

# Board of Directors Meeting

## Minutes

January 17, 2008/ 5:30-7:30

Hillsboro office

**Board members present:** *Anastasia L. Hernandez Vasquez, Craig Kinnie, Dick Stenson, Ivan Camacho, Kevin Aguirre, Leroy Bentley, Maria Lopez, Ralph Brown, Ron Sarazin, Tom Hughes, and Wendy Ray.*

**Board members absent:** *Cathy Stanton, Dana Galaxy, Dick Schouten, Doug Nichols, and Leslea Smith.*

**Guests present:** *Monique Beikman*

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

Kevin Aguirre called the business meeting to order at 5:30PM and a quorum was established. There were no agenda revisions.

### **New Board Member:**

Lou Ogden has appointed Councilor Monique Beikman to represent him at Board meetings. Ralph Brown made a motion, seconded by Tom Hughes, to approve the appointment of Monique Beikman to serve as designated representative for Mayor Lou Ogden on the Community Action Board. The motion was passed by a voice vote.

Monique has a BA in Elementary Education, with a minor in early Childhood Development. She is a Tualatin City Councilor and Co-chairs the Tualatin Tomorrow Committee.

Kevin presented her with a plaque welcoming her to the Board.

### **Announcements:**

1. Kevin announced that Community Action has been selected to receive an award from the City of Beaverton in recognition of our work with Somali families. Board members are invited to attend the reception and presentation of the Diversity Award at City Council on January 28<sup>th</sup>.
2. Ivan has tickets available for the Food Stock fundraiser to be held February 16<sup>th</sup>.
3. Ralph announced that his church in Forest Grove is open to any homeless individuals seeking shelter in the extreme cold weather, no screening required. So far there has been no one dropping in.
4. Farzana reported that the Head Start Self-Assessment has officially begun. Board members are invited to sign up to participate at the time and location that works best for them.

### **Consent Agenda:**

- a. Approval December 20, 2007 Minutes
- b. Acknowledge Receipt of December Policy Council Minutes
- c. Acknowledge Receipt of December Funding Report
- d. Acknowledge Receipt of December Fund Raising Report
- e. Acknowledge Receipt of OHCS Monitoring Announcement
- f. Acknowledge CCR&R Results of Contract Performance Assessment

Tom Hughes made a motion, seconded by Ralph Brown, to accept the Consent Agenda as amended. The motion was passed by a voice vote.

## **Program Focus: Six-Month Report**

Ron Sarazin, Strategic Planning Chair, introduced the three strategic goals for 2007-2010.

This plan has truly guided the leadership team as they embrace the goals and strategies. Jerralynn presented a mid year report, identifying progress that was made toward each of the desired outcomes during the first 6 months.

## **Executive Director Report**

### Agency Update

This is a very dynamic, exciting time for the agency. Human Resources Department has launched recruitment efforts for a new Director; the leadership team is looking closely at emergency procedures and systems for safe-guarding personal information; programs have expanded services; and our State monitoring report was squeaky clean. The federal Government has never before monitored State use of CSBG funds, but they will soon. For that reason the State looked a bit more closely at our records. They noted vacancies on the board, and attendance. Our By-Laws state that we will send a letter to any board member who misses 2-3 consecutive meetings. We have not been doing that.

### Board Retreat

The annual Board Planning Retreat will be held from 8:30-3:30 on Friday, February 22<sup>nd</sup>. There will be no meeting the night before. We will meet in Room C113 Rm on the first floor of the Hillsboro Civic Center located at 150 E First. Free parking is available at 300 W Main.

Kay Sohl, TACS Executive Director, will facilitate for us again this year. Kevin and Jerralynn will meet with Kay on February 12 to plan the agenda. We will be working with results from the Board Self-Assessment.

### Legislative Priorities

Included in the Board packet this month are two lists of legislative priorities for the February 2008 session, one from the State Office of Housing and Community Services, the other from CAPO, a partnership of 18 Community Action agencies in Oregon. All of them focus on homelessness.

### OHCS Programs

Also enclosed in the packet is a list of program descriptions and background information from Oregon Housing and Community Services.

## **Finance Committee Report**

### November Finance Report

This is the first time ever that operating cash is in excess of \$1 million, and there is no red on the report, anywhere!

### Balance Sheet

- Cash balance - \$1.6 Million, includes the \$400,000 settlement money.
- Accounts Receivable – \$1.1 Million, higher than usual because staff illnesses resulted in late billings. John is trying to hire an additional bookkeeper so that his staff can keep up with the workload.
- Accounts Payable - \$948,000, current at net 30.

#### Profit & Loss

- At 48% of the fiscal year we have booked 41.8% the projected revenue and spent 36% of the projected expenditures.
- Revenue is inflated by the settlement money.

#### Graphs

- Net Cash, Cash, and Cash Flow lines are all trending up and the Cash Flow line is above zero!!!

With great pleasure Craig Kinnie made a motion, seconded by Ralph Brown, to accept the December Finance report. The motion was passed by a voice vote

#### Audit

The Finance Committee met with the auditors on January 7<sup>th</sup> for an entrance conference. The draft audit report will go to the Finance Committee for review in February and to the Board for approval in March.

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

The committee met on January 10, 2007. Results from the Holiday appeal are ahead of last year by 17.7%; the number of donors is up by 4.6%.

#### 2008 "Celebration" Dinner Plan

Our annual dinner event will be held at the Portland Zoo on May 14<sup>th</sup>. The committee has a short list of potential award recipients, and is researching other possibilities for Outstanding Business Leader, Corporate Partner, and Community Partner. In addition, we will have ten years of event history to celebrate this year.

Board members are encouraged to contact Lisa Brown if they have ideas for potential sponsors, award recipients, or are interested in being involved with the planning the event.

#### Publications

The Resource Development Department is making plans now for the 2006-07 Annual Report. Because of the vacant director position, and later than usual audit, they are a little behind schedule. Next year the report will be published in October. The Resource Development (RDC) committee and staff have assessed many samples of annual reports from other organizations. Lisa invited board members to bring to her any samples of report formats they thought were particularly effective. The RDC has also reviewed the purpose, requirements, primary audience and other uses for our report. The 06-07 report should be ready for distribution by March 1<sup>st</sup>.

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

Anastasia reported that the Policy Council met Tuesday, January 15<sup>th</sup> and had a quorum in spite of the cold weather. Parents were pleased with the early literacy program called Fathers Reading to Children Everyday (FRED) that has begun in some classrooms. Rachel gave the report regarding joint Policy Council and Community Action Board meeting that inspired everyone, and four members expressed interest in applying to become board members. The dollar-per-child campaign has kicked off and parents are working to raise money. There was a training about the HS Self-Assessment process. Parents reviewed a classroom in session on videotape and completed the checklist in small groups.

## Good of the Order

Tom Hughes reported that this is the last year of the Enterprise Zone, 5-year tax abatement program. The purpose of this program has been to address poverty in Hillsboro, specifically in the neighborhood between 1<sup>st</sup> and 18<sup>th</sup> streets. Goals are to elevate the rate of GED achievement, address issues of basic shelter and involve the company whose property is abated. Funds have been used to create training programs in PCC and the Hillsboro School District. These programs have resulted in a 15% GED achievement. The State average is 86%, in Washington County we have a 92% average.

Ron Sarazin made a motion to adjourn. By a voice vote, the motion carried.

Adjourned at 6:50 PM.

Approved: \_\_\_\_\_

Board Secretary: \_\_\_\_\_  
Dana Galaxy