

Agenda

Community Action Board of Directors

Thursday, May 25, 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
		Email from Amanda Hubik re: GUESS WHO GOT FUNDING IN THE CAPITAL BUDGET?!
		Jamie Thornberry 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 housing
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 April 27 Board meeting

Discussion Agenda

Item		Action	Description	Responsible	Time
6	State of the agency	Briefing Update	Review highlights from agency dashboard – update on Care Coordination planning	Henkel; Self	5:10
	Finance Report	Motion	May Finance Report (through March)	Davidson	5:25
	Housing Work Group	Motion	Kulshan View – endorsing population to house and serve; timing design with state funding	Brocksmith; Tate; Wallace; Metcalf; Henkel	5:55
9	Board Exec; Board Planning & Engagement; Donor Development	Update Motion	Summer Board Schedule; next in person meeting; nomination for Board vacancy; Development events	Brocksmith; Bennett	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?



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

Tuesday May 23 25, 4:00-5:30 pm, Donor Development Committee- In Person

- **Address:** 1815 7th Street, Anacortes, WA 98221

Wednesday May 24, 9:30-10:30 am, Finance Committee

- **Zoom Link:** <https://us06web.zoom.us/j/85259600407?pwd=VjUxRVhTOVI0cTVoOGQxUFh4V2o0Zz09>
- **Meeting ID:** 852 5960 0407
- **Passcode:** 338569
- **Call Information:** +1 (253) 215-8782

Tuesday May 25, 5-6:30 pm, May Board Meeting

- **Zoom:** <https://us06web.zoom.us/j/89792326464?pwd=bzdsZ1FxMVZpb2swTmxxYUluZkdSQT09>
- **Meeting ID:** 897 9232 6464
- **Passcode:** 955279
- **Phone:** +1 (253) 215-8782

Friday June 2, 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 June 7, 9-10 am, June Brunch & Learn: Energy & Utility Assistance

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

Wednesday June 7, 3-4 pm, CREAT Committee

- **Zoom Link:** <https://us06web.zoom.us/j/87174559991?pwd=SFh0QWpKS1dwZHI0c2xaOUNucWhCQT09>
- **Meeting ID:** 871 7455 999
- **Passcode:** 450580
- **Phone:** +1 (253) 215-8782

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

- **Zoom Link:** <https://zoom.us/j/91488283677?pwd=aXpmdVNPd0FraFJlQ3lrUUQ4cStMZz09>
- **Meeting ID:** 914 8828 3677
- **Passcode:** 022650
- **Phone:** +1 (253) 215-8782

Wednesday June 14, 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

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

Monday June 19, 4:30-5:30 pm, Board Planning and Engagement

- Zoom:** <https://us06web.zoom.us/j/83551235291?pwd=dGpuL3gvLzJvRlBPd2s0RW5hUk9wdz09>
- **Meeting ID:** 835 5123 5291
 - **Passcode:** 168564
 - **Phone:** +1 (253) 215-8782



Important Upcoming Dates: All are Invited

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

Monday July 17, 4:30-5:30 pm, Board Planning and Engagement

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

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

Tuesday July 18, 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



CLIENT SECTOR MEMBERS		Term Ends
LAC CREAT	KATI ORTIZ Skagit Valley College (360) 421-4400 kati.ortiz@skagit.edu	Dec 2024
	VACANT	
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
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



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

MINUTES OF THE BOARD OF DIRECTORS' MEETING

April 27, 2023 5pm

In Person at the Skagit Valley College Conference
Room (Admin Annex, Room CA- 118)

In attendance:

Members of the Board:

Public Sector:

Richard Brocksmith
Ron Wesen

Private Sector:

Kate Bennett
Silvia Reed
Gregg Davidson - present via Zoom

Client Sector:

vacant
Kati Ortiz
Heather Wallace – present via Zoom

Guests:

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

I. CALL TO ORDER

Board President Richard Brocksmith called the meeting to order at 5:03 pm.

QUORUM PRESENT

II. CONSENT AGENDA

Minutes from the March 23, 2023 Board of Directors Meeting

Correspondence: Letter from Skagit County Commissioners re Coordinated Entry and North Star Activities,
Response Email from Richard Brocksmith to Commissioners re Coordinated Entry and North Star Activities.
Division Reports

Brief discussion about potentially posting approved minutes or Board packets on the website.

Motion to approve the consent agenda including minutes of March 23, 2023 Board meeting made by Bennett second by Wesen, motion passed unanimously.

