

COMMUNITY SERVICES CONSORTIUM GOVERNING BOARD

January 24, 2022 – 3:00 pm - 5:00 pm

Electronic Meeting

Email EDay@CommunityServices.us for connection information.

AGENDA

- I. CALL TO ORDER
- II. CONFIRMATION OF A QUORUM
- III. ELECTION OF GOVERNING BOARD CHAIR, VICE CHAIR, AND SECRETARY BY ROTATION AMONG MEMBER COUNTIES

Action requested: Elect Linn County Commissioner as Chair, Benton County Commissioner as Vice Chair, and Lincoln County Commissioner as Secretary.
- IV. HEARING OF THE PUBLIC
- V. INTRODUCTIONS OF GUESTS
- VI. COMMENTS FROM THE CHAIR
- VII. CHANGES OR ADDITIONS TO THE AGENDA
- VIII. MINUTES APPROVAL
 - A. Review Minutes of the November 29, 2021 Governing Board Meeting (Attachment 1)

Action requested: Approve the November 29, 2021 Governing Board meeting minutes.
- IX. EXECUTIVE DIRECTOR'S REPORT – Pegge McGuire
 - A. Facilities
 - B. Community Action Advisory Council Update

- C. Oregon State University Research Projects (Attachment 2)
- D. Martha Lyon's Retirement – Update
- E. Undesignated Funds Report (Attachment 3)
- F. Monitoring Report with Response
 - 1. Weatherization (Attachment 4)

X. EMPLOYEE SURVEY – Karla Garrett

XI. LINCOLN COUNTY RENTAL PROPERTIES – PELICAN PLACE AND TERN HOUSE MARKET COMPARABLE SURVEY (Attachment 5)

XII. COMMUNITY SERVICES BLOCK GRANT ORGANIZATIONAL STANDARDS REQUIREMENTS

All documents in this section are included in the Governing Board meeting packet. Items to be signed and returned to CSC were also individually emailed to Governing Board members.

Action Requested: Sign and return to Emely Day, CSC Administration, (eday@communityservices.us) the following documents.

- A. Standard 5.4 – Community Services Consortium Governing Documents (*Charter*) (Attachment 6)
- B. Standard 5.6 – Conflict of Interest Policy (Attachment 7)
- C. Standard 7.7 – Whistleblower Policy (Attachment 8)

The following required documents are presented for information.

- D. Standard 5.9 – Programmatic Reports
 - 1. Department Updates – November and December 2021 (Attachments 9 and 10)
- E. Standard 8.7 – Financial Reports of Programs Advised by Board (*see agenda item XIII. Finance – B. Statement of Activities*)

XIII. FINANCE – Rowan Eaves

- A. Supplemental Budget 3, Fiscal Year 2021-2022 (Attachment 11)

Action requested: Approve Supplemental Budget 3, Fiscal Year 2021-2022, by means of a Resolution.

- B. Statement of Activities – November 2021 (Attachment 12)

Action requested: Accept November 2021 Statement of Activities.

- C. Updated Accounting Policies and Procedures (Attachment 13)
 - 1. Capital Assets (Attachment 14)
 - 2. Gift Acceptance (Attachment 15)
 - 3. Valuation of Non-Cash Contributions (Attachment 16)

Action requested: Approve updated Accounting Policies and Procedures – Capital Assets, Gift Acceptance, and Valuation of Non-Cash Contributions.

XIV. WORKFORCE AND EDUCATION – Sean Larsen

- A. Career Tech High School Student Investment Account 2020-2021 Annual Report (Attachment 17)

Action requested: Provide opportunity for public review, discussion, and questions regarding Student Investment Account 2020-2021 Annual Report.

XV. HEAD START – Dr. Suzanne Miller

- A. Governing Board/Policy Council Reports – December 2021/January 2022 (Attachment 18)

Action requested: Approve Governing Board/Policy Council Reports – December 2021/January 2022.

- B. Monthly Operations Report/Statement of Revenues and Expenditures – November 2021 (Attachment 19)

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

- C. Policy and Procedure – Head Start Rule – Mask and Vaccination Mandate (Attachment 20)

Action requested: Review and approve Policy and Procedure – Head Start Rule – Mask and Vaccination Mandate.

- D. Integrated Pest Management (IPM) Report – January 2022 (Attachment 21)

Action Requested: Review and approve Integrated Pest Management Report – January 2022.

XVI. INFORMATION SHARING (Attachment 22)

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

XVII. ADJOURN/CLOSE

NEXT MEETING

Executive Committee – Monday, February 28, 2022 – 2:00 pm until 4:00 pm – via Zoom

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