects that will make HOPE improve on the efforts of its predecessors.

“I see a couple of key structural differences between HOPE and HOAC which will make it more effective,” he said. “First, both the council and the commission have actively endorsed their desire to receive recommendations from HOPE. Second, HOPE is structurally an advisory board of both decision

bodies, putting it in a stronger position than either HOAC or HOC before it. Both those organizations were simply external community groups.”

The safety net

Hass-Holcombe, HOPE board member yet fiercely independent social service provider, sees some of the same signs of déjà vu as Cooper.

“The city is back to raising the traditional questions,” said Hass-Holcombe. “How much time? How much money? Should services to bad actors be withheld? (maybe they will change their behavior). And the traditional excuse/falsehood that for a city our size we are doing way more than we should/need to.”

She also had a take on the blueprint for HOPE.

“HOPE’s role is not to do initiatives,” she said. “As much as I personally see myself as a doer, my role on the HOPE board is different. Unfortunately, HOPE’s recommendations may not result in seeing much doing. Thinking optimistically, however, I hope for many positive outcomes from our recommendations.”

Hass-Holcombe is quick to challenge some of the conventional wisdom on camping.

“Tent camping continues to be something (the City Council wishes) would go away,” she said. “Unfortunately, tent camping is always going to be a survival response for a good number of folks experiencing poverty for whatever reason.

“On a continuum of shelter, rough camping has always held a place. Although it makes many Corvallis residents uncomfortable and visually affects our sensitivities, there will be rough camping. The bottom line is that providing for managed camping addresses safety concerns for everyone.

“As for HOPE recommending managed camping, the data does not support the creation of managed camping as an acceptable transitional living option. In other parts of the world, what is acceptable shelter (tents seem fine for refugee folks) is more inclusive.”

Hass-Holcombe also sees ... hope, but hope tempered by political realities.

“With every iteration of structures that have been created to address plans to end homelessness, there has been positive outcomes,” she said. “Whether or not HOPE will be more successful than HOAC ... I think the jury is still out. Regarding key structural/bylaw differences ... changes of these on paper do not, in my experience, make much difference.

“What will make a difference is the receptivity of those in power who receive the recommendations. Political will has to be more than lip service. The priority to make huge investments for basic human rights is what is needed here.”

The council speaks

The City Council met in a work session Feb. 4 to discuss “council policies regarding houseless services.” The session came nearly two months after their decision to set up the managed camping facility and operate a RV camp at Pioneer Park. The HOPE board came up a lot. Here is a sampling of councilor comments:

Maughan: “I think we need to be cautious about our expectations of HOPE. In HOPE’s defense, although they don’t really need it, they have been delayed by COVID-19. They are almost at the point of making recommendations. The City Council has been in a reactive mode. We’re not where we want to be. I’m hoping HOPE will provide some good direction on where we want to be.”

Andrew Struthers (Ward 9): “My expectations of HOPE center on its long-term policy focus. We had to make some hard decisions, but they were short-term decisions. Should we form an *ad hoc* council group to look at council policies? It’s kind of a chicken/egg situation. Let’s define what we are looking for.”

Laurie Chaplen (Ward 6): “I’m very much looking forward to seeing what HOPE’s policies are coming forward.” Chaplen also suggests a regional solution that would include Linn County and Lincoln County.”

Charlyn Ellis (Ward 5): “We had two organizations in the past and just when you got to the point where they were going to do something, it all kind of fell apart. I really don’t want this to happen to HOPE. We ended up in Pioneer Park, and that’s not the best place for us to be.” Ellis argues against an *ad hoc* group or task force.

Gabe Shepherd (Ward 4): “I agree with Councilor Ellis on the task force. It should come before the full City Council. We should have everyone in the room every step of the way. I don’t know if we’re the ones who should reach out on the regional model. We already have the county connection with HOPE.” Shepherd also says that any outreach on what other communities are doing should include Eugene.

Chaplen: Recommends excluding Eugene.

Maughan: “I agree that Eugene’s finances are different than ours, but we still should look at how they are spending their money. The questions we are considering require knowledge we don’t have yet. That’s where HOPE comes in. We need more data on families. Where should families go (for shelter)? Who should we be helping?”

Struthers: “I agree on the task force. I was just brainstorming. I like the idea of the regional plan, but everything has to be done the right way. Everybody has to buy in.”