III. DISCUSSION AGENDA

6. Finance Report; Davidson, Caswell

Gregg spoke briefly about reviewing the April finance reports and challenges on our cashflow. Tari provided some reports to the Finance Committee to review that went into depth as to what is affecting cash flow, including Cascade Landing and Care Coordination, as well as \$200k purchase of Kulshan View property. In summary, the Agency's investments in mission driven projects have ultimately resulted in the cash flow challenges. Additionally, Care Coordination, a fee for service through Medicaid billing, is still ramping up and not generating billable units income as projected in the 2023 budget. Recommendation from the Finance Committee to transfer \$300k from Baird investments into operations to ease cash flow concerns. Further noted that \$300k will get us through the second quarter, allowing for some time to increase Care Coordination services and associated income, as well as to getting Cascade Landing fully occupied. Gregg further noted that until we have a stable and financially sustainable path with current initiatives, future investments into housing development might need to ease in the short term until there are additional funds. Ron noted that a \$300k transfer from investments is about 20% of our overall investment. He also noted that we wouldn't be able to continue to tap into that source to assist with cash flow in a way that is sustainable.

Tari briefly reviewed the finance reports and talked more in-depth about cash flow, cash on hand and how it fluctuates.

Motion to approve April Finance Report through February 2023 by Wesen second by Bennett, motion passed unanimously.

Motion to approve moving \$300,000 from agency investments to assist with cashflow made by Davidson second by Ortiz, motion passed unanimously.

Donor Development; Bennett, Prud'homme

Kate reported out on Spirit of Hope highlights, attendance, income and other outcomes: the event included 239 attendees, just short of goal of 250. Donors contributed 282 overall gifts, 16 of which were from new donors. In addition to the revenue generated the evening of the event, Marathon recently contributed a gift of \$5k to take us over our goal to \$103,985!

8. State of the Agency; Henkel

Bill noted that we just completed the replacement of the roof at the Pacific Place building in preparation for the PSE Solar Panels. Bill spoke briefly about Melissa and the Care Coordination team visiting Coastal Community Acton to gain more insight as to how to grow Care Coordination. He noted that we went into Care Coordination as the right thing to do to support our clients and align with mission, though of course we need to do so in a way that is financially sustainable, especially given the reduction in document recording fee revenue that supports our housing homeless services. While there have been struggles, we appear to be leveling out and growing.

Bill noted that we are having some challenges in leasing at Cascade Landing and we are working through those. One major issue is that rental assistance funds generally are targeted through our local Coordinated Entry system to acuity of need, and Cascade Landing is not designed or staffed to sustainably house people with severe behavioral health issues. Still, staff are working miracles in getting clients housed, including at Cascade Landing.

Bill further noted that through the County NOFA for housing homeless services, we are seeing a decrease in funding for the 23-24 funding year. Though this is not good news, especially as we ramp up Care Coordination, the reductions in funding were not as significant as he had thought. In general through our history, our diversity of services and funding sources can be helpful when there are reductions in one area. Because homeless housing services are largely funded through local housing document recording fees, and because of the impact of interest

rates on the local housing market, we do expect continued constraints in funding for housing and homeless services. We will continue focusing on Care Coordination as an opportunity to increase revenue, as challenging as it is, and will adjust as necessary. Bill spoke briefly about the opening of Martha's Place and had the opportunity to thank Rep Alex Ramel for his sponsorship of our successful state Local & Community Projects request for \$309k to support design costs for our Kulshan View property. This will help to support moving forward on design work for Kulshan View without putting added stressors on cash flow. Special thanks to our legislators and Liz and Isabela for their work with them. Sandi, Liz and Tari noted additional funding coming in where other funding may be decreasing with supported Bill's note how diverse agency funding is.

There is some work to do in the community to work through a general sense of heightened divisiveness, and communication challenges with some partners that can strain relationships when our community needs to be collaborating as much as possible on solutions. Bill noted that part of this may be in part to the isolation as a result from COVID, when organizations and individuals were not able to interact as regularly, and some organizations were growing and changing rapidly. There are, however, examples of relationship building in action. In moving into Anacortes, we have been built a relationship with local partners and the city and have been successful in bringing services to that portion of the County. Conversations with the MVSD and the College are building some new relationships and communication across partners with the Kulshan View project.

Housing Work Group; Brocksmith, Metcalf, Henkel

Richard noted that the \$309k that was received will help propel Kushan View into project design work and help us to vision the project and have conversations on the populations we will serve. We are working with several partners to help guide a recommendation on who to house and serve at Kulshan View, and we will bring a recommendation for the Board to consider, likely in May. Once the population is set, we will be able to move forward on design of the facility, and to start examining funding strategies.

Program Focus; Brocksmith, Henkel, Self, Phinney, Jennings

In regard to the Coordinated Entry RFP, there may be consideration at the County of partnerships between agencies in providing services going forward. Richard inquired as to the Coordinated Entry Advisory Committee that the County hosts, and whether it can help to examine what is needed, what is working and what is not working and noted that the strength and learning is in the partnerships.

