

**COMMUNITY ACTION ORGANIZATION
BOARD MEETING MINUTES
Thursday, January 20, 2000
*Ralph Brown, Chair, Presiding***

Board Members Present

Ralph Brown
Deena Barrett
Alfredo Solares-Vega
Craig Kinnie
Kim Carlson
Bibianne Scheckla
Richard Hager
Dick Stenson
Darlene Greene

Board Members Absent

Tom Brian (4)
Ken Strobeck (3)
Katrina Pirkle (2)
Evelyn Brzezinski (2)
Leroy Bentley (3)
Margaret Eickmann (1)
Toni Pavloff (2)
Dan Aberg (3)

Staff

Jerralynn Ness
Leon Laptook
Colleen Chandler
John Russell
Sharon Bosserman-Benson
Marilyn Harrison
Melissa Kuran
Brance Eckles

Call to Order and Announcements – Ralph Brown called the meeting to order at 6:30 p.m. Ralph asked board members and staff to share what they personally hope will happen for CAO or would personally like to do for CAO in the Year 2000.

Approval of the Consent Agenda

Darlene Greene moved to accept the Consent Agenda which consisted of the December 16, 1999 Board minutes, approval to accept the contract with Oregon Child Care Division for \$20,000 for Migrant Child Care and approve the receipt of the PRIDA Implementation Grant from Human Solutions, Inc. on behalf of the Enterprise Foundation for \$20,000, Craig Kinnie seconded; **motion passed.**

Program Focus – Head Start Self-Assessment

Marilyn Harrison, Program Manager for Head Start explained the annual self-assessment process for Head Start and their reporting system. She invited board members and staff to visit one or more of the Head Start classrooms to observe learning patterns and talk to the children about their daily activities. She passed out self-assessment surveys, which are divided into three sections (1) Safety and Health, (2) Child Interviews and (3) Classroom Observation. The completed self-assessment forms can be mailed to Marilyn at CAO's main office in Hillsboro through the end of February. Marilyn suggested that board members might want to call ahead to make sure it is a good time to visit. Most classes are half-day and run Monday through Thursday.

A sign up sheet was passed around for members to sign up. There are 26 centers, and their goal is to get two assessments per center.

Head Start Policy Council Report

Leon Laptook gave an overview of the H.S. Policy Council Report for January 2000. The meeting focused on the annual H.S. program self-assessments. A committee of parents and staff will evaluate the information gathered in early March. Recommendations will be implemented both in planning for next year's program services and in addressing immediate problem areas. Five parents volunteered to serve on the evaluation committee and approximately 20 parents volunteered to visit centers and complete evaluations. A revised application and brochure was distributed. A presentation was given on the Parent Training Fund. The Director's report included review of the monthly program statistics report as well as review of this year's H.S. Program fact sheet.

Finance/Executive Committee Report

Darlene Greene gave the Finance/Executive Committee report. Findings that were reported on the 1997-98 Audit were corrected and did not show up on this year's audit as a concern. There was only one finding noted for the 1998-99 audit year. It involved Head Start's attendance reporting. CAO will be submitting a corrective response to Jones & Roth on that finding.

The Finance and Executive Committee met together on January 19 to discuss some short-term solutions for the challenges we face. Jerralynn discussed various reasons for CAO's current cash-flow challenges, which include our building deficit, program reimbursement (where we must provide the service before we are reimbursed), rapid expansion without additional capital and adding programs that cannot cover their full costs.

CAO has invested in new accounting software, which is providing much better information and allowing us to better understand our financial status. John obtained a \$50,000 line of credit from Columbia Community Bank. CAO's cash flow problem has stabilized, but the need to cut costs is still critically important.

There are many budget cuts that have already been implemented and many more that are being considered, which add up to over \$200,000. Administration has cut \$41,000 and Resource Development has cut \$34,000. An additional \$135,657 in cuts have been identified and are being discussed at the program level. The Agency has implemented a temporary hiring and spending freeze.

CAO has identified a pro bono consultant who will assist by reviewing our agency's programs and providing recommendations for changes. A Board Retreat is scheduled for March 10th at the Tilikum Retreat Center in Newberg. The focus of the retreat will be to establish priorities for FY-2000-01 and the changes that will be required to achieve our goals.

Jerralynn reported that staff are taking steps to address the agency's cash flow problem by identifying \$200,000 in either cuts or new revenue for FY 1999-00. She discussed the staff process for cutting expenses and presented a set of guiding principles that were being used. CAO

programs' need for discretionary funds has exceeded our means. The agency can't continue to do everything we have been doing. CAO staff are prepared to make necessary cuts.

Dick Stenson made a motion to approve the \$200,000 suggested revenue cuts through June 30, 2000, Deena Barrett seconded; **motion passed.**

Resource Development Report

Sharon Bosserman-Benson gave a fund-raising progress report. As of mid-January, \$309,000 has been contributed (cash-in-hand). With verbal pledges, our year-to-date total of cash and pledges is approximately 60 percent of the adjusted \$700,000 goal. Board member participation is almost at 100 percent. The Good Neighbor Center has raised more than \$40,000 so far this year.

The \$250,000 grant to the Meyer Memorial Trust was submitted earlier this month. We should know by the end of February if our grant proposal is being considered. If we are being considered, they will make a site visit, and will let us know by April if they will fund our request. If they do fund us, we will receive \$120,000 by June 30. Within the next two months, we will be applying to the Oregon Community Foundation for a \$25,000 capacity building grant.

Mark your calendars for Thursday, April 13, 2000 for the Community Spirit Dinner. We have received sponsorship commitments totaling \$16,000 from eight companies. We hope to secure \$34,000 more over the next several weeks. If board members know of a company who might like to sponsor the dinner (sponsorships run from \$250 to \$5,000), please give their name to Sharon at 693-3255.

Sharon also offered to put together some talking points for board members to use when community questions arise about our financial status.

Planning Committee Report

The full committee will meet on February 8 and will set their meeting schedule for FY2000.

Executive Director's Remarks

Jerralynn shared United Way's designated donations appear to have stabilized at last years' high level. She has met with Pat Biggs and Hank March from the East County Shelter Council to prepare for the transfer of the Good Neighbor Center. They will maintain regular contact to share information and clarify issues that may arise. Jerralynn facilitated the social services panel for the Tualatin Chamber's Leadership programs. Jerralynn attended a meeting with the county to prepare for the inclusion of the shelter homes in the levy. Commissioners are supportive of including the three (3) shelters in the levy which will be on the November ballot. A survey found the public safety levy to be more favorable with shelters included. If the levy passes, the shelters will receive funding for five years and a the likelihood of renewal is high if approved.

Jerralynn read a letter to the board from an elderly woman, who had received weatherization services. She thanked CAO for making her home warm for her and her grandchildren.

Adjourn: The meeting was adjourned at 8:00 p.m.