

2011-12 Community Action Year-in-Review

Family and Community Resources

1. Relocated Weatherization from Cornelius to Hillsboro Carnation building; on boarded a new manager and completed our ARRA Weatherization program in March, with 557 housing units weatherized.
2. Held a highly successful Energy Fair for the community that engaged multiple partners who brought educational information and attracted a large number of attendees, primarily families and children.

Child Development

1. Implemented the new Classroom Assessment Scoring System (CLASS), a research based tool that measures the quality of teaching. Low CLASS scores result in a deficiency which puts programs at-risk. Region X views our program as a model in the implementation of this new system.
2. Incorporated 24 EHS ARRA slots into our regular HS grant.
3. Showcased our ESD partnership at our awards banquet and the positive impact on children with special needs.
4. Received an award from Wash Co Health Department for our Coffee Creek EHS partnership with the ODOC.
5. Hosted Oregon Head Start Association and showcased our Coffee Creek program.
6. Co-presented at Region X HS Leadership summit on : Coaching for Quality, Challenging Behaviors and Monitoring for Quality Self-Assessments

Finance and Operations Highlights FY 11-12

1. Completion of successful first year with Blackbaud Accounting Software
Streamlined processes allowing completion of monthly financial statements three weeks after month end as opposed to the previous timeline of seven weeks even though fiscal FTE has dropped from 10FTE in 2010 to 6 in 2012.
2. Completion of successful first year with ADP payroll software.
Staff has integrated well into the new system; managers have been trained 1:1 by Payroll Coordinator; payroll staff has been cut in half; web hosted time cards has allowed for easier completion and approval by managers, faster turnaround time, and better detail around allocation to grants.
3. IT and Payroll overview included in new employee orientation, wasn't previously.
4. Transition from the Qwest MPLS to the Comcast fiber circuits increasing interoffice network speed at a lower cost.
5. Finished the second major construction rehab of the HMSC, filed a law suit against the contractor and lost in a jury trial; restructured debt and financial priorities.
6. Successful audit with new auditors and new CFFO. No major findings.
7. (Not including construction expenses) Cut admin expenditures 28% in two years, from \$3.099m in 2010 (14% of total agency actual expenditures) to a projected actual of \$2.22 in 2012 (10% of agency projected actual expenditures).

HR Department

1. Produced an updated Community Action Personnel Policies Handbook (9/28/11)
2. Assessed and implemented new cost sharing model for employee health insurance (1/1/12), saving \$, preserving ability to provide a quality benefit package as well as a 3% general increase for all employees.
3. updated salary structure to reflect market
4. Initiated agency HR strategic goal, with training, monitoring and monthly reporting to support departments completing and all staff having current performance evaluations by fiscal year end.

Strategic Planning

1. Engaged the entire organization in a process to provide input into the Board and staff Director's planning process.
2. Laid the ground work for a five year Strategic Plan that incorporates an Executive Succession strategy, to be delivered September 2012.
3. Revised the agency's mission statement.

Resource Development

1. Two signature fundraising events were well attended and well received; secured First Lady Cylvia Hates as our dinner keynote and a new presenting sponsor, Cascade Tek. Kaiser Permanente increased its sponsorship level for the breakfast.
2. Launched an interactive blog website and experimented with social media and electronic fundraising; significantly increased the number of visits to our web site and ticket sales for our awards banquet.
3. Closed the Resource Development department and developed a plan to transition to a profitable model capable of achieving strategic plan goals. Raised \$88,000 from Wash Co for start up, capacity building funding.

Overall Leadership

1. Farzana Siddiqui joined the board of the Beaverton Schools Foundation.
2. Renee Bruce was elected Board Chair for the NWRES.
3. Jerralynn Ness was invited to participate on a regional Leadership Council, a business leaders group organized by METRO to develop proposals for meaningful community investment initiatives .
- 5.

Following the elections:

Jerralynn –presented a review of 2011-2012 that included the following highlights:

Family and Community Resources, for example:

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- Held a highly successful Energy Fair

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