Ed Junkins (Ward 8): “The challenge is so difficult. We’re working with people with substance abuse and mental health issues, plus the challenges of affordable housing and the judicial system. We have looked at the problem for the entire time I’ve been on the council here.” Junkins also backs the regional approach. “For efficiency.”

Nowhere during the discussion is the impact of a “regional approach” on HOPE brought up. If it takes HOPE, the third city-county board to address homelessness, 12 meetings to get to the cusp of recommendations ... how much more time would a three-county group require?

At the skatepark

During a tour of homeless camps for this story, the reporter and photographer stopped to talk with a group on a park bench next to the skatepark.

The area, both city land and ODOT property, contains dozens of tents, most of them clustered under the concrete supports for the Highway 34 bypass. A skater was swooping through the concrete bowls of the skate park, and he had a boombox going to provide a soundtrack.

Three men were gathered around a dying fire that looked like a remnant from a Dickens novel. One small chunk of wood was still burning.

We meet Jason McCauley, 40. He says he has been on the streets for the past five years. He points to the tent under the bypass where he has lived since the pandemic hit. He moved to the tent because COVID-19 reduced the capacity of the men's shelter, which lies a few hundred yards down the bike path.

McCauley is asked about the work of government groups, such as the city and HOPE. How does he hear about service for the homeless?

"I have no idea," he said. "There is no communication. I have no phone. I would love to join your team. I've been out here for five years now."

He says he mainly hears about services for the homeless "by word of mouth. I don't really talk to any officials unless you're a cop. And they don't give any advice. Instead of hassling the homeless they should be 'OK, these are the resources.' But where am I going to go, to the drop-in center to get peanut butter every day of my life?"

The gentleman sitting next to McCauley on the bench tries to participate in the interview, but his speech patterns are too difficult to decipher. The third person in the group is bent over the fire while sitting on the seat of a walker with a dark hoodie over his head. He is shivering. He does not look up during our visit.

HOPE's response

"These responses were written and approved by the HOPE executive committee made up of seven board members tasked with agenda setting, media responses, and communicating policy recommendations to the city and county," reads the email introduction to the HOPE response. Lightly edited sections of the email follow.

Hope's role: "This board has met only 12 times and is tasked with being data driven, looking at the whole system, promoting racial and ethnic justice, prioritizing community safety and vulnerable populations, and involving the whole community before making policy, planning, or funding recommendations.

The city's actions: "If the HOPE board had completed its plan and it had been approved by the city and county, the council and staff might have had a better sense for the relative role for managed tent and vehicle camping versus micro-shelter strategies and a sense for time-bounds of short-term COVID-19 strategies and long-term investments in the continuum of transitional to permanent housing."

Should HOPE provide services? "No, the HOPE board does not play an active role in provision of services. The board's role is to develop the community vision for a continuum of housing services, and we can estimate order of magnitude costs for a recommendation. It is not our role to develop budgets for specific projects. If we call for managed camping as part of the continuum, then, in the ideal world, we would have multiple organizations that could propose implementation projects. But it would be up to the funder (city, county, state, or private) to select the operator. The intent, as we move forward, is that HOPE might play a coordinating role for city and county funding. However, it does not have that authority at this time."

On delays in its work: "It would have been great to get here sooner, but between March and June, the city and county were focused on the COVID-19 response. Everyone has been frustrated with the toll this pandemic has taken on normal workload and pace. It would have been impossible to expedite the HOPE

board's work during this time, and it would have stunted the process of involving the community in formulating policy recommendations.

"Once we have a vision and a plan, we will be able to recruit additional funders. We are getting there, but it takes time and a lot of listening."

Councilor Napack added in a separate note to the newspaper: "There is so much we need to do. The challenge is to stay focused and on track."

The project manager

Shawn Collins has played a key role in the homeless fight. Hired in November 2016 after a research management career at HP Inc., Collins served as the project manager for HOAC, worked for Benton County to help facilitate the transition from HOAC to HOPE, and he now plays a critical role with Unity Shelter, essentially serving as the director of the men's shelter/hygiene center on Southeast Chapman Place. He took the plan for the managed camping facility to the council ... and got it passed.

The camping site between the shelter building and the BMX Park is fenced, has a warming hut and platforms for the tents. But the tents aren't up yet, and no campers have moved in. Collins originally hoped to have the operation running by mid-January; however, funding issues, hiring staff, and insurance snags have slowed the timeline.

