

**COMMUNITY ACTION ORGANIZATION  
BOARD MEETING MINUTES  
Thursday, May 17, 2001  
Ralph Brown, Chair, Presiding**

**Board Members Present**

Ralph Brown  
Toni Pavloff  
Leroy Bentley  
Dan Aberg  
Richard Hager  
Alfredo Solares-Vega  
Leslea Smith  
Dick Stenson  
Tino Ornelas  
Katrina Pirkle – Ex Officio

**Board Members Absent**

Tom Brian  
Craig Kinnie  
Darlene Greene  
Deena Barrett  
Evelyn Brzezinski  
Kim Carlson  
Margaret Eickmann  
Bibianne Scheckla

**Staff**

Jerralynn Ness  
Sharon Bosserman-Benson  
Winnie Althizer  
Marilyn Harrison  
Colleen Chandler  
Winnie Althizer  
John Russell

**Call to Order and Announcements** – Ralph called the meeting to order at 6:10 p.m. He thanked everyone for coming and asked for member announcements.

- Toni Pavloff suggested the Board hold a training fair at the Board of Director's meeting in September to help educate board members about CAO.
- Tino Ornelas shared information about Jesuit High School opening an ESL program to provide child care, classrooms and tutors and wondered if CAO should be involved.
- Jerralynn Ness asked if there were any board members interested in attending Washington County's Vision West Celebration being held in Beaverton from 5-8:30. Board members who wanted to attend could pick up an invitation from Jerralynn.
- Jerralynn announced that Home Depot University students and employees built a playhouse for the Hillsboro Shelter Home. The Head Start children wrote a thank you letter to Home Depot thanking them for the beautiful playhouse.
- Ralph Brown recognized Jeri Alcock from the Resource Development Department for taking the lead in getting 47 articles published in local newspapers and two television spots highlighting CAO's work.

**Approval of Consent Agenda**

Dan Aberg moved to accept the Consent Agenda, Dick Stenson seconded; **motion passed.**

### **Program Focus: Community Action May Month**

Jerralynn Ness presented information on the Community Action network's activities for the month of May, Community Action month. Community Action month was kicked off nationally by The National Association of Community Action Agencies (NACAA) at a Policy Forum in D.C. Jerralynn shared numerous documents that spoke on poverty and the role of Community Action, including Jobs and Income Supports, America's Housing Crisis, National Head Start Association administration, news releases, and the purpose and mission of Community Actions.

Jerralynn outlined the role of the National Community Action Foundation (NCAF) and how it supports Community Action through lobbying. She informed board members that the Community Services Block Grant (CSBG) is in good shape nationally and an important part of Community Action's identity and core support.

Katrina Pirkle expressed concern that NACAA distributed the *2001 NACAA Housing Survey* to the community action network in January of 2001 and only received 306 completed surveys. Jerralynn commented that a 33 percent return is considered high and provides a good sample.

Jerralynn reported on NCAF's legislative conference, which she and Ralph attended. Community Action continues to have strong bipartisan support and David Bradley, NCAF's lobbyist, was recognized for his good work. President Bush's budget includes an 80 percent increase in Weatherization. Community Action Agencies have thousands of families on waiting lists for weatherization assistance.

The State of Oregon has 16 Community Actions. Community Action Education Day was held in Salem, where Governor Kitzhaber spoke about the importance of our work and all that still needs to be done. CAO delivered copies of our Information and Referral Directory to our legislators. Jerry Bieberly, Community Action's lobbyist in Oregon, was honored with a plaque in recognition of his many years of service and achievements.

### **Board Chair Report**

Ralph Brown commented on the Legislators and Senators who spoke in support of Community Actions at the NCAF's Conference in Washington D.C. Ralph felt it was a good conference.

David Bradley will be riding his bicycle on behalf of Community Actions from Washington to New York next summer. Ralph shared photographs from the NCAF Conference. Jerralynn and Ralph met with Congressman David Wu, as well as with Senator Smith and Wyden's aides.

Ralph reminded board members that CAO's Annual Board of Director's meeting will be held on June 21<sup>st</sup>. He reminded board members that their spouses/partners were also invited.

### **Finance Committee Report**

Leroy Bentley and John Russell gave the Finance Committee Report. The March financials show improvement and should look even better in April. This is one of the best budget reports so far this year, with only one program showing a deficit due to uncollectable debt. The positive budget report is due to the Board's adoption of a zero-

based budgeting process, which was implemented for this fiscal year. Discussion followed.

The Finance Committee set their strategic emphasis to reduce CAO's deficit by 75 percent within three (3) years. Jones and Roth, CAO's auditors will provide training on financial reporting to two members of the Finance Committee and two staff. Additional training will be provided to the Finance Committee and to the full Board.

Jerralynn walked board members through CAO's Program Fund Balance Projection. Two programs CAO no longer operates still have a deficit. Transfers can be made in administration and resource development only to cover those deficits. The agency's goal is to reduce and eliminate those deficits. CAO will take a look at program closeout figures with resource development to see what revenue could be used to cover any year-end deficits.

John Russell invited Tino Ornelas to the Finance Committee to discuss his concerns with the large number of authorized check signers. John and Tino discussed issues that have surfaced from current practices and agreed on changes that will strengthen our controls.

