

## **East County One Stop Board of Directors Meeting**

Wednesday, October 27 – 8:15 AM – Maywood Park, Room 219

### **Meeting notes**

**Meeting participants:** David Dragavon – Aging and Disability Services, Kim Rush – Portland Habilitation Center, Helen Estrada – Human Solutions, Kay Lopez – Workforce Connections, Teddy Forrester – VR, Karen Cusick – Employment Department, Debbie Foote – DHS Self Sufficiency, Victoria Libov – IRCO, Ruthanne Cox-Carothers – Easter Seals Oregon, Joan Pasco, project manager.

#### **Partner announcements:**

**El Programa Hispano** – opening a second office in SE Portland, open house is 3 to 5 PM on November 10<sup>th</sup> – address: 901 SE Oak Street.

**DHS – Self-sufficiency** – need volunteers for a variety of functions including helping construct “Life Books” for children awaiting adoption and driving young people to medical appointments, etc. To participate, call Tracy at 503.731.3111.

**SMS Services** – does have a senior program that pays stipends to those serving as volunteers in the community – to connect with this program, call Marietta Schlumpf at 503.232.7684

**Easter Seals Cares Oregon** – their contract to provide services to Latino clients with disabilities has been renewed. Services include experience with computers, life skill training, training to help move into management and supervisory positions and other customized training. Contact Jorge Martinez for more information – 503.335.5900. They also were awarded a JOLI grant for a small business development demonstration project - see below.

**Vocational Rehabilitation:** Two new metro area VR managers are now in place. The east county office has out-stationed staff at the Gresham Employment Department and Workforce Connections. They are beginning a new program with a focus on helping disabled youth transition from school to the workplace. Jesse Kappel, former district manager, recently was awarded Lifetime achievement awards from both state VR and OETA.

**IRCO: (Immigrant Refugee Community of Oregon)** is working with a challenging new population – the Bantu tribe from Somalia. Over 100 refugee families have been placed in the Portland area. They were treated as slaves in Somalia, tend to have no formal education, many are illiterate, and speak very limited English. They were farmers in their homelands; have large families with many children; and are accustomed to living what we would describe as a primitive lifestyle. They need to learn the very basic things, are required to work with IRCO, and were all located in the Beaverton area, so transportation is a problem. They are spirited, highly motivated and have a deep desire to learn and assimilate into this country. They will need a lot of support to do this. Refugee assistance is available for about 8 months – not a very long time to find employment that will provide even minimal support. SUGGESTIONS ARE MOST WELCOME!! Contact Victoria at IRCO at 234-1541 if you have ideas and /or resources.

**Workforce Connections:** offering a 7-month welding training for non-native English speakers – funding is available for those that qualify (must be unemployed). Good wages

for those completing the course - orientation is on November 2<sup>nd</sup> at Workforce Connections. More information, call Kay Lopez at 253.0758.

**Human Solutions:** Received funding to build the Lincoln Woods Apartments – 74 units of affordable housing located on 130<sup>th</sup> between Division and Stark. Also, just rehabilitated 11 units of family housing on 142<sup>nd</sup> and Division. These units will be reserved for homeless families (must have at least one child under 18, and one adult with a disability). These are two bedroom units, all on ground floor. Rental costs to be determined by Section 8 (percent of income) guidelines, and residents must be willing to make a long-term commitment to stay in the program for at least a year and up to 3 years. For information on these units, call April at 988.4530 #226. Resident applicants should go directly to intake at 988.4531

**FREE LEADERSHIP LUNCHEON:** The agency is hosting a free luncheon at the Doubletree (Red Lion) at the Lloyd Center on Tuesday, November 9<sup>th</sup>. Reservations are required....call Vynette Arnell at 988-5201 to reserve your space. Program will include an overview of Human Solutions services.

**Portland Habilitation Center:** They now have a wait list for intake of new employees. Primary focus is now on getting new contracts as opposed to finding people with disabilities to fill existing jobs. Still doing orientations, but only once a week – on Tuesdays. There will likely be at least a one-month wait to get into training. 30-35 jobs were impacted due to loss of the PSU janitorial contract.