Patience always is a key ingredient in the homeless battle.

Collins admits that he has a "unique vantage point" with which to view the changing dynamics of the problem.

Collins chose not to comment when asked about the transition to HOPE, only issuing this statement: "The bylaws are fairly specific as to the role and authority HOPE has; and there are likely many factors that drove the approach HOPE has taken so far, which are beyond my view."

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

HOPE'S VALUES

Our values are to:

Use data to drive assessments, prioritization, and accountability. In order to best use scarce resources, we must understand the scope of the problem, evaluate the outcomes of our investments, evaluate progress, and demonstrate accountability.

Take a comprehensive systems and multi-sector approach. Strengthen system capacity and increase leveraging opportunities across systems of care, such as domestic violence, physical, mental and behavioral health, criminal justice, and housing providers. To provide a home for everyone, we must increase coordination and collaboration of service providers and strengthen efficiencies in our current system and better align our resources.

Engage and involve the community, not just direct service providers. Policy makers and community stakeholders must understand the magnitude of the challenge in achieving the vision, the costs of not achieving the vision, and the strategies necessary to get there. HOPE will strive to ensure that the specific concerns and interests of local and county-wide stakeholders are heard and considered.

Prioritize vulnerable populations. While homelessness can be traumatic for anyone, there are those whose health and safety are at greater risk without a safe and stable home. For example, women fleeing domestic violence, children, and people with disabilities, etc.

Promote community safety for all. This work is intended to be generally inclusive of all housing and services for people experiencing homelessness or at risk of becoming homeless in Benton County while acknowledging the limitations of funding and considering the impact on safety and livability. Hereinafter, this service scope will be referred to as Homelessness and Supportive Services System, or “System.”

Promote racial and ethnic justice. In order to ensure that our programs do not unintentionally favor one population over another population, we will strive to provide culturally specific services and use a racial equity lens across all program recommendations.

HOPE BOARD MEMBERS

Here, in alphabetical order is a look at the HOPE Advisory Board members and their affiliations.
* indicates Executive Committee Members.

Florence Anderson: Mobilizes volunteers for weekly visits to homeless camps with the Street Outreach and Response Team (SORT) to collect data with the VISPDAT in Corvallis. Member of the faith community.

Lennox Archer: Artist and former professor of English as a second language with firsthand experience of homelessness in Corvallis.

Xan Augerot*: Benton County Commissioner.

Catherine Biscoe: Philomath city councilor. Program manager, Philomath Community Gleaners. Board member for Philomath Community Services. Lived experience with homelessness.

Karyle Butcher: Chair of the League of Women Voters, Corvallis, Housing Committee.

Bruce Butler: Chief executive officer of InterCommunity Health Network and Samaritan Health Plans.

Bryan Cotter: U.S. Army veteran, firefighter/EMT for the Corvallis Fire Department since 2015.

Anita Earl: Homeless outreach program supervisor with Samaritan Health Services. Manages Samaritan’s homeless medical respite bed.

Joel Goodwin: Corvallis Police Department captain. Participates in the Homeless Livability Panel to facilitate dialogue between homeless community and law enforcement.

George Grosch: Volunteer at the men's cold-weather homeless shelter. Spent five terms on the Corvallis City Council.

Barbara Hanley: Public health researcher, doctoral candidate in the OSU College of Public Health. Lived experience with homelessness.

Aleita Hass-Holcombe: Volunteer board president of the Corvallis Daytime Drop-in Center.

Nicole Hobbs: AmeriCorps VISTA volunteer with the Marys River Watershed Council.

Christina Jancila*: Downtown Corvallis business owner. Master's recipient specializing in policy, administration, and community. Worked at a transitional homeless shelter before moving to Corvallis in 2016.

Charles Maughan*: Corvallis Ward 2 city councilor.

Pegge McGuire*: Acting director at Community Services Consortium.

Jim Moorefield*: Retired after a 40-year career in human services, community development, and affordable housing, including 20 years as executive director of Willamette Neighborhood Housing Services (now DevNorthwest).

Andrea Myhre: Executive director of Corvallis Housing First.

Jan Napack*: Corvallis Ward 1 city councilor.

Reece Stotsenberg*: Long-time Corvallis resident, parent, business owner, and “Corvallis homeless solutions” Facebook group host. Had a close family member experience chronic homelessness in multiple West Coast cities. Member of the West Hills Neighborhood Association.

