

**COMMUNITY ACTION ORGANIZATION
BOARD MEETING MINUTES
Thursday, January 15, 1998
COMMUNITY ACTION ORGANIZATION
*Margaret Eickmann, Chair, Presiding***

Board Members Present

Jutta Kress (1)
Rick Patrick (1)
Richard Hager
Margaret Eickmann
Charlotte Karvia (1)
Darlene Greene (2)
Dick Stenson (3)
Kathy Christy (2)
Ralph Brown
Russ Wilkinson
Cindy Hirst (1)
Dan Aberg (2)
Deena Barrett (2)
Katrina Pirkle (2)
Chuck Carpenter (4)
Craig Kinnie (2)

Board Members Absent

Maria Loreda (1)
Jesus Plasencia (2)
Evelyn Brzezinski (1)

Staff

Jerralynn Ness
Carren Woods
Kathy Wilson
Leon Laptook
Marilyn Harrison

AGENDA

1. **Call to Order and Announcements**

Margaret Eickmann, Chair, opened the meeting at 6:10 p.m.

2. **Consent Agenda**

Dick moved to pass the consent agenda; Darlene seconded; the motion carried.

3. **Director's Report**

A. Jerralynn discussed the purchase of heaters for Campo Azul, thanking Richard Hager for coordinating their purchase and distribution.

B. Jerralynn introduced Leon Laptook who announced that CAO is hosting the Oregon Head Start Association meeting at the Greenwood Inn February 4-6. He showed a quilt that will be raffled, the proceeds of which will be used for sending Head Start parents to the national convention. Leon introduced Marilyn Harrison who presented an explanation of the Child Development Associate credential, which is a national credential for which CAO prepares candidates. Leon described the role we see ourselves playing in the area of welfare reform. Marilyn invited board members to visit Head Start sites and participate in CAO's self-assessment.

4. Board Chair's Report

Margaret reported on her visit to CAO's managers/directors meeting, suggesting that the board spend some time in the next months looking at the challenges presented, which include:

- A. the need for resources due to the growth of the child development program
- B. staff's need for planning time
- C. new staff, computers, technologies which require many adjustments
- D. change of corporate culture due to growth, requiring new ways of communication

Margaret said that staff relies on the board to help them sort out priorities.

Jerralynn added that the amount of change, added to the streamlining of the budget, means that we are stretched very thin. The question then is how to stay committed to our vision and work with the community. We have a need to build more discretionary income to strengthen our infrastructure.

5. Committee Reports

A. Finance Committee

Russ reported that the conversion is going well. By this time next month the committee can present the board with ACCPAC financial statements. The committee will be able to present the July '97-June '98 budget to the board next month. We have found a top candidate for Fiscal Director and are checking references. The position will be open until filled, and we have a good # 2 person. All other fiscal positions are filled and bases covered, with 1 regular person and the others temporaries. The audit will be coming to the finance committee before the next board meeting; Family Care's audit will pass through the Family Care board and then Community Action's board.

B. Resource Development Committee

1. Corporate event - Cindy reported that we are still trying to firm up the date with Ron Wyden's office and if we don't know by the end of next week, we will move on. Other suggestions for keynote speaker are Gordon Smith, Jeannette Hamby, Mark Hatfield, Peter Jacobsen and Governor Kitzhaber. The date of the event will be April 7 or 8, with emcee suggestions being Eric Schmidt or Theresa Richardson. We will ask Eric for help in putting together a video presentation of Community Action. We will honor GTE and LeRoy Bentley. The event will end about 8:30-9 p.m. Sponsors will be contacted as soon as the date and keynote speaker are firmed up.

2. Sock Hop - Cindy reported that the former Mardi Gras volunteers are excited about having a new event. Pacific University has been suggested as a site. The committee is working on a date and site.

3. Wine Raffle - Cindy said that the first year we made \$12,000; the second netted \$9,000. This year we want to make at least \$7,000. Instead of 3 winners of 12 cases each, a spread of winners would be better: one first prize of 12 cases, 2 winners of 6 cases each, and 4 winners of 3 cases each.

