

East County One Stop Board of Directors Meeting
September 23rd - 9 AM to 11 AM
Location: Human Solutions Main Office, 12350 SE Powell

Participants: Patti Swanson – Orient Farms, Lani Staab – Goodwill Job Connections, Carolyn Morrison – Childcare Development Services, Karen Hubbard – Linfield School of Nursing, Catherine Todd – Easter Seals, Juan Serratos – Human Solutions, Malcolm Boswell – Worksource Connections
Program Managers: Laura Bock, Kedma Ough, Joan Pasco
Guests: Jim Marsh and Sean Scorvo – MIPO Board of Directors

Meeting facilitators: ECOS Co-chairs Lani Staab and Carolyn Morrison

Introductions and welcome: Partner updates and reports

Human Solutions: Juan Serratos - They were awarded Federal stimulus funds from Multnomah County through a program to align county services. Partners include the Housing Authority of Portland and Worksource Oregon. Program goal is to provide employment services and self-sufficiency resources to 100 people in the year ending on September 30, 2010. They have already conducted assessments on over 160 “work ready” people and will be enrolling 110 in the program. No need to refer any more as the program currently has more than enough candidates in the process of getting enrolled.

Goodwill Job Connections: Lani Staab - They now have staff outsourced in Worksource offices in Vancouver and Portland. Lani personally contacted over 117 job leads last week and one other person in the office made over 185 contacts. Their staff averages over 100 people on their respective caseloads. The unemployment rate in Clark County is now at 13%. The highest percentage of placements this fall has been in construction and the day labor market. Other good job prospects are in the food processing industry. The slowest is for clerical workers.

Worksource Oregon – Malcolm Boswell – The US and state economy appears to be stabilizing. Not good, but not getting any worse. The statewide UE rate is now at 12% and has not changed for the past couple of months. Full recovery may not occur until into 2011 and may be a “jobless” recovery. Every two years, the Employment Department issues an update on their ten-year plan. Due to the volatility of the labor market, this report is being delayed. Jobs in transportation and distribution are picking up as demand for industrial goods and wholesale supplies is beginning to increase. Health Care continues to generate the most new jobs. The state is experiencing reverse immigration right now as more people are leaving than coming in. Workers should be reminding themselves that there will always be a recession in their future and that they should do what they can to make themselves “recession proof” by becoming more valuable employees.

Child Care Development Services – Carolyn Morrison: Their program is expanding in two areas: They are now providing services to day care centers as well as in-home

providers and they are now the Child Care and Adult Food Program sponsor for all of Eastern Oregon as well as the Portland metro and Columbia County areas. They will be acquiring over 100 providers that had been served by a different sponsor who has decided to retire. CCDS has also been named one of the top non-profits in the state by Oregon Business magazine. They will be recognized at an awards ceremony next Tuesday evening. CCDS is also participating in a new Federal program: The Healthy Kids Initiative, which hopes to get over 80,000 kids enrolled in health insurance.

ROAR (Re-entry Organizations and Resources) – Joan and Laura provided updates on this project. The state has received federal stimulus money and will be supporting the ROAR One Stop Transition Center as well as similar programs in Salem and Eugene. The local center is located in the Calvary Baptist Church in north Portland.

The board approved the minutes from the August 26th board meeting

Project reports

SCSEP and PWI– collaboration with Easter Seals – Catherine Todd - Sept. 21 – 25 is National Employ the Older Worker Week and events are being held in Salem, Clackamas County and Portland. The Learning a Living, Projects with Industry program, is wrapping up its first service year. (this is a five year employment program for veterans and persons with disabilities that is funded by the Dept. of Education.)

MIPO – Micro-Inventor Program of Oregon – Kedma Ough introduced two members of the MIPO board, Jim Marsh and Sean Scorvo. The Lemelson grant that funds MIPO expired on August 31, 2009 and Kedma and her board made a request to the ECOS board to consider asking The Lemelson Foundation for a 30 to 60 day extension of the project. Their request generated over 45 minutes of discussion, questions and explanations. The ECOS Executive/Finance committee had made the decision not to request this extension at their September 16th meeting. The rationale for that decision is attached to these minutes. Following the discussion, board President Carolyn Morrison asked for a motion to suspend the Executive/Finance decision and entertain a different action. As no motion was made, the decision of the Executive/Finance committee stands.