Reverend Linda Tucker: Lead pastor of Corvallis First United Methodist Church, the location of the Room at the Inn women’s shelter.

HOMELESS TIMELINE

2007: A steering committee for the Benton County ten-year-plan to address homelessness begins meeting.

Oct. 23, 2009: The plan, called “A Ten-Year Plan to Address Issues Surrounding Housing and Homelessness in Benton County Oregon,” is rolled out. Included is the requirement that an “oversight committee” be formed.

Jan. 27, 2016: The final meeting of the Homeless Oversight Committee is held as the group morphs into the Housing Opportunities Action Council (HOAC). The group begins meeting the following month.

Nov. 1, 2016: Shawn Collins takes the position as project manager for the Housing Opportunities Action Council. Collins, a United Way employee, is paid by the city of Corvallis and Benton County.

Dec. 20, 2017: The HOAC governing board approves a mid-point update of the ten-year plan and releases its 64-page plan, “Community Strategies to Overcome Homelessness and Barriers to Housing.”

May 7, 2018: Shawn Collins of the Housing Opportunities Action Council, Sara Ingle of the Stone Soup meal service, and Aleita Hass-Holcombe of the Corvallis Daytime Drop-in Center unveil to the Gazette-Times their proposal to co-locate the men’s cold-weather homeless shelter and the other two services at a property on Southwest Second Street. Corvallis Mayor Biff Traber, chair of the HOAC, briefs the City Council that night. Councilors greet the news positively; although, fierce opposition, particularly among downtown business owners, springs up almost immediately.

June 4, 2018: The Corvallis City Council tentatively passes a \$154 million budget that includes \$60,000 for the men’s cold-weather shelter. Twenty-four of the 27 residents who speak during the public hearing

address the shelter/co-location plan, with 14 backing it and 10 favoring alternatives. The city funding is expected to be matched by the county.

June 14, 2018: Amid concerns over the impact of the Second Street site on downtown businesses, the Benton County Board of Commissioners “decides” not to provide its \$60,000. The issue was not on the agenda for the meeting, no formal vote was taken, and no members of the public were in the board room.

July 2, 2018: The Corvallis City Council meets for 5½ hours before 300 people at the Majestic Theatre, hearing from Collins of HOAC on his plan. Plans for two other sites – one at the old Flomatcher plant across the Willamette River, and the other at the corner of Walnut and Belvue – also were presented. More than 30 residents testify. No decision is made on the shelter funding.

July 10, 2018: More than 90 people pack the county board room as the three plans are pitched to the Board of Commissioners. July 17 is set as the decision date.

July 13, 2018: Amid neighborhood opposition to the Walnut-Belvue Site, backer Rick Carone pulls the plan and proposes using the old Hanson Tire Factory building on Southeast Chapman Place as a “temporary” shelter location while he continues to work on the northern plan. Hanson was used during the 2017-18 shelter season.

July 16, 2018: The Corvallis City Council, on a 5-4 vote, allocates the \$60,000 in funding to the Second Street site, with Mayor Biff Traber, who only votes to break ties, casting the deciding vote.

July 17, 2018: The Benton County Board of Commissioners votes 3-0 to award \$60,000 to the Second Street group.

July 18, 2018: Catherine Mater, who backs the Flomatcher site, tells the Gazette-Times that efforts to oppose the Second Street site will continue and that legal action might be undertaken.

Aug. 6, 2018: The Corvallis City Council votes not to re-consider funding the Second Street site, with Traber again breaking the 4-4 tie.

Aug. 16, 2018: Carone and Jill McAlister of the Unitarian Universalist Fellowship of Corvallis, the fiscal agent for the operations of the shelter, announce that the shelter is moving back to the Hanson site. Carone buys the property from Devco Engineering for approximately \$1.5 million. The deal only includes housing the shelter at Hanson, forcing Stone Soup to retain the use of two area churches for its operations and leaving the drop-in center ... homeless.

Aug. 20, 2018: The Corvallis City Council votes 9-0 to re-allocate its \$60,000 to the Hanson site. “I’m in mourning,” said drop-in center coordinator Aleita Hass-Holcombe, who was dressed in black and wearing a veil. “It feels like the drop-in center and Stone Soup have been thrown under the bus.”

