

# WASHINGTON COUNTY COMMUNITY ACTION ORGANIZATION

20515 S.W. Blanton, Aloha, OR 97007

## Hillsboro Office

451 S. First Ave., Suite 700  
Hillsboro, OR 97123

648-6646 – Administration

- Executive Director
- Children & Youth
- Resource Development

648-0829 – Client Services

- Information & Referral
- Intake & Assessment for all WCCAO Services
- 1-800-533-5941  
Special Transportation
- 640-8951 (part year)  
Heating Assistance

## Emergency Shelter Home

210 S.E. 12th  
Hillsboro, OR 97123

648-0829

- Temporary Family Shelter

## Aloha Center

20515 S.W. Blanton  
Aloha, OR 97007

642-3236

- Tualatin Valley Food Center
- Christmas Clearing Bureau
- Weatherization
- Fair Housing
- Housing Advocacy
- Fiscal Department  
P.O. Box 7069  
Aloha, OR 97007

## Neighborshare

12230 S.W. Main St.  
Tigard, OR 97223

639-0495

- Information & Referral
- Intake & Assessment for all WCCAO Services

## Play It Again

(Thrift Store)

4955 S.W. Hall Blvd.  
Beaverton, OR 97005

644-8956

August 31, 1990

Gary P. Wood  
Access Oregon  
2600 SE Belmont Street, Suite A  
Portland, OR 97214

Dear Mr. Wood:

Thank you for your letter expressing concern for the lack of timely payments to Access Oregon from Washington County Community Action Organization (WCCAO).

I am in complete agreement with your assertions. All of our funding services, with the exception of the Federal Government, require us to expend funds and then request reimbursement. We are doing everything we can to accelerate payments. In addition, I am requesting authority to establish a credit line for WCCAO.

These actions should result in a vastly improved cash flow for WCCAO and timely payment to all our vendors.

Payment to Access Oregon will be made no later than ten (10) days from the date of this letter.

Very truly yours,

Nicholas R. Green  
Finance Director

cc: Jerralynn Ness ✓

NRG/im



A United Way Agency

**"People Helping People"**

# Access Oregon



2600 S.E. BELMONT STREET, SUITE A, PORTLAND, OREGON 97214 (503) 230-1225 VOICE/TDD

August 24, 1990

Washington County Community Action Organization  
Jerralyn Ness, Executive Director  
451 S. First Ave., #700  
Hillsboro, Oregon 97123

Dear Ms. Ness:

This letter is written to express our concern and extreme dissatisfaction concerning the lack of timely reimbursement to Access Oregon for services performed in accordance with our CDBG contract for Housing Services.

Our contract with Washington County Community Action Organization (WCCAO) states: "a monthly report of expenditures and services provided to Washington County residents is to be submitted by the 10th of each month." Typically, our report and request for reimbursement is mailed before the 10th of each month. The contract also states that "payment by Washington County Community Action Organization to the contractor will be made monthly upon receipt by Washington County Community Action Organization of a properly executed cost reimbursement request."

Billings and service reports were submitted July 6, 1990 for June services in the amount of \$1,286.43 and August 6, 1990 for July services in the amount of \$766.94. In another ten days, we will be submitting a billing for request of August expenses reimbursement.

Linda Jones, Access Oregon Business Manager, has called Washington County Community Action Organization on two occasions to inquire about the status of payments due Access Oregon. She was told the "new" 1990-91 contract money from the State was not yet available to Washington County Community Action Organization. This raises significant financial management concerns. Why are "old" 1989-90 CDBG grant funds not available to pay contract expenses for the June 1990 time period? If there has been a hold up of release of 1990-91 CDBG funds, why haven't we at least been given notification that our payments would be delayed?

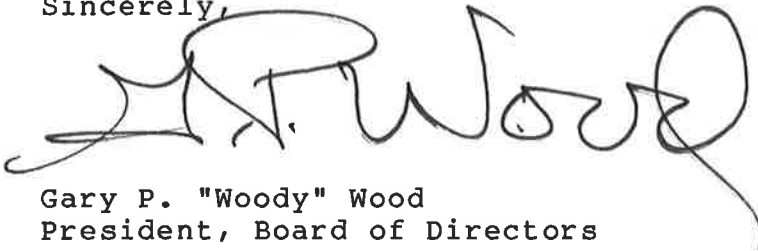
We feel it is poor business practice for Washington County Community Action Organization to force Access Oregon as a CDBG Housing Service contractor to rely on our own line of credit to meet payroll and other contract expenses while we await reimbursement due to us. We provide the services to Washington County consumers in good faith per our

Jerralyn Ness  
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contract requirements and we submit service reports/reimbursement billings in a timely manner. In turn, we expect regular payments.

We await an immediate reply regarding this issue.

Sincerely,

A handwritten signature in black ink, appearing to read "G. P. Wood". The signature is fluid and cursive, with a large loop at the end of the last name.

Gary P. "Woody" Wood  
President, Board of Directors

GPWW/clh

cc: Mr. Clifford Clark, Board President, WCCAO  
Mr. Hank March, Program Manager, Washington County Office of  
Community Development