

Board of Directors  
Shared Governance Meeting  
Minutes  
January 22, 2009/ 5:30-7:30 PM  
Hillsboro Office

**Board members present:** *Cathy Stanton, Craig Kinnie, Christy Barker, Dana Galaxy, Dick Schouten, Kevin Aguirre, Leroy Bentley, Leslea Smith, Lynn Baker, Maria Lopez, Monique Beikman, Ralph Brown Ron Sarazin, Scott Gardner, and Wendy Watson.*

**Policy Council present:** *Rachel Tran, Regine Lovely, and Tu Nguyen,*

**Board members absent:** *Dick Stenson, and Tom Hughes.*

**Staff present:** *Farzana Siddiqui, Gail Boyle, Jerralynn Ness, John Russell, Lisa Brown, Nicole Cossette, and Renée Bruce; minutes by Natalie Horne.*

**Guests present:** *Terry Soddors, Aiken & Saunders, Inc PS*

Kevin Aguirre called the business meeting to order at 5:35 p.m. and a quorum was established. There were three agenda revisions: We added a Conflict of Interest discussion, deferred information about the 2009 NCAF Legislative Conf and deferred discussion of the 2009-2010 CSBG Work plan.

**Announcements:**

- Kevin welcomed members of the Policy Council Executive committee who join with the Board in a shared governance meeting this evening.
- Cathy Stanton announced the Washington County Homeless Connect Day to be held on January 28 at the Sunrise Church. Board members were invited to participate.

**Consent Agenda:**

- a. Approval November 2008 Minutes
- b. Acknowledge Receipt of November 2008 Funding Report
- c. Acknowledge Receipt of December 2008 Funding Report
- d. Acknowledge Receipt of November 2008 Policy Council Minutes

Ralph Brown made a motion, seconded by Craig Kinnie, to accept the Consent Agenda. The motion was passed by a voice vote.

**Finance Committee Report**

2007-2008 Audit Report

Terry Soddors reported an unqualified opinion, with no material weaknesses identified in financial reporting nor internal controls over major programs. Three Federal programs were audited:

Community Services Block Grant (CSBG)  
Head Start  
Emergency Food & Shelter National Board program

There were no significant deficiencies, no non-compliance issues and no findings disclosed. Community Action was given a clean audit report. Because of findings in 2006, we do not yet qualify as a low-risk auditee. Those findings will be cleared from the record in 2009.

The audited Statement of Activities and Changes in net Assets shows total revenue and support of \$17 million. This represents an increase of more than \$2 million from \$14,970,495 on June 30, 2007. Accordingly, total expenses increased by \$2,372,651. Net assets at the end of the year totaled \$2,317,590, which represents an increase of \$557,866 from year end 2007.

Scott Gardener made a motion, seconded by Dick Schouten, to approve the 07-08 Audit report. By a voice vote the motion passed.

#### 2008 990 Form

Terry reviewed the 990 form. Under new regulations, the full board is required to receive and review a copy of the 990 form. John explained that the numbers come directly from the audit report. Also included is a description of the program services we provide. Staff cannot sign and submit the 990 report until the board has reviewed and approved it.

Ron Sarazin made a motion, seconded by Scott Gardner, to approve the 2008 990 Form. By a voice vote the motion passed.

#### October - November 2008 Finance Report

Leroy Bentley high-lighted the report as follows:

##### Balance Sheet:

- There is no significant change to note, our cash position is very good.
- Cash – at \$1,794,273, is up a little from October.
- Accounts Receivable - \$907,156 are up slightly, will be lower next month.
- Accounts Payable - \$667,972 and current at net 30.

##### Profit & Loss

- At 42% of the fiscal year we have booked 40% the projected revenue and spent 37% of the projected expenditures.

##### Graphs

- Cash and Net Cash continue to trend up.
- Cash Flow is positive and expected to remain pretty flat. The goal is to stay between +/- \$10,000.