Sept. 7, 2018: Ari Basil-Wagner of Greater Oregon Behavioral Health Inc., is hired by the city and county to assist in facilitating an effort to find common ground on the homeless issue. Basil-Wagner, who previously had worked with the county on a criminal justice assessment, is to be paid \$22,500, with the city and county splitting the tab.

Sept. 26, 2018: Basil-Wagner starts work by meeting with the governing board of HOAC. A four-hour retreat is held Oct. 25, with a third session taking place Nov. 28.

Nov. 6, 2018: Traber is overwhelmingly re-elected to a second four-year term. His major challenger was four-term Ward 2 Councilor Roen Hogg, who opposed the Second Street plan. Also, Charles Maughan,

community manager for an affordable housing facility and a Second Street backer, comfortably defeated Mater in the race to replace Hogg in his ward.

Thanksgiving Day (Nov. 22) 2018: The drop-in center moves into new quarters on Southwest Fourth Street. The building housed the men's cold-weather shelter during a controversial four-year run from 2013-2017. Downtown property owner Hugh White and his wife Elizabeth bought the building for approximately \$500,000.

May 22, 2019: HOAC holds its final meeting as the group morphs again into a Benton County advisory committee. No date has been set for the committee's first meeting. It has not been named.

Project Turnkey provides grants for Lincoln City housing project

Lincoln City News Guard – Mar 2, 2021



The 42-room hotel in Lincoln City is the site of the housing project.

Oregon Community Foundation (OCF) recently announced that Project Turnkey is gaining momentum, with three additional grants awarded to properties in Corvallis, Eugene, and Lincoln City.

Northwest Coastal Housing (NWCH) in Lincoln City is a Project Turnkey grant awardee, slated to receive \$3.348 million in state funds to purchase a 42-room hotel along Highway 101 in Lincoln City, Oregon. Priority will be given to community members displaced by the Echo Mountain Complex Fire.

“This is wonderful news for survivors of the Echo Mountain Fire,” Claire Hall, Board of County Commissioners for Lincoln County and Chair of Oregon Housing Stability Council, said. “North Lincoln County’s critical housing shortage was exacerbated by the fire. Too many individuals and families are still living in their vehicles, are doubled up with friends or relatives, or in other unstable situations. This will give them a safe, long-term place to work on re-building their homes and their lives.”

Located at 1014 NE Hwy 101, Lincoln City, OR 97367, NWCH anticipates the new “Phoenix Rising NW” to be in use beginning in March 2021.

“We at Northwest Coastal Housing are so grateful for this opportunity to help our neighbors impacted by the wildfires, COVID-19, and other crisis by providing temporary lodging complete with service navigation. Our goal is to ease the trauma, provide our occupants with lodging, help them to stabilize and breathe,” stated Sheila Stiley, Executive Director of Northwest Coastal Housing. “Our agency was established to advocate for and support community efforts addressing housing needs.

“This is an unconventional and innovative way of accomplishing just that, which seems to be a growing trend when responding to crisis; and we could not have succeeded without overwhelming support from our partners.”

Earlier this month OCF announced the first Project Turnkey grant of \$4.2 million in state funds for Options for Helping Residents of Ashland (OHRA) to purchase and transform an Ashland motel. The new OHRA Center anticipates beginning to safely house community members negatively impacted by wildfires and the COVID-19 pandemic beginning in March 2021.

“Now that the application window has closed, the Project Turnkey Advisory Committee is doubling down on efforts to review and move highly-qualified applicants through the due diligence process,” said Megan

Loeb, Program Officer, Oregon Community Foundation. “We have a strong pipeline of nearly 30 applicants and are excited to see more projects awarded in the weeks ahead.”

When funds became available from the state for this project, OCF convened a diverse statewide advisory committee to create an equitable review process of all applicants. Working with urgency, and with counsel from real estate development experts, the selection committee has condensed a complicated real estate transaction into a six- to eight-week process.

“The scale of this humanitarian crisis for unsheltered Oregonians is enormous,” said Dr. Ernesto Fonseca, CEO, Hacienda CDC and Project Turnkey Advisory Committee Member. “Project Turnkey is one innovative and cost-effective solution that brings affordable housing in record time to people in critical need.”

OCF has been studying root causes of Oregon’s dual crisis of homelessness and affordable housing for two years, beginning with research commissioned from ECONorthwest, “Homelessness in Oregon,” which provided statewide analysis of the disproportionately large homeless population in Oregon.