Care Coordination was budgeted in a structure that has been difficult to build, especially in a challenging workforce environment, as we initially envisioned hiring up to 30 care specialists to do the direct service. The current structure of seven Care Specialist supporting a staffing support structure is not sustainable, because it is the direct service component that generates revenue. Street Outreach is also providing services that will help support bringing in additional income for services they are already providing, and HR is bringing in additional staff to train up to provide additional services, including through Coordinated Entry and our reception team. The other immediate focus is to ensure that everyone, including program leadership and finance, are reviewing the same data to so that we are maximizing services to clients and setting expectations and ensuring that we are meeting expectations or adjusting accordingly.

IV. ADJOURN: Meeting adjourned at 6:33 pm.

BOARD REVIEW & APPROVAL:

☐

Approved as submitted

☐

Approved with changes noted
below

x _____

☐

Board Secretary

☐

Acting Board Secretary

Date Signed

Correspondence:

From: Hubik, Amanda

Sent: Friday, April 21, 2023 1:51 PM

To: Bill Henkel; Liz Jennings; Michele Metcalf; Isabela Ordonez

Cc: Ramel, Rep. Alex

Subject: GUESS WHO GOT FUNDING IN THE CAPITAL BUDGET?!

It's you. 😊

Congrats on the \$309,000 Kulshan View is getting – see page 54 in the summary document:

<https://fiscal.wa.gov/statebudgets/2023proposals/Documents/cc/ccSenateProposedCompromiseSummaryProjectLists042123.pdf>

Much appreciated,

Amanda Hubik

Amanda.Hubik@leg.wa.gov

Pronouns: She/Her/Hers

Executive Legislative Assistant to Rep. Alex Ramel, Majority Whip, 40th LD

Finance Committee | Environment & Energy Committee | Transportation Committee

NOTICE OF PUBLIC DISCLOSURE: Please note, this email and any documents you send this office may be subject to disclosure requirements under the state Public Records Act, RCW 42.56

2023-25 Capital Budget
Department of Commerce
2024 Local and Community Projects
Total Budgeted Funds
(Dollars in Thousands)

Project Title	Amount
Kulshan View (Mount Vernon)	309
Lacamas Lake Water Improvements (Camas)	515
Lake Boren CrossTown Recreational Trail (Newcastle)	824
Lake Chelan Food Bank Building Remodel & Addition (Chelan)	2,000
Lake Hills Clubhouse Renovation (Bellevue)	583
Lake Wilderness Arboretum Improvements (Maple Valley)	450
Lakebay Marina (Lakebay)	300
Lambert House Flood Abatement & Foundation Replacement (Seattle)	1,030
Larson Playfield Irrigation Conversion (Moses Lake)	258
Latah Water System Rehabilitation Project (Latah)	180
Latino Community Service Center (Lynnwood)	515
Lester Creek Personnel to Water Intake (Pe Ell)	640
Lewis County Senior Centers (Chehalis)	500
Lincoln County Fair and Livestock (Davenport)	1,000
Local Grain Conveyance & Storage System (Tumwater)	255
Logistics Facility (Vancouver)	874
Lynden Senior and Community Center (Lynden)	309
Lynnwood Neighborhood Center (Lynnwood)	2,050
Lyon Creek Culvert at SR 104 (Lake Forest Park)	1,820
Madison Street School Sidewalk Project (South Bend)	175
Manson Fire Station - Training Room and Living Quarters (Manson)	206
Marine Spills Operations Base (Friday Harbor)	210
Marshall Park Inclusive Community Playground (Vancouver)	685
Mason County Jail Expansion (Shelton)	1,030
Mason PUD 1 Vuecrest Water System Storage Project (Union)	618
Mason PUD Water Infrastructure (Matlock)	1,000
Masonic Building Roof Renovation (Centralia)	170
Mays Pond Playground (Bothell)	650
Medical Lake Storm Water Mitigation (Medical Lake)	1,000
Medically-Tailored Meals & Groceries Expansion (Seattle)	1,175
Memorial Stadium (Seattle)	4,000
Menastash Grange Revitalization and Expansion (Ellensburg)	85
Mental Health Quiet Room (Moses Lake)	31
Mill Creek City Hall North Renovation (Mill Creek)	515
Mill Creek Multiuse Recreational Property (Mill Creek)	1,030

Criteria, by priority:

1. **Mission alignment:** Our board is a place to build relationships with leaders who share our vision, mission, values, and commitment to equity. We do not invite people to our board to “build relationships” if mission alignment is unclear. That is the role of board committees, and especially CREAT (Community Relationships, Education & Advocacy Taskforce). Board recruitment should come after longer-term relationship building.
2. **Sectors:** Fill all three sectors:
 - **Client Sector:** People with lived experience in homelessness, poverty, food insecurity or in the demographics we serve. Must be nominated by an outside group of that sector.
 - **Public Sector:** Elected officials, at any level of local, state, federal government. Even better if our elected have lived experience in our issues.
 - **Private Sector:** Everyone else (and all of the above): Business, nonprofit, education, government, retirees, community members at large.
3. **Committees:** We need skills and participation in each. Either prioritize recruiting UP from committees, or recruit board members who could help fill priority gaps in the following:
 - Priority: Finance (Prioritize people with NONPROFIT finance experience)
 - Priority: Housing Development Workgroup
 - Board Planning & Engagement
 - Latinx Advisory Committee
 - Donor Development
 - Personnel
 - Executive Committee
4. **Diversity, Skills & Experience:** Avoid tokenism. Do not recruit for “one” of a demographic type, rather for combo of Diversity, Skills & Experience.