Leroy Bentley made a motion, seconded by Ralph Brown, to approve the finance report. By a voice vote the motion passed.

#### Conflict of Interest

John would like to hire a local contractor to oversee the carpet installation job. No federal or state funds will be used. Because the amount for approx 40 hours would be only \$1700, staff is not required to use the bidding process. However, the contractor's wife is an employee of Community Action. For that reason John is seeking approval of the Board. Discussion followed.

Dick Schouten made a motion, seconded by Ron Sarazin, to approve the hire of Bob Joncola for approximately 40 hours this summer to oversee the installation of new carpet in the Hillsboro main office and CDC. By a voice vote the motion passed.

### County Funding

Jerralynn met with Don Bohn to discuss the County's continued support of Community Action. The County will continue to give annually \$25,000, restricted for a Capital reserve and \$30,000 unrestricted as long as they are able. The matching grant of \$60,000 was intended to help eliminate our deficit – up to five years. Though the lawsuit settlement resolved most of the deficit, the County has included \$60,000 in their 08-09 budget to further assist us. We have matched it with \$60,000 from 2007-08.

### **Governance Committee Report**

Board Election - Mayor Willey and designee Tom Hughes.

Leslea Smith made a motion, seconded by Ralph Brown, to elect Hillsboro Mayor Jerry Willey to the Board, and to ratify his appointment of Tom Hughes as his official designee to the Board. By a voice vote the motion passed.

TACS Trainings: “Executive Director Transitions” and “Evaluating the Executive Director”  
Leslea reported out on two trainings she has attended with Ron Sarazin. She said they have been excellent trainings. They learned that we already do a good job of evaluating the performance of our Executive Director, and that we should begin setting aside funds in the budget for a future E.D. search.

Next month Scott Gardner will use Leslea's ticket to attend the training on Finances.

### Committee meeting

The new Governance Committee met in November and will meet again before our planning retreat in February 27<sup>th</sup>. Members are Leslea, Monique Beikman and Ralph Brown. The initial meeting was focused on reviewing areas of the committee's responsibility, including:

1. By Laws compliance and updating
2. Demographics review and on-going membership recruitment; leadership development; elections and filling vacancies
3. Board attendance
4. Board orientation and training plan (budget should always be covered)
5. Annual board self-assessment and follow up
6. Head Start shared governance oversight
7. Succession planning and transitioning to new executive director

Leslea welcomed any suggestions for the Governance Committee.

### **Human Resources Committee**

Maria reported that the HR Committee met on January 16<sup>th</sup>. The entire meeting was devoted to a review of progress on the wage study that has been performed by the MBL Group and led by Dianne Burt-Green, who is a Principle with MBL.

The study has been completed and a new salary structure has been proposed. Staff have confirmed the accuracy of placements in each of the salary grades. The proposed salary structure provides market pay ranges and allows for career advancement. The committee discussed optional approaches for implementation and estimated costs.

Staff will develop additional implementation options, along with short term and long term financial impacts, for the next committee meeting. We hope to bring a recommendation to the full board in February.

## **Executive Director's Report**

### Our Economy – Our Clients

The board viewed a Comcast News Makers PSA featuring Jerralynn Ness talking with anchorman Ken Ackerman. Building on her comments in the PSA, Jerralynn talked more about the economy and evidences of the impact on our clients.

### 2009 Legislature

On January 28 Jerralynn and Renee will participate in Community Action Education Day in Salem. They will visit our legislators and discuss our work and issues of poverty. She read the agenda for the day and invited interested Board members to join in any of the activities. Jerralynn will follow up with an e-mail outlining opportunities for participation.

Head Start staff and parents will be visiting the capitol on February 5<sup>th</sup>. Again, Board members are invited to participate, and Ralph Brown will play a lead role.

### Community Action Partnership Leadership Training

Earlier this month, January 7-9, Jerralynn attended a National Community Action Leadership training in New Orleans. The training she attended was on "Community Action Accountability from the Legal Perspective", and included a session on the Head Start Reauthorization changes. Though we have not received any directives regarding the changes that went into effect on December 11, 2007 CAPLAW attorneys feel it would be prudent to begin implementing changes now.

