

Agenda

Community Action Board of Directors

Thursday, January 26, 2023, 5-6:30 pm

Zoom Link: <https://us06web.zoom.us/j/89792326464?pwd=bzdsZ1FhMVZpb2swTmxxYUluYubzdSQT09>

Meeting ID: 897 9232 6464

Passcode: 955279

Phone: +1 (253) 215-8782

Welcome/introductions/sharing

5:00 pm

Consent Agenda				5:05 pm
Item	Action	Description		
2	Minutes	Information	Minutes from the December 15 Board of Directors Meeting	
3	Correspondence	Information	PSE Energy Newsletter: Community Action Spotlight	
			Skagit Valley Herald: New Skagit County program set up to better help the homeless	
			Anacortes American: Community Action to open Anacortes office	
			Board Application: Carolyn Moulton	
			Board Application: Danny Hagen	
4	Division Reports	Information	Reports from Melissa Self, Sandi Phinney, Michele Metcalf, Philip Prud'homme, & Elizabeth Jennings	
5	Motions	Approve	Motion to approve Minutes of December 15 Board meeting	
		Approve	November Finance Report (through November 2022) - 5a	

Discussion Agenda					
Item	Action	Description	Responsible	Time	
6	Board Exec and Planning & Engagement	Motion	Welcoming Carolyn and Danny! Seating Danny and filling VP position. In person Board meetings Feb, April and Dec.	Brocksmith	5:10
7	State of the agency	Briefing Update	Review highlights from agency dashboard	Henkel	5:25
4f	CREAT	Discussion Motion	Board role in guiding advocacy. Sneak peek at WSCAP state legislative priorities – and setting Skagit priorities (4f)	Boucher; Soltero; Jennings	5:35
8	Housing Work Group & Finance Committee	Motion	Final feasibility and potential purchase of Kulshan View. Cascade Landing MOU and designating Board liaison to advisory committee	Brocksmith; Davidson; Metcalf	6:05
	Donor Development	Discussion	Spirit of Hope prep – and Board help in sponsoring tables	Bennett; Prud'homme	6:20
	Adjourn				6:30

Equity-Informed Decision-Making Questions

Broad Questions:

- How might this disproportionately affect people of color?
- Is it positive, negative, or neutral in dismantling system racism?

Specific questions for Committees to consider:

- **Equity:** What are the equity questions we should be asking about this decision?
- **Voice:** What do the people impacted have to say about this? What do our staff say? Who should be at the table?
- **Gaps:** What is our most vulnerable population, or what population isn't being served?
- **Data:** What does the data tell us? What don't we know, and how do we find out?
- **Asset map:** What are our partners doing? What do they think our role should be?



Important Upcoming Dates: All are Invited

If you would like to get added to Committee Communications, please reach out to the following people:

- **Finance Committee:** Tari Caswell, taric@communityactionskagit.org
- **Board Planning & Engagement:** Sandi Phinney, sandiy@communityactionskagit.org
- **Donor Development Committee:** Philip Prud'homme, philipp@communityactionskagit.org
- **Housing Work Group:** Michele Metcalf, michelem@communityactionskagit.org
- **Skagit Housing Consortium:** Matt Johnson Money: matthew@skagit.org
- **Latinx Advisory Committee:** Isabela Ordonez, isabelao@communityactionskagit.org

Tuesday January 24 3:30-5:00 pm, Donor Development Committee

- **Zoom:** <https://us06web.zoom.us/j/9436029776?pwd=bE5CckVhdTI5cXITSGxUT3ZwV3BEdz09>
- **Meeting ID:** 943 602 9776
- **Passcode:** 1234
- **Phone:** +1 (253) 215-8782

Thursday January 26, 5-6:30 pm, Board Meeting- please note new time and Zoom link!

- **Zoom:** <https://us06web.zoom.us/j/89792326464?pwd=bzdsZ1FxMVZpb2swTmxxYUlubzdSQT09>
- **Meeting ID:** 897 9232 6464
- **Passcode:** 955279
- **Phone:** +1 (253) 215-8782

Wednesday February 1, 9-10 am, February Brunch & Learn: NEW Working Families Tax Credit

- **Zoom:** <https://us06web.zoom.us/j/85985412986?pwd=bGNJSFdjZGRLOVF4KzBSWnBGd20rdz09>

Wednesday February 1, 3-4 pm, CREAT Committee

- **Zoom Link:** <https://us06web.zoom.us/j/87174559991?pwd=SFxOGpKS1dwZHI0c2xaOUNucWhCQT09>
- **Meeting ID:** 871 7455 999
- **Passcode:** 450580
- **Phone:** +1 (253) 215-8782

Friday February 3, 9:30 am- 10:30 am, Housing Work Group

- **Zoom:** <https://us06web.zoom.us/j/86951287129?pwd=VXhnTVRENUdKZldCMHBFSjZqdEM0QT09>
- **Meeting ID:** 869 5128 7129
- **Passcode:** 407622
- **Phone:** +1 (253) 215-8782

Wednesday February 8, 7:30-9 am, Board Executive Committee

- **Zoom Link:** <https://us06web.zoom.us/j/84754093621?pwd=elh5QjhVL2tEblRVaGRXK1BQQTJ1dz09>
- **Meeting ID:** 847 5409 3621
- **Passcode:** 155098
- **Call Information:** +1 (253) 215-8782

Thursday February 9, 8:30-9:30 am, Latinx Advisory Committee

- **Zoom Link:** <https://zoom.us/j/91488283677?pwd=aXpmdVNPa0FraFj1Q3lrUUQ4cStMZz09>
- **Meeting ID:** 914 8828 3677
- **Passcode:** 022650
- **Phone:** +1 (253) 215-8782

Wednesday February 15, 3-4:30 pm, Finance Committee

- **Zoom Link:** <https://us06web.zoom.us/j/83625234998?pwd=R2pteHQwU2ZvdWR1ZEhNjdKSFNoUT09>
- **Meeting ID:** 836 2523 4998
- **Passcode:** 909326
- **Call Information:** +1 (253) 215-8782

Friday February 17, 9:30 am- 10:30 am, Housing Work Group

- **Zoom:** <https://us06web.zoom.us/j/86951287129?pwd=VXhnTVRENUdKZldCMHBFSjZqdEM0QT09>
- **Meeting ID:** 869 5128 7129
- **Passcode:** 407622
- **Phone:** +1 (253) 215-8782

Monday February 20, 4:30-5:30 pm, Board Planning and Engagement - please note time and Zoom link!

Zoom: <https://us06web.zoom.us/j/83551235291?pwd=dGpuL3gvLzJvRlBPd2s0RW5hUk9wdz09>

- **Meeting ID:** 835 5123 5291
- **Passcode:** 168564
- **Phone:** +1 (253) 215-8782

Tuesday February 21, 1-2:30 pm, Skagit Housing Consortium

- **Zoom:** <https://us02web.zoom.us/j/85884254396?pwd=dHBsMUlxMjd6U2krSHJXMmcrbFQ2UT09>
- **Meeting ID:** 858 8425 4396
- **Passcode:** 595743
- **Phone:** +1 (253) 215-8782

Thursday February 23, 5-6:30 pm, Board Meeting- In Person!

- **Location:** YMCA Community Room, 1901 Hoag Rd, Mount Vernon, WA 98273



BOARD OF DIRECTORS

January 2023

CLIENT SECTOR MEMBERS		Term Ends
LAC CREAT	KATI ORTIZ Skagit Valley College (360) 421-4400 kati.ortiz@skagit.edu	Dec 2024
Bd Plan & Engmt CREAT Donor Develop	KAILA ROBERTS Skagit Art Preschool (360) 488-7222 mrs.kailaroberts@hotmail.com	Dec 2024
CREAT Donor Develop LAC	CHRISTINA SOLTERO Burlington-Edison School District (360) 421-0704 csoltero@be.wednet.edu	Dec 2025
CREAT	HEATHER WALLACE Head Start Policy Council (360) 202-5895 heatherhelpsall@gmail.com	Dec 2025
PUBLIC SECTOR MEMBERS		Term Ends
PRESIDENT Bd Plan & Engmt Donor Develop Executive Finance Housing Devel	RICHARD BROCKSMITH Mount Vernon City Council Member (360) 826-2094 richardb@mountvernonwa.gov	Dec 2024
VACANT		
Housing Devel	TINA TATE Hospital District 304 Commissioner (360) 708-2144	Dec 2025
Bd Plan & Engmt	RON WESEN Skagit County Commissioner 1800 Continental Place Mount Vernon, 98273 (360) 336-9300 ronw@co.skagit.wa.us	Dec 2023
PRIVATE SECTOR MEMBERS		Term Ends
Donor Develop	KATE BENNETT True North Consulting (360) 395-8727 bennettrk@comcast.net	Dec 2025
TREASURER Donor Develop Executive Finance	GREGG DAVIDSON (360) 708-2292 gregg-davidson@msn.com	Dec 2024
CREAT	CAROLYN MOULTON Lautenbach Recycling (360) 472-0335 cymoulton@gmail.com	Dec 2026
SECRETARY Bd Plan & Engmt Executive	SILVIA REED Mount Vernon Chamber of Commerce 301 W Kincaid Street Mount Vernon, 98273 (360) 305-0895 silvia@mountvernonchamber.com	Dec 2025



330 Pacific Place
 Mount Vernon, WA 98273
 (360) 416-7585
www.communityactionskagit.org

MINUTES OF THE BOARD OF DIRECTORS' MEETING

December 15, 2022

Via Zoom

In attendance:

Members of the Board:

Public Sector:

Richard Brocksmith

Ron Wesen

Laura Riquelme

Tina Tate

Private Sector:

Kate Bennett

Kari Ranten

Silvia Reed

Client Sector:

Kati Ortiz

Heather Wallace

Guests:

Staff: Bill Henkel, Tari Caswell, Melissa Self, Sandi York, Michele Metcalf, Phillip Prud'homme, Yvonne Ryneearson

I. CALL TO ORDER

Board President Richard Brocksmith called the meeting to order at 4:05pm.

QUORUM PRESENT

II. CONSENT AGENDA

Minutes from the November 17, 2022 Board of Directors Meeting

Correspondence: Seattle Metropolitan Latino Chamber award

Division Reports

Motion to approve the consent agenda including minutes of November 17, 2022 Board meeting and December Finance Report through October 2022 made by Riquelme second by Wallace, motion passed.

III. DISCUSSION AGENDA

6. Finance Committee; Caswell

Tari presented the 2023 budget and assumptions. The Budget was reviewed by the Finance Committee, which recommended it for full Board approval.

Motion to approve the Agency's 2023 Budget as presented made by Bennett second by Wallace., motion passed.

7. State of the Agency; Henkel

Bill spoke briefly about the Latinx Advisory Committee (LAC) listening session with the WA State Low Income Housing Alliance. One of the points shared by an LAC participant was that the Coordinated Entry homeless service system doesn't support well the farmworker community, primarily because the farmworkers normally don't fall within the HUD definition of homelessness as they are often housed but doubled- and tripled-up. This crowded and often unstable housing has several implications on the health and welfare of these families, such as during COVID, yet they are not deemed eligible for most homeless supports related to Coordinated Entry. Congratulations to Silvia Reed and the Mt. Vernon Chamber's Latino Business Leaders for their recent award from the Seattle Latino Metropolitan Chamber as the "2022 Latino Nonprofit of the Year." Bill noted that Anacortes has approved funding for an FTE to be stationed full time in Anacortes to provide Community Action services to better serve that community; we are establishing a contract with the city, and hoping to share space with the Anacortes Housing Authority, with the goal of a March opening. Staff are creating a Job Description now, and will likely post in the beginning of the new year. Melissa has been in contact with Accountable Communities of Health (ACH) who appear to provide some funding to support Care Coordination and provide us with Pathways software that will help support clients in achieving success under that model. After our Strategic Plan and yearly Work Plans are endorsed this month, we plan to present a data dashboard on this year's services in January. Bill and Board members and staff also provided a warm and special thanks to Laura and Kari for their dedication and service on the Board, to the Agency and in their dedication to serving the community.

8. Board Planning & Engagement; Ranten, York

BP&E has been meeting often for the past several months to prepare nominations for the 2023 Board of Directors. Laura Riquelme and Kari Ranten are terming out and stepping down Board service, while Sylvia Reed is at the end of her first term, but willing to continue into a second term. One Public and one Private Sector position are thus open; Board Planning & Engagement, utilizing an updated Board matrix, considered and reached out to several outstanding Board candidates. This month, the committee is ready to nominate Carolyn Moulton to the Public Sector on our Board, and anticipate having a final candidate (private sector) for consideration next month. Carolyn's Board application was shared electronically just prior to our meeting.

Motion to appoint Carolyn Moulton to the 2023 Board of Directors as a Public Sector representative, as proposed by Board Planning & Engagement made by Wesen second by Tate, motion passed.

Motion to reappoint Sylvia Reed to the 2023 Board of Directors made by Wesen second by Wallace, motion passed.

With Kari leaving the Board, there is a need to fill a vacant Vice-President position. We will still need to appoint that position, hopefully at our January Board meeting. Staff will follow up by sharing a basic description of the Vice President's roles and responsibilities, and Board Planning & Engagement will continue working on that nomination. Please reach out to Richard or Bill if you have any questions or suggestions.

The following 2023 officers were presented by Board Planning & Engagement for full Board consideration: Richard Brocksmith as President, Gregg Davison as Treasurer, and Sylvia Reed as Secretary.

Motion to appoint new 2023 Board Officers, as proposed by Board Planning & Engagement made by Ranten second by Bennett, motion passed.

The Board packet included for full Board consideration three planning documents, the 2023-26 Strategic Plan, the 2023 Agency Work Plan, and the 2023 Board Work Plan. Sandi briefly reviewed the recently completed 2023-26 Strategic Plan, and noted a couple of changes since its last version (and prior to its final lay out): Two priorities added for 2023 included “A supportive & inclusive workplace,” and “Data-informed decision making and continuous improvement.” Sandi also noted the built-in measurable targets. Kudos were shared for creating a cutting edge tool and how clear and informative it is for prospective board members.

Motion to adopt the Agency’s 2023-26 Strategic Plan made by Ranten second by Tate, motion passed.

Motion to adopt the Board’s 2023 Agency Work Plan made by Bennett second by Wesen, motion passed.

Motion to adopt the Board’s 2023 Work Plan made by Ranten second by Tate, motion passed.