Job Developers Network – Laura Bock – They have a large event at the Oregon Convention Center on October 6th. There is still room for four more tables at this job fair. Cost is \$99 for a table. Their biggest job fair and training will be held in March. The JDN is hosting an evening Trade Apprenticeship Program with PCC and a program called YES with Marylhurst University. For complete information about the JDN and its schedule of activities, log on to: www.jobdevelopersnetwork.org.

Adopt-a-Grandparent project – Karen and Joan – This is a partnership with the Center for Advance Learning that connects students with older adults who live alone and do not have much contact from family or neighbors. The Allied Health students will work in teams of two students and connect with a senior “adopted grandparent”. A FAQ about the project is attached to these minutes.

Budget/finance report – refer to finance report – attached, separate excel doc.
2009 ECOS partner contributions are now being solicited –your support is needed to cover the 501 c3 obligations for our organization. There are certain expenses that cannot be covered from grant funded projects. Thank you all for your support with this.

CONTRIBUTIONS RECEIVED TO DATE: MANY THANKS!!

**GOODWILL INDUSTRIES
SPRINGDALE JOB CORPS
PORTLAND HABILITATION CENTER
CHILD CARE DEVELOPMENT SERVICES
HUMAN SOLUTIONS
LINFIELD SCHOOL OF NURSING
EASTER SEALS OREGON
OVRs**

Pending grants:

- 1.) Working with Parkrose High School on a community volunteer project
- 2.) In concept phase: Property management and home repair training program to also provide in home services to seniors
- 3.) Verizon Foundation: \$10,000 to fund a clearinghouse to track CAL student volunteer hours. Also a request for \$35,000 from the United Way of the Columbia-Willamette to support the same program.

Finance meeting: October 21st – 11:30 at Acapulco Restaurant - 10566 SE Washington (Stark) street

**NEXT BOARD MEETING: October 28 – Center for Advanced Learning -
Winter board meeting schedule: Nov-Dec meeting – December 2nd
January – Annual Planning Session – January 13th or 20th – check calendars!!**

Memo

Date: September 21, 2009
To: East County One Stop Board of Directors
From: Executive/Finance Committee, Carolyn Morrison President
RE: Contract with The Lemelson Foundation

BACKGROUND FOR EXEC/FINANCE DECISION:

ECOS was awarded a one-year grant from the Lemelson Foundation in August of 2006 to support the ECOS MicroEnterprise Inventors of Oregon Program (MIPO). The contract for that award expired in August of 2007. In July of 2007, The Lemelson Foundation

renewed support for the project for another two years. This second contract expired on August 31, 2009.

Kedma Ough, as MIPO project manager, had until noon on Friday, September 11, 2009 to submit all invoices that would spend or obligate remaining funds. When these invoices were submitted, only one invoice was for purposes covered by the approved contract and budget.

The Lemelson Foundation contract letter specifies that: “This grant is made only for the purposes stated in this letter, and it is understood that these grant funds will be used for such purposes substantially in accordance with the approved budget. It is also understood that no substantial variances, **including the timing of expenditures**, will be made from the approved budget without the Foundation’s prior approval in writing.

Contract language further specified that any funds not expended or committed BY SEPTEMBER 15, 2009 be returned to the Lemelson Foundation. Contract law and Generally Accepted Accounting Practices leave little room for doubt as to what action should be taken by the grantee in this situation.

The invoices submitted by Kedma on September 11th not only were not in the approved budget, but also covered her costs to attend two out of area trainings, one in October and one in November – well after the expiration of the ECOS contract as fiscal agent for the Lemelson grant.

Joan Pasco attempted to contact Lemelson Foundation program managers the afternoon of the 11th. They did not return phone calls and emails until late in the afternoon of Sept. 15th. The message sent on that date, indicated that they WOULD CONSIDER AN EXTENSION of the contract and would CONSIDER approving the submitted expenditures if submitted in writing, with justification, for their approval.

That was the information the Exec/Finance committee had to base a decision upon on September 16th. It was a unanimous consensus of those present at the Exec/finance meeting that the rule of contract law must be followed in this case and that the proper action was to return unspent funds to the Lemelson Foundation. It was further discussed that this action should have been brought to the board’s attention in July or August – well in advance of the end of the contract with the funder. Contract extensions, as a rule, must be requested prior to expiration of said contract.