While in New Orleans, Jerralynn was able to drive through the area that was devastated by Katrina, and to speak with some of the local residents. 27% of the city has not returned.

### Resource Development Update

The People You Should Know breakfast was a success. We raised in \$74,263 in unrestricted funds and received a lot of positive feedback. There were more one-time gifts and fewer multi year pledges. There were also more new people in attendance.

In this current economic climate, fundraising will be more challenging. Our Holiday Appeal has raised less this year than last, but we are doing an additional outreach through direct mail. Though delayed by the snow storm, we had 100% of our Head Start classes provided for through the Adopt-a-Class program this year. It was very exciting.

Watch for our 2007-08 Annual Report and Winter newsletter in the mail soon, and mark your calendars to attend the Celebration of Community Spirit dinner on April 1<sup>st</sup> at the Oregon Zoo.

## **Head Start Focus**

### Policy Council Report

- A team from the Region X Head Start office has been performing an on-site review of the evidence that we took care of the findings from their last in-dept monitoring.



- Policy Council parents have launched the annual “Dollar per Child” campaign. This year their goal is to raise \$1600, or \$2 per child. The campaign will continue through April when our PC representatives will take the final count to the State conference. Ralph suggested that a collection container be made available at the Board retreat.
- The new Tobacco Free Policy has been implemented. The policy prohibits the smell of any tobacco products, including chew, on clothing.

#### Self- Assessment

Head Start is required to do a self-assessment every year. It is an opportunity to identify our strengths, and areas to improve. Assessment activities include a visit to a classroom, observation of a mealtime, interviewing the children, or a ride on a bus. Parents, staff and board members are all encouraged to participate. Results of the assessment will be compiled and folded into our Head Start grant application, due in April.

#### Shared Governance Agreement Renewal

Except for the date, there have been no changes made to the document approved last year. We are waiting for guidance from the Head Start Region office. We would like to resubmit the agreement to the board for approval as it stands.

Christy barker made a motion, seconded by Scott Gardner, to approve renewal of the current Shared Governance agreement. By a voice vote the motion passed.

Monique Beikman made a motion to adjourn the meeting. The motion was passed by a voice vote.

**The meeting adjourned at 7:30 p.m.**



**BOARD PROCLAMATION**

**NATIONAL COMMUNITY DEVELOPMENT WEEK**

**April 12- April 18, 2009**

**WHEREAS**, the Community Development Block Grant (CDBG) Program has operated since 1975 to provide local governments with the resources required to meet the needs of persons of low and moderate income; and,

**WHEREAS**, Community Development Block Grant funds are used by a vast number of cities, counties and neighborhood-based nonprofit organizations throughout the Nation to address pressing neighborhood and human service needs; and,

**WHEREAS**, the Community Development Block Grant Program has provided this Agency with important and flexible assistance to help meet the needs of our low and moderate income residents in funding community facilities, and social services; and,

**WHEREAS**, the week of April 12 – April 18, 2009 has been reserved for recognition and appreciation of the COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.

NOW THEREFORE, BE IT RESOLVED THAT I, Kevin Aguirre, Board Chair for Community Action serving Washington County, Oregon, do hereby proclaim the week of April 12 – April 18, 2009 as

**COMMUNITY DEVELOPMENT WEEK**

in Washington County, Oregon and urge all citizens to join in recognizing the Community Development Program and the importance it serves to our community.