Diversity: Represent the people we serve	<ul style="list-style-type: none"> • Geography: Anacortes, East County/rural • Race/ethnicity/national origin/tribal citizenship • Income/lived experience in poverty/past client • Language (Spanish, Ukrainian, Russian, ASL) • Gender/Age (young people, families with children, seniors) • Veteran status/family • Sexual orientation • Ability/ disability
Skills: Ensure a balanced mix.	<ul style="list-style-type: none"> • CPA/NONPROFIT Finance • Legal • Fundraising • Marketing/communications • Public policy/advocacy • HR/Personnel
Experience: Refer to annual board survey for current makeup.	<ul style="list-style-type: none"> • Inclusion, Diversity, Equity, Access: Lived and/or professional experience • Real estate/builders/housing • K-12 and/or Higher Ed • Business/nonprofit (housing, homelessness, food security, basic needs) • Employers/management

Mrs. April L. Patterson
1614 Gateway Heights Place
Sedro Woolley, WA 98284

Tuesday, May 9, 2023
To: Community Action of Skagit County
Board of Directors Client Sector

To Whom it May Concern:

My name is April Patterson. I am a US Navy veteran as well as the Finance Officer at American Legion Memorial Post 91 in Burlington. I have been in this position since 2016. I am also the Second Vice chair for the Skagit County Veterans Advisory Council. I have been actively involved in veterans services in Skagit County since 2015. The volunteer work I do with veterans in Skagit is how I met Jamie Thornberry.

I have known Jamie since she came to the Burlington American Legion several years ago. Since meeting her, I have witnessed incredible strength, perseverance, and grit from this woman. I watched her work her way through classes at Skagit Valley College while still offering to support veterans at the American Legion in Burlington. I saw her show up every single day with her head held high as she worked tirelessly to complete her college courses while caring for her children. She has also been a voice for those who might not be ready to speak. She is always stepping up and sharing the other side of services. She speaks from a client perspective to remind us why we do this and how we can expand and improve on the services we offer. She is not afraid to share her story and bring value to the conversation.

This is why it is my honor to nominate Jamie Thornberry to sit on the Community Action of Skagit County's Board of Directors Client Sector. It is an honor to know Jamie and have the opportunity to support her as she takes on this new role. I am excited for the opportunities it will afford her to continue to support veterans and her community!

Sincerely and Respectfully,



Mrs. April L. Patterson
United States Navy Veteran
American Legion Memorial
Post 91 Finance Officer

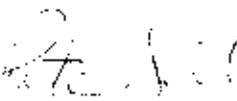
Pete Sill
Skagit County Veterans Assistance Board
Mt Vernon, WA 98274
11 May 2023

Community Action of Skagit County
Board of Directors Client Sector
Mt Vernon, WA 98274

Dear Community Action of Skagit County:

Jamie Thornberry has been serving our county Veterans on the Veterans Assistance Board Advisory Committee for a number of years now. I have observed her steadfastly grow into a very professional individual. She has been attending college classes at Skagit Valley College while serving as an officer with the local American Legion, on the VAB and trying to raise her children. Her previous experience on the client side of assistance has only proved to be an asset when dealing with the various Veterans assistance requests received by the board. She also managed to find time to volunteer as a receptionist at the Vets Connect center, assisting Veterans with various paperwork's and referrals. I highly recommend Ms. Thornberry to sit on the Community Action of Skagit County's Board of Directors Client Sector.

Sincerely,


Pete Sill

Chairman, Skagit County Veterans Assistance Board Advisory Committee



Community Action of Skagit County

Board of Directors & Committee Application

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

Date of application:

Name: Jamie Thornberry

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:

Housing Development, CREAT, and Donor Program

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

Yes I would like to be on the board in the client sector

Contact Information

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

Phone: 360.503.9485

Email: thornjb242@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:

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

100 S. Laventure #A103

Mount Vernon, WA 98274

☐ **Optional: Work address:**

Affiliations

Tell us about your other community involvement:

Occupation/employer (if applicable):

N/A

Your title (if applicable):

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

American Legion Post 147 as Adjutant (chief administrator), Robert M. Gates Skagit Vets Connect as Receptionist, Veterans Advisory Board of Skagit County as a voting member and advocate.

Cedar weaving at the Hibulb cultural center, Tulalip WA

Board Skills/Experience: Check all that apply

<input checked="" type="checkbox"/> Fundraising	<input 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 checked="" type="checkbox"/> Personal or professional experience with poverty	<input checked="" 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.