9. Housing Work Group; Brocksmith, Metcalf

Bill briefly reviewed the timeline of feasibility on Kulshan View property, including the scheduled January 24 pre-app with the City Mount Vernon, and how it doesn’t necessarily align with the timing of January 26 Board Meeting and the current January 20 deadline on feasibility to execute the purchase and sale after having already received four extensions. With a tight timeline, it might be prudent to delegate final review approval of the purchase to the Finance Committee after recommendation by the Housing Work Group. It was also clarified that the potential \$10,000 in earnest money voted by the Board last meeting has not yet needed to be used. To allow time for the city pre-app meeting and their responses, we are hopeful to get a fifth and likely final extension on feasibility through February 2 (with closing by February 9).

Motion to delegate recommendation of the purchase by the Housing Work Group and final approval to purchase the property on Kulshan View in Mount Vernon to the Board Finance Committee made by Tate second by Bennett, motion passed.

IV. ADJOURN: Meeting adjourned at 5:36pm.

BOARD REVIEW & APPROVAL:

☐ Approved as submitted

☐ Approved with changes noted below

x _____

☐ Board Secretary ☐ Acting Board Secretary

Date Signed

Community Spotlight: Community Action of Skagit County

Source: PSE Winter Newsletter

<https://mailchi.mp/pse/happy-new-year-from-pse-7308752?e=f5fb5065dc>



Community Spotlight: Community Action of Skagit County

Program staff and volunteers with Community Action of Skagit County help over 55,000 people annually find stability and hope: job seekers re-entering the workforce, veterans trying to access the benefits they earned, and women fleeing domestic violence. Community Action programs help seniors with unexpected medical expenses, families struggling to pay the bills and feed themselves, unhoused folks seeking ways to get off the streets, and the many people experiencing poverty find hope.

And now, Community Action is taking on the most compelling issue facing Skagit communities. Cascade Landing Apartment Homes is a partnership between a private developer and Community Action. These apartments are designed to be affordable for working individuals, young families, seniors downsizing, veterans. In many cases Community Action will be able to assist tenants with expenses and offer tools for success through existing programs. Further, ten units will be prioritized for veterans.

Community Action of Skagit County would like to thank PSE for their support in numerous service areas and via sponsorships and grants that create stronger communities throughout Skagit County.

New Skagit County program set up to better help the homeless

By BRANDON STONE @Brandon_SVH Dec 30, 2022

Article Link: https://www.goskagit.com/townnews/legislation/new-skagit-county-program-set-up-to-better-help-the-homeless/article_b5a545f2-86e7-11ed-bfbf-33adb9b78382.html

A new Community Action of Skagit County program offers one-on-one support for those trying to find a way out of homelessness. Each homeless client in the nonprofit's Recovery Navigator program is assigned a case manager who is responsible for coordinating social service providers to get the client the help they need. Steven Simmons, outreach programs manager for the nonprofit, said the program is available for up to 40 people countywide, and may expand to 60 depending on demand. Anyone can refer someone to the program — online at communityactionsskagit.org/outreach or by phone at 360-503-9417. From there, the case manager, or navigator, is tasked with connecting with the individual, and serving as the point person for their care — whether they need mental health care, addiction treatment or other services.

“What we’re trying to do is take down the barriers that exist to walking in the door,” Simmons said. He said confidentiality requirements often make it difficult for service providers to talk to each other about a client. The goal of this program is to assign one person to walk alongside the client, connecting them to the help they need and bridging gaps between services, Simmons said. Community Action is also trying to bring more of that coordination in-house, as part of an effort to offer as much help as possible to those who need it.

Starting in January, anyone who applies for services through Community Action will also be offered other services the nonprofit provides, from food assistance to mental health care to employment aid.

“By offering all these services together, we’re aiming to reduce all of the vulnerabilities these individuals and families face,” said Sandi York, division director with the nonprofit. This saves clients from getting referrals and filling out applications for other organizations.

“The more we can make sure there are avenues to resources that will be useful, and the more we as organizations working in this field can work together ... the better it will be for everybody,” York said.

The Recovery Navigator program is a statewide program that was enacted and funded by the state Legislature in 2021. Each county contracts with a nonprofit to run the program in their county

Simmons said the program was in part a response to a 2021 state Supreme Court decision that decriminalized possession of small amounts of drugs — referred to as the Blake decision.

Law enforcement is required to offer addiction treatment three times before pursuing legal action for drug possession, but what was found was that there was a lack of services available, he said.

Meanwhile, care coordination will be funded by reimbursements from Medicaid or public health organizations.

York said Community Action will be paid based on the services it provides, and on the outcomes it reaches with its clients, “incentivizing us to be serving people the best we can.”

Erin Von Fempe, a social worker employed by the Mount Vernon Police Department, works on outreach with the city’s homeless population.

She said the Recovery Navigator program seems like a way to get all the county’s service providers working on the same page.

While the Mount Vernon Police Department is rolling out a similar program for the homeless, she said its reach is limited to the city of Mount Vernon. Community Action will be able to reach people from Anacortes to Marblemount.

“There are agencies who do that, but not on a large scale like I think they’ll be able to do,” Von Fempe said.

Community Action to open Anacortes office

By Questen Inghram For the American, January 11, 2023

Article Link: https://www.goskagit.com/anacortes/news/community-action-to-open-anacortes-office/article_c4532cca-910c-11ed-9f1d-4f6b35194de8.html

Community Action of Skagit County, a nonprofit dedicated to alleviating poverty by connecting residents to resources, will expand its reach to Anacortes with a new satellite office and full-time care specialist.

The City Council approved the agreement with Community Action on Monday and set aside \$60,000 for 2023 to support the partnership.

Bill Henkel, executive director of Community Action, said “it’s been our goal to have an on-site, ongoing presence to broaden and deepen our services to Anacortes for some time.”

The care specialist will help residents find resources relating to housing, food, in-care support for seniors, as well as transportation, energy and other utilities.

We’re grateful to serve, grateful for the funding and grateful for the partnership,” Henkel said.

The new temporary office location, in the Olson Building at 3rd and Commercial, will be covered by the Anacortes Housing Authority, which owns the property. A WIC specialist for Anacortes and other county staff members will likely rotate to use the space for ease of access and outreach, said Sandi York, division director.

“We often heard that we’re the best-kept secret in Skagit County, and we want to make sure that people know about the opportunities that we have to offer,” York said.

Most Anacortes residents who use Community Action’s help are under 30% of the median income. Community Action seeks to provide not one-time vouchers, but ongoing case management, York said.

Council member Anthony Young said he appreciates Community Action’s move to Anacortes. “I think there is a lot of work to be done, a lot of fields to plow, and I’m all in.”

More information about Community Action services can be found at communityactionskagit.org.



Date of application: Dec. 14, 2022

Name: Carolyn Moulton

I am interested in applying for: Check all that apply:

X Board committee participation: Community members may volunteer to serve on board committees, which usually meet monthly. These are our “think tanks” to get community expertise on policy issues. See our “Committee Descriptions” for more information.

Name of committee(s) interested in:

TBD - Housing, Finance?

X Board of Directors participation: This is the legal governing board of the agency. See “Board of Directors Position Description” for more information.

Contact Information

Please provide the contact information you would like us to use for board communications:

Phone: (360) 472-0335

Email: cymoulton@gmail.com

I prefer to receive board packets:

☒ Electronically as a PDF, web link ☐ Mail me a hard copy

Please provide both work and home address, and indicate which is your preferred mailing address by checking one box:

X Required: Home address (for legislative district information):

1514 14th Street, Anacortes, WA 98221

☐ **Optional: Work address:**

13084 Ball Rd., Mount Vernon, WA 98273

Affiliations

Tell us about your other community involvement:

Occupation/employer (if applicable):

Councilmember, City of Anacortes

Government & Community Relations Manager, Lautenbach Recycling

Civic clubs, religious organizations, groups you volunteer with, other board service, or other affiliations:

Anacortes City Council Housing Affordability & Community Services Committee (HACS),
Planning Committee, Public Works Committee, Parks & Recreation Committee, Personnel
Committee

Anacortes Bicycle-Pedestrian Advisory Committee

Board Skills/Experience: Check all that apply

<input type="checkbox"/> Fundraising	<input checked="" type="checkbox"/> Finance	<input type="checkbox"/> Law	<input type="checkbox"/> Strategic Planning
<input type="checkbox"/> Board governance experience	<input checked="" type="checkbox"/> Advocacy/Govt. Relations	<input checked="" type="checkbox"/> PR/Outreach	
<input type="checkbox"/> Personal or professional experience with poverty	<input type="checkbox"/> Human Resources/Personnel	<input type="checkbox"/> Inclusion, Diversity, Equity, Access	

Mission Alignment

Community Action's Promise: Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

The Mission of Community Action of Skagit County: To foster and advocate for self-sufficiency among low-income people in Skagit County.

What motivates you to apply to the Community Action Board of Directors, or one of our committees as a community volunteer, at this time? Tell us about your personal and/or professional experience with Community Action, including your commitment to our mission. This may be as short or long as you'd like it to be:

I have long admired Community Action's work to connect Skagit County's residents in need with multi-faceted resources. I helped secure funding for a full-time CA staff member in Anacortes, and I'm excited to be at the forefront of our efforts to increase support for our residents. I'm eager to participate in countywide efforts to fill gaps in services and improve communication amongst agencies, and I look forward to sharing what I learn with my fellow City Councilmembers and the public.

Bio: Below or attached, please provide a 200-300 word bio that may be used on our website:

Carolyn is excited to bring her energy and experience from years in the service sector to the Board of Community Action. She worked as the Housing Assistant at OPAL Community Land Trust on Orcas Island, where she administered rental and energy assistance programs. Other favorite past jobs include bookseller, food server, and bicycle shop owner.

As a current Anacortes City Councilmember, Carolyn gets to geek out daily on public policy. She serves on the Housing Affordability & Community Services Committee (HACS), striving to identify and fill gaps in social services for residents. HACS meets regularly with service providers throughout Skagit County (including Community Action) to help connect people in need with resources. She is also a member of the Council Planning and Public Works Committees, partnering with staff on city code and infrastructure development. Her full-time job is in Community and Government Relations at Lautenbach Recycling, working to reduce waste and increase recycling in Whatcom, Skagit, and San Juan Counties.

During off-work hours, Carolyn explores our lush forest trails in northwest Washington on her trusty mountain bike. She also loves hiking and gardening. Indoors she's a reader, a baker and a candle maker.

For Board/Admin Use Only:

- | |
|---|
| <ul style="list-style-type: none"><input type="checkbox"/> Nominee referred by:<input type="checkbox"/> Personal meeting with ED/Board member (date, names):<input type="checkbox"/> Nominee received Board Position Description (date):<input type="checkbox"/> Application received (date):<input type="checkbox"/> Application reviewed by committee (date):<input type="checkbox"/> Board action taken to seat:<input type="checkbox"/> Board orientation (date):<input type="checkbox"/> Board finance orientation (date):<input type="checkbox"/> Confidentiality Form received:<input type="checkbox"/> Board Commitment Form received:<input type="checkbox"/> Board Engagement Form received:<input type="checkbox"/> Board 100% Giving received (date):<input type="checkbox"/> Board member exit (date): |
|---|



Board of Directors & Committee Application

Application may be used for applications for committees, boards, or both.

Date of application: 01/12/23

Name: Danny Hagen

I am interested in applying for: Check all that apply:

☐ **Board committee participation:** Community members may volunteer to serve on board committees, which usually meet monthly. These are our "think tanks" to get community expertise on policy issues. See our "Committee Descriptions" for more information.

Name of committee(s) interested in:

☒ **Board of Directors participation:** This is the legal governing board of the agency. See "Board of Directors Position Description" for more information.

Contact Information

Please provide the contact information you would like us to use for board communications:

Phone: (425) 275-1947

Email: hagen.danny@outlook.com

I prefer to receive board packets:

☒ Electronically as a PDF, web link ☐ Mail me a hard copy

Please provide both work and home address, and indicate which is your preferred mailing address by checking one box:

☒ **Required: Home address** (for legislative district information):

3300 Comanche Drive Mount Vernon WA 98273

☐ **Optional: Work address:**

Affiliations

Tell us about your other community involvement:

Occupation/employer (if applicable): Skagit County government

Your title (if applicable):

Assessor

Civic clubs, religious organizations, groups you volunteer with, other board service, or other affiliations:

Vice Chair Chinook Enterprises BOD,
Rotary Club of Burlington, 6 years volunteering with Leadership Skagit
Toastmasters

Board Skills/Experience: Check all that apply

<input type="checkbox"/> Fundraising	<input checked="" type="checkbox"/> Finance	<input type="checkbox"/> Law	<input checked="" type="checkbox"/> Strategic Planning
<input checked="" type="checkbox"/> Board governance experience	<input checked="" type="checkbox"/> Advocacy/Govt. Relations	<input checked="" type="checkbox"/> PR/Outreach	
<input type="checkbox"/> Personal or professional experience with poverty	<input type="checkbox"/> Human Resources/Personnel	<input checked="" type="checkbox"/> Inclusion, Diversity, Equity, Access	

Mission Alignment

Community Action's Promise: Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

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What motivates you to apply to the Community Action Board of Directors, or one of our committees as a community volunteer, at this time? Tell us about your personal and/or professional experience with Community Action, including your commitment to our mission.

This may be as short or long as you'd like it to be: I love the Skagit Valley and the people who reside here. I want all residents to receive the same opportunities I have received growing up here.

Bio: Below or attached, please provide a 200-300 word bio that may be used on our website:

I am the Skagit County Assessor. I specialize in GIS, database management, valuation modeling, and leadership. Data, graphs, charts, and thinking about outliers and why they exist are things that interest me. Equity, fairness, and professionalism are passions of mine. I like to continually look for ways to improve processes, not only in ad valorem valuation, but also improvement in teams, relationships, and collaboration between different government entities. I attended college at California Lutheran University where I played collegiate basketball and competed in the shot put, discus, and hammer throws on the Track & Field team. This has led to me being in my 14th year of competing in the Scottish Highland Games.

I am big into community involvement. I am a graduate of Leadership Skagit 2018 and have been active every year since, as an Advisor, Master Advisor, and Curriculum Committee. I am the past Club President for Sedro Woolley Shine and Rise Toastmasters, and current Vice President of the Board of Directors at Chinook Enterprises where I help them pursue their goals in diversity and inclusion. I volunteered as a basketball coach for La Conner High School for 10 years. I am the current Treasurer of the La Conner Youth Soccer Association.

The best for last: I couldn't do any of this without the love and support of my incredible wife Nicole. She and our 4 kids all under the age of 9 (ages 8, 6, 3, and 1) keep our lives exciting, full, and always an adventure! We love to camp and hike and take in all the natural beauty the PNW, and Skagit County in particular, can provide.

I live a full and blessed life!