#### **Old Business:**

The board approved minutes from September 22, 2004

**Discussion and reminders:** please continue to contact new/active board members – who is missing from the table? Suggestions: mental health, Mercy Corps, El Program Hispano, Dept. of Community Corrections, Metropolitan Family Services, St. Vincent DePaul, Salvation Army, Well Spring, Independent Living Resources, OHDC, OAME, NARA/Native American groups. Board members were asked to reach out to these and other organizations that would benefit from participation in the ECOS collaborative partnership.

#### **New Business:**

**Monthly financial report and grant status** – board accepted finance report as presented. – see attached.

**JOLI grant** received by Easter Seals Oregon: RuthAnne described the services that will soon become available through a recently awarded JOLI grant (Jobs for Low Income Persons). The project, “Creative Earning Options” will provide customized support for small and home-based business startup. Individuals must have incomes no higher than 100% of the federal poverty rate. Referral and eligibility packets will be sent out to all ECOS partners with a request to help locate good candidates for this 17-month demonstration project. Project goal is to demonstrate how – with adequate support - low income and persons with disabilities can achieve financial and self-security through self-employment options.

**2004-2005 Planning session/retreat** – discussion from action items resulting from previous retreats – purpose of the 2005 retreat: ECOS Vision, now and for the future; what do we want to do/accomplish? Who can help do this? Stress interdependency of ECOS partners and what we can do as a team/working together. Consider hosting an orientation session for local elected officials to inform them on community resources represented under the ECOS umbrella. Send out a questionnaire to board members prior to the January retreat to seek information on gaps in services and other information needed for retreat discussion. Retreat format: conduct two afternoon sessions about two weeks apart – this format worked well for the 2003 retreat. The board accomplished a lot without having to give up a full day to do so. Springdale was suggested as possible location.

**Project Reports:**

**Rockwood International Marketplace:** funding through the public market offering of the Office of Community Services and Ford Foundation was not awarded. In partnership with Human Solutions, ECOS had applied for \$450,000 to support the market and a multi-service community center in Rockwood. Only three markets were funded, two in CA and one in NY. Alternative ideas and resources need to be secured in order to sustain this project. We will have an in-depth discussion at our retreat.

**Local and area updates:**

**Gresham Employment Office** – The IMATCH system will be accessible on line by the 22<sup>nd</sup> of November. The Adjudication department is moving to the call center in Milwaukie on November 5<sup>th</sup>. The Gresham office will now house the metro office of the State Child Care division. There is still second floor space available for offices that do not need access to clients.

**Workforce Connections:** They have staff outsourced at the Employment dept. on Mondays and participate in a joint orientation each Friday. The ESL office specialist training will be repeated in Feb. Currently recruiting candidates for the welding and unit secretary training. Their agency is also screening for openings at Physician's Hospital (formerly Woodlawn Park).

Due to Holidays the last weeks of November and December, the ECOS board will have one meeting in Nov-Dec. on December 8<sup>th</sup>. ECOS board meetings will now be held from 9 AM to 11AM. Location to be determined.

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	
<b>Total Projected non-grant/project Expenses:</b>		<b>\$6300</b>

**Finance/Management Meeting - October 18, 2004 –**

**Meeting notes:**

**Present: Patti Swanson, Debbie Foote, Ruthanne Cox-Carothers, Karen Cusick, Joan Pasco**

**August Account Balances and Financial Statement**

Account balances (as of Oct.1 2004):

Business checking: \$1624.70  
Money Market: \$11,894.07

**Total: 13,518.77**

**2004 – 2005 fund balances – after Oct. Invoices are paid:**

Job Coach Institute = \$718.30

ED Community Fund = \$642.50

**Marketplace = \$590.61**

**Verizon Grant = \$4393**

**OECDD = \$2958.39**

**Total balance for marketplace use = \$7941.90**

**October 1, 2004: Restricted: \$9,302.90**

**Unrestricted: \$7538**

Note: will not match account balances– due to activity during the month and checks and deposits not reflected on these statements –

**October Invoices from Restricted Funds:**

Joan Pasco – Project Management – marketplace Oct = \$2200

Joan Pasco –reimbursement for market supplies: \$154.36.