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 am motivated by Community Action itself, by its mission and by its vision. I am motivated because I myself have seen and navigated through poverty and I have seen it with those that I love. I have a unique view and perspective of what a person impoverished needs and what they are ashamed to ask for. I am motivated by the donors, by the charity that I see in this community. Skagit County is truly creating models that other counties and communities could benefit from as well as our citizens are benefiting from. I am motivated by my own

protectiveness and my own humanitarian views. I am motivated to learn how to help make policy and how to approach changing law in Olympia that will provide more resources to organizations like Community Action for those in need.

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

My name is Jamie Thornberry. I am a volunteer and a student working my way toward a master's degree in social work. I will receive my associate degree in human services next month. I transfer to WWU in September. I am by nature protective and a humanitarian. I am concerned with the well-being of all people. My focus in volunteering has been with military veterans as I myself am one. I am most content when I have been able to help others that I work with or those that come into the organizations that I volunteer for. The organizations I volunteer for are Robert M. Gates Skagit Vets Connect where I receive veterans when they walk through the door. It is important to set a level of comfortability and I always make them feel welcome with a warm smile and a cup of coffee. I perform some small secretarial tasks there as well. The other organization is the American Legion Post 147 where I am the chief administrator, or as they call it the adjutant. This position has many jobs and has taught me through monthly meetings how to be on a board. I take minutes, I write agendas, I draft resolutions, I write newsletters. These are just a few jobs I have there. I also am a voting member of the Veterans Advisory Board of Skagit County where I get to advocate to help the community help veterans in need.

Ask the Undersheriff: Crisis Response Team continues to have success

Skagit Valley Herald | By Chad Clark (undersheriff of the Skagit County Sheriff's Office)

Published May 5, 2023

The Skagit County Sheriff's Office is continuing with its co-responder program — also known as the Crisis Response Team or CRT — that puts mental health clinicians in the same cars as deputies.

The Crisis Response Team has proved successful reaching those that have been dealing with all sorts of mental health issues and haven't been able to get through tough times.

CRT consists of two deputies, one mental health professional, a substance use counselor, and a program manager, with room to grow.

When CRT first began in 2020, the Skagit County Sheriff's Office partnered with Compass Health to provide a co-responder program.

Over the past year, through a partnership with Skagit County Public Health, CRT is now a Skagit County-run program. This change has opened the door to many other community partnerships being made within Skagit County.

CRT has partnered with many community resources such as Community Action of Skagit County and its Recovery Navigator Program.

This partnership has proved to be vital in connecting some Skagit County residents with housing support as they have found themselves without shelter.

CRT has also partnered with Helping Hands.

Some residents have been struggling to find food, water or gas. With the support of Helping Hands, CRT has been able to provide food boxes, water, and gas cards to those in crisis.

Over the past several months, CRT has been an integral part of the clean-up at a nuisance property within the county.

There were several unhoused people on the property including a very young juvenile female.

CRT collaborated with Skagit County Public Health, the Recovery Navigator Program through Community Action, Helping Hands and Child Protective Services to provide services to the unhoused people. The young juvenile female has since been in the care of Child Protective Services and received some much-needed medical attention.

CRT recently worked with a father who was struggling to provide care for his adult daughter who suffers from schizophrenia. Unfortunately, the daughter had assaulted her father and had to go to jail under Washington State domestic violence laws.

CRT was able to work with the mental health professionals at the Skagit County Jail, Designated Crisis Responders through Compass Health and the court on this case.

The daughter was released from jail the very next day and was transported directly to the hospital to receive proper care for her diagnosis.

When other community resource programs feel that a location within Skagit County is unsafe to visit alone, they will often reach out to CRT for support.

One Skagit County resident had his trailer burn down on his property. The fire prompted a response from the Red Cross.

The resident who lost his trailer to the fire suffers from a mental health disorder and had been confrontational with first responders to the fire.

Fire personnel reported the resident arming himself with a machete. CRT was able to provide the safe environment necessary for the Red Cross to contact the resident.

This is the CRT mission statement:

The Crisis Response Team is committed to providing immediate and temporary support for both community members and visitors in crisis. We will accomplish this mission by:

- Co-responding to 911 calls for service to provide immediate support.
- Providing follow-up care to community members and visitors until a continuum of care is established with the appropriate community health resource.
- Coordinating with community health agencies.

Perdue Farms and Draper Valley Farms Support Skagit Food Distribution Center in Mount Vernon, Wash.
Published May 2, 2023

Salisbury, Md. (May 2, 2023) — As part of a commitment to help its food insecure neighbors, [Perdue Farms](#) has awarded a \$10,000 grant to the Community Action of Skagit County in Mount Vernon, Wash., through the Franklin P. and Arthur W. Perdue Foundation. The donation from Perdue's charitable giving arm is part of the company's Delivering Hope to Our Neighbors® outreach to improve quality of life and build strong communities.