It was suggested that the ticket price be dropped to \$2. Letters have previously been sent out with 4 tickets of \$5 each; at \$2, we would send 10 per letter. We will be asking the Washington County Winery Association for use of

their mailing list, as well as that of Salud. Jerralynn pointed out that almost everyone who bought raffle tickets showed up as holiday appeal donors.

Carren said that we need to finish the raffle by the end of the fiscal year. Next year, we can sell tickets at other events such as Founders Day and Taste of Beaverton.

4. Fund Raising Plan - Cindy brought up the idea of hiring a grant writer for a short time; Russ suggested authorizing 2 grant writers. Jerralynn asked for suggestions and names of people, saying that timing is essential. The board agreed to this idea.

5. Theater Night Out - Carren reported that the first ever Theater Night Out, a fund raiser sponsored by the Soroptimists, with Pam Wilkinson chairing the event, will be held Feb. 7 at J.B. Thomas school. Tickets are \$25 and include desserts, which have been donated. The goal is to raise \$3,500-\$5,000. If successful, it will be an annual event.

Ralph moved to accept the committee reports; Deena seconded; the motion carried.

6. Other Business

Jerralynn said that our Major Gifts goal is \$50,000, with \$2,000 or more considered a major gift. To date, we have raised \$37,000 without implementing our major gifts strategy. Kudos to Kathy Christy for putting together the meeting between Jerralynn and people involved in Neighborshare. A good dialogue has begun. The article in the Tigard Times doesn't really point up our partnership with the churches but does bring attention to the need for support. Now the community is stepping forward. We have met with Conrad Pearson's assistant who is working with the churches and is negotiating with the City of Tigard for us to move into the old Interfaith Outreach house. Now we can fund one FTE staff who will also coordinate volunteers out of the Neighborshare office. We will send out 3 targeted direct mail appeals in February, one of which will be for Neighborshare.

Jerralynn announced that Bob Repine was hired to direct the Oregon Department of Housing and Community Services. Chuck said Bob's priorities are to expand resources in the emergency housing trust fund and to make sure there is a role for Community Actions in welfare reform. Employment and Training organizations want to create 1-stop service centers, and we have been asked to be a pilot site for the Private Industry Council in connecting our I& R to the Internet. They will create a Web page for employment and will provide the computer and training. We are discussing co-location in the Tigard area.

The meeting was adjourned at 8:35.

Respectfully Submitted,

Kathy Wilson

f:\OCS\JN\BOARD\MINUTES\BDMI1297

Washington County Consortium

COMBINED FUNDING APPLICATION

HOME Investment Partnerships Program
 Community Development Block Grant (CDBG) Property Acquisition Funds
 Emergency Shelter Grants (ESG)
 Shelter Service Grants (SSG)

1. **PROJECT TITLE:** Community Action Organization/Transitional Housing Services & Operations

2. **APPLICANT:** Community Action Organization

Address: 1001 S.W. Baseline
 Hillsboro, Oregon 97123

Tax ID: 93-0554941

Phone: 648-6646

Fax: 648-4175

Contact: Renée Bruce
 693-3260

3. **ORGANIZATIONAL STATUS** (*Check All That Apply*):

Public:

Nonprofit: X

For-profit:

CHDO:

Prospective CHDO:

4. **SUMMARY OF FUNDING REQUEST** (*List by Funding Source and General Activity*):

	HOME	CDBG	ESG	TOTAL
<i>Acquisition</i>				\$
<i>Rehabilitation</i>				\$
<i>New Construction</i>				\$
<i>Rental Assistance</i>				\$
<i>Homebuyer Assistance</i>				\$
<i>Support Services</i>			\$10,000	\$10,000
<i>Operating Costs</i>				
TOTAL REQUEST		\$	\$ 10,000	\$10,000
			TOTAL PROJECT COST	\$30,798

Combined Funding Application

C. Project objectives:

- (1) Total number of housing units upon project completion:
- (2) Total HOME/CDBG-assisted units upon completion:
- (3) Total number of low-and moderate-income persons to be served: 20-25
- (4) Total number of homeless persons to be served: 20-25
- (5) Other project objectives:

90% of all families will make positive steps towards achieving greater self sufficiency and secure permanent housing upon the completion of the program.

