

## 2006-2007 Community Action in Review

*Jerralynn Ness, October 2007*

The following are key highlights and accomplishments for Community Action during fiscal year 2006-2007 and first quarter of fiscal year 2007-08:

### **Leadership:**

- Successfully implemented a leadership plan for agency oversight and management during the Executive Director's three month sabbatical, with Renee Bruce serving as Acting Executive Director.
- Implemented an effective leadership transition plan for Resource Development to achieve department goals while taking on a challenging recruitment for the Director position.
- Experienced smooth leadership transition with the departure of our long time Head Start Director, Marilyn Harrison, through an internal promotion of Farzana Siddiqui.

### **Administration: Executive, Fiscal, Facilities, Human Resources, Office Management and Information Technology.**

- For the fifth year in a row we received an excellent financial audit with an unqualified opinion.
- Agency's financial position continued to improve with almost no cash management issues; established a building reserve; reduced deficit.
- Experienced a smooth transition from 100% employer paid health premium to a 10% cost shift to employees.
- Performed our bi-annual market update to our salary range.
- Began using new HR information system to provide quarterly reports needed to notify supervisors of required renewals for employees to maintain work qualifications, such as food handlers card, first aid certificates, TB tests and criminal history.
- Safety Committee initiated regular on site hazard inspections; for the second year reportable injuries significantly declined and our Worker's Comp rates went down.
- Entered the mediation phase of our building lawsuit; continued to address building repair and maintenance issues.
- Developed a strategic plan for 2007-10 and updated the Issues of Poverty document.
- Moved our fiscal, facilities and IT staff to an off site office in order to free up space for program growth, particularly in Weatherization.
- The Fiscal, Facilities and IT staff moved out of the Main Office and moved into an office in Forest Grove. Jerralynn took a well deserved Sabbatical after working for the agency for over 30 years!

- Leslea Smith, Regional Director of Legal Aid Services of Oregon, ended her two year term as our Board Chair.
- Kevin Aguirre, Washington County Department of Human Services District Manager, will begin his two year term as our Board Chair.
- A Strategic Plan was developed by the board to guide the work we do for the next three years.

### **Programs and Services:**

- The state legislature approved funding to significantly expand our Head Start program over the next two years; staff planning successfully positioned us to be able to add 162 children in September of 2007.
- We experienced significant growth in Weatherization and are expecting the same in energy assistance if the state legislature approves expanded funding.
- Moved our Community Action East office from King City into space shared with Tualtin Valley Housing Partners in Beaverton.
- Successfully passed all external monitoring of our programs by our grantors.
- Joined together with a four county effort, called Bridges to Housing, to serve high need homeless families with intensive case management and affordable housing, a “Housing First” model.
- Partnered with a grassroots, inter-faith initiative in West County to raise awareness about homelessness and support for our shelters by providing education about people who are homeless and the services needed.
- Washington County residents can now dial 2-1-1 for information and referrals to needed services.
- A KidZone, our before and after school program for children of migrant families in Cornelius, ended due to lack of funds and space.
- As an Agency we served approximately 30,000 children, women & men.
- We closed the Energy & Emergency Rent office in King City and opened a new office in Beaverton.
- Over 14,000 individuals contacted 211*Info* for resource information. Head Start served 983 children in the Full Day Pre-K, Part Day Pre-K and Early Head Start.
- Marilyn Harrison resigned as Director of Child Development – she had been with the agency for 24 years! Farzana Siddiqui was promoted to the Director position!
- The Washington County Safety Levy passed which was significant for the Housing & Homeless Services Network and the families served. We added the Energy Educator component to the Weatherization Program.
- Child Care Resource & Referral provided 1,970 parents with child care referrals and provided training for 3,775 child care providers.

- Looking Ahead:
- Head Start received State expansion dollars which will allow us to serve an additional 162 children.
- Energy & Emergency Rent will receive an increase in funding to assist more families with their energy bills.
- Weatherization will be adding 3 auditors to their staff to increase the number of families that receive help keeping their homes safe, warm and dry.
- Bridges to Housing

**Resource Development:**

- This 4 person department experienced a 50% turnover in staff, including the Director, but still achieved our fundraising goals.
- A transition team was established to carry out the department's work until the new Director was hired. This experience resulted in the creation of an Associate Director position to replace the Grants Manager.
- We raised \$1,215,684 in private support, exceeding our goal of \$719,000 by.
- Kaiser Permanente awarded us a two year grant for \$200,000 to address issues of homelessness and affordable housing through our Housing First model.
- We developed a well thought out proposal for funding leadership development and succession planning at Community Action that can be submitted to a number of foundations for consideration.
- A video presentation of our Head Start program was produced and has been well received.