

Agenda

Community Action Board of Directors

Thursday, June 22, 2023, 5-6:30 pm

Zoom Link: <https://us06web.zoom.us/j/89792326464?pwd=bzdsZ1FhMVZpb2swTmxxYUlubzdSQT09>

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
3	Correspondence	Information
4	Division Reports	Information
5	Motions	Approve

Discussion Agenda

Item	Action	Description	Responsible	Time
6	Finance Report	Motion	Davidson; Caswell	5:10
7	State of the agency	Briefing Update	Henkel	5:40
	Housing Work Group	Motion	Brocksmith; Metcalf	5:55
	Board Exec; Board Planning & Engagement	Update	Brocksmith; Bennett; Phinney	6:15
	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?

BOARD OF DIRECTORS

June 2023

CLIENT SECTOR MEMBERS		Term Ends
LAC CREAT	KATI ORTIZ Skagit Valley College (360) 421-4400 kati.ortiz@skagit.edu	Dec 2024
CREAT Donor Develop LAC	CHRISTINA SOLTERO Burlington-Edison School District (360) 421-0704 csoltero@be.wednet.edu	Dec 2025
CREAT Housing Develop	JAMIE THORNBERRY American Legion Post 91 (360) 503-9485 thornjb242@gmail.com	Dec 2027
	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
CREAT	DANNY HAGEN Skagit County Assessor (425) 275-1947 hagen.danny@outlook.com	Dec 2026
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
VICE PRESIDENT 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



You are Invited to a Special Tour the Skagit Food Distribution Center (SFDC)

Date & Time: June 21st at 4pm

Location: 220 Michael Road, Sedro-Woolley, WA 98284

RSVP: Please email donations@communityactionskagit.org if you are able to attend.

About: *Join Development Director and Committee members as we learn more about the SFDC and how this incredible community resource is a key component of the emergency food network in Skagit County.*



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 York, sandiy@communityactionskagit.org
 - **Donor Development Committee:** Philip Prud'homme, philipp@communityactionskagit.org
 - **Housing Work Group:** Michele Metcalf, michelem@communityactionskagit.org
 - **Latinx Advisory Committee:** Isabela Ordonez, isabelao@communityactionskagit.org
 - **Skagit Housing Consortium:** Matt Johnson Money: matthew@skagit.org
-

Friday June 16, 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

Tuesday June 20, 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

Tuesday June 20, 3:30-5:30 pm, Donor Development Committee

- **Zoom:** <https://us06web.zoom.us/j/9436029776?pwd=bE5CckVhdTI5cXITSGxUT3ZwV3BEZ09>
- **Meeting ID:** 943 602 9776
- **Passcode:** 1234
- **Phone:** +1 (253) 215-8782

Wednesday June 21, 4 PM, A Special Tour the Skagit Food Distribution Center (SFDC)

- 220 Michael Road, Sedro-Woolley, WA 98284
- Please email donations@communityactionskagit.org if you are able to attend.

Thursday June 22, 5-6:30 pm, June Board Meeting

- **Zoom:** <https://us06web.zoom.us/j/89792326464?pwd=bzdsZ1FxMVZpb2swTmxxYUlubzdSQ0T09>
- **Meeting ID:** 897 9232 6464
- **Passcode:** 955279
- **Phone:** +1 (253) 215-8782

Monday June 26, 4:30-5:30 pm, Board Planning and Engagement

Zoom: <https://us06web.zoom.us/j/83551235291?pwd=dGpUL3gVZjVrRlBPd2s0RW5hUk9wdz09>

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

Wednesday July 5, 9-10 am, Brunch & Learn: Employability, Supported Employment, & Adult Education

- <https://us06web.zoom.us/j/85985412986?pwd=bGNJSFdjZGRLOVF4KzBSWnBGd20rdz09>
- **Meeting ID:** 859 8541 2986
- **Passcode:** 359781
- **Phone:** +1 (253) 215 8782

Friday July 7, 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 July 12, 7:30-9 am, Board Executive Committee

- **Zoom Link:** <https://us06web.zoom.us/j/84754093621?pwd=elh5QjhVL2tEbIRVaGRXK1BQQTJ1dz09>
- **Meeting ID:** 847 5409 3621
- **Passcode:** 155098
- **Call Information:** +1 (253) 215-8782

Thursday July 13, 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

Friday July 21, 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 August 2, 3-4 pm, CREAT Committee

- **Zoom Link:** <https://us06web.zoom.us/j/87174559991?pwd=SXFrOGpKS1dwZHI0c2xaOUNucWhCQT09>
- **Meeting ID:** 871 7455 999
- **Passcode:** 450580
- **Phone:** +1 (253) 215-8782

Wednesday August 9, 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

Wednesday September 13, 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 September 28, 5-6:30 pm, September Board Meeting

Save the Date! 2023 Board Retreat, Wednesday October 18, (time & location is still TBD, tentatively 2-6 PM).





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

MINUTES OF THE BOARD OF DIRECTORS' MEETING

May 25, 2023 5pm
 By Zoom

In attendance:

Members of the Board:

Public Sector:

Richard Brocksmith - present
Ron Wesen - present
Danny Hagen – present
Tina Tate – present

Private Sector:

Kate Bennett - present
 Carolyn Moulton – not present
Silvia Reed – present
Gregg Davidson - present

Client Sector:

vacant
Kati Ortiz – present
Heather Wallace – present
 Christina Soltero – not present

Guests:

Staff: Bill Henkel, Melissa Self, Sandi York, Phillip Prud'homme

I. CALL TO ORDER

Board President Richard Brocksmith called the meeting to order at 5:04 pm.

QUORUM PRESENT

II. CONSENT AGENDA

Minutes from the April 27, 2023 Board of Directors Meeting

Correspondence: Email from Amanda Hubik re: GUESS WHO GOT FUNDING IN THE CAPITAL BUDGET?!; Jamie Thronberry Application & Nomination to Community Action Board of Directors; Ask the Undersheriff: Crisis Response Team continues to have success; Perdue Farms and Draper Valley Farms Grant Supports Skagit Food Distribution Center; Forum covers barriers, creative ideas for affordable
 Division Reports

Motion to approve the consent agenda including minutes of April 27, 2023 Board meeting made by Bennett second by Reed, motion passed unanimously.