December 2022

Division Director Report – Melissa Self

In December 2022 we brought on a 3rd Division Director, Yvonne Rynearson. Yvonne will oversee WIC, Skagit Vets Connect, Skagit Food Distribution Center and Senior & Disabled Volunteer Services/Medicaid Transport, and will report out on those programs going forward.

The agency is also in the midst of a restructure and launched the expansion of Coordinated Care and Foundational Community Supports. Those changes will be reflected in this and future board program reports.

Care Coordination

Kathleen Morton, Care Coordination Admin Manager / Jazmin Flores, Care Coordination Manager

Accomplishments:

- Continued planning, training and implementation of the new Care Coordination model.
- Referrals to Care Coordination have begun to ramp up with current staff that have caseload capacity. At the end of December, we had 35 Foundational Community Support clients enrolled and working with Care Specialists.

Challenges:

- Finding a balance with ramping up of caseloads and hiring/training new staff.
- Current staff adjusting to the transition to the new way of serving clients.

Emerging Issues:

- Our Eviction Prevention Program ended in mid-December. While we hoped that most staff would transition into Care Coordination, many have decided to move on due to the dramatic change in duties required.
-

Resource Center/Coordinated Entry

Dulce Vasquez, Resource Center Manager

Accomplishments

- Began planning recruitment for the annual Point in Time Count. We've been successful in incorporating Outreach providers to participate as well as other service providers.
- We've been successful in training providers on the Coordinated Entry System.

Challenges

- While transitioning into the process of Care Coordination, we are seeing that there is a greater need to support staff on completing Coordinated Entry intakes.
- We're hopeful that we'll be able to onboard additional staff to support Coordinated Entry

Emerging Issues

- With the ending of the winter season, cold weather shelters are expected to close in the near future which could lead to an influx in intake requests.
-

Street Outreach

Steven Simmons – Outreach Manager

Achievements

- The Skagit Recovery Navigator Program (SRNP) launched on Tuesday, December 27th. To date, we have received 14 referrals and have made contact with 11 potential participants who are interested in enrollment. We are meeting with the Operator's Workgroup on 1/9, a committee made of representatives from our referral network, to make final enrollment decisions for everyone we have contacted so far.
- With our staffing challenges, we still saw 121 clients for 159 service interactions. While this is quite low from our peak in October (183/870), it shows how hard our remaining staff has been working with a team of 5; down from a team of 10. December also saw a lot of PTO over the holidays, we are extremely proud of line staff and their dedication.
- We have hired an intern from the Work First program who has been with us since July, we have a practicum student starting in January from SVC, and currently have an open position on the website.

Challenges

- There were 3 deaths in the unhoused community in December. Two directly related to the cold snap we experienced the week before Christmas, and one undetermined. Staff took the news as best they could, we have tried to provide as much space for debriefing and flexibility around scheduling as we can, to allow folks to process these terrible eventualities of our work.

Emerging Issues

- We have yet to get our partners in local government to sign on to the MOU/Multi-Party Release of Information for SRNP, but are forging ahead. It remains to be seen how easily we will be able to access important client information from the Public Defender's Association without the MPROI in place.
- We will be training a lot of staff/interns in the coming weeks as we build back up to full capacity-our hope is that we identify the correct candidates to do this particularly difficult work.

Division Report – January 2023
Sandi Phinney (York), Division Director

Two major changes have taken place in my division. First, Yvonne Rynearson as our new Division Director has taken on oversight of our Senior and Disabled Volunteer Services, including Medicaid Transport services. We are working together to make plans to bolster the program and recruit more volunteers. Second, Marissa Davison, our current Employment Programs Coordinator, has been hired on as our new Education, Employment, and Financial Skills Manager, starting February 1st in that new role. I have been working to integrate employment and education, and having a manager will help provide us the structure to improve program development and effectiveness. The State Board of Community and Technical Colleges has encouraged us to foster relationships with businesses to support workplace literacy programs, and Marissa's ability to build and maintain relationships with local employers will help us with this goal.

Adult Education

Claudia Morell, Instructional Coordinator

1. What accomplishment are you most proud of?

We enrolled 8 students for the evening class!

We have a 66% testing rate in WABERS!

2. What challenge are you currently facing?

I had to bring in a table to Carnegie so that we had space to do CASAS testing. The downstairs teacher has heaped so much art material on the tables there that we can't use them.

Space is a terrible issue for us. Also, now we have 12 kids possible to fit into a tiny room with the one staff member to supervise them. In the new place, the children's space will be even smaller, and it's not closed off like the one we have now. It's more of a hallway than a room.

3. What emerging trends, opportunities, or threats are you watching?

I was not able to find a solution to the unhappy classroom situation at WorkSource. What we thought would happen with our presence there did not happen. Plus, the use of their laptops is problematic, and they no longer have the computer lab functioning.

The Goodwill will allow us to use the open bank of computers (which isn't very quiet, but at least they have real computers with Microsoft Office, a monitor, a keyboard, and a mouse!), but the classroom itself is not a possibility, because for students to sign in to those computers, they need a Goodwill registration ID #, and thus be Goodwill students, not Community Action students.

Employment

Marissa Davison, Employment Programs Coordinator

1. What accomplishment are you most proud of?

There has been a lot of collaboration between employment and housing recently which has helped in receiving and serving to incoming FCS clients.

We have established a new system to track participant activities which have improved compliance with the WorkFirst guidelines

2. What challenge are you currently facing?

Ideally, we would like to add an additional class on for participants to have an opportunity to make up missed hours or complete the rest of their required activities, however, we currently do not have the hours or capacity to add an additional class.

3. What emerging trends, opportunities, or threats are you watching?

The switch to care coordination will potentially bring an influx of employment clients which is a great opportunity to expand our program.

Data

Megan-Breedlove-Speece, Data and Assessment Manager

1. What accomplishment are you most proud of?

Completing yearly data dive.

2. What challenge are you currently facing?

Funders are asking for more detailed information than before. When original funding came through, they didn't apply any kind of reporting requirements, but now that it's time to re-up, they are asking for itemized proof of what their specific funding was spent on. But we don't have itemized information for their funding, because it wasn't split out individually due to the lack of reporting requirements in the original contract. I expect this won't be a one-off problem. I have heard from grant coordinators that their grants are asking for greater detail reporting. So this will be an ongoing challenge to ramp up our data entry and reporting methods.

3. What emerging trends, opportunities, or threats are you watching?

I believe Care Coordination presents a huge opportunity for greater reporting detail and better demographics. I expect, with the success of the program, that we'll be able to better understand the needs of our community and be better equipped to tailor our services to those needs.

East County

Stephanie Semro, East County Manager

1. What accomplishment are you most proud of:

DSHS mobile truck came to the Community Center on January 10th. They saw over 40 people and are scheduled to come back in July. Sometimes it pays to be a squeaky wheel.

2. What challenge are you currently facing?

Finding adequate staffing and then retaining the staff.

3. What emerging trends, opportunities, or threats are you watching?

A rise in mental health and behavior health issues within the community. We have seen an increase in new clients coming to the area with mental health and behavior health issues, which often can be one in the same. Housing continues to be an increasing problem, with rent being unattainable for most, let alone those who are on a fixed income. Opportunities: Talks are starting within the town of Concrete about growth and increasing affordable housing within city limits, this is just in the dream state right now but it is a start.

January 2023 Housing Project Development Updates:

Cascade Landing - Burlington, WA

Final preparations for occupancy have occurred over the past month. The MOU between Community Action and Cascade Landing has undergone legal review with minimal changes to the document (final MOU is attached). The Cascade Landing rental criteria was made available to Community Action staff on January 11. The Cascade Landing rental application was made available on the Cascade Landing website on January 13.

The City of Burlington Fire Marshal and building inspector were onsite on January 17. An issue with the first floor strobe and alerts for the sprinklers was found in need of upgrading and installation of the strobes and horns in all downstairs bathrooms. The Fire Marshal is requiring these upgrades before the certificate of occupancy will be issued.

Occupancy is targeted for February 1.



Kulshan View - Mount Vernon, WA

During the months of December and January we have been focused on wrapping up our feasibility analysis on Kulshan View and preparing for acquisition. A fifth addendum to the Purchase and Sale Agreement was signed on December 15 extending the feasibility contingency period through February 2 with closing on or before February 9. It is expected that this will be our final request.

An application and materials were submitted to the City of Mount Vernon Planning on December 9. The application was accepted, and a pre-application meeting is scheduled for January 24. The pre-application meeting is the final step of our feasibility review. If Kulshan View is proven to be viable by the City with no major issues, the HWG will make the final recommendation to the Board for acquisition.



Housing Work Group

At the January 6 Housing Work Group meeting the committee nominated Jason Easton for HWG Chair, who has accepted the role. The next Housing Work Group meeting will be held on January 20, and the meeting focus will be preparing for the January 24 pre-application meeting for Kulshan View. The Housing Work Group has discussed changing its format moving forward. The general HWG meeting will be held on the 3rd Friday of the month from 9:30-10:30 AM and those interested in the planning aspect of our projects will have the opportunity to meet on the 1st Friday of the month from 9:30-10:30 AM (and additional times as needed).

Housing Work Group will meet again on February 3 and 17.

Project Status Report for Cascade Landing

Report Date: January 9, 2023

Project Description:

Cascade Landing is located on the 2nd floor portion of the Cascade Professional Center, a 26,988 square foot, two-story (with partial 3rd level) building seated on a 1.59-acre lot in Burlington WA. The building was constructed with 20 offices that will be converted to 34 residential units. The 1st level will remain commercial office space, with Community Action occupying suites 106, 107 and 110 for the Vets Connect and Energy Assistance Programs.

Project Start Date: Sep-21

Project End Date:

Status: Post-construction

Work Complete for Previous Month:

- Post-construction inspection of the east end
- Completed legal review of MOU

Work Complete/Scheduled this Month:

- Re-inspection of punch list items found on east end
- Schedule final tours for donors and staff
- Completed legal review of MOU

Work Plan for Next Month:

- Final execution of Master Lease for Cascade Landing
- Transition project from development to operations
- MOU execution Community Action and Cascade Landing
- Occupancy beginning Feb 1
- Data entry for schedule of finishes
- Check in on program development for VAF and REET
- Schedule CA Rental Housing Advisory Team meeting

Project Budget:

CASCADE LANDING CONSTRUCTION BUDGET



TOTAL BUDGET: \$2,373,742
CA CONTRIBUTION: 600,000
BAL TO FINISH: \$60,137

Project Milestones:

Milestone	Target Date	Status	Completed (%)	Explanation
Execute Master Lease	9/21/2021	Complete	100%	
Pre-construction site inspection	10/13/2021	Complete	100%	
Permits	12/1/2022	Complete	100%	Issued 2/11/22
Demo, construction & install	8/1/2022	In-progress	99%	Behind schedule; near complete
Progress inspection 1	1/25/2022	Complete	100%	Approx. 12% complete as of 1/25/22
Progress inspection 2	4/6/2022	Complete	100%	Approx. 30% complete as of 4/6/22
Progress inspection 3	8/22/2022	Complete	100%	Approx. 75% complete as of 8/22/22
Ribbon cutting	9/27/2022	Complete	100%	
Final inspection: CASC	1/4/2023	Complete	100%	Approx. 96% complete as of 1/4/23
Final inspection: Fire	1/17/2023	In-progress		Not signed off due to strobes/alarms on 1
Final inspection: Building	1/17/2023	In-progress		On hold until fire is signed off
Certificate of Occupancy	1/18/2023			Pending
CA Acceptance	1/18/2023			
Final Execute Master Lease	1/20/2023			
Turn over to LLC for manage	1/23/2023			
MOU with CA	1/31/2023			
Occupancy	2/1/2023			

Project Risks/Issues:

Risk / Issue	Mitigation Actions	Assigned To	Due Date
Permit delay	Burlington hired consultant for inspection	n/a	n/a
Loss of (1) unit due to shear wall	Converted studio to 1-bd to make up for loss	n/a	n/a
Product delay: Flooring	Selected new vendor for material and install	n/a	n/a
Contractor delay: Electric	Project manager reaching out to MCE to complete	n/a	n/a
Est. 11-12% over budget	Owner responsibility	n/a	n/a
Fire inspection found issue on 1st floor	Upgrade/install new strobes and horns	n/a	1/25/2023

2022 Fundraising Overview

January 1, 2022 - December 31, 2022

2022 Fundraising Overview

As of December 31, 2022 we have raised **\$671,612** which is **81%** of our board approved goal.

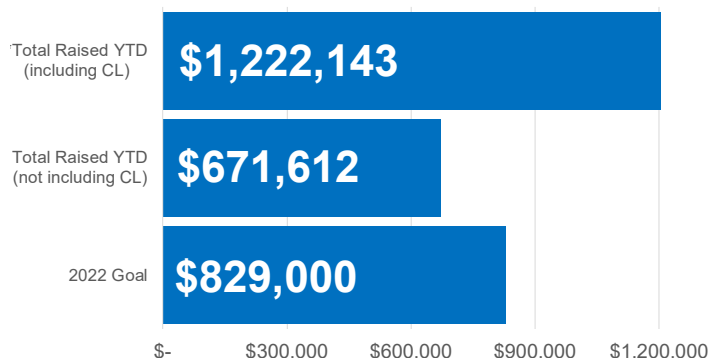
2022 Board Approved Fundraising Goal: \$829,000

Total Raised YTD (not including CL funds): \$671,612

***Total Cascade Landing Funds Raised YTD:** \$550,531

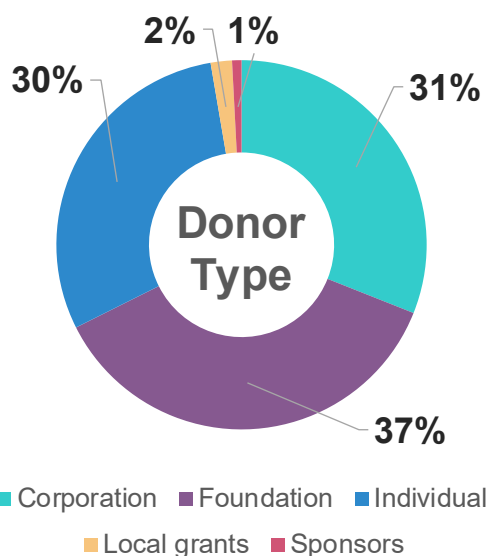
Total Raised YTD : **\$1,222,143**

*247k is Cost Reimbursable (REET)



Breakdown of Funds

\$150,000	Housing Development Director (PeaceHealth) and Housing Success Manager (PeaceHealth)
\$194,505	Greatest Need
\$148,051	SFDC
\$35,000	Agency Vehicle (Boeing)
\$35,000	Donor Development
\$34,325	East County
\$14,150	Housing
\$12,212	Veterans Assistance
\$11,500	Adult Ed./Equipping Families for Success
\$8,212	Mountain of Hope
\$7,500	Job Skills & Training
\$7,237	Critical Needs
\$5,050	Seniors & Disabled Services
\$3,171	Housing Development
\$2,520	WIC
\$2,000	Energy & Utility Assistance
\$930	Shelter
\$200	Street Outreach
\$50	Community Engagement



Grants and Generous Contributions in December

- In December **29** donors gave gifts **greater than \$1,000**, **9** donors gave gifts greater than **\$5,000**.