A-I Outhouses - \$290

**October invoices from Unrestricted Funds:**

Color My Web - \$40

Joan Pasco - \$200 – OECDD qtrly reports

**ECOS Restricted Accounts:**

**2004 Marketplace :**

**Marketplace available funds (Sept. 18): \$2958.39**

Sept. income = \$1175

Sept. Invoice: \$2200 – Project Management

**Balance: 1933.39**

Last event expenses:

Stage/sound/DJ = \$500

Stage construction = \$250

Entertainment = \$150

Food for entertainers = 96

**Balance September 22 = 937.39**

**October invoices:**

**A-1 Outhouses = \$290**

**Supplies - \$154.36**

**U-Haul = 131.52**

**Balloon Décor = \$35.00**

**RIM income October = \$225**

**October balance: \$590.51**

**Verizon Foundation Grant: \$9700 – Marketing and Outreach**

**Acct. balance August = \$6740**

Project management - \$2200

JB Custom Marketing = \$147

**Oct. balance: \$4393**

**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. Mercy Corps = 4000 per quarter, ECOS = \$578 per quarter, Marketplace assistance = \$3142

**Balance: OECD = \$2958.39**

October income: \$7142 rcd. 10-22-04

Disbursements per contract: \$4000 – Mercy Corps NW

\$714 – Indirect - ECOS

**Balance: OECD - \$5359.39**

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

**2004 Partner contributions received to date:**

Springdale Job Corps

Child Care Development Services

Oregon VR Services

IRCO

Mercy Corps

Portland Habilitation Center

MHCC – Workforce Connections

Oregon Employment Department

**Balance on September 15 = \$7778**

Oct. invoices:

Color My Web = \$40  
Joan Pasco – OCEDD qterly reports = \$200

**Oct. balance = \$7538**

**10/22/04 – Indirect from OCEDD = \$714 = \$8252**

**Status of grants pending/applications have been submitted:**

In partnership with the Center for Advanced Learning: Interactive experiential learning for students and area employers: Seeking \$250,000 a year for three years - reorganizing around a new approach for this project with Fred Rau, Karylinn Echols and Bill Lesh. CAL has donated a grant writer to pursue this project.

Paul Allen Foundation: \$25,000 for the International Marketplace – March 31<sup>st</sup> deadline for applications – decision will not be made until September –**NOT AWARDED**

\$27,500 – Youth Excellence Project – Partnership with Springdale Job Corps and Cares Easter Seal – written under the ECOs 501 c3 – 10% indirect would be \$2750 for ECOS if awarded the grant. – Submitted July 9, 2004

Bank of America Neighborhood Builders: \$200,000 - \$100,000 per year for 2 years. Leadership and operational funds for organizations needing to grow to a new level of service provision. Award will be made by October 15. Highly competitive – there will be hundreds of local applications for these funds and we think there will be 2 awards made in the Portland area. – **NOT AWARDED**

Office of Community Services (\$250,000) and Ford Foundation Grants (\$200,000) – Rockwood Marketplace – Human Solutions submitting grant as applicants must be CDC's due Sept. 16<sup>th</sup> – awards to be announced on October 8<sup>th</sup>. – **NOT AWARDED**

Regional Investment Board: I attended their meeting on September 16 – very frustrating. The new formula for fund disbursement eliminates any possibility of applying for funds to support the Rockwood Marketplace. They are splitting the county fund awarding half to a newly formed Association of Economic Development Partners to allocate grants to traded sector businesses. The other half will go into low interest loans for micro-enterprise. The decisions about who will administer these funds seem to have already been made by staff, and they have let the clock tick down to the point that other options just are not feasible. I protested the lack of community input into the process at the meeting, and was politely thanked for my comments.