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Board Chair

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Date

## COMMUNITY ACTION AFFIRMATIVE ACTION PROGRAM PROPOSAL

JERRALYNN NESS, EXECUTIVE DIRECTOR

NICOLE COSSETTE, EQUAL EMPLOYMENT OPPORTUNITY COORDINATOR

JULY 1 2008 – JUNE 30 2009

### LEADERSHIP TRAINING AND AWARENESS:

- Review description of Equal Employment Opportunity (EEO) Coordinator's responsibility for implementing and monitoring Community Action's Affirmative Action Plan.
- Review management's responsibility to provide the EEO Coordinator with such information and/or statistical data as may be necessary to measure progress toward the attainment of goals with Leadership Team on annual basis.
- Ensure that the leadership team is educated in methods that promote equal employment opportunities and prevent incidence of harassment, discrimination and/or retaliation in the workplace on an annual basis, or as needed in the interim.
- Work cooperatively in solving any identified problems as they may relate to making progress toward attainment of goals and to making good faith efforts to implement the Affirmative Action Plan.

### HIRING:

- Develop and implement applicant tracking tools and systems where no prior formal system existed.
- Monitor applicant tracking statistics on a quarterly basis and take timely action to remediate any impediments to applicant flow as they may relate to equal employment opportunities.
- Develop and implement sourcing strategies to increase applicant flow from qualified female and minority populations.
- Post "Notice of Affirmative Action Plan for Individuals with Disabilities and for Protected Veterans" where all applicants and employees can see it. See attached.

### PROMOTION, DEVELOPMENT, INTERNAL TRANSFER:

- Ensure that transfer and promotion processes and decisions are based on the qualifications of the individual without regard to race, color, sex, religion, national origin, disabled, or veteran status.
- Through design and implementation of succession planning processes, identify potentially qualified candidates for progression to first/mid level management positions, with placement goal of 21% in mind.

### RETENTION:

- Assist employees in solving problems and resolving EEO complaints. Compile and report trends to Director's on bi-annual basis.
- Implement process of exit interviews to gain greater understanding of reasons for attrition, reporting trends to Director's Staff on bi-annual basis.
- Conduct training and educational opportunities that serve to promote positive attitudes about equal opportunity and affirmative action plan initiatives

**NOTICE OF AFFIRMATIVE ACTION PLAN FOR  
INDIVIDUALS WITH DISABILITIES  
AND FOR PROTECTED VETERANS**

It is the policy of Community Action to seek and employ qualified individuals at all locations and facilities, and to provide equal employment opportunities for all applicants and employees in recruiting, hiring, placement, training, compensation, insurance, benefits, promotions, transfer, and termination. To achieve this, we are dedicated to taking affirmative action to employ and advance in employment qualified individuals with disabilities and protected veterans.

The objective in adopting the Affirmative Action Program is to place qualified individuals with disabilities and protected veterans in all job classifications. This affirmative action program is available for inspection by any applicant or employee by contacting Nicole Cossette, Community Action's EEO Coordinator, in the Human Resources department, monday through friday, 8 am to 5 pm.



# POLICY COUNCIL MEETING MINUTES

January 20, 2009

## **ATTENDING:**

*Classroom Reps:* Luis F Marin, Tu Nguyen, Guadalupe Villaverde, Chau Le Lam, Mary Mendez, Erica Turcios, Sylvia Taylor, Yohana Guillen, Tara López, Regine Lovely, Sepiuta Ofa(OLA), Amanda Rodriguez, Marisol Escamilla, Rebecca Buhl, Crystal Cortes, Nancy Baez, Cristobalina Ramirez, Patricia Ibáñez, Elizabeth Moreno, Guadalupe Garcia, Jennifer Brown, Jenny Sánchez, Jodi Monroy, Fatima Perez, Maribel Cabrera, Norma Román, Elizabeth Escutia, Lluvia Macias , Chelsee Waddle, Yesenia Rojas, Amy Stocker, Ciernan Latenser and Ruth Mutandwa.

*Classroom Visitors:* Maria Polvos and Eva Guerrero.

*Community Reps:* Christy Barker, Dawn M. Powers, and Rachel Tran-Jimenez .

*STAFF:* Farzana Sidiqui, Karen Murray, Gail Boyle, Erica Tafoya, Sara Anderson, Vicki Ware, Terry Anderson, Shauna Sauer, America Morales, Sonia Sanchez, Ana Alvarez, Desirae Blake, Sharon Bolmeier and Heather Roberts.