Perdue Farms is the parent company of Draper Valley Farms in Mount Vernon, home to local brands DRAPER VALLEY FARMS®, ROXY® The Organic Chicken and RANGER® The Free Range Chicken.

The grant supports Community Action's Skagit Food Distribution Center (SFDC), the centralized distributor of bulk items and fresh food in Skagit, Island, and Snohomish counties in Washington. The center supports 19 food banks and hot meal programs and accounts for up to 80 percent of the items available at local food banks. The program serves 27,500 people monthly.

"Food insecurity affects our region's most under-resourced populations, including individuals and families facing economic vulnerability, those living within food deserts, and older adults living in isolated areas of rural eastern Skagit County," said Bill Henkel, Community Action's executive director.

"Funding from the Perdue Foundation will support the operations of the SFDC as it works toward its goal of providing more fresh and nutritious food to community members ... through our region's food banks and hot meal programs," Henkel said.

Kim Nechay, executive director of the Perdue Foundation, said Skagit Food Distribution Center provides a vital service.

"The center helps older adults and families with children and many others in need," she said. "The Perdue Foundation is happy to support its programs."

About the Franklin P. and Arthur W. Perdue Foundation

The [Franklin P. and Arthur W. Perdue Foundation](#), the charitable giving arm of Perdue Farms, was established in 1957 by company founder Arthur W. Perdue and is funded through the estates of Arthur W. Perdue and Frank Perdue. As part of our belief in supporting the communities where and with whom we do business, the Foundation provides grants on behalf of Perdue Farms in communities where large numbers of our associates live and work. At Perdue Farms, we believe in responsible food and agriculture®.

About Perdue Farms

We're a fourth-generation, family-owned, U.S. food and agriculture company. Through our belief in responsible food and agriculture, we are empowering consumers, customers, and farmers through trusted choices in products and services.

Forum covers barriers, creative ideas for affordable housing

Skagit Valley Herald | Brandon Stone

Published May 18, 2023

A forum Thursday on affordable housing in Skagit County focused on creative ways nonprofits and developers have found to keep costs down.

As rents rise and families are priced out of the housing market, participants on this five-member panel discussed the barriers to building more housing, and talked about a handful of success stories.

The forum was hosted by Friendship House.

Community Action of Skagit County shared its success with Cascade Landing, a 34-unit transitional housing complex that recently started accepting residents.

Bill Henkel, the nonprofit's executive director and one of the panelists, said the project came from an unusual partnership with local developer Dan Mitzel.

Mitzel owns the Burlington property, and was willing to invest in its conversion from unused commercial space to small apartments for a modest return on his investment.

In exchange, Community Action was able to cut the number of government grants — and thus, red tape — it needed, allowing the project to come together faster and cheaper.

Henkel said he's eager to work with other "community-minded people with access to capital."

Jodi Dean, executive director of the Home Trust of Skagit, recounted a similar story where a community member gave her organization an interest-free loan to buy land to develop into affordable single-family homes.

The nonprofit was applying for government funding, but it wouldn't come fast enough to buy this land before a for-profit developer purchased it, Dean said. So this silent partner fronted the cost of the land, and grants were used to pay back the silent partner.

"There are a lot of people out there in the valley with money and a community mindset," she said.

Raymond Faber, owner of Faber Homes, is coming at the problem from a different direction.

Through subsidiary West Coast Homes, Faber is working on manufactured tiny homes that he believes can become a steppingstone for first-time homebuyers.

"We have got to rethink what a starter home is," he said.

These homes max out at 400 square feet, and Faber knows that size won't appeal to everyone. But such homes could give people a chance to get a mortgage and start generating wealth.

The rules regarding this kind of development are new, and Faber said he's spent considerable time talking to banks and cities convincing them that tiny homes have a place.

But developer Paul Woodmansee of Woodmansee Construction, who was also on the panel, said he's not aware of a city in Skagit County where a community of tiny homes can be built.

He and Faber pointed to rules regarding energy efficiency in construction as a culprit in driving up costs for developers. The code changes account for 30% to 35% of the cost of a new home, Woodmansee said.

"It's time for the government officials, the local officials, to start fighting the state, because it's not just our battle anymore," he said.

"We're literally tripping over dollars to pick up dimes," Faber said.

George Kosovich, public health analyst for the county, presented a snapshot of today's rental market.

A rent survey by the University of Washington shows the average rent for a two-bedroom apartment in the county is about \$1,500 a month. In comparison, that number was \$910 in 2015, he said.

The county's own survey of rental properties on the market last spring showed a median price of \$2,010 per month, well out of the reach of low income families, he said.

"For that mom making \$19 an hour, there's not anything on the market," he said.

Unlike state food assistance programs or Medicaid, housing vouchers aren't given to everyone who qualifies.

