

East County One Stop Board of Director's Meeting  
Thursday, May 29, 2003 – 8:15 – 10:30 AM  
Portland Habilitation Center

**Meeting Notes:**

Present: Debbie Foote and Gloria Wood – DHS Self Sufficiency, RuthAnne Cox-Crouthers – IAM Cares, Lennea Cordray – Gresham Employment Office, Maren Peterson – Portland Habilitation Center, Victoria Libov – IRCO, David Dragavon – MultCo Aging and Disability Services, Joan Pasco – Project Manager, Karen Burger-Kimber

**Announcements:**

Gloria Wood is transferring to DHS East, her replacement on the ECOS Board will be Debbie Foote.

Employment Dept: agency is reorganizing – there will be three UI intake centers in the state – Bend, Eugene and Portland. These will be the only offices that will handle walk in UI claimants. However, most UI claims are handled by phone, mail or email vs. office visits. Employment services will be co-housed with partners, locations still to be determined. The agency is centralizing the job order intake process, to eliminate the need for multiple listings for employers with offices in more than one location. Account and business reps will be established to liaison with businesses. As with other state offices, they are experiencing a high number of employees taking early retirement.

Due to closure of the National office, IAMCares will become Cares of Easter Seals as of July 1, 2003.

IRCO: More incoming refugees over the past month or so – too early to call it a trend, but this is the most activity since 9-11. Before 9-11, there were over 70,000 people per year coming into the US, now the numbers average only 2500 nation-wide due to new security procedures. The Youth Opportunity Center process is on track, with a positive report from the DOL on its last visit to Portland. Still seeking eligible youth and need to reach out to persons living in the Enterprise Zone – serve youth aged 14 to 21 that live in the geographic area specified by the DOL.

Human Solutions was successful in raising the funds needed to assume operation of the homeless shelter from the Metro East Portland Interfaith Hospitality Network. The new arrangement links families with case management and transitional housing that could shorten the need for emergency shelter for some families.

Aging and Disability Services – retirements and lay-offs have resulted in lots of re-shuffling of people within the agency. An expected Medicaid increase to Oregon could help reduce expected shortfalls. The good news is that they have had six good placements this month – to jobs paying well above minimum. Service stats between east and Gresham have been almost the same – the need is consistent in both areas.

DHS is reorganizing its jobs and employment programs into 3 hubs: Albina, East and 39<sup>th</sup> and Powell – all employable persons needing employment services will be sent to the closest hub. Steps staff will be divided between the hubs. They are doing more assessments for learning disabilities and VR will be more involved with the process. They can track the numbers of clients seeking services at each site to help the system identify areas of high need for services. Persons deemed unemployable will continue to receive services at the local branches. DHS sees a high percentage of persons with learning disabilities and with prior convictions.

**Old Business:**

ECOS annual planning retreat:

In order to maximize attendance, the retreat will be held locally, from 1 to 5 PM on two dates – June 25<sup>th</sup> and July 17<sup>th</sup>. RuthAnne Cox-Crouthers has volunteered to host these meetings at her home. Directions follow:

Travel south on I-5 to Carman Drive Exit. At the top of the ramp, turn left, to over the freeway, and make right turn on Roosevelt (first street on your right after the signal on the east side of the bridge). To 2

blocks and turn left on Seville Ave. Tan house with green trim on the left side of the street. 6111 SW Seville Ave.

In anticipation of being one of the 12 collaborations selected for a national demonstration project, the retreat will work on elements of an effective collaboration. Participants will work from the self-assessment tool developed for the Pathways to Effective Collaboration as well as other recent studies on what makes good partnerships.

Too date, the following board members have indicated they will be able to attend both days: Gwen Nothwang, Maren Peterson, Jesse Kappel, Karen Burger-Kimber, Karen Cusick, Debbie Foote, Jean DeMaster, David Dragavon, Victoria Libov, Ruthanne Cox-Crouthers, Joan Pasco. Patti Swanson, Catherine Hoofard-Zimmerman, Lennea Cordray, and Chris Bekemeier will be able to attend at least one of the two days.

#### Grant Discussion:

DOL Grants to Intermediaries: Award announcements will be made soon. If ECOS is awarded this grant, we will need to ramp up very quickly. It is only a one year grant. The funds will support connections with small community and faith-based organizations to develop mentors for persons re-entering the community after incarceration. The following individuals volunteered to work on an implementation strategy: RuthAnne Cox-Crouthers, David Dragavon, Karen Burger-Kimber, Maren Peterson, Victoria Lubov, Debbie Foote – Joan will contact Patti Swanson and David Landis as well. The ad hoc group will meet at 9 AM on June 11<sup>th</sup> at IRCO.

Joan reported on her meetings in New York – Reentry Roundtable, meeting with researchers and with the SOROS Foundation. The next docket of funds through SOROS will be in October. ECOS was invited to submit a concept paper for their consideration. SOROS funding will be requested to support the Rejuvenation Enterprise project to create jobs for ex-offenders.

Pathways to Collaboration: The preliminary groups should be identified by mid-June. This process has value to ECOS rather we are chosen or not. If chosen to proceed, we will receive visits and technical assistance during the summer with the final 12 organizations selected in the fall. All phases of this process offer support and resources to build/grow our own collaborations. These materials will form the core discussion for our two retreat sessions.