Thank you to these donors who made generous donations in December.

- LRCA Peterson Family Trust
- Jerry Sells and Linda Larson • Susan Rooks • Jere LaFollette and Wende Sanderson
- Mariner Construction • The City of Anacortes • The Employee Community Fund of Boeing • Puget Sound Energy

\$671,612
Total Raised
2022

858
Number of
Financial Gifts 2022

37
Total New
Donors in November

\$52
Median Gift
Amount

Special thanks to our amazing Donor Development Committee!

Kate Bennett	Gregg Davidson	Richard Brocksmith	Richard Warsinske
Ray Horak	Darlene Mindrum	Maureen Harlan	Jill Rohrs
Kaila Roberts	Christina Soltero		



January 2023 Development Board Report

Cascade Landing Fundraising Progress

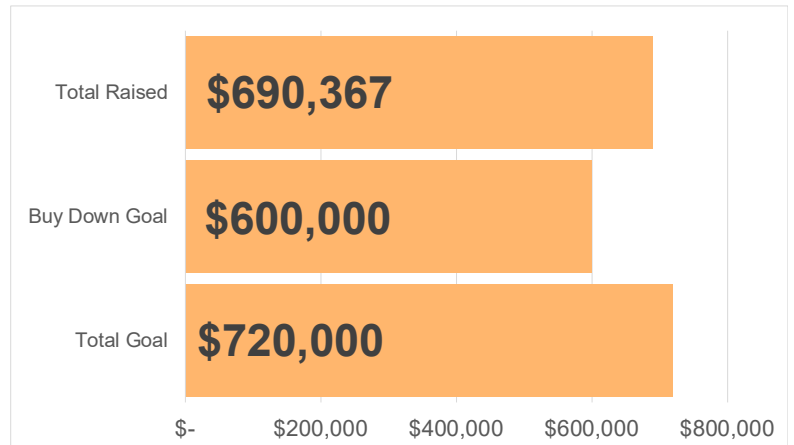
Cascade Landing Fundraising '21-'22

As of December 2022, we have raised **\$690,367** which is **95%** of our total fundraising goal.

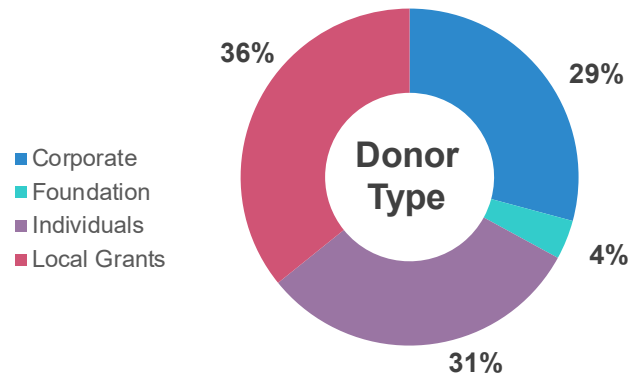
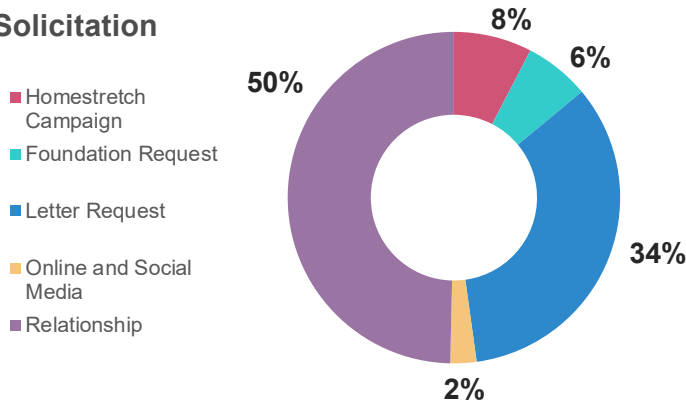
Cascade Landing Goals

Total amount of Buy Down Allowed: \$600,000
Furnishings/Finishings: \$120,000

***Total Funds Raised (REET included): \$690,367**
REET funding is a Cost Reimbursement Grant secured in 2022.



Solicitation



\$690,367
Total Raised

72
Number of
Financial Gifts

69
Donors

\$260
Median Gift
Amount

Highlights

- REET funding is a Cost Reimbursement Grant secured in 2022.
- PACCAR Foundation awarded a grant in support of Cascade Landing
- Working with City of Burlington on Certificate of Occupancy.
- Occupancy expected by Feb 1.
- To get on the "interest pool" list go to www.CascadeLanding.com

Outstanding Cascade Landing Grant Requests

Funder
Norman Archibald Charitable
Sedro-Woolley Soroptimists
Skagit Mount Vernon Rotary Club
Rotary Club of Sedro-Woolley

January 2023

Community Engagement Board Report

Elizabeth Jennings, Director of Community Engagement

Community Engagement Strategies: *Learn, Volunteer, Advocate, Give, Coordinate, Advance Equity*

ADVOCATE: Recommendations from CREAT (the board's Community Relationships, Education and Advocacy Taskforce).

- **Jan. 4, 2023 meeting:** Thomas Boucher (past board member, CREAT chair); board members Christina Soltero, Carolyn Moulton, Richard Brocksmit; staff Bill Henkel, Isabela Ordóñez, Elizabeth Jennings. Guest staff members: Misty Velazquez & Debby Hill.
- **Recommendations to the Board of Directors:** CREAT recommends the board review and understand our 2017 Public Policy Advocacy Procedure (4e). CREAT does not recommend any major changes, but welcomes board feedback for updates.
- **CREAT encourages board members to take these upcoming opportunities for advocacy:** During the Jan-Mar 2023 State Legislative Session, board members will be invited to help us with our 2023 Community Action of Skagit Legislative Priorities (4f). Optional opportunities:
 - **Workshop: TakeAction! Public Policy 101, Weds., Feb. 15, 9-10 a.m.:** Learn the basics of public policy advocacy, how to have a meeting with legislators, and the issues Community Action is supporting this session. Stay tuned for sign up!
 - **Meet with legislators:** Join us to attend 15-minute Zoom meetings with legislators. Delegations will be led by Bill, and include board, staff, volunteers and clients from the legislators' districts. Stay tuned for the sign up!
 - **Speak up:** We will occasionally send action alerts asking you to provide short written testimony, or to send an email to your legislators. We provide examples and background information.
 - Review and endorse Skagit's priorities for state legislative advocacy
- **2023 Legislative Agendas:** See 4f for our agency's 2023 Legislative Agenda, as well as agendas of our coalition partners advocating for **Housing, Food, Basic Needs, & Anti-Poverty legislation and budget allocations**. Note that we do not have bill numbers for all priorities at this time; we will update you when we do.

COORDINATE, ADVANCE EQUITY:

- **Jan. 12, 2023 Latinx Advisory Committee Meeting:** As part of our needs assessment and board listening goals for 2023, board members Silvia Reed, Christina Soltero, and Kati Ortiz invited Morgan Curry, Executive Director of Skagit Gleaners, to present her graduate research on **"Skagit Migrant Farmworkers: Food Insecurity & Economic Sovereignty,"** one-page overview (4g).
 - Internally, staff are working on how to better identify farmworkers as a demographic to track in our database.
 - Additional background on local food systems, and challenges and opportunities for our Skagit Food Distribution Center will be presented at our May 2023 Brunch & Learn.



Purpose: Community Action of Skagit County's mission includes advocating on behalf of low-income community members, which may include tactics to educate the community or to ask elected officials to change policies to reduce barriers or increase opportunities for people experiencing poverty.

Tactics: Tactics to influence public policy may include but are not limited to:

- Community education, including presentations, letters to the editor and other communications.
- Relationship-building and connecting decision-makers with information and resources.
- Legislative education, to inform decision-makers about our clients' experiences and what research and reporting reveals about community needs and opportunities.
- Lobbying, to influence specific legislation.
- Other tactics, as appropriate:

Decision-Making Process: Issues that Community Action advocates for may come to the board or Executive Director in a number of ways. In general, Community Action staff, volunteers, board members, clients and others MAY advocate on behalf of Community Action when:

- The agency provides an official Advocacy Alert approved by the Community Engagement Manager and/or Executive Director.
- Taking action on **STATE or FEDERAL** provided by an approved third-party STATEWIDE or NATIONAL coalition to which Community Action belongs, including but not limited to:
 - Washington State Community Action Partnership
 - National Community Action Foundation
 - Washington Low-Income Housing Alliance
 - Others, as approved by the Executive Director
- Taking action on **LOCAL** (i.e. county or municipal) policy issues must be approved by the Executive Director, and/or Board Chair, and/or Board Executive Committee. Criteria for choosing local issues on which to sending an Advocacy Alert to supporters may include:
 - Timeliness, urgency
 - Distribution of advocacy alerts among geographic jurisdictions
 - Anticipated effectiveness of advocacy tactic to influence decision-makers

Who Advocates:

- All community members, including staff, clients and volunteers, may take action on their personal time as a private citizen. As such they may mention that their advocacy is **INFORMED** by what they have learned or experienced through Community Action, or their personal experience of poverty in Skagit County. However, unless asked to take action in a specific capacity by agency staff, community members are asked to not take action **ON BEHALF** of Community Action, or as our delegate, proxy or surrogate.
- Community Action staff and AmeriCorps VISTA members may NOT take this action on agency time unless previously approved by a supervisor as a non-federally-funded activity.

- AmeriCorps and VISTA members may engage in limited legislative education, but they are PROHIBITED from lobbying by federal law.
- Community Action staff MAY take advocacy action on the clock if approved by a supervisor and when not conflicting with funding sources.
- When in doubt, ask a Manager, Division Director, or the Executive Director for guidance.

Advocacy Alert Procedure:

- Under the supervision of the Community Engagement Manager, the Event & Outreach Coordinator maintains contact lists and email newsletter for advocacy, in addition to our volunteer, coalition and other communications lists.
- Everyone who has attended an agency Advocacy Training 101 or our annual Take Action! Advocacy Trip to Olympia automatically is added to our advocacy alert list. Others may request to be added.
- The Community Engagement Manager may authorize STATE and FEDERAL action alerts from approved coalition partners.
- The Executive Director, Board Chair and/or Executive Committee must approve all LOCAL action alerts.
- Once approved, the Community Engagement Manager formats the alert, and sends it to the Event & Outreach Coordinator for distribution.

Action Alert Template:

- **Subject Line:** Action Alert! Low-income community members need your help!
- **Call to action:** No more than one link, two bullets of instructions.
- **NEW ADDITION: Thanks:** Acknowledgement of what the jurisdiction/body has already done to support our issues.
- **Where are we in the process:** To clarify why we're asking them to take action on the same bill number at different times during the session.
- **Background info:** No more than two bullets with the links background/why. Over 50% of our advocates say they WANT more background info before taking action, but nationally we see that too much info in an email decreases number of actions taken, so we need to LINK OFF to where to find the info.
- **Note:** On who can do what in Community Action's name.

* * *

2023 Legislative Agenda

Contact: Bill Henkel, BillH@CommunityActionSkagit.org

Updated: Jan. 18, 2023



SUMMARY: Community Action supports policies that advance:

- **Housing** people in Skagit County can afford.
 - **Food**, nutrition and food distribution and food bank capacity-building.
 - **Basic needs**, and resources for families facing poverty.
 - **Equity** for BIPOC and rural communities.
-

PRIORITY AGENDA:

Community Services Block Grant (CSBG) State Match:

- Washington State Community Action Partnership is asking for a \$15,450,000 match to federal CSBG funding (Community Services Block Grant), which provides flexible funding for the state's 30 Community Action Agencies to respond to pressing (and quickly changing) community needs, including:
 - ensuring stability for Washington's under-served families, including the over 60% of those living below poverty within the BIPOC community; and
 - equipping low-income rural Washingtonians to access food, housing, and job-readiness skills.
- The funding was included in a 2022 budget proviso, and we ask for continuation in the next biennium.
- Community Action of Skagit County, which serves lower-income residents in the 10th, 39th and 40th Legislative District, and here's how we've used \$250,000 in 2022-2023 CSBG state match proviso funding to achieve these goals:
 - East County Resource Center, a front door to services for rural folks in the 39th District disproportionately hit by poverty; and our Concrete Meal Program, serving 50+ seniors and families daily.
 - Expanding WIC (Women, Infant and Children Services) to Mixtec- and Spanish-speaking farmworker families, ensuring kids get a good start in school and supporting important Skagit agricultural businesses.
 - Building on the nationally-recognized success of the Skagit Latinx Advisory Committee and Latinx COVID Prevention Team, building bridges between people with lived experience and their elected officials and other decision-makers.

Community Projects Application: \$300,000 for affordable housing development in Mount Vernon:

- Rep. Alex Ramel (40th District) invited us to submit a Community Projects application after we get through our January 24 pre-app meeting with the City of Mount Vernon.
 - The funding would cover the 1.5 acre land purchase (\$200k) for the Kulshan View property in Mount Vernon (near LaVenture Middle School), as well as a portion of our pre-development costs (currently estimated at \$575k, including \$375k in wetland mitigation and soil stabilization).
-

SUPPORT AGENDA:

Community Action of Skagit County supports the Legislative Agendas of our coalition partners:

- Washington State Community Action Partnership (WSCAP)
- Washington Low Income Housing Alliance (WLIHA)
- Northwest Harvest and WA Anti-Hunger & Nutrition Coalition
- Statewide Poverty Action Network
- The Energy Project



WASHINGTON STATE COMMUNITY ACTION PARTNERSHIP

Washington's Poverty Fighting Network: 30 Community Action Agencies in all 39 counties equipping low-income individuals and families to exit poverty.

2023 Legislative Agenda

The Washington State Community Action Partnership believes ending generational poverty and inequity are the right things to do. As we begin to emerge from the COVID-19 pandemic and gain the ability to see the changes it created, good and bad, we must urge Washington State Legislators to summon the moral and political will to invest in healthy, just, and sustainable communities. Stabilizing and equipping our neighbors living in poverty are critical steps in helping them to achieve long-term prosperity.