The U.S. Department of Housing and Urban Development would have to quadruple the number of vouchers it gives out to get them into the hands of every household that qualifies, he said.

Vouchers also can't be used on apartments that have rents that exceed the department's payment standards. Rentals in Skagit County often cost more than the voucher can cover, Kosovich said.

At the same time, the vacancy rate on apartments in the county has increased, from literally zero in 2015 to about 3.4% today. This means the market has loosened a bit in the past eight years, but that has not translated into lower rents, he said.

April 2023 Division Director Report – Melissa Self

Care Coordination

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

Accomplishments:

- Care Specialists are beginning to feel more comfortable in their new roles and the many changes that have taken place over the last few months.
- Continue to see a marked increase in billable units being logged by Care Specialists.
- Referrals to Care Specialists are happening weekly as we work to refer from the Housing Interest Pool.
- We have depleted the wait list for people qualifying for Housing and Essential Needs (HEN) and currently all are on Care Specialist's caseloads.
- Care Specialists have had great success in getting clients housed. We will have numbers for April/May on the next board report.

Challenges:

- With the loss of our FCS Coordinator, the Managers have taken on the extra work of that position and are processing/tracking FCS approvals and following up with Care Specialists on denials.
- The vacancy of the FCS Coordinator has allowed us to redesign that position and will be adding the data entry for billing piece to the job description. This will allow for better communication and knowledge of reimbursement denials and a quicker response.
- Continuing to find glitches in the data reporting but are getting closer to having consistent reports.

Emerging Issues:

- As Outreach has started to work with FCS clients and are logging billable services, we realized that the information they are entering into our data system was not visible to Care Coordination Managers or the FCS Coordinator. This will easily be resolved and will result in increased number of billable units for April and May.
- Much data clean-up is occurring with the Managers now taking on the extra FCS Coordinator tasks and should result in improved income from January – May.

Street Outreach

Steven Simmons – Outreach Manager

Achievements:

- Our numbers are starting to rise as our new staff comes on and gets trained:
 - Individual Clients Served: 161
 - Total Interactions: 543
 - East County: 19

This is comparing nicely to some of our previous high water mark months, such as Nov '22; with #'s of **182** (individual clients); **873** (interactions); and **41** clients in East County.

Regardless, this is a huge improvement from March: **146** (Individual Clients); **219** (Interactions); and **23** clients in East County. I am especially happy to see the ratio of individuals to interactions increase!

One of the main purposes of our basic outreach program is to develop relationships with clients over time so that we will be a trusted provider when unhoused folks decide to seek services. I am keen to see us get back to that 4+ interactions per client in a month standard.

- We were mentioned as an important partner by Under Sheriff Clark in the herald over the weekend! Link:

https://www.goskagit.com/townnews/police/ask-the-undersheriff-crisis-response-team-continues-to-have-success/article_3d9c4828-e928-11ed-b910-630221209ada.html

Challenges:

- Bringing on two new employees at once in Outreach has been a challenge! Our lead is doing an amazing job serving as the on-the-ground trainer for both our new outreach specialists at the same time.

Emerging Issues:

- The legislature failed to pass a new statute concerning simple possession. The new bill (SENATE BILL 5536) which did not pass had several changes baked in for RNP.
- North Sound Behavioral Health (our funder for RNP) stated that the new provisions seek to more deeply embed RNP into the communities where it is located, and may possibly professionalize the staffing requirements, seeking things like degrees, certifications, etc. (I will have an MSW next June, so I am feeling confident).
- Our funding Grant Manager has told me that the time has come to focus more directly on developing relationships with local government and law enforcement. I am developing a plan with the TA group to move forward with outreach, please reach out if you have any suggestions/connections.

Resource Center/Coordinated Entry

Dulce Vasquez, Resource Center Manager

Accomplishments:

- We are fully staffed with Coordinated Entry Care Specialists who've all completed their training. They are now able to complete intakes/check-ins.
- As a result, we had a record number of CE Intakes completed in one day: 12!

Challenges:

- Continuing to cycle staff over to the Anacortes Resource Center while the full-time staff member who will be working in that office is on extended leave.

Emerging issues:

- Anticipating the release of the Coordinated Entry Request for Proposals from Skagit County.

Mount Vernon and Whidbey WIC

Wende Dolstad - WIC Manager, Jhaveena Broadnax – Site Supervisor

Achievements:

- Mask and vaccination mandates lifted for WIC clinics.

Challenges:

- Currently have one open position for nutrition educator

Emerging Issues:

- Will begin offering in-person appointments as an option in September

Skagit Vets Connect

Vernon Hunter, Skagit Vets Connect Lead

Accomplishments:

- On 04/25/2023, One of our Lobby Clerk Volunteer was requested to serve on the Community Action Board of Directors. In addition, we will request a formal recommendation for her from the Skagit County Veterans Advisory Board.
- Another one of our Lobby Clerk Volunteer's last day of service for Vets Connect is May 5th. She will be employed full-time with Community Action. As a result, we have started a search for a new Lobby Clerk.