National Endowment for the Arts: ECOS is submitting a request for \$10,000 in their Fast Track process to support the International Marketplace. (Grant is due June 2)

Oregon Community and Economic Development: Micro-enterprise grants – Due June 16<sup>th</sup>. ECOS and MHCC will apply for funds to support vendor training for the marketplace – Mercy Corps will also be a partner in this grant request.

We will also support Cares Easter Seal grant application for home-based business services

OCCWD – DuBois Salon grant – was submitted on May 9<sup>th</sup> – selection process is underway.

Rockefeller Foundation - \$50,000 to support International Marketplace and Job Coach – **was not funded.**

#### **Project reports:**

Re-entry Planning Team: Maren reported on the progress being made to create new enterprise specifically to employ ex-offenders. The work is a collaboration with ECOS and the Oregon Department of Corrections, Adult Community Corrections, Central City Concern, and the Multnomah County Sheriff's office.

Home Based Business strategy: RuthAnne reported on the application to OCED to fund a pilot to support persons engaged in home-based enterprise.

Rockwood International Marketplace: Joan is writing grants to secure more funds for the project as well as developing a vendor data-base and conducting research on other markets to learn from best practices throughout the country.

Bi-Lingual Job Coach Institute: The 2003 course is completed, with 9 persons becoming certified as Bi-lingual Job Coaches. The evaluations are coming in and will be sent out to the board when tabulated.

Weed and Seed: Joan is meeting regularly with Brenda Butler and is supporting the strategies for partnership outlined in the weed and seed plan. The Rock Soup event is Sunday, June 1<sup>st</sup>, and Joan will attend to promote the East County One Stop and the International Marketplace.

Financial report: Accepted as presented. – see attachment

**Local and Regional Reports:**

Still no definitive information about what services will be bought back due to the passage of Measure 26-48 in Multnomah County.

Oregon Health Plan cuts will result in loss of medical services to a lot of people.

**Finance and Management Meeting: May 15, 2003**

Present: Maren Peterson, Gwen Nothwang, Jesse Kappel, RuthAnne Cox-Crouthers, Karen Cusick, Joan Pasco

ECOS Account Balances: 2003 Beginning balances all accounts: \$40,604.89

**2003 Projected 501 c3 ECOS Expenses:**

D & O Insurance & General Liability Insurance	\$1150	
Web page/server and maintenance	1200	
Bookkeeping/accounting	600	
Postage/supplies	500	
Corporate fees/misc.		300
Match for RIB grant		2000
Total Projected non-grant/project Expenses:	\$5750	

**May 15, 2003**

Account balances:

Business checking: \$3245.83  
Money Market: \$37,076.54

**Total: \$40,322.37**

**ECOS Restricted:**

**Regional Investment Board Grant – 1<sup>st</sup> Installment (12/02): \$26,865**

YTD Outlays as of 1-1-03 = 8% indirect to ECOS unrestricted = \$2149.20

Balance Jan. 2003: \$24,715.80

**Balance 4-18, 2003: \$15,750.80**

2<sup>nd</sup> Installment= \$15,671.25 rcd 4-29-03 = \$33,897.05

Transfer to ECOS unrestricted (8%) 1253.70 = balance 5/15/03 of 32,433.35

**5-15-03: invoice: project management: \$3225**

**Ending balance – 5/15/03 = 29,208.35**

**Verizon Job Coach Institute Grant - \$10,000**

Balance March 27 - \$2320.00 A/R \$4900

**Income – April to date: \$500 = balance \$2820.00 4/18/03**

M/S To approve payment for the following Invoices \$800 – Isaac Dixon – instructor  
\$1079 – Menucha

\$405.85 – Intercultural Communication Institute  
\$135 – supplies reimburse Joan

April balance: \$415.00

Income: April 28 - \$2400 PCC  
May 6 - \$200 tuition  
May 8 - \$97.50  
May 12 - \$800  
May 24 - \$100

\$1100 A/R(\$600 from MHCC, \$500 in tuition payments)

Balance: 5-28 = \$4612.50.00 + A/R of \$400 = \$5012.50

M/S to pay the following invoices: **Moving Boundaries: \$1000**

**Glen Sebera: \$850**

**David Drake: \$2750**

**Reimburse Joan for supplies: \$42.92**

Balance: 569.58

Transferred \$790 from unrestricted – balance = \$1359.58

Suggestion: last fall we used \$790 of Verizon funds to build the job coach web page for the 2002 class and as promotion for the 2003 class – if ECOS unrestricted funds were used for this expense, we could transfer \$790 back into this line item – and be able to pay Joan for some of her time on this project.)

**Total restricted funds – May 15, 2003: \$29,777.93**

**ECOS Unrestricted funds: 1-1-03 = \$6,679.09**

April Income:

Gresham Employment Office = \$500

Springdale Job Corp= \$300

Interest Income= 30.03

**April 17 balance – unrestricted: \$5,636.95**

May income:

Indirect from RIM = 1253.70

Interest income: 17.22

Partnership income: PHC = \$300

CCDS = \$300

MHCC = \$150

**May 15 balance – unrestricted before invoices: 7657.87**

May expenses - **Allocations from unrestricted funds:**

M/S to approve payment:

Color my Web – web page re-design and upgrades = \$230

AWASCO annual fees – web page/domain services = \$245

Joan Pasco – UPS/postage for three grants: \$49.80

Transfer \$790 to Job Coach restricted fund

**May 28, 2003 balance – after paying invoices: \$6343.07**