Top Legislative Priorities

- **Continue WA's Community Services Block Grant (CSBG) match funding with a \$15.45M proviso that centers BIPOC and rural communities.**

CSBG is the catalyst funding for Community Action Agencies (CAAs) to deliver economic relief services and to sustain a locally powered and accountable infrastructure for social and economic justice in all 39 counties. CSBG returns up to \$56 to Washington for every dollar invested and ensures people with lived experience have a seat at the table in how these funds serve their community. After helping Washington State deliver hundreds of millions of dollars in pandemic rental, utility, food, and other assistance throughout the Pandemic, the Legislature made Washington the first state to match this modest but critical funding stream one-to-one with a BIPOC and rural equity focus. Please continue this historic and deeply impactful investment in the fight to end poverty in Washington State.

- **Support the Governor's Proposal for \$41M in the Low-Income Home Weatherization Plus Health (Wx+H) Program**

Weatherization improves the efficiency and affordability of homes by reducing energy costs and consumption by an average of 25% for low-income households. Weatherization Plus Health allows the state to leverage the federal Weatherization program, as well as state and utility dollars to provide other health and safety measures like indoor air quality and accessibility improvements, as well as minor home repair. **The Governor's \$41M proposal for Weatherization Plus Health is critical to access the highly restricted federal funds coming from the Infrastructure Investment & Jobs Act and ensure Plus Health benefits are delivered statewide.** Weatherization Plus Health is uniquely positioned to serve Washington's housing, health and energy justice needs, especially with the flexibility to clear home repair waitlists, improve both energy and water efficiency, and promote fuel switching. We must also ensure these investments grow the weatherization workforce through training, contractor support and recruitment, as well as streamlining prevailing wage requirements for these small residential projects.

- **Enact the Governor's \$50M proposal for utility assistance through Community Action**

Community Action served 110,000 Washington families with utility assistance in 2021, absorbing 64% growth in the program over the previous two years. Governor Inslee's proposal is a step in the right direction to ending energy poverty. These funds should be structured to support provider capacity, customer access, and modernize delivery of these programs.

State Policy Priorities

Equip All Washingtonians to Equitably Survive Higher Inflation and Cost of Living

WSCAP believes advancing opportunity and economic justice requires us to consider how we collect taxes and distribute revenue to support the building blocks of healthy communities, including cash assistance and safety net programs. The past two Legislative Sessions have seen historic progress in addressing Washington's uniquely regressive tax code, which costs the poorest residents six times more of their income than the richest families, and disproportionately impacts Washingtonians of Color. We support continued efforts to reduce the tax burden on the working poor and generate new revenue streams that reflect Washington's aspirations of fairness for all.

Provide Basic Needs for Marginalized Communities

- Maintain or increase Energy & Utility assistance for the state's most vulnerable residents.
- Expand eligibility and fully fund the Working Families Tax Credit
- Eliminate Aged, Blind or Disabled recovery garnishments
- Align all cash grants with the standard of need and inflation
- Extend funding for TANF time limits through 2025
- Continue working toward a Guaranteed Basic Income model that ensures a floor for economic security

Increase Housing Stability and Create Community Pathways Out of Poverty

- Invest \$400 million to build new affordable homes
- Address the Housing & Essential Needs benefits cliff
- Enact REET (Real Estate Excise Tax) exemption for nonprofits acquiring property for affordable housing
- Increase funding for the Tenancy Preservation Program to address backlogs
- Support increased investments in homelessness prevention
- Fund operations, maintenance, and services in affordable housing
- Fund homeownership opportunities which will help close BIPOC homeownership gap
- Close barriers to housing for people previously in the criminal legal system
- Support 6 months' notice of significant rent increases, right to quit due to rent increase notice, and a cap on late fees

Help Eliminate Food Insecurity

- Extend funding for food banks and community-based emergency food programs, including capacity building
- Expand the Senior Farmers Market Nutrition Program for more seniors
- Extend Basic Food Education and Training Services to immigrants receiving Food Assistance
- Support OSPI's Universal Free School Meals
- Support Hunger Free Colleges, ensuring all Washington State college and university students have access to food

Provide Households with Increased Access to Healthcare That Meets Their Needs

- Preserve Medicaid Adult Dental Benefits
- Continue work toward equitable Universal Healthcare solutions

Make Sure Families with Children have the Resources for Thriving and Safety

- Provide additional child support dollars directly to children and families rather than using funds to reimburse the state for TANF/SFA grant costs

Build Diverse, Equitable, Inclusive Healthy Communities

- Continued support for implementation of the 10-Year Plan to Reduce Poverty & Inequality in WA State
- Continue to support and amplify BIPOC-led efforts to address bias in policing and build equitable public safety
- Reduce and waive Legal Financial Obligations that are a barrier to reentry and end unfair Property Seizure policies
- Focus on equitable transitions in clean energy and fuel switching programs

Move Toward an Equitable, Cleaner and Greener Environment

- Ensure Justice 40 Communities' access to new Climate Commitment Act funding
- Support agencies working to promote fuel switching within rural communities

Ensure Households Have Expanded Social Networks and Connections

- Continue working to bring broadband internet services to rural areas, ensuring affordability and low-cost through the help of community navigator programs

Mobility investments that promote safety, community connection and access to opportunity

- Implement and double down on "Move Ahead Washington" investments in safer, accessible streets and transit options for non-drivers.

Support Early Learning and Childcare for Families

- Invest in the Fair Start for Kids act framework.
- Improve child care affordability and sustainability and strengthen the Early Childhood Education and Assistance Program (ECEAP).



WASHINGTON LOW INCOME

Housing Alliance

2023 Public Policy Priorities

Lead Agenda

The state should invest \$400 million in affordable housing into the Housing Trust Fund to build and preserve permanently and deeply affordable homes.

- The appropriation should build and preserve permanently affordable homes and invest in homeownership opportunities for Black, Indigenous, and other people of color.
- The legislature should create a permanent fund source for the Housing Trust Fund by enacting a new state level Real Estate Excise Tax on very high value properties and also authorize a new local Real Estate Excise Tax (REET) for affordable housing and operations.
- The State's Operating Budget should include funding for organizational support and capacity building of Black, Indigenous, and other people of color led organizations to address inequitable access to Capital Budget (Housing Trust Fund) dollars.

The state should invest in homelessness prevention, cash assistance, and Housing & Essential Needs rental assistance.

- Address the up to 50% decline in funding for homelessness prevention with General Fund dollars.

The state's document recording fees are experiencing an almost 50% reduction and the state must take action to fill the gap to prevent a loss of critical homelessness services, especially given the increased need across the state.

- Prevent the Housing & Essential Needs "benefits cliff" by extending the SSI pilot statewide and make it permanent. This would prevent loss of rental assistance once disabled tenants qualify for federal SSI or SSDI.
- End the Reagan-era requirement that extremely low-income, disabled people pay back Aged, Blind and Disabled cash assistance.

The state should invest in eviction prevention to prevent homelessness.

- Continue funding for pre-eviction civil legal aid and add \$400,000 to allow the Eviction Defense Screening Line to assist tenants who are not yet eligible for right to counsel. Total request is \$2.408 million (this includes inflation adjustment).
- Increase funding for statewide Right to Counsel to properly operate the program, meet statutory requirements and serve eligible tenants. Total increase needed from baseline is \$1,953,561 in FY 2024 and \$2,502,860 in FY 2025.
- Increase funding for the Tenancy Preservation Program (TPP) and Landlord Mitigation Fund. There is a currently a backlog of requests from landlords and the TPP program is a critical strategy to prevent evictions.

The state should support and stabilize the nonprofit housing and homelessness workforce.

- The state should increase administrative funding for nonprofits providing homelessness services and affordable housing with at least a 6% grant increase.

This would impact nonprofit organizations providing affordable housing and homelessness services

that are funded through the Department of Commerce. A permanent increase will allow for wage and benefit adjustments which are a critical solution to the workforce crisis facing this sector.

The state should prevent unfair, abusive, and extreme rent increases.

- Prevent abusive and extreme rent increases that are used to deny tenants of their rights, including to protections against no-cause evictions.
- Cap yearly rent increases that a landlord can charge a tenant to a fair amount to account for costs and improvements.
- Require landlords to provide 6 months' notice of significant rent increases, provide tenants with the right to quit their fixed-term lease due to the rent increase, and cap late fees. This should apply to both residential tenants and manufactured housing tenants (HB 1904 in 2022).

The state should enforce obligations and protections under the State Landlord Tenant Act.

- Create an accessible and expedited enforcement process for tenants to use when their landlord does not abide by their basic obligations under the residential landlord tenant act (HB 2023 in 2022).
 - This would create an accessible and expedited process for tenants to hold their landlord accountable and to shift state laws from "self-help laws" to rights that can be enforced by a court of law.
 - Right now, tenants have no mechanism to hold their landlords accountable even when tenants are illegally locked out, even when tenants face serious repair issues, even when landlords violate source of income discrimination protections, and even when landlords harass tenants or illegally enter apartments.
 - This would also put tenant protections under the enforcement of the State Attorney General and the "consumer protection act". The CPA provides important protections and penalties when violated.

*All bill numbers will be re-assigned for the new biennium starting on January 9th, 2023.

Contact Michele Thomas at the Washington Low Income Housing Alliance with any questions: Michelet@wliha.org



During the 2023 legislative session our Advocacy Team will be supporting:

Healthy School Meals for All – [HB 1238](#) / [SB 5339](#)

Children need healthy school breakfasts and lunches to focus on learning and get the most out of their education. Paperwork, the cost of meals, and stigma are all barriers for student access and participation in school meals; and for schools, collecting applications and having to categorize meals for proper reimbursement rates are heavy administrative burdens. The solution is to provide healthy school meals at no cost for families because it is an essential service to a well-rounded learning environment. We support proposed legislation to include school nutrition as part of the basic definition of education services, maximize the participation and use of federal funding streams, and supplement with state funding so that schools have the resources needed to distribute meals and students can count on consistent fuel for learning and play.

Hunger Free Campuses

Students at universities and community colleges are increasingly experiencing food insecurity in the face of higher costs of living and constraints on family support due to similar struggles with affording basic necessities. The Hunger Free Campus bill will outline a comprehensive approach to providing students with resources to access nutritious food and meals including: a single campus resource for assistance with identifying and applying for public benefits, a skilled navigator on community college campuses to connect students on SNAP with supportive services, an administrative body that is inclusive of students' lived experience in defining and implementing a hunger outreach program, piloting a program to help subsidize meal plans for lower income students, and support the data collection needed to fully evaluate and understand the effectiveness of these supports on reducing student hunger.

Increase the Purchasing Power of Basic Food

Washington is home to successful and comprehensive programs that help households on Basic Food (SNAP or "food stamps") buy more fruits and vegetables at participating farmers markets and grocery stores. An increase to our state investment in these programs will help grow these programs to meet greater need for food assistance, position Washington for drawing down more federal funding, and will generate more revenue to support jobs and businesses in Washington's food economy.

Support Washington's Food Banks

Nearly 1 in 11 Washington households still struggle to put food on the table. Washington's food banks and meal programs are challenged to meet the continued high demand for food assistance due to high food prices, supply chain disruptions, and a shortage of labor. Increased support to help food banks afford staffing, food purchases, and equipment help keep our doors open for business.

We will also be monitoring and tracking the following support agenda anti-poverty bills:

Guaranteed Basic Income (GBI) – [HB 1045](#)

For many in Washington, having a job isn't enough to make ends meet or survive day-to-day financial realities of living in poverty. Guaranteed Basic Income is a monthly, flexible cash payment for households that meet certain eligibility requirements that can provide a vital economic cushion. The proposed expanded pilot program will offer access to cash payments in nine different regions and incentivize data collection to determine the feasibility of a statewide GBI program.

Working Families Tax Credit – [HB 1075](#) / [SB 5249](#)

Washington made history in 2021 when the legislature passed and funded the Working Families Tax Credit, a first-of-its-kind direct cash policy for the state that will put millions of dollars back into the pockets of families. That is why we are supporting House Bill 1075/Senate Bill 5249 – a bill that would expand the Working Families Tax Credit to low-income, working young people and seniors. From young college students to seniors still in the workforce, people with low incomes are all trying to make ends meet. However, the current age range for childless workers limits the lifesaving WFTC cash to those who are 25-65 years old.

Temporary Assistance for Needy Families (TANF)

Everyone deserves to have what they need to survive and thrive. Our safety net should provide pathways out of poverty. TANF is currently a lifeline for folks, but still falls short in many ways. We're firmly in support of: making TANF hardship time limit extensions for all households permanent and eliminating time limits for child-only cases. These two fixes can empower families to utilize this benefit to its fullest potential.

Health Equity for Immigrant Workers

Immigrants in our state are 11 times more likely to lack health insurance than U.S. citizens. Building on the success of prior years, which created a state-funded Medicaid-equivalent program, as well as an Exchange coverage program with subsidies for lower-income immigrants, the Health Equity for Immigrants Campaign now demands a strong budget allocation to fund and implement these programs. Meeting the basic health care needs of all Washingtonians will make every community healthier and our economy stronger.

Housing

We know that too often renters across the state face unnecessary burdens, including exploitative rent practices. That's why we're supporting HB 1388 which will protect renters by prohibiting predatory rent practices and by leveraging the consumer protection act. In the same vein, Northwest Harvest strongly supports Rep. Ramel's HB 1389, which would prohibit rent hikes during the first 12 months after a tenancy begins or during any 12-month period, in an amount greater than the rate of inflation.

2023 Policy Priorities

Our policy priorities are informed by the conversations and feedback that we hear from people of color and low-income residents across Washington state.

Basic Needs

We all deserve to have what we need to survive and live healthy lives.

Temporary Assistance for Needy Families (TANF)

- Increase equity by permanently allowing time limit exemptions for families experiencing hardship and eliminating time limits for child-only cases.
- Improve TANF for all families by increasing access to the program and helping ensure families can earn and keep more of their grant.
- Equitably educate TANF recipients on all available supports by including funding for trusted Community Based Organizations.

Aged, Blind, and Disabled (ABD)

- Remove the requirement for adults with disabilities to repay the state for cash assistance.

Office of Fraud and Accountability (OFA)

- Shift funding away from invasive and intimidating OFA investigations into increased access to DSHS benefits.

Dental Care Access

We all deserve a healthy smile, no matter our race, where we live, or what insurance we can afford.

Dental Therapy

- Expand dental therapy statewide to improve access to dental care.
- Support \$2M investment in Skagit Valley College's Dental Therapy program.