III. DISCUSSION AGENDA

6. State of the Agency; Henkel

In follow up to a suggestion at our last Board meeting, Bill reviewed a few issues related to posting Board packets on website, such as insuring confidentiality for clients and respecting donor wishes. We also wanted to get input on including Board member contact information. We could adjust packets accordingly and post them, simply post the minutes, which was the original suggestion. Danny, Richard and other Board members indicated that transparency is most important – lean toward putting packets on website, making sure client names are not mentioned, and reviewing what donor information we share. Richard also said that it would be acceptable to include an email address that would go to all Board members, if we choose not to include individual Board contact info, so that the public had a way to communicate with our Board.

In reviewing the Dashboard's "trends in needs and services," Bill explained the combination of the Housing Authority raising its rent standards and our dropping the rent on standard studios at Cascade Landing by \$77/month allows anyone with a Section 8, VASH, or Emergency Housing Voucher to qualify, whether or not they had income. This, along with advertisement, seems to have generated interest and pick up the momentum of rentals. We are currently half full (17), with one move in in process, and 8 other "viable applications," along with a number of new applications. We're hopeful and will keep the Board posted on lease up progress. Under new enterprises and revenue, Bill explained the impact of the drop in document recording fees on our housing/homeless services, as well as some recent good news on backfilling this drop from state legislative action. We hear from County staff that there is hope to make partners "whole" on this year's contract. Though this is not a huge amount of money, it is indeed good news. Our Energy received an extra \$150,000 to help with water and sewer assistance, based on their ability to get resources out to clients in a timely manner. Under Community partnerships, note that we are collaborating with Anacortes Family Center, and perhaps at least one other partner, to put in a combined application for the Coordinated Entry RFP, due in August. Bill also said that words of encouragement and support for staff during these challenging months would be much appreciated.

Bill drew in Melissa to help update the Board on Care Coordination. Our initial projections were over-optimistic in terms of the staff we could bring on and thus the revenue we'd be able to generate in this fee for service model. The team is now working hard to determine a path and timeline to achieving this mission-based shift, while ensuring its financial viability. Everybody's very involved to make it work. Tari has developed a pro forma to calculate staffing and billing unit needs, taking into consideration grants and other related staff who do some billing but not as much as care specialists. We still have yet to figure out how long the ramp up period will be. It appears that if staff can average about 50 billable units/month, there is a path to covering expenses, at least staffing expenses. We'll be monitoring closely May and June performance to see what seems to be a realistic trajectory, and what other adjustments might be needed. We have some great successes, but staff turnover is a major challenge. One thing that's working is training people up as service screeners first and get them ready to move into a care specialist position. Melissa also shared that the number of people getting into housing is definitely ramping up. It's amazing how many people we've housed in the last few months.

7. Finance Report; Davidson, Caswell

Gregg went over the May Finance report through the month of March, which shows a \$44,924 net loss ytd (\$31,363 loss after factoring in depreciation and unrealized gains/losses). Cash on hand went down 105 to 97.4 days, but does not reflect Board transfer of cash from investments. Gregg also shared that insurance premiums have gone up to \$97,000, well above budget. Tari will be working on a mid-year budget, as we've had so many changes from our original budget. The Finance Committee will also be reviewing a risk assessment, which includes what it means for us if we can't make the targets. When we have time to take a breather, it will be nice to take time to discuss and analyze lessons learned from both Care Coordination and Cascade Landing.

Motion to approve May Finance Report through March 2023 made by Davidson second by Bennett, motion passed unanimously.

8. Housing Work Group; Brocksmith, Tate, Wallace, Henkel

Richard explained that the Housing Work Group is recommending that the Board consider endorsing the initial focus of the population we would like to house and serve at the Kulshan View development. The intended population will help guide design, outreach, partner conversations, and our funding strategy. Currently, the proposal is to focus on housing at-risk students and their families and local educators in training. At risk families might include McKinney-vento families, migrant families, and families supporting foster youth. This would also imply that we would design with mostly two and three bedrooms units, along with a lower number of one bedroom units. Gregg asked if the recent impact of substantial budget cuts in our local school districts will affect our population target for Kulshan View. Richard said that overall no, because there are so many families at risk, which is the primary target population. He also shared that a youth is 25% more likely to graduate if they have housing. We still have a lot of work to do around financing strategies for the capital stack, as well as on the operational side for how families will be able to afford rents. It's going to take time to identify that strategy. Likely we will need to raise substantial capital funding, to lower carrying costs, as many of the families may not have access to traditional rent assistance, which is often targeted at the most vulnerable in our community. We will need to work with college and school district, Commerce, City, et.c, in order to identify roles and plans as we move forward. But the working definition of our intended population meets our equity, mission, and partner needs right for now. MOUs and funding partnerships will affect this population as well as we move forward.

Motion to endorse initial target population to house and serve at Kulshan View housing development, based on the Housing Work Group recommendation, made by Wallace second by Tate, motion passed unanimously.

9. Board Exec; Board Planning & Engagement; Donor Development; Brocksmith, Bennett

Kate reviewed the information about Jaime in the Board packet. Jaime is enthusiastic, a student, a volunteer at Vets connect, a vet herself. She helps us meet some of our equity goals in diversifying lived experience, age, and income. Reminder that we need client sector nomination from certain representative groups, which Jaime was able to provide through nominations both by the local Veterans Advisory Board, as well as by the American Legion.

Motion to seat Jaime Thornberry as a Client-Sector Representative on our Board of directors made by Bennett second by Tate, motion passed unanimously.

Kate also provided a Donor Development quick update: we have a new vice-chair for our committee, Darlene Mindrum. Encourage everyone to be at the June 8 open house at the Mount Vernon Service Center, starting at 5:00 pm.

IV. ADJOURN: Meeting adjourned at 6:26 pm.

BOARD REVIEW & APPROVAL:

☐

Approved as submitted

☐

Approved with changes noted
below

x

☐

Board Secretary

☐

Acting Board Secretary

Date Signed

Correspondence 1:

From: Peter Miterko

Sent: Thursday, May 18, 2023 4:44 PM

To: Jason McGill; Audrea Woll ; Bill Henkel; Kathleen Morton; Kat Lohman ; Heidi Roy; Melanie Corey; Sharon Paskewitz; Justin Krupa; Dustin Johnson

Cc: Megan Starr; Madeleine Anthony

Subject: Skagit County Homeless Award Announcement Funding Update

Dear Homeless Crisis Response System Applicants,

I hope this email finds everyone well and enjoying the weather!

We are pleased to inform you that an additional \$114,281 has been made available by Commerce to mitigate local document recording fee reductions. The intent behind this funding is to ensure the sustainability of existing programs, rather than initiating new programs.

Considering this opportunity and intent specified by Commerce, the County will be using this funding to supplement current programs to be funded by our NOFA Homeless Crisis Allocations Process and North Sound ACH. The County will be able to increase funding for these programs by approximately 12%, bringing them up to almost their current levels and further helping maintain our homeless crisis response system in a down year.

