

**East County One Stop Board of Directors Meeting
Wednesday, February 25, 2004 – CAL Center 8:15 to 10:30 AM**

Not present - out of town: Patti Swanson, Brenda Butler, Charlotte Dorsey, Carolyn Morrison, Renee Sessler

Not present due to training/other conflicts: Karen Cusick, Lennea Cordray, Maren Peterson, Gwen Nothwang, Kelly Walker, Jean DeMaster

Therefore – we had a very small group at the meeting!!

Present: Derek Beaudry – Human Solutions, Kay Lopez – Workforce Connections, JoAnn Espinosa – Springdale Job Corp, Teddy Forester – VRD, Marian George – New Care Directions, Lynn Wiles – Cascade Aids Project

(as there was not a quorum present, all actions approved by those present will be forwarded to the full board for email approval.)

Email responses: (in addition to the 6 board members attending)

Vote yes to approve all actions: David Landis, John Filar, Gwen Nothwang, Debbie Foote, Renee Sessler, Khadim Chiste, Fred Rau, RuthAnne Cox-Carothers. 15 yes votes more than constitutes board approval for all actions.

Updates:

Welcome to Marian George - New Care Directions, who will be attending ECOS board meetings on behalf of health care, Cert. Nursing Assistant programs, and care givers. Marian worked with ECOS on the Health Care Forum and is now able to serve as a member of the board. She introduced herself, and announced that a Care Givers Conference will be held in November.

Teddy Forester – VRD: announced that Stephanie Taylor Parrish has been named state director for the agency

David Dragavon – MC Aging and disability services: Budget storm – lots of uncertainty about diminishing resources and service delivery especially the Oregon Health Plan. Service levels will change.

JoAnn Espinosa – Springdale Job Corps: They are in need of a full time Health Occupational Instructor for their Cert. Nursing Assistant Program. The PIVOT program will be relocating to the Montgomery Park building and expanding to serve 60 young women.

Kay Lopez - Workforce Connections: The RFP's for adult and dislocated worker contracts (with wsi) are being put out to bid this spring. There will be a reduction of funds to serve the east county area. Should Workforce Connections successfully procure the contract, lower funding will still result in some staff reduction. DWP and other training funding is very limited for the rest of the year. However, \$245,000 of new training funds has been awarded to support workers laid off from Viking Industries last

fall. The funds have been approved by the DOL with a January 5 start date but are still unavailable pending contract negotiations with wsi and MHCC.

Derek Beaudry – Employment Specialist at Human Solutions: They will be delivering anti-poverty services through the School Aged Policy Framework in Regions 5 and 6 in contract with Metropolitan Family Services. The new contract period begins March 1st.

Lynn Wiles – Cascade Aids Project: As HIV patients recovery and improvement rates climb, there is more need for employment and back to work services, which is her role with the organization. They serve over 4000 people, conduct job clubs and special workshops. CAP provides housing, outreach, education, employment services, and a kids program called Kids Connection – for HIV infected and affected youth. Their annual fundraiser is on April 10th.

Old Business:

Those present approved minutes from past meeting as emailed.

New Business:

Monthly financial report and grant status – attached – all invoices were recommended for approval.

New grant applications needing board approval – approve pending email vote:

Cita Con Nelly – Cable access grant – community outreach - \$150,000

Due March 15, 2004

International Marketplace – Paul Allen Foundation - \$25,000 due March 31

Issue discussion – the unmet community need selected for discussion was:

- Affordable housing (which leads to instability, moving expenses, uprooting families, impacting children and their education, etc.) Meg Kilmer – Parkrose
- An important unmet need in our community is safe, decent housing that is affordable for people who earn less than 30% of the median income. – Jean DeMaster
- An important unmet need in our community is housing for the homeless. C Dorsey

Discussion included:

How can the ECOS Alliance help with this huge unmet community need?

Create more linkages with other entities that are trying to address this problem, including: Pioneer Human Services who may be developing a residential training program for people returning to the community from federal prisons; Cascade Aids Project, Disabled and Medicaid housing.

Define populations with great need and prioritize – focus energy on one area – there is so much over-lap that anything will help: i.e. Medicaid recipients who are waiting for approval and have no place to go; ex-offenders that cannot live in Section 8 housing; senior citizens, disabled, and families with children, etc.