Lebanon launches new effort to address homelessness

LesGehrett – Albany Democrat-Herald – Mar 3, 2021

LEBANON – The city of Lebanon’s efforts to address its homeless issues were given new urgency with the death of a man at an encampment.

Ronald Andrew Mowdy, 27, has been charged with second-degree murder in the death of Clayton Keith Reed III on Wednesday, Feb. 24.

During its session on Jan. 13, the Lebanon City Council heard a presentation from associate city attorney Jeff Clayson on its current illegal camping laws and on the possibility of increased state funding to help communities create new shelters and public hygiene centers.

Following that session, a delegation from the city traveled to Medford to take a first-hand look at the Rogue Retreat, a multi-pronged approach to providing assistance with housing, health care, and employment.

“It’s just such a difficult topic for everybody. Every city in Oregon is going through this right now,” said Lebanon Mayor Paul Aziz.

Aziz said there is a lot that can be learned from Medford’s program. For him, one of the primary lessons is the importance of having paid staff members in place. This creates more focus and accountability than relying solely on volunteers, Aziz said.

He was also impressed by that program’s goal of helping people make tangible steps forward.

“It’s a pathway to get them back into a home or back into a safe shelter,” Aziz said. It’s not permanent.”

The Lebanon City Council followed up on the issue during its session on Feb. 10. six-member *ad hoc* committee was created to examine the city’s existing laws on illegal camping and recommend possible options to improve city services to assist members of Lebanon’s homeless community.

This committee is made up of Aziz, City Councilors Wayne Rieskamp and Wayne Dykstra, Police Capt. Kim Hyde, Dina Eldridge, and Denise Downer. Eldridge is the housing manager for the Community Services Consortium, and Downer is a former employee of the CSC who continues to work as a community advocate.

Christine Strawn, manager of the Lebanon Soup Kitchen, said the homicide shocked everyone who is involved with the local homeless community.

“It broke my heart. I see them on the ground floor here every day. I talk to them, I communicate with them,” Strawn said. “They’re all people. They’ve all got different stories.”

Strawn said the city needs to provide some sort of base, whether it is a home, a shelter, or a legal camping site.

“I would love to see some kind of housing, some kind of place for them to be,” Strawn said. “Right now, they have no place to go.”

She thinks many members of the homeless community would welcome the opportunity to help build a shared space.

“I had one guy tell me out here, he said, ‘We take pride in our community, too. This is our community, too,’” Strawn said. “Even though they are homeless, this is still their community; so getting them a place to call theirs is a good thing.”

Corvallis Housing First Receives Aid to Repurpose Motel

Hannah Ramsey – The Corvallis Advocate – Mar 1, 2021

The Oregon Community Foundation announced that Project Turnkey is providing grants for properties in Corvallis, Eugene, and Lincoln City.

Corvallis Housing First was selected and received \$2.475 million in funds from Project Turnkey to buy and renovate a 24-room hotel in south Corvallis. Unhoused community members, including disabled people, veterans, people of color, and seniors, will be prioritized.

“We are so excited for this opportunity to provide more safe shelter options during the pandemic and permanent supported housing to people experiencing chronic homelessness in our community,” said Andrea Myhre, executive director of CHF, to OCF. “This project came together because of good planning, as well as partners and volunteers working tirelessly to come up with new solutions for getting people into housing.”

The facility is located at 1480 SW 3rd St, Corvallis; and CHF estimates it will be open beginning in March.

CHF was founded in 2007, originally with the name Corvallis Homeless Shelter Coalition, to assist in ending homelessness and achieving self-sufficiency. It provides housing and other services for those experiencing homelessness in Corvallis.

Project Turnkey was allocated a total of \$65 million by the state legislature in order to buy motels and hotels for non-congregant housing for those experiencing or at risk of homelessness. Of that amount, \$30 million is for triable communities and counties impacted by the wildfires, and \$35 million is for the other 28 counties. The OCF is administering both types of funding through application and selection processes, with direction from an advisory committee composed of state, local, and community stakeholders.

Lane County Human Services received \$5.56 million to purchase a 50-room hotel in Eugene, prioritizing wildfire evacuee applicants.

Northwest Coastal Housing in Lincoln City also received a \$3.348 million grant from Project Turnkey to buy a 42-room hotel prioritizing applicants in the community displaced by the Echo Mountain Complex Fire.