Relatedly, Commerce has also allocated funding to support shelter expansion through the Emergency Solutions Grants - Coronavirus (ESG-CV) program. However, the exact amount of funding designated for shelter expansion is still to be determined.

If you have any questions, please do not hesitate to reach out. We hope to have contracts out for review and signatures within the next few weeks.

Thanks everyone,

Peter Miterko
(he/him)
Community Health Coordinator
Community Services
Skagit County Public Health

Correspondence 2:

[Annual homelessness count shows significant increase](#)

Skagit Valley Herald | By Brandon Stone

Published May 24, 2023

The number of homeless counted in January during Skagit County's annual point-in-time survey was 70% higher than the previous year.

However, the higher number in part reflects a coordinated effort to make the count more accurate, said Sarah Hinman, assistant director of Skagit County Public Health.

"That's a part of it, but as a whole, the state and our neighboring communities are seeing more (homeless) too," she said.

Participants counted 533 people experiencing homelessness during the Jan. 26 count, compared to 314 in 2022.

The increase for unsheltered homeless was even greater, going from 75 in 2022 to 218 this year — a 191% jump.

These unsheltered people have often been homeless for more than a year and have a disability, based on responses to a survey conducted by those conducting the count, Hinman said.

"It emphasizes that we continue to need a lot more homeless resources than we currently have available," she said.

Meanwhile, the count of those in shelters also increased, from 239 to 315. This is partially explained by a greater number of shelter beds becoming available in the past year.

Community Action of Skagit County, which is in charge of the count, made use of community partnerships in a way it couldn't the past few years.

Community Action spokesperson Elizabeth Jennings said the COVID-19 pandemic affected the nonprofit's standard procedure for the count.

So this year, staff reconnected with volunteers and community groups to try to get a more accurate count.

Jennings said staff have also built up outreach efforts year-round, with its new coordinated care program.

During the time people wait for housing, staff are helping them create goals for themselves, and are working across departments and organizations to get them what they need to achieve those goals. Staff can connect the homeless with job opportunities, mental health care, basic supplies and more.

The point-in-time count is a necessary part of receiving federal funding for homeless services, but it's far from the only metric Community Action and others use to assess the problem of homelessness.

While data may differ, the trends are the same, Jennings said. Despite the effort and investment in shelter, supportive housing and care programs, the numbers aren't improving.

"And this is a problem that's bigger than Skagit County," she said.

Ultimately, the only way to truly address homelessness is by increasing the supply of housing, and specifically affordable housing. Anything else is a Band-Aid, Jennings said.

Hinman agreed, saying the gap between what jobs pay and what rents are is already too great, and keeps increasing.

"The long-term solution is adequate amounts of affordable housing, and having a behavioral health system with a lot more (capacity)," she said.

Hinman said the increase in the point-in-time count doesn't reflect an influx of the homeless coming from outside the county. Survey results show the bulk of them have family connections to the county, or that this is where they last had stable housing.

Anecdotally, Hinman said she's heard about people moving from Seattle to find a safer area, but there have been no reports that people are coming to Skagit County for homeless services.

Those programs don't have the capacity to serve people here already, so "people who come from another community still don't have a great chance for receiving services," she said.

May 2023 Division Director Report – Melissa Self

Care Coordination

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

Accomplishments:

- Saw a 30% increase in billable units from April to May. In part because the Street Outreach staff have been enrolling and billing for clients they are working with, but also as Care Specialists are becoming more familiar with new processes.
- Potential income from Foundational Community Supports went from \$25,312 in April to \$36,028 in May.
- Care Specialists with caseloads heavy with FCS eligible clients are coming close to the target of 50 billable units per month.
- In May, the Care Coordination Team has placed 14 households into new housing. In the first 15 days of June they housed another 16, paid off 1 hefty eviction and diverted 1 household from homelessness. Shout out to our AMAZING team that has been absolutely crushing it working to bring folks with some pretty high barriers housing stability.
- We will be creating a position in Outreach that will act as an FCS Liaison between that program and the core Care Coordination program and Coordinated Entry. That position will be largely funded with Outreach grants but will also carry a caseload of FCS clients and ensure Outreach Specialists and Case Managers are reaching their full potential in terms of billing FCS.
- We have hired a new FCS Coordinator/Billing staff member. She will start on July 1, which should also help with clarity on income and more rapid information on FCS approvals/denials. This position has been vacant since April 13th

Challenges:

- Losing a valued Care Specialist to return to school. We wish her the best and are currently training the staff member who will take over in her absence.
- Continued strain on Managers who are covering for the FCS Coordinator position. The new staff member will begin work in this position on July 1.
- Managers are beginning to work with other programs such as East County Resource Center, Anacortes Resource Center and Vets Connect staff to train on all things Care Coordination to ensure standard practices across the agency. Adding to their already very full plates in the absence of the FCS Coordinator.

Emerging Issues:

- Summer vacations will likely result in a drop in units of service being billed. Will be monitoring closely and contemplating adding additional staff.
- Plans in the works to begin proactively reaching out to people on the Housing Interest Pool, rather than expecting them to contact us. Care Specialists and Outreach Specialists will begin this as soon as process/systems have been finalized and communicated.

Street Outreach

Steven Simmons – Outreach Manager

Achievements:

- May #'s: Individual Clients Served: 137/ Service Interactions: 182

- We will be posting a new position in June to hire a Coordinator that will carry a caseload and be responsible for Foundational Community Supports (FCS) coordination with other programs and added support for Outreach Specialists.

Challenges:

- One of our new hires was recently able to find a job working closer to home. We wish them luck, and thank them for the work they did in our community.

Emerging Issues:

- We are developing an “on-call” calendar to make sure that we have an ability to respond to RNP referrals in the moment and in-person during business hours. This will necessarily change the working hours of our RNP Case Management Team, on a rotating basis. Shift 1 will be 7:30-3p and Shift 2 will be 11a-6:30p. This will give us response capability for referrals that come in from 8a-4p, M-F.
- We will be developing some public information materials and doing outreach to local LE agencies to let them know our new hours and in-person response practice.

Resource Center/Coordinated Entry

Dulce Vasquez, Resource Center Manager

Accomplishments:

- Looking forward to the return of our Anacortes Resource Center staff member!
- We are beginning to ask individuals about their sexual orientation so that we are better serving our community. Gathering this data will ensure that we are creating an equitable Coordinated Entry System.