Memo to Abby and Jill with the Lemelson Foundation – sent at 2:02 PM on September 16, 2009, following the Executive/Finance decision:

Abby and Jill: First of all, we want to thank you for your support of the East County One Stop MIPO project over the past three years. From inception, the intention was for MIPO to get its own tax-exempt status after three years of incubation by ECOS. They are now well positioned to do that and no longer need to fly under our wings. I hope your foundation continues its support for MIPO as it delivers critically needed services to an

under-served population in Oregon.

We will be sending you a check in the amount of \$11,438.38, the remaining unspent balance in the Lemelson grant. Hopefully, you can dedicate this funding to future MIPO activity.

It has been a privilege to work with you and we applaud the great efforts supported by your foundation.

**ADOPT-A- GRANDPARENT PROJECT
FREQUENTLY ASKED QUESTIONS
October 1, 2009**

1.) What is the Center for Advanced Learning (CAL)

The Center for Advanced Learning (also known as CAL) is a high school in Gresham, OR—but it's a whole new kind of high school. At CAL, students can take advanced courses in four technology-based fields: digital media & design, networking & programming, medical/dental sciences, and engineering/manufacturing. And when they are finished, will have a high school diploma, a start on college, and real-world experiences that they couldn't get at any other high school.

At CAL, learning is hands-on. A student has access to state-of-the-art technology. For every successfully completed course students can receive college credit and also earn credits that count toward graduation from their home high school. Teachers at CAL come from local high schools and from the career field students may want to pursue.

CAL is a partnership between Gresham-Barlow, Centennial, and Reynolds High School, Business Partners and Mt. Hood Community College.

2.) Who else is involved with this project?

This is a collaborative project with nursing students from Linfield School of Nursing and the East County One Stop. Other supporters include IRCO, the YWCA Senior Services, Loaves and Fishes, East Portland Community Center and local churches.

3.) Why is this project being implemented?

The CAL Allied Health students need to have meaningful clinical experiences with members of the community. It is especially important for them to have interactive experiences with many generations. Often medical and healthcare students do not have much contact with vital older adults and this project will address this.

Older adults in our community will benefit from interaction with health occupation students as well as other CAL students that can assist with small home repair,

maintenance and weatherization services.

4.) What can I expect from my involvement as an Adopted Grandparent to CAL students?

Each Adopted Grandparent will be assigned TWO Allied Health students as “adopted grandchildren”. The students will always visit as a team. These students have all been screened for participation in the program and are exceptional, high achieving students.

At the first visit with your students you will create a calendar and agree on dates and times for their scheduled visits. These will be planned well in advance. They will not visit you without making an appointment.

You can expect that students will ask you about yourself, your hobbies, and your routine. They may join you on your daily walks, assist with daily tasks, or just visit with you about your experiences and life. Students will ask you about your medical history and occasionally conduct routine tests such as taking your blood pressure and monitoring vital signs as part of their clinical learning.

Through your life stories, students will also learn about and relate to the historical periods in your life as they interview you about your life experiences and record your living history. You and your family will receive a copy of this work at the end of the project year.

You will also have a new set of two students beginning in February as their second school term begins. The first group will be introducing you to the second and you certainly may stay in touch with these first students as well. We expect that they will become friends whose presence in your life is valued.

The CAL re-engineering and mechanical students are involved to learn about how to conserve energy, weatherproof homes, conduct home safety checks and do small home repair. They learn. You benefit.

5.) What support do these students have?

A CAL Allied Health Instructor carefully monitors student activity. Their visits to you will be an important part of their student learning and clinical experience. Nursing students from the Linfield School of Nursing also support the CAL students.

6.) Why was I chosen to participate?

The project is seeking older adults who are healthy, vital and living in their own homes who may enjoy interaction with student scholars. Some older adults might benefit from student support with health care issues, home maintenance, and physical activity. We expect this will be a pleasant experience for both you and the young people you are assisting.

7.) Who do I contact if I have questions about the project or student interaction?

Joan Pasco, Program Manager with the East County One Stop will answer your questions about the project and what you can expect from your participation. She can be reached at 503.661.3981. Her email address is: jpasco@eastcountyonestop.org Students report to the Allied Health Student Supervisor, Cathy Gibbs. She can be reached at: 503-667-4978. Cathy's email address is: Cathy_Gibbs@thecenterforadvancedlearning.org