D. Submit a project schedule, listing specific work tasks and the timeframe for their completion (Exhibit 1).

This program operates on a yearly schedule from July 1, 1998 through June 30, 1999.

PROJECT FUNDING

- A. Complete the appropriate project budget forms (Exhibits 2A/2B, 3). Include an explanation of each line item, indicating the basis for all cost estimates, and furnish any other requested narrative information. List the sources and amounts of other anticipated project funds. Attach documentation of firm or conditional funding source commitments.

Exhibit C and budget notes attached.

- B. Describe how the requested funds will be used:

ESG funds will be used to pay salaries for transitional housing case management staff, from July 1, 1998 through June 30, 1999. During this time the CAO Transitional Housing Program will serve approximately 6 families (20 - 25 individuals) and provide 3,650 bed nights of shelter. Each family will be provided case management services, emergency food and clothing, furniture and appliances, direct emergency assistance if necessary, counseling services, life skills workshops, Tenant Education classes and educational/training opportunities. CAO case managers will assist each family to develop a family plan that will focus on stabilizing the family, building skills, obtaining stable employment and increasing family income.

Washington County Consortium

COMBINED FUNDING APPLICATION

HOME Investment Partnerships Program
 Community Development Block Grant (CDBG) Property Acquisition Funds
 Emergency Shelter Grants (ESG)
 Shelter Service Grants (SSG)

1. **PROJECT TITLE:** Community Action Organization/Family Shelter Operations

2. **APPLICANT:** Community Action Organization

Address: 1001 SW Baseline
 Hillsboro, Oregon 97123

Tax ID: 930554941

Phone: 648-6646

Fax: 648-4175

Contact: Renée Bruce/Homeless Services Manager
 693-3260

3. **ORGANIZATIONAL STATUS** (Check All That Apply):

Public:

Nonprofit: X

For-profit:

CHDO:

Prospective CHDO:

4. **SUMMARY OF FUNDING REQUEST** (List by Funding Source and General Activity):

	HOME	CDBG	ESG	TOTAL
Acquisition				\$
Rehabilitation				\$
New Construction				\$
Rental Assistance				\$
Homebuyer Assistance				\$
Support Services			\$25,000	\$ 25,000
Operating Costs				\$
TOTAL REQUEST	\$	\$	\$ 25,000	\$ 25,000
TOTAL PROJECT COST				\$213,047

Combined Funding Application

b. 60% of all families sheltered will secure permanent housing after their shelter stay.

Our increased shelter stay is enabling us to better meet this goal. From 7/1/96 - 6/30/97 40% of the families who left the shelter after their stay had secured permanent housing.

The goal of the Tenant Education Program is to provide education to homeless and formerly homeless individuals that will increase their ability to find and keep stable housing. This program awards certificates to participants who complete four - 2 hour sessions and establish a family budget. The Housing Stabilization Program's goal is to secure stable housing opportunities for homeless and formerly homeless families and to stabilize tenancy for low-income families by educating landlords and property managers about the issues facing low-income and formerly homeless renters. The relationships we are able to build with landlords allows us to effectively advocate on behalf of homeless families seeking housing.

D. Submit a project schedule, listing specific work tasks and the timeframe for their completion (Exhibit 1).

The CAO Family Shelter operates on a yearly schedule: July 1, 1998 - June 30, 1999.

7. PROJECT FUNDING

A. Complete the appropriate project budget forms (Exhibits 2A/2B, 3). Include an explanation of each line item, indicating the basis for all cost estimates, and furnish any other requested narrative information. List the sources and amounts of other anticipated project funds. Attach documentation of firm or conditional funding source commitments.

Exhibit 2B and Budget Notes attached.

B. Describe how the requested funds will be used:

ESG funds will be used to pay monthly shelter operational costs, specifically staff salaries from July 1, 1998 through June 30, 1999. During this time the CAO Family shelter will serve approximately 80 families (250 individuals) and provide approximately 5,700 bed nights of shelter. Each family sheltered will be provided full case management services, emergency food and clothing, direct emergency assistance if necessary, child care program services, and life skills workshops; including Tenant Education, Support Groups and Parenting classes.