Point out/address the lack of resources in east county: limited HIV housing or health care facilities, (we could only name two family shelters: Shepard's Door and Day Break Shelter) most homeless people end up down town Portland or at Dignity Village.

Team up, work together as a collective advocate to address need in the following areas: short term/transient and emergency housing services, low income short term – 6 mo to 1 year, and permanent low income residential units.

Renewal of membership contributions – Letters of continues support will go out to partners requesting an annual contribution to cover the costs of non-grant expenses for the ECOS 501 c3 corporation – insurances and annual corporation fees as well as other fixed costs that cannot be charged against a grant. Please consider making a small annual donation to help cover these costs.

Project Reports: Joan reported on progress for the following programs:

Rockwood International Marketplace: Kaiser is donating use of their Rockwood facility parking lot and yards as the site for the 5 weekend marketplace events for 2004. Viking Industries will support the event with volunteers to help with on-site management, a grant for \$9700 to cover marketing and other expenses is still pending with the Verizon Foundation, a volunteer will be donating her time to coordinate the entertainment for each event. Entertainers will be performing at no charge, on a “pass the hat” basis, and the event will have volunteers actively soliciting for these donations after each performance. The International Food Court, music/entertainment and children's activities will be visible from the MAX line and the Ruby Junction stop is right in front of Kaiser – we will have people encouraging folks to hop off and participate in the fun....

Intercultural Coaching Institute: disappointing news – a grant from the Collins foundation to support scholarships was not funded. There is an urgent and critical need to reach out and find qualified candidates. 12 paid participants are needed to reach the break-even point. We currently have 4 participants enrolled at full tuition, and another 10 who have applied but cannot attend without scholarships. The Gresham Employment Community Fund will provide \$600 to 5 of these applicants. Three more fully supported participants are needed. We continue to reach out to find either a sponsor for the existing applicants, or entities that have persons that they can host. It would be a shame to lose this investment in a highly regarded program due to lack of participation this year. It is doubtful that we could start this up again, if we had to cancel this spring's class.

DuBois Spa and Salon Training: completing the third training session, will begin a fourth in March. The six-week training is repeated every three months.

Re-entry and Ex-offender programs: SOROS Foundation proposal will be considered for funding in March...if funds are received, they will support development of new enterprise created to hire from this population, training support, and recruitment of work products.

Projects pending:

TEEL – Technology Experiential Education Learning in partnership with the Center for Advanced Learning: Fred Rau will take over project lead on this effort. Applications are under consideration for submission to the Murdoch Charitable Trust and Miller Foundation.

Linfield Student Nursing Clinic – submitted on Feb. 20th to the NW Health foundation.

Cita Con Nelly – Cable Access Regulatory Grant – due on March 15th.

Next Board Meeting: March 31, 2004 – 8:15 at CAL; (Finance and Management Meeting – March 17 at 8:15 at VR East)

ECOS Account Balances: 2004 Beginning balances all accounts: \$19,981.28

2004 Projected 501 c3 ECOS Expenses:

| | |
|--|---------------|
| D & O Insurance & General Liability Insurance | \$2000 |
| Web page/server and maintenance | 1500 |
| Bookkeeping/accounting | 300 |
| Postage/supplies | 500 |
| Corporate fees/misc. | 300 |
| Match for RIB grant | 2000 |
| Total Projected non-grant/project Expenses: | \$6300 |

Finance/Management Meeting - February 2004

February – Account Balances and Financial Statement

Account balances (as of February 1, 2004):

Business checking: \$5,403.12

Money Market: \$19,138.69

Total: \$24,541.81

February 25, 2004 Restricted: 16,148.57

Unrestricted: \$5051.24

Note: will not match account balances– due to activity during the month and checks that have not cleared the accounts

Invoices to be approved today:

\$ 2625 RIB Grant Marketplace – Joan Pasco, project management

\$6121 DuBois spa and salon

\$120 Color My Web – unrestricted

\$15 AWASCO – unrestricted

\$400 Joan Pasco - unrestricted

\$100 Logo winner – RIM

\$225 On-line HS Diploma – for client of David Dragavon (pending approval and completion of coursework)