Challenges:

- HRC has seen an influx of individuals seeking intakes since motel voucher programs are ending.
- Little progress on the new office space in Anacortes. We are very thankful for the Anacortes Family Center who have been hosting us. Beginning a search for an alternative space.

Emerging Issues:

- Coordinated Entry RFP has dropped. Working with partners to submit a combined application that will meet the goals that the county has set for an improved CE system. Submissions are due August 3rd.

Mount Vernon and Whidbey WIC

Wende Dolstad - WIC Manager, Jhaveena Broadnax – Site Supervisor

Achievements:

- 4 WIC staff attended the National WIC Conference virtually. Received \$9775 in added WIC funding based on increased caseload. Joined the Family Resource Center to bulk order diapers (1/2 semi load).

Equity:

- WIC home visitor prioritizes low literacy farm workers for assistance with application forms for SNAP, Childcare assistance, Energy appointments, job application forms, etc.

Challenges:

- Major changes in procedures for Farmers Market benefits being instituted at the last minute.

Emerging Issues:

- Concerns about 2024 Federal funding, due to the budget and debt negotiations.

Skagit Vets Connect

Vernon Hunter, Skagit Vets Connect Lead

Accomplishments:

- We housed two homeless veterans under the VASH and VAF programs. One veteran family moved into Cascade Landing Apartments, and the other veteran had significant barriers to housing.
- Two homeless veterans moved into transitional housing and are awaiting permanent housing availability. One of the veterans went to one of our new Cascade Landing transitional housing apartments.
- Two veteran surviving spouses were awarded VA Dependent Indemnity Compensation (DIC) due to the loss of their disabled veteran spouse. The surviving spouse will receive lifetime VA compensation.
- Three disabled veterans received VA claim awards rated at 100% disability rating.
- Three senior veterans are receiving the VAF housing senior stipend.

Challenges:

- We have four homeless veterans in transitional housing awaiting permanent housing availability.
- We need to fill our Lobby Clerk position as soon as possible. We are currently looking for a volunteer to fill the gap.

Skagit Food Distribution Center

Madeline McGonagle, Food Access Manager

Accomplishments:

- Waiting to hear from WSDA on a lot of things for the upcoming fiscal year (EFAP final allocations, F2FP, WeFeedWa, Resiliency Grants, Reach and Resiliency grants)
- Hoping to purchase a lot of local produce this summer using the grant funding listed above if we are awarded.

Emerging Issues

- We are working on slowly growing and expanding the CSFP program.
- Staff are looking forward to being certified as Food Protection Managers which will allow them to create our own Hazard Analysis Critical Control Point (a food safety management plan that addresses and controls biological, chemical, and physical hazards in food handling) and food safety plans as well as help our food bank, food pantry, and meal program partners create plans for themselves.
- Planning to do the forklift certification with staff here and then offer it up to foodbanks, if they are in need of forklift training and certification.
- The FDC is involved with the Food Security Work Group which is being facilitated by Population Home Trust/Skagit County. The group is trying to improve collaboration between the SFDC and other community organizations working in hunger relief, nutrition, and food distribution.

June 2023 Division Report – Sandi Phinney

Adult Education, Claudia Morell, Instructional Coordinator

What accomplishment are you most proud of?

In addition to successes (GED successes, rise in ELA enrollment, etc.) mentioned in previous reports, at our retreat, we were able to reveal others. For instance, students whose children participated in the children's activities program we provide told our staff members that their children's speech and self-expression improved. These students cannot take their children to daycare or pre-school because the cost is too prohibitive, so their children do not have a chance to be exposed to any other learning environment. This was surprising and fantastic news for us.

We have been able to connect students to resources (like the zoo, museums, WIC, and others) for their families. Our students are doing homework in the online class (and this is a victory!). Our students are volunteering and engaging in the community, and we have dedicated volunteers who intend to keep working with our students. A few of our ELA students, who with their increased English, have acquired jobs!

What challenge are you currently facing?

Getting space for our classes next year completed or arranged is the biggest challenge for us. The suites at Cascade Place need reconstruction, and our fallback, the Carnegie Building from BESD, will be undergoing renovation by the Burlington Historical Society.

We will need a real printer/scanner here in the office. We will need to purchase more ELA teaching supplies like vocabulary and syntax building games and books.

Another challenge, or more just a plan, is to revamp the format and content of our regular team meetings, with more time spent on sharing what goes on and is needed in the classrooms rather than on agency business.

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

One thing we are really excited about is the possibility for us to do CASAS testing remotely. It will take a lot of experimenting, but we might really be able to do it. What a difference that will make in our ability to get online students tested! It's really hard to get them to come in to our facility to do it due to their work schedules. This might be the solution. Also, we are thinking of using gift card incentives to encourage attendance on testing days during in-person classes.

As a corollary to online student testing, we are planning to design a two-week in-person digital support on-ramp training for students who wish to be in the online course. The plan is for students to participate in the class online via Chromebooks but to do so those first two weeks here in our facility with a staff member to help with tech support until students feel comfortable engaging in the online class on their own.

We also plan to pre-set testing days for the in-person classes and announce them to the students right from the beginning so that students can try to not make appointments elsewhere on those days.

Lastly, for the in-person classes in particular, we are planning to arrange our calendars to better match the students' lives and culture. With more time off at Winter and Spring Break, a week off for Ash Wednesday and for Day of the Dead since these are weeklong celebrations.

With all these changes, we hope to serve our students better and accomplish our goals of recording their learning gains for the sake of our grants.

Provide an example of a way in which you are taking (or have taken) into consideration equity in making programmatic or service decisions?

As I mentioned in the regular June board report, we are considering altering our class schedule to accommodate our Spanish-speaking students' religious and cultural life – not holding class during the Day of the Dead week or the Week of Ash Wednesday. We have bilingual staff as our Family Engagement Specialist and our Children's Activities Leader.

What are barriers or bottlenecks that make it hard for some people/populations to have access to the services you provide?

Students work schedules make it hard to communicate with them during the daytime when we are at work. Students don't always have the digital skills needed to participate in the online class we offer.

Provide an example of something you have done or changed in order to reduce a barrier or increase access (to services, employment opportunities, etc).

We hope to offer a two week in-person tech support option for students who wish to take the online class. Students would participate in the online class, but they would physically be sitting here at our facilities with our staff member to help troubleshoot issues with the Chromebooks, Zoom, or Google docs so that students can then do the same at home.

Data, Megan Breedlove-Speece, Data and Assessment Manager

What accomplishment are you most proud of?

Data for Process Improvement Committee completed a proposal for the customer satisfaction survey, and taking on a new endeavor in the CSBG Planning and Reporting.