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**CALL TO ORDER:** Chairperson Christy Barker called the meeting to order at 6:00 pm. Two door prizes were awarded.

**INTRODUCTIONS and QUORUM:** Roll was called by Vice Chair, Regine Lovely and a quorum was established. 36 representatives were present, representing 33 centers.

**REIMBURSEMENT FORMS:** Gail Boyle collected the reimbursement forms for child care and travel expenses.

**GETTING TO KNOW US:** An ice breaker activity was conducted to allow everyone to get to know each other; "Tips for Saving Money." Gail Boyle collected all the written ideas and in the next Policy Council meeting she will provide a list of suggestions made by parents.

**MEETING MINUTES:** Chairperson, Christy Barker asked for a motion to approve the October and November Minutes. Rachel Tran-Jimenez moved to approve and Guadalupe Villaverde seconded. Minutes approved.

**REVIEW REVISED TOBACCO FREE POLICY:** Shauna Sauer, Health/Nutrition Coordinator, introduced herself and explained the changes made to our "Smoke Free Policy" which has been changed to "Tobacco Free Policy." Shauna, stated that "Tobacco" is defined to include any cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, or spit tobacco in any form including all smokeless tobacco products. CA Head Start is a tobacco-free indoor and outdoor environment. Schools do not allow smoking or other tobacco use anywhere on the school campus. This policy applies to staff, parents, and visitors. Wearing or bringing clothing that smells of tobacco smoke into the center or in outdoor areas where Head Start participants are present is prohibited as well. Violation of any rule in this personnel policy may result in

disciplinary action. Supervisors will be notified regarding complaints received and all complaints will be investigated. If a person is found to be in violation of the policy, discipline may include verbal warning, written warning and potentially termination if the issue is not corrected in a timely manner. Shauna, distributed handouts with resources on where to receive help to quit smoking. Chairperson, Christy Barker asked for a motion to approve the Tobacco Free Policy. Guadalupe Villaverde moved to approve the changes, Elizabeth Escutia seconded. Chairperson, Christy Barker asked for a vote. Motion approved.

**CA BOARD REPORT:** Dawn M. Powers Board Representative stated that in the November board meeting all members approved her election. Dawn Marie shared her experience at the fundraising breakfast on November 19<sup>th</sup>. This event had raised around \$72,000 for Community Action programs and services. This was one of CA event that had the largest attendance so far . It was reported that 100% of all donations received from the breakfast would go directly to support our work in the community.

**PROGRAM REPORT:** Director, Farzana Siddiqui, announced new hires, and a copy of the program report was distributed to all parents which included the names of departing staff, new hires, sites, and their positions. Farzana also discussed the financial report, enrollment, and wait list status. She shared that Region X completed the follow up visit last week regarding the findings from Federal Monitoring Review in April 08, 2008. There were two findings in Fiscal department, 2 findings in Human Resources and one in supplies and materials in the Early Head Start program. All the findings were corrected in an appropriate and timely manner. Farzana announced that this week HS Program is having a review of our Child & Adult Care Food Program that provides reimbursement for meals served to Head Start children in the program, and is managed by the Oregon Department of Education. Sylvia Taylor made motion to approve program report including new hires, financial report, and enrollment status report. Amanda Rodriguez seconded. The motion was approved.

**DISCUSS/EXPLAIN THE DOLLAR PER CHILD CAMPAIGN:**

State Representative Tu Nguyen explained the purpose of Dollar per Child Campaign. A packet with information regarding how to contribute to the campaign and how the money will be spent and the bilingual labels for fundraising containers was distributed to parents. Rachel Tran-Jimenez invited parents to participate in fundraising for Dollar per Child Campaign. She created a form that would help guide and motivate parents to accomplish their goal. Rachel asked parents to have all fundraiser money by April's Policy Council Meeting. Tu and Rachel collected money from the following centers: J Wismer 1 am, Patterson am, Mt. View 2 am, Chehalem am, CF Tigard pm and Chehalem PM for a total of \$147.32

**BREAK AND DOOR PRIZES:** A brief break for coffee and cake was taken at 7:15 PM. Three door prizes were awarded.

**CENTER REPORTS:** There were no representatives available to give report for the following centers: Templeton AM and HCDC Pre-k 2.