ECOS Restricted Accounts:

Regional Investment Board Grant – Ending Balance January – \$14,659

*Invoice 2-25-04 - \$2625 Project Management – Joan Pasco

\$100 – Logo contest winner

Restricted Fund Balance 2-25-04 = \$11,934

Funds yet to be received: \$2000 – ECOS match due in March

\$7408.41 – due at project conclusion – July 15, 2004

\$1000 Gresham Employment Dept. Community Development Fund

\$1000 – reserve for client training and special needs

*12/17 Invoice: \$282.50 – Client of David Dragavon – to complete training

Balance: \$717.50

Intercultural Coaching Institute - Gresham Employment Dept - \$3000

2004 beginning balance: \$3397.07

*Invoice: Menucha – deposit for 2004 Institute: \$878

Invoice: Oregon Dept. of Education – renewal of license - \$450

Balance: 2069.07

Dubois Salon Grant: no up front funds – straight reimbursement on expenses

Invoice #1 = \$24,545.35 received September 21, 2003

\$22,545.35 = training set up for DuBois Spa and Salon

\$2000 = ECOS for project management

Invoice: Joan Pasco – Project Management: \$1650

ECOS unrestricted – indirect: \$350

Invoice #2: \$13,449 invoiced on October 6, 2003 – payment received 11/18/03

\$12,453 – Dubois Salon

\$562.50 – Joan Pasco – Project management

\$433.50 – ECOS unrestricted

Invoice #3: \$ 12,241.24 Received 1-12-04

\$ 10,853 DuBois

\$ 868.24 8% ECOS Indirect

\$750 .00 Joan Pasco, Management and Evaluation

(\$500 from grant program funds, \$250 from 8% indirect funds)

Invoice #4: \$6621 – Invoiced 2-3-04

6121 – DuBois Salon

\$500 – ECOS indirect

OECD Grant for International Marketplace = \$50,000

Payments will be made quarterly beginning in January. \$7142 for seven quarters thru

06/04 January payment has been invoiced. MHCC = \$1142 per quarter, Mercy Corps =

4000 per quarter, ECOS = \$578 per quarter, Marketplace assistance = \$1428

\$7148 – received 1-23-04 – Restricted to marketplace = \$1428

Quarterly payment schedule: \$1142 to MHCC Biz Center - training

\$4000 to Mercy Corps – training and vendor outreach

\$578 – ECOS indirect

\$1428 – Marketplace vendor outreach and marketing

Total restricted funds in bank accounts – January 26 2004 \$15686.07

ECOS Unrestricted funds: beginning balance 1-1-04 = \$4076.77

Jan. 2004 unrestricted balance after invoices and income = : \$ 5074.45

February Income to unrestricted:

Interest income from MM – \$11.79

Dubois indirect = \$500

Feb. Invoices from unrestricted:

\$400 – Joan Pasco - DuBois quarterly reports

\$15.00 AWASCO – web site

\$120 – Color my Web – web services

Feb. balance in unrestricted funds – after paying invoices: \$5051.24

Status of grants pending/applications have been submitted:

National Endowment for the Arts: \$48,700 (marketplace) –submitted 8-18-03 awards announced in April 04.

Verizon Foundation - \$9500 for Rockwood International Marketplace – submitted January 6, 2004 – should have a decision this week

The Miller Foundation: **ON HOLD** In partnership with the Center for Advanced Learning: Interactive experiential learning for students and area employers: \$250,000 a year for three years

The Public Welfare Foundation: \$38,000 for the Bi-Lingual Job Coach Institute (12,000) and the International Marketplace (26,000) – application submitted on November 21, 2003 – **WERE NOT AWARDED THIS GRANT.**

The Collins Foundation: \$10,800 to fund scholarships for the Job Coach Institute – submitted on January 4, 2004 **DECISION WILL BE MADE 2-18. WERE NOT AWARDED THIS GRANT.**

SOROS Foundation Grant – \$150,000 – for re-entry projects to provide employment for ex-offenders. Submitted in November, 2003 – awards will be made in March.

Paul Allen Foundation: \$25,000 for the International Marketplace – March 31st deadline for applications – decisions in April or May