What challenge are you currently facing?

Communicating the importance of data-- why we have to collect so much, what it's used for, and why big data collection is here to stay.

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

Ensuring robust data collection while staying cognizant of staff capacity-- determining the balance point between the data we're required to collect, the data we'd like to collect, and the ability of staff to collect it.

Provide an example of a way in which you are taking (or have taken) into consideration equity in making programmatic or service decisions?

I try to keep up with current data research in equity:

https://drive.google.com/file/d/15BOJbaM4e5MU4C42_hUPZT5wn41hKsdP/view?usp=drive_link

East County Resource Center, Stephanie Semro, East County Manager

What accomplishment are you most proud of?

I had a chance to go down to Hamilton and talk with the council members and heard nothing but good things about staff going down there twice a month to offer services and referrals. We also have another team member going to the Birdview and Marblemount popups to do the same thing. This is bringing services into areas that are often overlooked and bringing equity and inclusion to the whole upper valley.

What challenge are you currently facing?

Volunteers to assist seniors with an array of needs. Problem with this is that those volunteers are Seniors themselves and can't do some of the task that are needing to be accomplished.

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

Opportunities: MBP getting a van to help transport clients from Marblemount to services downriver. Arranging for Hospice to give some presentations in October at the Community Center.

Emerging trends and threats to our community:

People not wanting housing assistance because they don't want to be placed down river which creates barriers to some of our programs that could assist them. More and more people with RV's are coming to the Concrete area with no place for them to go or stay.

Medicaid Transport, Nikki Robinson, Medicaid Transport Coordinator

What accomplishment are you most proud of?

I am in the process of getting two new volunteers on boarded and approved with NWRC, with them I will have a total of available 7 drivers for my program. I have also finally managed to distribute and take on enough trips (routine and add-on) to keep my program out of the "red" for the past two months. With the new volunteers, I am hoping I can obtain more routine trips which will keep them active and increase our income.

What challenge are you currently facing?

I am worried about one particular volunteer. Due to her availability, I haven't been able to engage her with many trips in the last few months and I am worried she is losing interest in the program/ volunteering. I am currently planning a way I can reengage her and rejuvenate her interest, potentially an appreciation lunch.

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

I wouldn't necessarily define this as a "threat" but I am definitely watching the behavior of a new volunteer. She can be found a bit brash and straight to the point when conversating, I am just hoping she doesn't misrepresent herself or have a client take her disposition to heart.

What are barriers or bottlenecks that make it hard for some people/populations to have access to the services you provide?

From the Medicaid Transport program, one of the biggest barriers that people have experienced with my program are income levels and medical insurance capabilities/ eligibilities. This typically occurs in two different instances, either a client isn't eligible for Medicaid and can't afford to pay for transportation out of pocket or they do have Medicaid but their insurance doesn't cover Medicaid Transportation. Whenever this occurs, I make attempts to offer solutions- such as connecting them with the Volunteer Services Senior and Disabled program or offering a list of local transportation agencies.

All in all, requirements for the program are the biggest hold up for services. Due to my nature of services, all of my clients must be referred to me by NWRC- the only other way I can offer services is if I volunteer with the Senior and Disabled program via the Medicaid Van. With that said, the powers beyond my control dictate who can receive services and who cannot- this often leaves many people stranded and scrambling for services.

Senior and Disabled Volunteer Services, Mariana Brandt, Senior and Disable Volunteer Services Coordinator

What accomplishment are you most proud of?

The program is currently on track to accomplish more volunteer hours than last year, and while it is not at pre-covid-19 levels, it gets us one step closer.

What challenge are you currently facing?

Our program is in need of more volunteers as well as more diversity in our volunteers. This would allow us to provide assistance with a larger number of different tasks. It could also help us avoid certain barriers, like language barriers, or location barriers.

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

I am seeing a continued trend of more seniors and disabled adults that are financially burdened reaching out for assistance.

Provide an example of something you have done or changed in order to reduce a barrier or increase access (to services, employment opportunities, etc).

Due to the addition of Spanish speaking staff, some language barriers have been lowered in both the Volunteer Services Program, and the Commodity Supplemental Food Program, where I can reach out to Spanish speaking clients and assist them in being enrolled onto those programs, or assist them in being referred to other programs they may need.

Employment, Marissa Davison, Employment & Education Manager

What accomplishment are you most proud of?

More community connections have been made with counseling centers and other nonprofits who offer counseling. This has more than doubled our total supported employment caseloads since the beginning of May. This has allowed us to gain a better insight for future months and what to expect for consistent funding.

What challenge are you currently facing?

One employment program, WorkFirst, has not received consistent referrals. We have very few participants which has affected funding for employment because WorkFirst is based on a fee for service model.

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

We are tracking Workfirst referrals regularly to see if there are improvements with referrals. Employment has planned a few strategies that may influence referrals. Employment will be giving an orientation on our WorkFirst program to train DSHS WorkFirst case manager on our process and who would be a good referral. Employment also plans to join DSHS weekly in the near future to discuss relevant cases and speak to incoming clients seeking assistance.

June 2023 Housing Project Director Report

Michele Metcalf

Kulshan View – Mount Vernon, WA

The rezone application to change Mount Vernon Parcel 82422 from R-3 to R-4 was submitted on May 19. During the rezone process, the City will perform a notice of application and SEPA environmental review. The notice of application and SEPA will both have public notices that the City will distribute to properties within 300 feet of the subject property. In preparation for our notice of intent to rezone this site, staff teams will work to update our website with a case statement of the overview of the project.

The months of June and July will be focused on finalizing the project budget and developing the recommended financing strategy for the project. Community Action is on the MV Council Development Services Committee agenda on July 19 to provide an overview of the Kulshan View project, with a goal that the City will allocate 1590 funds to support the project.

If we are successful with gaining funding support on the local level this will put us in position to align with State funding priorities for programs such as Washington State Department of Commerce Housing Trust Fund (HTF), Washington State Housing Finance Commission (WSHFC) Low Income Housing Tax Credits (LIHTC).

Housing Work Group

The discussion focus for the May 19 Housing Work Group meeting was *Preparing for funding requests (Kulshan View)* where we discussed convening meetings with our project consultants to finalize the construction budget. The Housing Work Group formalized their recommendation to the Board based on the information received from community conversations to identify populations to be served at Kulshan View, with the recommendation to pursue formal agreements with the school district and community college.

At the June 2 HWG meeting we met with Lisa Vatske from WSHFC to provide an overview of the Kulshan View project and learn more about their LIHTC and loan programs. We learned that the allocation of tax credits is highly competitive (with only four projects funded last year). Lisa explained that projects are prioritized according to a scoring system and that they try to align with HTF priorities to move projects forward. A follow-up to walk through the application process and scoring was suggested.