Capital Investments

- Support \$6M investment in dental capacity for Community Health Centers. Includes additional chairs and renovations to treat more patients.

Building Thriving Communities

We are each the experts in our own lives and know how to meet our needs better than anyone else.

Working Families Tax Credit (WFTC)

- Expand access to the Working Families Tax Credit (WFTC), which is set to roll out in February 2023.

Guaranteed Basic Income (GBI)

- Create and fund a statewide GBI pilot to ensure a baseline of financial stability for people who would benefit most from direct cash assistance.

Washington Futures Fund (WFF)

- Create and fund the Washington Futures Fund, a baby bonds program to create savings for children in low-income families.

Continue the Conversation on Public Safety

- End unfair property seizure by police and invest in community programs.
- Prevent the re-allowance of the use of police chokeholds.



Illustration by Ana Vonhuben

Morgan Curry, MPA
 Skagit Gleaners
Food Sovereignty & Justice for Migrant Farmworkers

The Problem:

Current food and agricultural programs continuously fail to address the root causes of food insecurity for migrant farmworkers

What needs to happen in Skagit County's local food system to create food sovereignty for migrant farmworkers and their families?

The research identified that the main barriers to migrant farmworkers achieving food security in Skagit County are:

- Lack of food access
- Lack of cultural awareness/trust/collaboration for service providers and agencies
- Scarce product availability of culturally relevant foods
- Little to no local agri-food agencies participate in anti-hunger advocacy (e.g., fair wage advocacy and SNAP/WIC reform), which are underpinnings of the current food system dichotomy

The American food system isn't broken, it's intentional

Recommendations:

Food banks and other charitable food assistance agencies divert the majority of their "feed the need" efforts to local agri-food policy reform

- We must shift our operations from "feed the need" to "shorten the line"
- The federal government's resources far outstrip those that the private or non-profit sector can provide, even the smallest change to federal policy, such as SNAP, minimum wages, and earned income tax credits, can have far bigger impacts than any other action

A public wide movement for a community-driven food system

- Skagit County should utilize its unique agricultural landscape in creating effective community-driven food systems through small gardening and cooperative-wide harvesting
- Work to decolonize traditional food systems
- We need a community-driven food model that truly embodies an oppositional framework

Simultaneously increase local production of culturally relevant food while acknowledging migrant farmworkers as holders of agricultural knowledge as farm owners and growers

- The need for Mexican-indigenous culturally relevant food outweighs what is produced in Skagit County, resulting in inflated prices and sold-out shelves
- Home and community gardens could provide spaces for retaining and highlighting agricultural, cultural, and dietary practices and acknowledgement among migrant workers, while simultaneously growing indigenous food markets
- Scaling up existing migrant owned farms is a start

Board Motions

Community Action of Skagit County
January 26, 2023, Board of Directors Meeting

Draft Motions within Consent Agenda

Note: Any Board member may ask that an item within the consent agenda be pulled for separate discussion prior to a vote.

Motion to Approve January Consent Agenda:

1. Approve Minutes from December 15, 2022 Board meeting

Background on Consent Agenda Motion: Please see attached draft minutes from the December 15 Board meeting (Item 2).

2. Approve January 2023 Finance Report (through month of November)

Background on Consent Agenda Motion: The Board Finance Committee reviewed at its January 18 meeting the attached Finance Report (5a), covering through the month of November.

Potential Motion: Approve Consent Agenda (items 1 and 2).

Discussion Agenda Motions

1. Appoint Danny Hagen to our Board of Directors

Background on Discussion Agenda Motion: Board Planning & Engagement is recommending appointing Danny Hagen to our Board of Directors, as a public sector representative. His application is enclosed (item 3d).

Potential Motion: Appoint Danny Hagen to our Board of Directors.

2. Endorse Community Action of Skagit County's 2023 state advocacy priorities

Background on Discussion Agenda Motion: In 2017, the Board reviewed and gave a thumbs up to the agency's advocacy guidelines and procedures (see item 4e), whereby staff could automatically advocate on behalf of the priorities developed by our major statewide partners, such as the WA State Community

Action Partnership (WSCAP), and the WA State Low Income Housing Alliance (both of their 2023 priorities are also enclosed). Because our partners' list of advocacy priorities tend to be long, and because we sometimes have specific local projects (such as Kulshan View), each year staff suggests a short list of advocacy priorities that become the focus of our (brief) legislative meetings during the state legislative sessions. We also are active in advocating on behalf of the broader list of priorities, especially as specific bills are presented. Our own priorities and our other advocacy activities are meant to be informed by the needs of our Skagit community, and any Board-endorsed agency projects and priorities. We are asking this year that the Board review staff's proposed agency priorities (item 4f) for our brief legislative meetings, and consider endorsing them.

Potential Motion: Endorse Community Action of Skagit County's 2023 state legislative priorities

3. Approve the purchase of the Kulshan View property in Mount Vernon as a site of a future housing development

Background on Discussion Agenda Motion: Our Housing Work Group and our Board has been discussing, analyzing and reviewing the potential purchase of the Kulshan View property in Mount Vernon (parcel number P82422), approximately 1.5 acres of land that could support from 40-60 apartment units. See item 4b. The final step of feasibility was completed Tuesday, January 24, during a pre-app meeting with the City of Mount Vernon. Both the Housing Work Group and the Board Finance Committee have extensively analyzed this project, and endorse the purchase. Board Finance is recommending it be paid for in a combination of funds drawn from an agency reserve account set up specifically to support housing development, with the remainder paid for by a portion of our investments held as cash, in a mix determined by the Executive Director, working with the Chief Financial Officer.

Potential Motion: Approve the purchase of the Kulshan View property in Mount Vernon (\$200,000, paid through the agency's reserve account and a portion of investments held as cash).

January Finance Report through November 2022

Balance Sheet November Comparison	Year-end 2021	Through 11/30/22	Change in Value
Asset			
Cash and Cash Equivalents	877,493	4,732	(872,761) [e]
Short-Term Investments	14,918	12,951	(1,967) [e]
Long-Term Investments	1,770,796	1,597,893	(172,903) [e]
Accounts Receivable	1,714,660	1,604,935	(109,725)
Prepays and Deposits	119,985	87,484	(32,501)
Fixed Assets	3,581,330	4,494,461	913,131
Depreciation	(1,516,919)	(1,610,415)	(93,496)
Furniture and Equipment	851,716	1,051,879	200,162
Total Asset	7,413,979	7,243,920	(170,059)
Liabilities			
Accounts Payable	25,045	59,877	34,833
Mortgage	434,872	672,459	237,586
Vacation Liability	117,291	136,437	19,146
Other Payroll Liabilities	266,600	323,132	56,532
Other Liabilities	(137)	(137)	0
Deferred Revenue	318,320	42,477	(275,843)
Total Liabilities	1,161,991	1,234,245	72,254
Net Assets			
Beginning Net Assets			
Prepays and Deposits	(2,500)	(2,500)	0
Other	5,967,578	6,266,892	299,314
Total Beginning Net Assets	5,965,078	6,264,392	299,314
Total Current Net Income (Loss)	286,910	(254,717)	(541,627)
Total Net Assets	6,251,988	6,009,675	(242,313)
Total Liabilities and Net Assets	7,413,979	7,243,920	(170,059)

Days Cash on Hand	0.64 [b]
Days Investment Cash on Hand	57.50 [b]
Days Cash in A/R	57.75 [b]

P&L November	Through 11/30/22	2022 Original Budget	% of Budget
Revenue			
Federal Grants	3,811,175	4,248,669	89.7%
State Grants	354,767	1,828,596	19.4%
Local Grants	3,171,781	2,589,923	122.5%
United Way	15,026	20,000	75.1%
Foundations & Corporations	858,353	479,000	179.2%
Contributions	273,657	279,481	97.9%
In-Kind	4,672,852	6,048,418	77.3%
Program Revenue	399,114	634,264	62.9% [b]
Miscellaneous Revenue		0	0.0%
Sponsorship Income	1,500	25,000	6.0%
Total Revenue	13,558,223	16,153,351	83.9%
Expenses			
Wages and Benefits	4,851,707	5,913,309	82.0%
Program Expenses	3,319,643	3,622,265	91.6%
Supplies/Equipment	120,462	24,286	496.0% [h]
Travel and Training	67,641	35,293	191.7% [i]
Telephone	66,984	38,690	173.1% [g]
Professional Fees	86,476	181,871	47.5%
Licenses, Dues, Subscriptions	95,272	34,762	274.1% [f]
Printing and Postage	24,368	46,868	52.0%
Insurance	32,424	31,754	102.1%
In-Kind	4,672,852	6,048,418	77.3%
Occupancy	129,840	178,269	72.8%
General and Administrative	1,354	0	0.0%
Miscellaneous Expense	(1,705)	0	0.0%
Marketing/Advertising	48,962	35,800	136.8% [j]
Total Expenses	13,516,280	16,191,585	83.5%
Net Income (Loss) Before Depreciation & Unrealized Gains/Losses	41,943	(38,234)	[1]
Depreciation (non-cash expense)	77,184		
Unrealized Gains/Losses	(219,476)	40,000	[2]
Net Income (Loss) Including Depreciation and Unrealized Gains & Losses	(254,717)	1,766	[1][a]
		% should be	91.7%

General Notes:

Coming off 2020 and 2021 net income of \$1.2M, the agency has seen funding shift and decrease in 2022. Currently reflecting Net Income of \$48,962 before depreciation and unrealized losses and Net Losses of (\$254,717) after including depreciation and losses in our investment account.

Net losses in our investments have been significant in 2022, although we are beginning to see them recover. \$64K was gained back in November. This has not just affected Community Action but has been experienced nationally.

We have seen some financial challenges in specific programs in 2022 that have resulted in net losses in those program. Some of these losses are attributed to reductions in grant contract funding that are based on clients served or Fee for Service (FFS). Less clients seeking services in the community because of COVID = lower contract amounts or revenue for FFS programs. We are seeing both services and funding increase as clients are returning to services. Additionally, some programs have been restructured or combined for 2023 and additional funding for these programs has been obtained.

Cashflow has been tight and the Operating Account in November hit a critical level as reflected in the very low balance for Cash accounts on the Balance Sheet. We check the actual bank balances at US bank daily and the balances reflected there did not drop this low. The operating account dropped to about \$250K which is where I really start watching. Since the end of November, bank balances have recovered to a more comfortable level and I expect that will continue to improve. The challenges with cash flow were a result of several things, including:

1) Slow expense reimbursement turnaround. Capacity issues affected our ability to invoice cost reimbursable grants quickly--this is reflected in a high Accounts Receivable balance. Capacity also affected our ability to enter credit card expenses into MIP, allocate prepaid insurance expense and allocate the audit expense in a timely manner in order to invoice to recapture. This resulted in the cash being spent, but unable to invoice to the grants to recoup the cash until November's invoicing.

2) Fee for Service Programs operating at a deficit required using unrestricted funds to support as we adjust to the new "norm" and grew client/volunteer bases back after COVID.

3) Cash paid for our investment into Cascade Landing reduced operating funds in our Cash Account Asset and increasing our Leasehold Improvement Asset. The agency paid out all of the funds raised for Cascade Landing, advanced upfront costs for Cascade Landing of \$247K for REET funding (reimbursable in 2023), \$80-90K for FFE (\$50k received in 2023 to offset) and upfront pre-development costs for Kulshan View.

4) Spending unrestricted foundational/contribution funds received for programs freeing up contract funds to cover other programs with deficits. Normally, this cash is "absorbed" into the agency at year end. This year, we needed to use it within the program to shift funding to programs that were operating at a deficit.

5) Timing. We had been processing everything as soon as we received it and print checks to get them out the door. At the end of November, I did hold off on mailing \$150k work of checks that had been printed in November until December 1st. With capacity, we are able to spread this out a bit more evenly relative to our cashflow.

Update since November

1) In late October, November and December, we were able to utilize two program staff to help support the finance team after hours. Thanks to their support, we were able to begin getting our feet under us and get transactions entered into MIP.

2) In part, by having increased the wage we were offering for our positions, we were able to recruit support for both the Finance and Operations team building desperately needed capacity. We have been able to begin catching up on things that we had been unable to get to which ultimately affected our ability to invoice expenses to grants. Much of this has been caught up in December and I expect it will take through February to really get entirely caught up.

January Finance Notes Through November 2022

New and Exciting:

Finance and Operations are fully staffed up. :) 2022 Audit scheduled for 4/27-4/28 and 5/22-5/26.

Finance Report Narrative:

[1] As of November, we are reflecting YTD net income of \$41,943 before Depreciation Expense and Unrealized Gains & Losses; and a loss of (\$254,717) YTD after Depreciation Expense and Unrealized Gains & Losses. Several things to note:

[a] Net Income reflects \$318,320 of 2021 Deferred Revenue (Balance Sheet) moved into 2022 Income (P&L). This amount represents funds that were received in 2021 but span multiple years and will be spent in 2022. Breakdown: \$50k for Medicaid Transport Van, \$230K from Food Lifeline grant for replacing the SFDC refrigeration unit and refrigerated truck, \$36K for 2021 Giving Tuesday funds received to be spent on critical needs in 2022. This is internal tracking of funds to align with when the funds will be spent to not skew the budget. The contributions will be recognized as income for 2021 on the agency audited financials.

[2] Unrealized gains/losses on our investments were \$64,271 during November after several months of losses. Our total realized investment gains/losses through November is (\$219,476). We have seen a significant decrease in our investments this year.

[b] Days Cash on Hand is .64, Days Investment Cash on Hand is 57.5, and Days Cash in A/R is 57.75. For a combined total of 115.89, lower than October's total of 114.23. Days cash on hand is calculated by taking our "normal" annual operating budget, less in-kind, dividing by 365 days. "Normal" daily operation amount for **2022 is \$27,789**. Items affecting Days Cash on hand:

[c] YTD Program Revenue is significantly lower than budgeted as we have struggled recovering from COVID and reestablishing volunteer engagement that affects our Fee for Service programs. Work continues to improve this outcome.

[d] YTD Foundations & Corporations is high as we have invoiced Peace Health for \$150K to support the Case Manager (CM) and Housing Project Director (HPD) roles for Cascade Landing (CL). The HPD was included in the 2022 budget, the CM was not. The majority of the remainder is the carryover of Food Lifeline funds from 2021.

