

## COMMUNITY SERVICES CONSORTIUM GOVERNING BOARD

June 28, 2024 – 1:30 pm – 4:00 pm

### Electronic Meeting

Email [Info@CommunityServices.us](mailto:Info@CommunityServices.us) for connection information.

## AGENDA

- I. CALL TO ORDER
- II. CONFIRMATION OF A QUORUM
- III. HEARING OF THE PUBLIC
- IV. INTRODUCTIONS OF GUESTS
- V. COMMENTS FROM THE CHAIR
- VI. CHANGES OR ADDITIONS TO THE AGENDA
- VII. MINUTES APPROVAL
  - A. Review Minutes of the May 29, 2024 Governing Board Meeting (Attachment 1)  
**Action requested: Approve the May 29, 2024 Governing Board meeting minutes.**
  - B. Review Minutes of the June 10, 2024 Budget Committee Meeting (Attachment 2)  
**Action requested: Approve the June 10, 2024 Budget Committee meeting minutes.**
- VIII. EXECUTIVE DIRECTOR'S REPORT – Pegge McGuire
  - A. Oregon Cascades West Council of Governments (OCWCOG)-Community Services Consortium (CSC) Joint Executive Director Recruitment Sub-Committee Update
  - B. Status of Tern House and Pelican Place Marketing/Sales
  - C. Sweet Home Expansion

- D. Tri-county Continuum of Care Status Update
- E. All-Staff Training Planning
- F. Career Tech High School Closure Update
- G. Undesignated Funds Reports – April and May 2024 (Attachment 3)
- H. Oregon Housing and Community Services Monitoring Report (Attachment 4)  
*(Will be provided by June 26, 2024.)*
- I. Mission and Vision Workgroup Presentation (Attachment 5)  
*(Will be provided by Jun 26, 2024.)*  
**Action requested: Approve proposed Mission and Vision Statement.**
- J. Executive Director Recruitment Sub-Committee Recommendation (Attachment 14)  
**Action requested: Approve Executive Director Recruitment Sub-Committee recommendation.**

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

- A. Standard 5.9 – Programmatic Reports
  - 1. Department Updates – May 2024 (Attachment 6)
- B. Standard 8.7 – Financial Reports of Programs Advised by Board  
*(see agenda item X. Finance –A. Statement of Activities)*

**X. FINANCE – Katie Henry**

- A. Statements of Activities – April and May 2024 (Attachment 7)  
**Action requested: Accept April and May 2024 Statements of Activities.**
- B. Supplemental Budget 4, Fiscal Year 2023-2024 (Attachment 8)  
**Action requested: Approve Supplemental Budget 4, Fiscal Year 2023-2024, by means of a Resolution.**
- C. Plan to Address Financial Statement Findings (Attachment 9)  
**Action requested: Approve Plan to Address Financial Finding 2023-001, Maintenance of Accounting Records – material weakness, by means of a Resolution.**

**XI. FISCAL YEAR 2024-2025 BUDGET – Pegge McGuire, Katie Henry**

- A. Adoption of Fiscal Year 2024-2025 Budget (Attachment 10)  
*(The Budget Committee has recommended adoption of the FY 2024-2025 Budget to the Governing Board.)*  
*The FY 2024-2025 Budget and Strategic Plan were distributed to all Governing Board and Budget Committee members during June. Copies are available for review at CSC's Albany Regional Office.*  
**Action requested: Review and approve Fiscal Year 2024-2025 Budget, by means of a Resolution.**

**XII. HEAD START – Andrea Lengel**

- A. Governing Board/Policy Council Report – May 2024 (Attachment 11)  
**Action requested: Approve May 2024 Governing Board/Policy Council Report.**
- B. Monthly Operations Report/Statement of Revenues and Expenditures – May 2024 (Attachment 12)  
**Action requested: Approve May 2024 Monthly Operations Report/Statement of Revenues and Expenditures.**
- C. Under-Enrollment Plan Update

**XIII. INFORMATION SHARING**

- A. News Articles and/or Messages from Clients or Others (Attachment 13)
- B. Recent and Upcoming Outreach Events
  - 1. KidCo Head Start Resource Fair – Albany – June 17
  - 2. KidCo Head Start Resource Fair – Corvallis – June 20
  - 3. Albany Pride Festival – Albany – June 22
  - 4. 2024 Corvallis Health & Resource Fair – Corvallis – August 23

**XIV. EXECUTIVE SESSION**

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

**XV. ADJOURN/CLOSE**

**UPCOMING MEETINGS – BEING SCHEDULED**

July 2024 .....No Meeting Planned  
 August 2024.....Governing Board Executive Committee ..... Microsoft Teams  
 September 2024 .....Governing Board..... In person & Microsoft Teams

Agenda Includes:

- 1. Head Start Annual Report
- 2. Head Start Annual Training of Governing Board Members

October 2024 .....Governing Board Executive Committee ..... Microsoft Teams  
 November 2024 .....Governing Board..... Microsoft Teams  
 December 2024 No Meeting Planned