The Housing Work Group meetings for June will be held on July 7 (project focus) and July 21 (HWG general meeting).

Project Status Report for Kulshan View

Report Date: June 11, 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: Pre-development

Work Complete for Previous Month:

- Analyzing data from community conversations
- Meeting w/ Commerce Re. HTF requirements on May 8
- Rezone application submitted May 19

Work Complete/Scheduled this Month:

- Meeting w/ WSHFC Re. LIHTC on June 2
- Meeting w/ Skagit County Re. HOME funds on June 13

Work Plan for Next Month:

- Work w/ consultants to finalize construction budget
- Develop summary of predevelopment costs for LCP
- Continued strategizing for funding stack
- Work w/ Project Manager and complete Contract Readiness Survey for LCP

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	Complete	100%	Feasibility 2/2/23; Closing 2/9/23
Application for Pre-app meeting	12/20/2022	Complete	100%	Application 12/9/22; Meeting 1/24/23
Pre-application Meeting	1/24/2023	Complete	100%	Completed on 1/24/23
Acquisition	2/9/2023	Complete	100%	Property purchased on 2/7/23
Rezone application	5/15/2023	In-progress	100%	Submitted on 5/19/23

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		



June 2023 Development Board Report

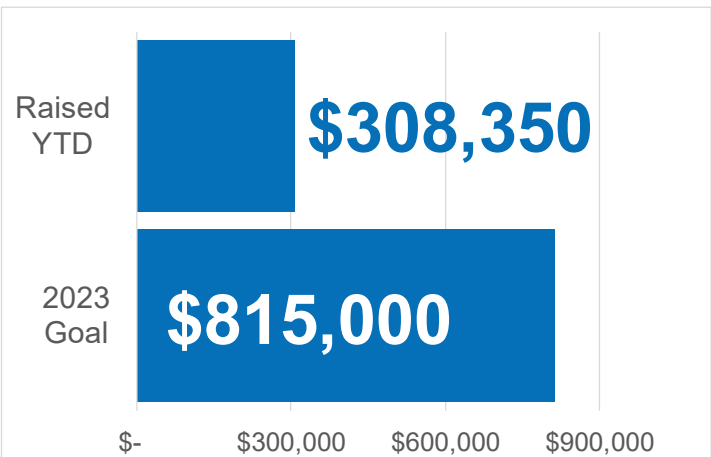
2023 Fundraising Progress January 1, 2023 - May 31, 2023

2023 Fundraising Goal & Progress

As of May 31, 2023 we have raised **\$308,350** which is about **38%** our board approved goal.

Breakdown of Funds

\$149,015	Greatest Need
\$49,985	Solar Panels (PSE)
\$26,190	Veterans Services
\$20,000	Street Outreach
\$19,540	Skagit Food Distribution Center
\$19,500	Cascade Landing
\$1,507	Mountain of Hope
\$1,062	East County
\$1,000	WIC
\$520	Critical Needs
\$582	Housing and Housing Development



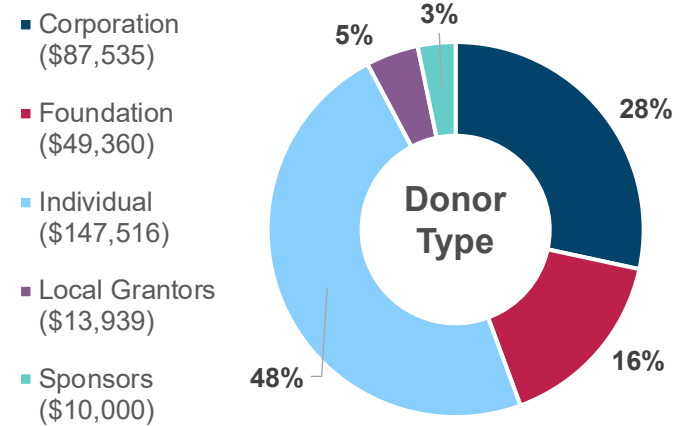
Highlights

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

- Marathon Anacortes Refinery - in support of greatest need, helping us reach our Spirit of Hope goal.
- Robert and Becky Gates - in support of Skagit Vets Connect renovations
- Jerry Smith Kia Chevrolet - corporate sponsor for Spirit of Hope.

In-Kind Donations

- Total FMV of in-kind donations = \$2,041 YTD
- Sheila Robb made a large in-kind donation of disposable adult briefs and sanitary pads for Street Outreach.
- Rebecca Clark donated an air mattress, pillows, a foam mattress topper, twin size bed sheets and a twin blanket to Street Outreach.
- 6 in-kind donations came from new donors.



\$308,350
Raised 2023
YTD

257
Donors
YTD

26
New Donors
YTD

\$89
Median Gift
Amount

**Special thanks to our amazing
Donor Development Committee!**

Kate Bennett
Ray Horak
Jill Rohrs

Gregg Davidson
Darlene Mindrum
Christina Soltero

Richard Brocksmith
Richard Warsinske

June 2023

Community Engagement Board Report

Elizabeth Jennings, Director of Community Engagement

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

- **June 8 Open House:** Thanks to the board members who attended! A great event with estimated 70 participants. The tours to talk to our programs were well received, and many contacts via the Chambers of Commerce asked for more information and materials that they could share.
- **Board support & learning opportunity:**
Help spread the word! Copy and paste and send to your networks:

Monthly “Brunch & Learn with Community Action”**July topic: Resources for Businesses, Landlords, Employers, & Job Seekers****Time:** 9:00-10:00 a.m., Weds. July 5**To RSVP for Zoom link:** <https://forms.gle/VbGj3J6bgMFrhF419>

Description: The June 8 All Chambers After Hours & Community Action Open House was a huge success, and we got so many great questions that we’re dedicating one of our Monthly “Brunch & Learns with Community Action” to:

- ❖ **Why Community Action's programs are important to local economy & businesses**
- ❖ **Workforce development resources** for employers & job seekers
- ❖ **Support for businesses impacted by street homelessness:** Street Outreach, Recovery Navigator
- ❖ **Support for landlords, hotel owners, and their tenants and guests:** Landlord Liaison
- ❖ **Employee stability resources:** Housing, Food, Basic Needs
- ❖ **Employee growth resources:** English & GED classes, financial education
- ❖ **Working with business on long-term solutions:** Skagit Housing Consortium! Chambers of Commerce housing workgroups! Partnering with employers and land owners to build apartments workers can afford! And more!