[3] Through November, we have invested \$550k into the Cascade Landing development, of which approximately \$335K has been raised; the remaining \$215K has come from agency unrestricted funds. The \$247K for REET funding is a cost reimbursable grant that will be realized in 2023. While Cash (Asset) decreased, Leasehold Improvements (Other Fixed Asset) increased. Additionally, we are spending Furniture, Fixture and Equipment (FFE) dollars on needs for Cascade Landing. This includes furniture for common areas, Wi-Fi cabling, phones, mailboxes, security system. As of November, we have spent \$49k, of which \$28k had been raised. At this time, purchases are being expensed to allow for tracking, but will ultimately be moved to the balance sheet as assets.

[e] **Definition** of what cash is counted in which account: **Cash and cash equivalents:** Checking and Sweep (Savings) account **Short-term investments:** NCCU CDs **Long-Term Investments:** Baird Funds and Skagit Community Foundation. All cash, short-term and long-term investments are liquid and are used in calculating Days Cash on Hand.

[f] Licenses, dues and subscriptions is high due to large annual software license costs due at the beginning of the year and expanded security software. I expect this category to remain over budget with the spending of additional \$100K funding received from LIHEAP for technology and continued improvements to provide better technology for the new hybrid workforce and replacing our aging infrastructure, including additional security software.

[g] Telephone is high due to the change in our cell phone policy; acquiring additional phones for non-exempt staff use and \$10/mo. stipend for exempt staff. We have also purchased Surface Pros to assist Care Coordination staff in providing services to our clients in the field.

[h] Supplies/Equipment is high from the down payment for the SFCD refrigeration unit. I expect this category to be over budget with additional \$100K funding received from LIHEAP for technology and the completion of the SFCD refrigeration unit. Additionally, we have utilized a Boeing ECF grant (Agency) and Recovery Navigator Program grant (Outreach) to purchase 3 new Kias for staff to use to work with clients in the field.

[i] Travel and Training is high as programs are returning to normal with increased mileage. Our Outreach programs has grown and acquired vehicles. Usage and expense has increased as they are out in the field daily. We also adjusted our mileage rate to align with the IRS mileage reimbursement rate--from \$.50 per mile to \$.625 per mile. This affects staff as well as some programs with volunteer drivers. As trainings return to more in-person events, additional staff have attended in-person trainings.

[j] Marketing/Advertising. Most of this is in Donor Development and was budgeted to include the website redesign and some search engine optimization (SEO) and Google Ads to get the word out about our programs. SEO and Google ads in an ongoing monthly expense and I expect this category to remain overspent.

BOARD Work Plan 2023

Ctte	GOAL	Strategy and/or Measurable Target	ACTION ITEMS	DUE Date	STATUS	RESPONSIBLE
GOVERNANCE						
Core Theme: High Impact Organization Strategic Priorities: Financial Health & Stability & Data-Driven Decisionmaking & Continuous Improvement						
BP&E	1					
	Develop a common message around Community Action's work including housing development and equity.	Ensure that all members have wording and training and tools to talk comfortably about Community Action's mission and activities.	Schedule an "elevator speech" training into one of the Board meetings - including mission, vision, values, equity statement, and key priorities.	by March - at in person meeting first quarter	Not started	Richard and Liz
	2					
	Operationalize Board Recruitment Matrix	Use the Board recruitment matrix as a regular tool to identify current and future needs in Board representation and skills.	Put in writing onboarding processes and procedures. Conduct survey of Board members. Schedule full BP&E meeting to analyze current Board and recruitment needs.	February Februray March	In process Planning	Liz, review by BP&E Sandi & Isabela BP&E
	3					
Finance	Board Work Plan reflects committee needs and priorities.		Identify cttes responsibility for each action item and report out schedule.	December 2022	Done	BP&E
	4					
		Ensure Care Coordination is producing revenue	Identify a way to track new "divisions" in our new structure and get feedback from the finance committee (tracking it from a governance level)	March	In process	Tari & Finance Ctte
	Operate within a balanced budget	Find opportunities for partnerships and funding re: housing development	Add new members to Finance Committee	Ongoing	In process	Finance Ctte
	5					
HWG	Infrastructure and capacity align with agency growth	Build capacity and revenue to ensure ongoing development can be supported by Admin	Finance Committee supports agency capacity to handle finances in a time of change and growth	Ongoing	In process	Finance Ctte
	6					
	Establish a system to evaluate completed projects	Identify a system and tools to evaluate past development projects, then use to evaluate new ones.	Look at specific Cascade Landing lessons and accomplishments	July	Not started	HWG
	7					
	Streamline the structure for Housing Work Group		Solicit an active committee member to step into a Chair role within the committee.	June	Done	HWG
HWG	8					
	Strengthen housing development partnerships with other organizations.	Partner with for-profit, non-profit entities, donors and social investors to create more affordable housing in Skagit County		Ongoing	In process	HWG
HWG	9					
	Keep racial equity at the forefront in discussions and decisionmaking	Look at the Kulshan View project through the Equity Lens		June	In process	HWG

EQUITY

Core Theme: Stronger Community
Strategic Priorities: Accessible, Equitable, & Inclusive Services

Core Theme: High Impact Organization
Strategic Priorities: A Supportive & Inclusive Workplace Culture

	1					
Personnel	Actively work on DEI efforts		Review the possibility of bringing in outside expertise to guide DEI steps.	March	In process	Mindy
			Identify how DEI information gets disseminated to the Board	May	Not started	Full Board
			Identify with the Personnel Committe and other leadership ways to honor lived experience, language capability, and other diverse, non-traditional skills	October	Not started	Compensation Committee
	2					
BP&E	Operationalize the Equity Decision-Making Tool		The tool is integrated into regular decisionmaking by keeping the questions in front of members, on every agenda.	January	In process	Board Chair
			Identify one person who asks the questions every meeting.	January	Not started	BP&E
			Use it with at least one new major project as a pilot, esp. Kulshan View.	May	Not started	HWG
	3					
		Listen to the needs of the community and communicate action		Review the possibility of bringing in outside expertise to guide DEI steps.	March	In process
	Identify when/how much it makes sense for Board to participate in listening sessions, both CA's and other opportunities for engagement and listening in the community		Ongoing	Planning	BP&E	
	Identify how DEI information gets disseminated to the Board and how the Board decides what is actionable. Specifically test a process for integration of this communication in one project.		June	Not started	BP&E	
	Revisit and establish the possibility of including equity related discussion and learning to lengthened in-person Board meetings		by January	In process	BP&E	
	Identify Board's role in the Community Needs Assessment.		by March	Planning	Liz, Sandi, BP&E	
LAC			Networking, Information & Referral: 4 meetings	December	Not started	Liz, LAC
			Public policy listening sessions: 4 meetings + reports	December	Not started	Liz, LAC
			Leadership development: Transition leadership of LAC to a Board member	December	Not started	Liz, LAC

ADVOCACY

Core Theme: Stronger Community
Strategic Priorities: A Catalyst for Change

1						
CREAT	Build long-term relationships with elected officials and other decision makers		Constituent/board meetings with all nine legislators during session	March	Not started	Liz
			Possible Community Project request for Kulshan View via 40th district	March	Not started	CREAT/Board
			Monthly conversations with other decision-makers	December	Planning	Liz
			Increase Board understand of emergency food system	December	Planning	CREAT/Board
	Act on advocacy goals identified by CREAT and WSCAP		Clarify relationship between CREAT and the Board and identify Board representation	December	Not started	CREAT/Board
			All Board members engage in advocacy by sending a letter, attending an advocacy meeting on priority issues, such as food access, housing, or increased state investment for CSBG	December	Not started	CREAT/Board
			Review agency advocacy policy and Board's role and expectation in advocacy		In process	Full Board, CREAT

PHILANTHROPY

Core Theme: Stronger Community
Strategic Priorities: Active and Engaged Community

Core Theme: High Impact Organization
Strategic Priorities: Financial Health and Stability

1					
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Donor Development	\$1.2 Million Stretch Goal (includes operations and capital, and other projects)	Spirit of Hope=\$150,000 Grants=\$450,000 Campaigns/Ind/Fam=\$600,000	Spirit of Hope: enhanced, focused on the impact and creating a marquis event; Enhanced sponsor opportunities; Enhanced grant Request; increased opportunities to give (more asks); Increase average gift per individual / org	December 31, 2023	In process	Staff, Commitee, Board
	2					
	150 New Donors in 2023	100 strategic grant requests	Continued search for new aligned grantmakers	December 31, 2023	In process	Staff
		75 New donors at Spirit of Hope	Inviations and stewardship of new donors at marquis Spirit of Hope event	December 31, 2023	In process	Committee and Board
		125 Community outreach activities	Enhanced outreach in new service areas	December 31, 2023	In process	Staff, Commitee, Board
	3					
	55% Donor Retention Goal	Monthly (12) emails, Social Media and better stewardship of current donors	Enhanced communication and education of donors	December 31, 2023	In process	Staff
		Inform => Ask => Thank => Repeat strategy			In process	Philip, DD Ctte
HWG	4					
	Increase funding opportunities for housing projects.		Find funding sources for pre-development, construction, operations and maintenance activities for new housing development projects.	Ongoing	Not started	Staff, HWG, DD Ctte

Community Action DASHBOARD

January
2023

Financials as of November 2022

Assets	\$ 7,243,920
Liabilities	\$ 1,234,245
Fund Balance	\$ 6,009,675

Net Income/Loss

Month	\$ (65,267)
YTD	\$ (254,717)

State Leg priorities & Kulshan View

HOT TOPICS

New enterprises and Revenue. Cascade Landing to begin occupancy February 1! Major new revenue to start the year include \$135,000 state Family Resource Center grant; \$99,000 PSE Solar Grant (Mount Vernon resource center); a North Sound Accountable Communities of Health contract in process to support Care Coordination staffing and extend to non-Medicaid eligible population; \$50,000 from Paccar to support Cascade Landing.

Recent Progress on Strategic Plan

The agency's 2023 Work Plan highlights 6 key agency-wide goals for the year. Work Plan progress updates will often include updates on these key goals: Fully Implement Care Coordination: We will sign a contract with the North Sound ACH to support our Care Coordination work and staff training, which has already begun. Additionally, we received a Family Resource Center grant, which will cover the cost of 2.5 Care Specialists in Anacortes and East County. Expand Affordable Housing Options: See description to the right on Kulshan View developments. Develop a DEI Strategy: A conversation with a possible DEI consultant/trainer has happened; next step to discuss with Core. Expand Street Outreach: On Dec. 27th, the Recovery Navigator Program officially began, and word is spreading fast through the community about how to make referrals. Stabilize the Agency & Develop Supervisory Training: HR, the All-Staff Planning Team, and a member of the Sunshine committee have a meeting scheduled to plan the implementation of trainings throughout the year.

Service Highlight

After a year of encouragement from Stephanie Semro, EC Manager, DSHS brought a mobile van up to Concrete on January 10th to provide services. Pre-COVID, they came to the ECRC monthly, and we are encouraging them to make regular trips to East County again because DSHS access is a major barrier for upriver residents.

How can I help this month? Please consider sponsoring and helping to fill a table with supporters for our March 30 Spirit of Hope annual fundraising event (tables of 10 for \$500).

Trends in Needs and Services

As you'll see in the attached legislative advocacy materials (see Item 4f), Community Action supports policies that advance Housing people in Skagit County can afford; Food, nutrition and food distribution and food bank capacity building; Basic needs, and resources for families facing poverty; and Equity for BIPOC and rural communities.

Borrowing from our partners' legislative priorities, staff are suggesting two priorities for Skagit:

- Community Services Block Grant State Match (with its focus on supporting rural and BIPOC communities)
- Kulshan View \$300,000 Community Projects request

Community Conversations and Partnerships

- Rep Alex Ramel (D-40) has agreed to sponsor our \$300,000 Community Projects request for Kulshan View property (Bill will be advocating in person in Olympia this week)
- Bill & Sandi presented to the Anacortes City Council, who ratified the contract for a Community Action FTE in Anacortes.
- LAC conversation on migrant farmworkers food insecurity and economic sovereignty
- Homeless Point in Time Count (today, January 26)
- Sandi has been attending the Skagit County's North Star Advisory Committee meetings since October, a joint effort between the county and the four major cities to better align services to address behavioral health and homelessness.

Project Status Report for Kulshan View

Report Date: January 9, 2023

Project Description:

Community Action proposes to develop a multi-family housing complex utilizing the maximum density, with a unit mix that includes large unit floor plans (2- and 3-bedroom units), with the maximum number of units allowable. The planned development is for the construction of a three-story apartment building on the western portion of the site and associated parking on the eastern side of the parcel.

Project Start Date: May-22

Project End Date: TBD

Status: Feasibility

Work Complete for Previous Month:

- Dec 2 Board Work Plan Session for Kulshan View
- Dec 6 meeting to compile pre-app docs
- Dec 9 submitted application to MV for pre-app
- Dec 15 final feasibility extension request to seller

Work Complete/Scheduled this Month:

- Pre-app meeting scheduled Jan 24
- HWG recommendation to Finance Committee Jan 18
- Conclude feasibility analysis by Jan 25
- HWG recommendation to Board Jan 26

Work Plan for Next Month:

- Acquisition of P82422 - Pending the outcome of the Jan 24 pre-app meeting CA will plan to acquire the property by Feb 9.

Project Milestones:

Milestone	Target Date	Status	Completed (%)	Explanation
Purchase and Sale Agreement	5/23/2022	Complete	100%	Feasibility 6/30/22; Closing 9/30/22
Commitment for Title Insurance	5/27/2022	Complete	100%	First American Title
1st Addendum to PSA	6/1/2022	Complete	100%	Feasibility 7/29/22; Closing 10/28/22
ATSI Critical Area Report	6/15/2022	Complete	100%	Report received 7/28/22
2nd Addendum to PSA	7/27/2022	Complete	100%	Feasibility 9/30/22; Closing 11/30/22
RFP Phase 1 Architect	8/26/2022	Complete	100%	M2 Architects under contract 9/23/22
Soil Test Mapping	9/13/2022	Complete	100%	Used for geotechnical investigation
M2 Architects for Phase 1	11/30/2022	Complete	100%	Site plan complete 12/5/22
Geotechnical Investigation	10/3/2022	Complete	100%	Report received 12/1/22
3rd Addendum to PSA	9/28/2022	Complete	100%	Feasibility 12/9/22; Closing 1/6/23
4th Addendum to PSA	12/2/2022	Complete	100%	Feasibility 1/2/23; Closing 1/27/23
5th Addendum to PSA	12/15/2022	In-progress		Feasibility 2/2/23; Closing 2/9/23
Application for Pre-app meeting	12/20/2022	In-progress		Application 12/9/22; Meeting 1/24/23
Pre-application Meeting	1/24/2023	Not started		Scheduled for 1/24/23
Acquisition	2/9/2023	Not started		Pending; Feasibility ends 2/2/23

Project Risks/Issues:

Risk / Issue	Mitigation Actions	Assigned To	Due Date
ATSI identified 90% wetlands	Site reassessed by Soundview Consultants	Soundview	
Soil stabilization and haul off	Soil was tested by MTC on 10/20/22	MTC	
Onsite community garden	Coordination with garden oversight group		

MEMORANDUM OF UNDERSTANDING

BETWEEN

COMMUNITY ACTION OF SKAGIT COUNTY

AND

CASCADE LANDING LLC

I. INTRODUCTION

THIS MEMORANDUM OF UNDERSTANDING (“MOU” or “Agreement”) effectively dated _____, 2023 is entered into between **Community Action of Skagit County**, a Washington nonprofit corporation (hereinafter referred to as “Community Action”) and **Cascade Landing LLC**, a Washington limited liability company (hereinafter referred to as the “Cascade Landing”).

