

## COMMUNITY SERVICES CONSORTIUM GOVERNING BOARD

January 27, 2025 – 1:00 pm - 3:30 pm

**CSC Albany Regional Office, 250 Broadalbin Street, SW, Suite 2A  
Large Conference Room**

Virtual participation via Microsoft Teams is available.

Email [Info@CommunityServices.us](mailto:Info@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 a Linn County Commissioner as Chair, a Benton County Commissioner as Vice Chair, and a 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 December 13, 2024 Governing Board Meeting (Attachment 1)  
*Action requested: Approve the December 13, 2024 Governing Board meeting minutes.*

**IX. 2025 MEETING SCHEDULE**

- A. 2025 Governing Board and Executive Committee Meeting Schedule (Attachment 2) *(The proposed meeting schedule was distributed to Boards of Commissioners' support staffs for review and verification of Commissioners' availability for proposed meeting dates and times.)*  
**Action requested: Review and approve 2025 Governing Board and Executive Committee meeting schedule.**

**X. EXECUTIVE DIRECTOR'S REPORT – Ryan Vogt**

- A. Executive Director Annual Goals
- B. Updates: Finance Contractor Engagement and Contracting
- C. Agency Leadership Changes

**XI. AGENCY DIRECTOR'S REPORT – Kayla Hatley**

- A. Update: Sale of Pelican Place and Tern House
- B. Community Action Advisory Council Update
1. Approval of Membership Roster, Including Recent Re-Appointment and Appointments within Benton, Lincoln, and Linn Counties (Attachment 3)
    - a. Benton County (Attachment 4 – Benton County Board of Commissioners Order D2025-033 with Membership Applications)
      - Re-appoint Sharon Thornberry (Philomath Community Services)
      - Appoint Anna Dvorak (Linn-Benton Housing Authority)
    - b. Linn County (Attachment 5 – Linn County Board of Commissioners Resolution 2024-363 with Membership Application)
      - Appoint Alejandra (Ali) Sanchez (Casa Latinos Unidos)
- Action requested: Approve Community Action Advisory Council Membership Roster, including recent re-appointment and appointments within Benton, Lincoln, and Linn Counties.**

**XII. COMMUNITY SERVICES BLOCK GRANT ORGANIZATIONAL STANDARDS REQUIREMENTS** *(itemized to facilitate reviewing by monitors)*

- A. Standard 1.3 – Client Satisfaction Report - 2024 (Attachment 6)
- B. Standard 5.4 – Community Services Consortium Governing Documents)
  1. Charter (Attachment 7)
- C. Standard 5.6 – Conflict of Interest Policy (Attachment 8)  
**Action requested: Sign and return Conflict of Interest Policy.**
- D. Standard 5.7 – Structured Orientation of New Board Members *(will be scheduled as special meeting for new Governing Board member, Benton County Commissioner Gabe Shepherd)*

- E. Standard 5.8 – Training of Board Members' Duties and Responsibilities (*will be scheduled as special meeting for new Governing Board member, Benton County Commissioner Gabe Shepherd*)
- F. Standard 5.9 – Programmatic Reports
  - 1. Department Updates –January 2025 (Attachment 9)
- G. Standard 6.5 – Strategic Plan Goals Progress Updates (Attachment 10)
- H. Standard 7.7 – Whistleblower Policy (Attachment 11)  
**Action requested: Sign and return Whistleblower Policy.**
- I. Standard 8.7 – Financial Reports of Programs Advised by Board  
(*see agenda item XIII. Finance – B. Statement of Activities*)

**XIII. FINANCE – Ryan Vogt**

- A. Fiscal Year 2024-2025 Supplemental Budget 1 (Attachment 12)  
**Action requested: Approve Fiscal Year 2024-2025 Supplemental Budget 1, by means of a Resolution.**
- B. Statement of Activities –December 2024 (Attachment 13)  
**Action requested: Accept the December 2024 Statement of Activities.**
- C. Undesignated Funds Report (Attachment 14)

**XIV. HEAD START – Andrea Lengel**

- A. Governing Board/Policy Council Report – November/December 2024 Data (Attachment 15)  
**Action requested: Approve December 2024 Data Governing Board/Policy Council Report.**
- B. Monthly Operations Report/Statement of Revenues and Expenditures –December 2024 (Attachment 16)  
**Action requested: Approve the December 2024 Monthly Operations Report/Statement of Revenues and Expenditures.**
- C. Student Enrollment Status

**XV. INFORMATION SHARING (Attachment 17)**

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

**XVI. ADJOURN/CLOSE**

**UPCOMING MEETINGS – BEING SCHEDULED**

February	.....Governing Board Executive Committee	..... Microsoft Teams
March	.....Governing Board.....	..... Microsoft Teams
April	.....Governing Board Executive Committee	..... Microsoft Teams

May .....Governing Board..... In person and  
 Microsoft Teams  
 June .....Budget Committee ..... In person and  
 Microsoft Teams

Agenda Includes:

1. Review of Proposed Fiscal Year 2025-2026 Budget

June .....Governing Board..... Microsoft Teams

Agenda Includes:

1. Adoption of Proposed Fiscal Year 2025-2026 Budget

July .....No Meeting Planned

August .....Governing Board Executive Committee ..... Microsoft Teams

September .....Governing Board..... In person and  
 Microsoft Teams

Agenda Includes:

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

October .....Governing Board Executive Committee ..... Microsoft Teams

November .....Governing Board..... Microsoft Teams

December .....No Meeting Planned

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