EQUITY:

- **Equity Lens for Decision-Making:** Board Planning & Engagement asked that Directors start reporting out on how we use an equity lens in our decision-making. Community Engagement’s example this month is part of our LEARN strategy: In the last several months, we have built relationships with the Samish Indian Nation, Swinomish Tribal Community, and Cascadia Deaf Nation to get resources such as Senior Food Box Program and others to elders and families.

VOLUNTEER:

- **Board action item: Spread the world!**

Skagit Vets Connect Reception Volunteer Needed: The phone is literally ringing off the hook at Vets Connect. We need friendly, reliable volunteers to help taking calls, providing information and referral to resources, scheduling appointments, and greeting guests. Training and smiles provided!

Background: The Robert M. Gates Skagit Vets Connect is an innovative partnership between Community Action, Skagit County, the United States Veterans Administration, and other community partners. The Vets Connect Resource Center (located at 160 Cascade Place, Burlington) is a welcoming space where veterans and their families can call or walk in to get assistance in accessing housing, veterans benefits, and case management for veterans experiencing homelessness. The partnership is so successful that the VA is increasing their staffing to three social workers, the county is adding staff, and more vets than ever are getting the help they deserve. But our funding hasn’t kept up – we are negotiating to get the support we need to fully staff Vets Connect, but in the meantime we need volunteers to fill the gap.

To find out more: VolunteerCenter@CommunityActionSkagit.org

Board Motions

Community Action of Skagit County
June 22, 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 February Consent Agenda:

1. Approve Minutes from May 25, 2023 Board meeting

Background on Consent Agenda Motion: Please see attached draft minutes from the May 25 Board meeting (Item 2).

Potential Motion: Approve Consent Agenda (item 1).

Draft Motions within Discussion Agenda

1. Approve June 2023 Finance Report (through month of April)

Background on Consent Agenda Motion: The Board Finance Committee reviewed at its June 14 meeting the Finance Report (Item 6), covering through the month of April 2023.

Potential Motion: Approve June Finance Report

2. Delegate the approval to apply for state Housing Trust Funds to the Housing Work Group or Board Finance Committee

Background on Consent Agenda Motion: We anticipate the capital costs of developing up to 55 units of housing at Kulshan View to be approximately \$13.5 million. One major potential source of funding for our Kulshan View Housing Development is state Housing Trust Funds (HTF, which provide up to a maximum of \$5m in funding to successful applicants). Though the HTF due date may still be adjusted by the state, currently it is September 18, prior to our September board meeting (and noting we have no full Board meetings in July or August). There are a number of time-intensive items to have in place prior to applying for HTF (final design plans, re-zone approval, various site studies), and these funds would require other committed funding for a successful applications. Thus we are not yet sure whether we will be ready for a September 18 application deadline, and whether we will need to wait another year for the

next round of funding. If we are ready to apply and proceed, the application would require a signed Board Resolution authorizing approval. Thus we are either asking for Board approval now to apply, or for the Board to delegate that authority to sign a Resolution for approval to either the Housing Work Group or the Board Finance Committee, which will continue to meet regularly over the course of the summer.

Potential Motion: Delegate the approval to apply for state Housing Trust Funds to the Housing Work Group or Board Finance Committee

June Finance Reports through April 2023

Balance Sheet April Comparison	*Preliminary Year-end 2022	Through 4/30/23	Change in Value	
Asset				
Cash and Cash Equivalents	827,807	309,855	(517,952)	[b]
Short-Term Investments	12,986	13,020	34	[b]
Long-Term Investments	1,558,647	1,501,829	(56,819)	[b]
Accounts Receivable	1,342,073	1,370,605	28,532	
Prepays and Deposits	66,239	108,317	42,078	
Fixed Assets	4,794,461	5,032,762	238,301	
Depreciation	(1,624,449)	(1,652,516)	(28,067)	
Furniture and Equipment	1,051,879	1,051,879	0	
Total Asset	8,029,644	7,735,751	(293,893)	
Liabilities				
Accounts Payable	100,198	(17,108)	(117,306)	
Mortgage	670,144	660,883	(9,261)	
Vacation Liability	126,264	147,911	21,647	
Other Payroll Liabilities	266,779	282,614	15,834	
Other Liabilities	(13,218)	(12,111)	1,107	
Deferred Revenue	264,053	42,477	(221,576)	[a]
Total Liabilities	1,414,221	1,104,666	(309,555)	
Net Assets				
Beginning Net Assets				
Other	6,947,903	6,616,028	(331,875)	
Total Beginning Net Assets	6,947,903	6,616,028	(331,875)	
Total Current Net Income (Loss)	(332,480)	(10,198)	322,282	
Total Net Assets	6,615,423	6,605,830	(9,593)	
Total Liabilities and Net Assets	8,029,644	7,710,496	(319,148)	

Days Cash on Hand	10.42	[3]
Days Investment Cash on Hand	48.46	[3]
Days Cash in A/R	44.22	[3]

P&L April	Through 4/30/23	2023 Original Budget	% of Budget	
Revenue				
Federal Grants	1,662,974	4,382,214	37.9%	
State Grants	402,176	637,929	63.0%	
Local Grants	940,077	3,450,922	27.2%	
United Way		20,000	0.0%	
Foundations & Corporations	313,411	438,500	71.5%	[a]
Contributions	113,916	321,500	35.4%	
In-Kind	1,033,379	6,048,418	17.1%	
Program Revenue	258,284	1,968,835	13.1%	
Miscellaneous Revenue	25,255	0	0.0%	[f]
Sponsorship Income	10,000	55,000	18.2%	
Total Revenue	4,759,471	17,323,318	27.5%	
Expenses				
Wages and Benefits	1,975,599	7,039,903	28.1%	
Program Expenses	1,416,228	3,582,352	39.5%	
Supplies/Equipment	96,409	39,039	247.0%	[e]
Travel and Training	21,823	58,260	37.5%	
Telephone	24,420	52,150	46.8%	
Professional Fees	51,623	145,584	35.5%	
Licenses, Dues, Subscriptions	46,164	54,088	85.3%	[c]
Printing and Postage	13,165	39,295	33.5%	
Insurance	19,575	35,899	54.5%	[d]
In-Kind	1,033,379	6,048,418	17.1%	
Occupancy	55,952	224,966	24.9%	
General and Administrative	(1,119)	0	0.0%	
Miscellaneous Expense		0	0.0%	
Marketing/Advertising	8,773	41,300	21.2%	
Total Expenses	4,761,990	17,361,254	27.4%	
Net Income (Loss) Before Depreciation & Unrealized Gains/Losses	(2,520)	(37,936)		[1]
Depreciation (non-cash expense)	28,067			
Unrealized Gains/Losses	45,643	40,000		[2]
Net Income (Loss) Including Depreciation and Unrealized Gains & Losses	15,057	2,064		[1]
		% should be	33.3%	

Funds received/counted as income but not yet spent	
City of Anacortes	16,510
Food Lifeline Capacity	91,544
Peace Health RSC	34,498
Peace Health Outreach	14,460
PSE Solar Grant (1/2)	48,881
Total	205,893

June Finance Reports through April 2023

General Notes:

We continue catching/cleaning up from 2022. We are seeing some additional grants/funds coming in as we near the 6/30/23 spending deadline. Grantors are providing additional grants/funds to be spent during the period 7/1/22-6/30/23. We are able to go back and recapture some of the expenses that were charged to API.