Currently CAO has 17 people with signature authority and will reduce this number to 5 or 6 people. The Board Policy requires checks over \$1,000 have two signatures. The internal integrity and controls were discussed with the Finance Committee in great detail. Tino expressed satisfaction with the direction CAO is moving to improve the check signing process.

Toni Pavloff moved to approve the Finance Committee Report, Alfredo Solares-Vega seconded; **motion passed.**

#### **Personnel Committee Report**

Dick Stenson gave the Personnel Committee Report. The committee met on May 9<sup>th</sup> and discussed the philosophy on pay practices, the 403B retirement plan and planned growth over the next 3-5 years. Currently, one-third of staff are not covered through CAO's insurance. The committee will look into a benefits consulting firm that might be willing to do some pro bono work for CAO. Discussion followed.

Leroy Bentley moved to accept the Personnel Committee Report, Richard Hager seconded; **motion passed.**

#### **Planning Committee Report**

Jerralynn Ness gave the Planning Committee Report. Due to the lack of a quorum for the May Planning Committee, Jerralynn met with Craig Kinnie to review our progress. The Planning Committee will meet again on June 12<sup>th</sup> and their recommendations for an updated strategic plan will be brought to the board for approval.

Leroy Bentley moved to accept the Planning Committee Report, Dan Aberg seconded; **motion passed.**

#### **Resource Development Committee Report**

Sharon Bosserman-Benson gave the Resource Development Report. She shared the following opportunities for fund raising and board involvement before FY 2000/01 year end on June 30, 2001:

- Making calls to donors who gave last year in hopes that they will give in the next six-weeks.
- Showers for sharing in support of one of our programs.
- Attend one of Head Start's year-end graduation celebrations.
- Participate in a Thank-A-Thon to express gratitude to some of CAO's many supporters.
- Sell Wine Raffle tickets to family and friends over the summer or volunteer to sell tickets at the wineries or at the Tuesday Market.

Sharon Bosserman-Benson is predicting that the Resource Development Department will come close to reaching their private fundraising goal of \$833,000. The final \$50,000 from Meyer Memorial Trust is linked to achieving our goal. Some in-kind gifts can count towards our goals, such as Fred Meyer's donating \$2,000 in gift certificates to the Opening Doors Program graduates.

Sharon thanked Leroy, Ralph, Dan, Dick and everyone who worked on the Celebration of Community Spirit Dinner. The profit margin was a little higher, attendance a little lower and we added ten (10) new sponsors this year. Melissa Campbell put together a nice scrap book on the event. Next year participants would like to see the client focus area at the beginning of the dinner event. Intel volunteers were recognized for their hours of services donated to CAO. Rick Van Beveren, owner of the Reedville Café and Catering was recognized for the outstanding business of the year.

Ralph thanked Sharon Bosserman-Benson, Melissa Campbell, Jeri Alcock, staff and board members for volunteering their time to help make the event a success. The Board members and our supporters were very impressed with the dinner, the client and the client story.

Toni Pavloff moved to accept the Resource Development Report, Tino Ornelas seconded; **motion passed.**

#### **Nominations Committee Report**

Deena Barrett gave the Nominations Committee Report. Six board members will be leaving in June. The Nominations Committee along with Jerralynn will be meeting with potential candidates to fill eight vacant seats. Discussion followed.

The committee will develop a slate of officers from Board input to present at the Annual Board meeting on June 21<sup>st</sup>.

Toni Pavloff moved to accept the Nominations Committee Report, Leslea Smith seconded; **motion passed.**

#### **Head Start Policy Council Report**

Toni Pavloff gave the Head Start Policy Council Report. The Policy Council reviewed and revised the H.S. Policy Council By-Laws. Douglas Houk will be next years' Policy Council Chair. The Head Start Expansion Grant was reviewed and approved for submittal to DHHS.

Marilyn Harrison, Child Development Director distributed Head Start recommendations for Federal Expansion Grant. CAO would like to provide year-round child care services. Free or low-cost child care is unreliable and custodial and Head Start would like to address these issues, as one-third of children are in partial day care. They are looking at two concepts: (1) Head Start would work with the child care provider, extend H.S. program through the summer, increase already enrolled children to full-year model. (2) Tigard Center – Tualatin Valley Centers working with Head Start classroom, they could be licensed for full-day child care for preschool children with emotional and behavioral problems. This would provide better support for working families.

Dick Stenson moved to accept the Head Start Policy Council Report and approve the H.S. Expansion Grant, Toni Pavloff seconded; **motion passed.**

### **Executive Director's Report**

Jerralynn Ness gave a brief report and asked Marilyn to present the remodeling of our Hillsboro Center.

### **Multi-Service Center Head Start Remodel**

Marilyn Harrison brought a foam-board model of the new design for the Hillsboro Early Head Start Center. The work will be done over this summer. Scott Edwards Architecture has taken the preschool facility and created a design to accommodate infants and toddlers.

The contractor bids will be in next week. DHHS is fully funding this project as part of CAO's Early Head Start Program. Leon Laptook helped put the proposal together. Marilyn hopes that construction can start on June 11<sup>th</sup>. There will be no Migrant Head Start offered at the Multi-Service Center this summer. Instead, they will be located at the Congressional Church in Forest Grove.

Meeting Adjourned.