WHEREAS, the purpose of this Memorandum of Understanding is to encourage cooperation between Community Action and Cascade Landing; to identify the respective roles and responsibilities of each entity; to serve as a management and guidance tool for staff of both entities, and to satisfy grant requirements; and

WHEREAS, the parties to this Memorandum of Understanding recognize that Eligible Tenants who work with Community Action may be facing significant barriers to housing, many are low income and have unique situations in terms of their assets, motivation, goals, backgrounds, and needs. As such, the parties acknowledge the following:

- All tenants are members of the community with all the rights, privileges, and opportunities afforded the greater community.
- All tenants have a right to privacy, and the right to determine for themselves matters affecting their lives.
- All tenants need to have input in determining if and what level of services will support successful residency; and

WHEREAS, Cascade Landing operates 34 units of residential housing known as Cascade Landing Apartment Homes located at 160 Cascade Place, Burlington, Washington; and

WHEREAS, Community Action has obtained funding sources, including from Skagit County, to provide service-enriched housing support to households residing at Cascade Landing; and

WHEREAS, funding sources obtained by Community Action for Cascade Landing require that annual project rents are affordable to low-income households at certain percentages of Area Median Income for Skagit County for a period of 12 years; and

WHEREAS, eligible tenants may voluntarily access services made available by Community Action and other community service providers that may be available for the benefit of the tenant; and

WHEREAS, Community Action and Cascade Landing agree to provide services to each other as specified in this MOU and any attachment(s) which are incorporated by reference in the Agreement and made a part hereof.

THEREFORE, Community Action and Cascade Landing agree it is in the best interest of all concerned to enter into this Memorandum of Understanding.

DEFINITIONS

A. Agency

Anytime the term “Agency” is used in this Memorandum of Understanding, the term shall refer to Community Action of Skagit County or simply “Community Action”. May also be abbreviated as “CASC”.

B. County “REET” Units

For the purpose of this Memorandum of Understanding, “County Unit(s)” or “REET Unit(s)” refers to five (5) Cascade Landing rental units funded by Skagit County Real Estate Excise Tax that will be restricted to households with incomes at or below 50% of Area Median Income (AMI) as required by the REET Funding Agreement between Skagit County and Community Action.

The five County Units will be considered “floating” units, meaning these units can change or “float” among all units in the project in order to maintain the income mix of the Project (Cascade Landing).

C. Eligible Tenant

Eligible Tenants are households that meet the application and screening requirements in accordance with the Cascade Landing screening criteria and eligibility for occupancy.

C(1). REET Income Eligibility. In order to be placed in REET Units, Eligible Tenants must meet certain income eligibility requirements as set by the REET Funding Agreement between Skagit County and Community Action.

D. Grant Assisted Units

Grant assisted units refers to the units at Cascade Landing that will house Tenants that meet the eligibility for Real Estate Excise Tax (REET) funding, Veteran’s Assistance Funding (VAF), or any other grant funding obtained by Community Action that establishes parameters for maintaining affordability for the project or units for the duration of this agreement.

E. Preference-qualified Applicant

For applicants who are Eligible Tenants, Cascade Landing will give application preference to those who meet the criteria as described below. An applicant may only

qualify for one preference. Cascade Landing will fill vacancies according to their current published tenant selection criteria, where the method of the selection of residents is clearly defined.

Agency Preference – An application preference will be given to those who are actively engaged in one or more Community Action programs and/or receives some level of support from Community Action. Households who receive support or are actively engaged in services with agency partners of Community Action may be eligible to receive an Agency Preference.

Veterans Preference – An Application preference will be given to any Head of Household or spouse who is a Veteran of the Armed Forces.

For purposes of this Agreement, the term “preference” refers to selection among Eligible Tenants of those tenants who satisfy funding, grant and programmatic requirements to the fullest extent possible.

F. Resident Services Coordinator (RSC)

A Community Action Program that provides support to residents living at Cascade Landing who may want additional supportive services. Residents who choose to access RSC support will work with the RSC to develop an individualized plan for services to help them live successfully at Cascade Landing.

G. Service-Enriched Housing

For the purpose of this Memorandum of Understanding, “service-enriched housing” means services provided to eligible tenants to increase the tenant’s ability to successfully live independently. Services must address the unique needs of each tenant served, and must be voluntary. Examples of services may include, but are not limited to: case management, service and benefits coordination, and other wrap-around services.

H. VAF Assisted and/or VETS Units

Approximately ten (10) Units with Eligible Tenant households that meet the criteria for a Veterans Preference and/or receives Veterans Assistance Funding according to the Funding Agreement between the Veteran’s Advisory Committee and Community Action.

II. ELIGIBILITY DETERMINATION

Vacancies at Cascade Landing will be filled according to the criteria established by Cascade Landing. Although Cascade Landing and Community Action will be working together, coordinating services, and sharing sensitive information from time to time, Tenant Eligibility and Selection will be carried out solely by Cascade Landing.

A. Tenant Eligibility – Any Eligible Tenant who will occupy a REET Unit or receives any grant assistance or subsidy must provide a Letter of Award or another form of documentation verifying the level of assistance received to be placed in the Tenant File. Tenants will be responsible for any unpaid portion of rent not covered by program funds.

- B. Tenant Selection – Cascade Landing will coordinate with Community Action in filling vacancies with Eligible Tenants according to grant funding requirements and/or other adopted selection criteria. Copies of the current rental agreement form and/or current policy outlining tenant screening and selection criteria should be kept alongside this Agreement in order to provide easy access and reference.

Subsidy or Program Eligibility - Community Action as a recipient of grant funds will be responsible for determining eligibility for the respective housing subsidy or program support an Eligible Tenant may receive.

While maintaining their independent legal status, both Cascade Landing and Community Action as partners, will cooperate with each other and respect the decisions made by each other when it comes to determining eligibility for tenancy or subsidy.

III. CASCADE LANDING (MANAGEMENT) RESPONSIBILITIES

Cascade Landing has overall responsibility for providing, maintaining and operating the rental units. Specific tasks related to overseeing the grant assisted units include, but are not limited to:

- A. Negotiate reasonable accommodations to facilitate the admittance and retention of tenants.
- B. Publish on the Cascade Landing website available to residents and the public a current schedule of Cascade Landing rents.
- C. Affirmatively market vacant units, maintain a waitlist, and notify individuals on the wait list when a unit becomes available. Maintaining an available record of these efforts.
- D. Execute all pertinent documents to create a valid tenancy with the Tenant.
- E. Notify Community Action regarding anticipated and actual vacancies in grant assisted units, such as prior to commencement of pre-leasing or upon receipt of intent to vacate a grant assisted units.
- F. Work with Community Action to ensure available units are filled in accordance with the tenant selection policy to ensure the five REET Unit requirement and all other requirements of the REET Funding Agreement between Skagit County and Community Action, and any other funding agreements, are met.
- G. Communicate with Community Action regarding questions about verification of subsidy and/or program engagement for grant assisted unit, or issues that may arise with Tenants.

IV. COMMUNITY ACTION (AGENCY) RESPONSIBILITIES

Community Action has the primary responsibility to help identify the need for service supports, and implement the means to access them. Duties include, but are not limited to:

- A. Program Eligibility and Income Certification – Ensure that low-income households placed in REET Units pay no more than 30% of their monthly income towards rent and are supported through Community Action programs so that the Tenants can reasonably maintain their rent. Community Action aspires to have tenants in all units pay not more than 30% of their monthly income towards rent so that the tenants can reasonably maintain their rent.
- B. Annual Reporting – As the recipient of grant funds, the Agency must submit annual reporting documentation including, but not limited to, occupancy, income-eligibility, and Tenant rent affordability documentation for the five floating County REET Units; annual project rent schedule, current tenant selection policies and procedures, and the current tenant application policies and procedures. Community Action will collaborate with Cascade Landing to ensure this compliance is achieved.
- C. Residence Services Coordinator (RSC) – Coordinates services for residents living at Cascade Landing to help residents live successfully. Works directly, or in collaboration with, Cascade Landing property management, Community Action programs, and other community service agencies.
- D. Resident Education and Resources – The RSC will collaborate with Cascade Landing property management to identify issues that arise with residents in an attempt to avoid situations that could lead to evictions by providing success-driven education and programming available to all residents at Cascade Landing.

V. COMMUNICATION PLAN

- A. Designated Contacts - Cascade Landing, and Community Action will each designate a primary and secondary individual to receive official communication regarding this project and the roles and responsibilities outlined in this MOU.
- B. Contact Information – including business phone numbers, fax numbers, email addresses and business addresses will be exchanged between all parties. Any change in status of the primary or secondary individual, or any change of the contact information, will be updated and exchanged between all parties.
- C. Confidentiality – any information or documentation shared by either party when concerning a shared Tenant or client will commence only when a current signed Release of Information is on file with both entities.
- D. Effectiveness – Participant success and eviction prevention is one of the objectives of the communication plan and all parties should collaboratively identify and work together to find resolutions when possible to avoid eviction when concerns or issues arise that could result in the loss of housing for the tenant.

- E. Reporting – with the many moving parts involving property management and grant compliance and oversight, Community Action and Cascade Landing will implement a communication plan that effectively tracks information related to fair and impartial property management, effectiveness of Resident Services Coordinator support to residents, and grants management and compliance.

VI. AFFORDABILITY

- A. The Rental units will be available to eligible tenants at 80% AMI affordability for a period of years in accordance with the requirements of the REET Funding Agreement which is incorporated into this Agreement and attached hereto.

VII. CAPACITY

- A. Cascade Landing and Community Action have capacity to provide the services identified in this Memorandum of Understanding. Community Action is committed to providing appropriate, exceptional supportive services to eligible tenants and is committed to providing these services, in most instances, over a long-term basis; and
- B. It is understood that the roles and responsibilities as committed by Community Action, and as defined in this Memorandum of Understanding, are contingent upon continued funding. While it is impossible to guarantee continued funding (or secure guarantees from funding sources), it is expected that the operating budget of Community Action will remain stable over the long-term.

VIII. TERM

This Agreement will be in effect from January __, 20__ through December 31, 20__. This Agreement will be automatically renewed with the same terms and conditions annually thereafter except where any party provides written notice of non-renewal sixty (60) days before the annual termination date. Otherwise, this Agreement may be terminated in accordance with Section X: Termination.

IX. TERMINATION

Cascade Landing and Community Action may terminate their participation with this Agreement for any reason by giving sixty (60) days written notice prior to the termination of services.

X. CONFIDENTIALITY

Cascade Landing and Community Action acknowledge that by virtue of entering into this Agreement they may, at times, have access to confidential information regarding each other's operations as it relates to the project. Both agree that they will not disclose confidential information and/or material without the consent of the other party, unless such disclosure is authorized by this Agreement or required under law. In addition, the

eligible tenant's confidential information will be handled with the utmost discretion and judgment.

XI. NONDISCRIMINATION

There will be no discrimination of any eligible tenant on account of race, color, creed, religion, sex, marital status, sexual orientation, age, handicap, ancestry, or national origin in the availability and delivery of services.

XII. SEVERABILITY

In the event any provision of this Agreement is found to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability will not affect the validity, legality, and enforceability of the remainder of the Agreement.

XIII. AMENDMENTS

No modification or amendment to this Memorandum of Understanding may be made except by written agreement signed by both Cascade Landing and Community Action.

XIV. CERTIFICATION OF AUTHORITY TO SIGN AGREEMENT

The persons signing this Agreement on behalf of Community Action and Cascade Landing hereto certify by said signatures that they are duly authorized to sign this Agreement.

For Community Action

Signed: _____ Date: _____
Bill Henkel
Executive Director, Community Action of Skagit County

Signed: _____ Date: _____
Board of Directors, Community Action of Skagit County

For Cascade Landing

Signed: _____ Date: _____
Bill Henkel, Executive Director Community Action of Skagit County
Cascade Landing, LLC

Attachment 1: Participating Organizations Contact Information

A. Community Action

Name and Title: Bill Henkel, Executive Director
Address: 330 Pacific Place, Mount Vernon WA 98273
Contact: BillH@CommunityActionSkagit.org
360-416-7585 (office)
360-416-7599 (fax)

B. Cascade Landing

Name and Title: Bill Henkel, Executive Director
Address: 330 Pacific Place, Mount Vernon WA 98273
Contact: BillH@CommunityActionSkagit.org
360-416-7585 (office)
360-416-7599 (fax)

Name and Title: Michelle Johnson, Property Manager
Address: 160 Cascade Place, Unit 225, Burlington WA 98233
Contact: info@cascadelanding.com
360-708-4419 (phone)

Attachment 2: Referencing Documents

A. Community Action

1. Community Action website can be found at <http://communityactionskagit.org>
2. Skagit County REET Funding Agreement
 - WSHFC published income and rent limits by county can be found at <https://www.wshfc.org/managers/map.aspx>
 - CASC housing program income-eligibility and program requirements; rent affordability documentation for 5 floating units
 - CASC administrative, financial, reporting and record keeping (annual report to Skagit County is required by REET)
3. VAF Funding Agreement
 - Veterans program income-eligibility and program requirements; rent affordability documentation for 10 VETS units
4. Peace Health Funding Agreement
 - RSC Job Description
 - Resident Services Coordinator services overview, eligibility, and program requirements (oversee CASC/CL Interest List once removed from CL website)
5. Community Action Forms (i.e. Award Letters and ROI forms)

B. Cascade Landing

1. Cascade Landing property management website can be found at <http://www.cascadelanding.com>
 - Cascade Landing current rent schedule and occupancy standards
 - Cascade Landing tenant application and eligibility criteria
 - Tenant selection policies and procedures (including preference policy)
 - Cascade Landing tenant lease agreement and addendums
 - Property management policies and procedures

C. Communication Plan

NOTE: to be completed; additional information is required.