Balance Sheet does not reflect the acquisition of the Skagit Food Distribution Center (SFDC) We acquired the facility but have not yet established value.

Balance Sheet does not reflect the purchase of 3 vehicles We acquired the vehicles through grants as expenses (2 for Outreach one for Agency-wide use). Our auditor will move them to Assets during the audit.

Cash flow continues to be tight. Adjustments to prioritization and timing of invoicing grants is helping, and it seems that some of our funders are able to turn around payment more quickly. We will see a bit of tightening as we head towards the end of June when we "spend down" a lot of grants that end in June.

Notes to Finance Reports:

[1] As of 4/30/23, we are reflecting YTD net loss of (\$2,520) before Depreciation Expense and Unrealized Gains & Losses; and gain of \$15,057 YTD after Depreciation Expense and Unrealized Gains & Losses. Several things to note:

[a] YTD Foundations & Corporations is high as we have moved \$221,576 from 2022 Deferred Grant Revenue into 2023 income. This is an internal journal entry that is done annually so that budgets don't skew when the funds are spent. Our auditor is aware of this process and income will be reflected on our audited financials in the period in which it was received.

[2] Unrealized gains on our investments were \$11,025 for March bringing our overall gain to \$45,643 YTD.

[3] Days Cash on Hand is 10.42, Days Investment Cash on Hand is 48.46, and Days Cash in A/R is 44.22. For a combined total of 103.10, slightly lower than March's total of 105.07. Days cash on hand is calculated by taking our "normal" annual operating budget, less in-kind, dividing by 365 days. "Normal" daily operation amount has increased for 2023 to **\$30,994**. Notes on Items affecting Days Cash on hand: Agency bank cash accounts weren't actually that low. Finance staff monitor the bank accounts daily and checks are issued as soon as entered but not necessarily sent until after the end of the month. This timing piece has been adjusted.

[b] **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.

[c] Licenses, Dues and Subscriptions are high due to renewals that occur at the first of the year.

[d] Insurance is over budget. When reviewing 2022 actuals to calculate 2023 budget, all allocations had not been done to move from Prepaid Expense (asset on Balance Sheet) to Insurance Expense (on P&L) resulting in under budgeting by \$30k. We also just received our new premium effective 6/1/23 for \$97k. This is an additional \$27k over what was budgeted for 2023 and will be adjusted for the amended 2023 budget.

[e] Supplies and Equipment is over due to the completion of the walk-in cooler at the SFDC. This expense was paid for with a grant that was carried over from 2022. Neither the income or the expense was included in the budget for 2023. This category will remain high.

[f] Miscellaneous Income is reflecting an amount of \$25,255. This is an invoice to Cascade Landing for reimbursement of operating costs (outside of the master lease) from 2/15/23-4/30/23. We will begin invoicing monthly to recover expenses.

Community Action DASHBOARD

7

Financials as of 4/30/2023

Assets	\$ 7,735,751
Liabilities	\$ 1,104,666
Fund Balance	\$ 6,631,085

Net Income/Loss

Month	\$ 74,544
YTD	\$ 15,057

June
2023

Stabilizing the
financial ship

HOT TOPIC

New enterprises and Revenue. \$778,538 WSDOT grant (vehicle fleet, fleet management and staffing, parking and storage). \$308,350 raised through May in 2023 from our Donor Development team (38% of our 2023 goal), including recent \$5,000 from Marathon (for Spirit of Hope to get us up and over our goal of \$100,000 in revenue!). Note that solar panels are now being installed at our Mount Vernon resource center (thanks to a major grant from PSE!), which will provide an ongoing decrease of approximately 50% in our energy bills there).

Recent Progress on Strategic Plan

Stabilizing and Equipping: Connected to our DEI goals, our street outreach team has begun targeted outreach and services to Skagit's farmworker population.

Stronger Community: The Skagit Housing Consortium, hosted by EDASC but now and independent nonprofit, seems to be stabilizing, growing its membership, and expanding the reach of its activities and value of its gathering. One of its initial focus areas is community education and partnership building around housing.

High Impact Organization: We have contracted with Scott Winn, a local DEI consultant to work with the agency to move forward on our DEI vision and operationalization. He will meet with Leadership and the DEI committee for the first time on June 1.

Service Highlights:

Despite the many barriers to accessing housing in Skagit County, our Care Coordination team housed 16 families or individuals in May and the first three days of June. That may be an all-time record!

How can I help this month? Enjoy the July-August full Board break, but consider joining one of the many Board committee meetings that will continue throughout the summer. Also, please add October 18, 2-6 pm, to your calendar for our fall Board retreat!

Trends in Needs and Services

The avg. billable units per care specialist went from 31 in April to 41 in May (a 25% increase), a growth in revenue from \$25,312 to \$36,028 in the same time-period (including \$4,687 from our Outreach team, their first time was tracking billable units). Though summer vacations or turnover may impact this trend in any one-month snapshot, staff are optimistic the positive trend line can continue overall. Currently, we are aiming for at least 50 billable units/avg across the Care Specialist team, which would be approximately breaking even on staffing costs. At the same time, we have been able to sustain and grow our ability to walk beside and support a substantially increased number of people facing the crisis of homelessness well beyond what traditional grant sources would allow. There are many factors contributing to the team's amazing success in housing people last month, including increase in Section 8 rent standards. But housing 16 households in May and first three days in June is remarkable!

Community Conversations and Partnerships

We are pursuing a partnership application for Coordinated Entry (due August 3), including Anacortes Family Center and Family Promise (based in Sedro-Woolley). The working plan, if successful, is for us to retain the hub, and thru partnership increase access across the county and across populations. We understand North Star is prioritizing expanded hours of service, ease of access (including thru technology), and direct connection to services.