### **FEED BACK FROM HS CENTERS ON “THINGS TO TAKE BACK”**

Small group discussion on how parents shared the “Things to Take Back to Center” during parent center meetings. Parents shared how they feel about the time that is assigned to them during their center meetings. Some of them feel that they need more time and more support from their Teacher II/Family Support staff. Other parents gave great ideas on things that are working well for them. They shared that they communicate with their Teacher II/Family Support staff before their parent center meeting and plan their report. Gail Boyle stated that teachers are the facilitators during the meetings and they should give priority to the information that policy council representative have to share. Some parents also said that they were not receiving their copies of the agenda and minutes prior to the Policy Council meetings.

**LEADERSHIP CONFERENCE:** Chairperson, Christy Barker and Vice-chair, Regine Lovely shared their experiences from the December Leadership Conference. Christy Barker stated that our society needs more positive leadership and HS parents have an important leadership role in their child’s education; Policy Council is training tomorrow’s leaders; this is a great opportunity to develop leadership skills and learn more from others. She stated that “ I encouraged all of you classroom representatives to participate more in our meetings by doing a motion, asking questions and more.” Regine Lovely showed maps that contained information on how obesity is affecting children and adults in our country. Currently, about 31%, or about 59 million people, are obese. She invited all parents to stand up and move to the song “Head shoulders knees and toes” as an example of how to maintain a healthy body.

**SELF ASSESSMENT INTRODUCTION:** Director, Farzana Siddiqui stated that our Head Start program is required to have a self-assessment to identify strengths and areas for improvement. The process involves Head Start staff, CA staff, Head Start parents, and community representatives to help collect information about the program through parent surveys, classroom observation checklists, bus rides, and file reviews. A packet with copies of Self-Assessment checklists was distributed to the parents. A volunteer sign up sheet was passed around to parents and parents were encouraged to sign-up.

**CULTURAL REPORTS:** Ruth Mutandwa BCDC Pre-K 1 representative shared a Power Point presentation about her country **Zimbabwe** which means “The House of Stone.” She shared the meaning of the color of the flag and pointed out some of the main attractions such as Victoria Falls, the Zambezi River, Harare, which is the capital of Zimbabwe, and traditions like marimba music.

**CENTER REPORTS:** Amanda Rodriguez, representing **Metzger pm** stated that in their last parent center meeting they had 80% parent attendance. She shared some of the things children are learning in the classroom such as new words, recognizing and voicing their emotions. Representative from **Tualatin PM** was absent.

**NEW BUSINESS:** New Business requests from last month were addressed and responses shared with the Policy Council.

**THINGS TO DISCUSS AT CENTER MEETINGS:**

- The Tobacco Free Policy
- Dollar per Child Campaign. Ultimate goal \$1,600
- Self Assessment – parent survey due 1/30/09
- Program Report
- ***Centers reporting next meeting:*** Elmonica AM, CF Tigard PM, Bridgeport, Orenco PM and HCDC Mobile Infant.

**ADJOURN:** The meeting was adjourned at 8:45 pm.

You will used this bottom section in our next Policy Council Meeting/Usted utilizara esta parte de abajo en la proxima junta del concilio: Feb- 17- 2008

**Things to take back to centers/cosas para llevar de regreso al salón:**

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FUNDING REPORT  
MONTH OF JANUARY 2009

**GRANT REQUESTS SUBMITTED:**

**FY    AMOUNT    PROGRAM**

- None -

**Grants and Contracts awarded:**

**FY    Amount    Program**

Hollione Foundation

08-09