Total Veteran services this month (133)

- **Claims and Services:**
 - VA benefits **(36)** claims submitted, Claim assessments **(27)**, Housing intake **(2)** Inquiries and referrals (phone and walk-ins) **(47)**
- **VAF:**
 - Critical Needs **(7)**, Rental Assistance **(0)**, Cascade Landing Subsidy **(2)**, Utilities **(4)**, EBT enrollment **(0)**
- **Housing:**
 - Housed **(0)** VASH, Transitional Housing **(5)**, Homeless Hotel Vouchers **(0)**, Senior Stipend **(3)**

Emerging Issues:

- We need to fill our Lobby Clerk position as soon as possible. A notice will go out for a Work First employee or volunteer to fill the position.

Skagit Food Distribution Center

Madeline McGonagle, Food Access Manager

Accomplishments:

- Madeline has hit the ground running and has facilitated the biennial Emergency Food Assistance Program (EFAP) meetings for both Skagit and San Juan county Food Banks. The meetings were held hybrid, both in-person and via Zoom to allow greater attendance. The Skagit Food Distribution Center was voted in unanimously by Skagit County FBs to continue to be the lead agency for EFAP.
- San Juan County approached us to become their new lead, taking over for Whatcom Community Foundation and who also voted unanimously that we become their new lead when the new contracts begin July 1st.
- The purchase of local meat and eggs begins in the months of May and June utilizing WSDA grant money to fill a need that food banks have for protein sources.

Division Report – Sandi Phinney

May 2023

Data:

Megan Breedlove-Speece, Data and Assessment Manager

What accomplishment are you most proud of?

Setting up a custom report to better track Care Coordination Services, and being able to ensure that everyone involved has access to that same data out of EmpowOR.

What challenge are you currently facing?

I'm currently working on the EmpowOR overhaul, which is a massive project with a significant number of moving parts. Every day brings a new set of questions about how to best track and report our data in a way that is both simple for direct service staff and robust for grantors and reporting needs.

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

Consistently working with the Care Coordination management to add new services to their program to ensure that what staff are doing is adequately captured in a way that builds the picture of their program work.

Education, Employment, and Financial Wellbeing:

Marissa Davison, Education and Employment Manager

Employment (Marissa)

What accomplishment are you most proud of?

- Increasing FCS caseload 25% (from 5 to 7)
- 2 FCS participants have gotten jobs (maybe 3 if a participant gets hired)

What challenge are you currently facing?

- Lack of referrals for both WF and FCS
- There is a need for a cohesiveness between employment and housing.

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

- There seems to be a growing desire for remote work.
- A possible resolution for the lack of referrals that has appeared is to establish a better connection with the DSHS HEN and ABD social workers/case managers.

Adult Education (Claudia)

What accomplishment are you most proud of?

Two more students have completed their GEDs! They are now viable in the workforce.

There are four new students enrolled in the GED.

Our filing cabinets came in at Cascade Landing – they are nice!

What challenge are you currently facing?

We are trying to determine if we can manage summer ESL classes. The concerns are low student interest (summers, people want to be with their kids), space (for in-person), scheduling registration and assessment (for online students who work during the day), curriculum choices, and more. It's not quite coming together yet. But taking a summer break causes a backslide in learning for students – as any teacher in the K-12 system can verify. So we hope to do something about it!

If we try to run a pre-GED class, the same concerns apply, plus the need to find and train volunteers to teach it. This would be a separate class from the fast-track class held at WorkSource, which will not cease during the summer.

We are also still in the planning stages for how to best use and expand the space here at Cascade Landing. There will be some construction going on!

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

The students who have completed their GEDs have all been WorkSource clients and have been both case-managed and provided financial support through employment and incentives. Funding the process is essential to student success. I will request a few more \$30 subject test vouchers to use for the non-WorkSource students I currently have, as there is no point in our spending the effort (which also amounts to dollars, not just time), without providing students the funds to get tested. It's a relatively small investment compared with the cost to the community of citizens who cannot become decent wage earners due to this barrier. The GED is a doorway out of chronic poverty for these students.

General Comments on E&E (Sandi)

What accomplishment are you most proud of?

I'm pleased and proud by the creative ideas staff in Education and Employment are coming up with to address incentivizing and recruiting students, thinking about the new space, and so on.

What challenge are you currently facing?

The move of Adult Education (and soon Employment) to the new location in Burlington has been a challenge. Figuring out the details of how to use the space, where things go, how to pack and unpack, etc has not been easy. Even planning how to use the new space without having to reconstruct everything is a puzzle to solve. But it will allow us to have a classroom, computer lab, and children's room, so it is worth the effort!

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

I'm keeping an eye on developments related to digital equity. The state is making a big push to improve broadband access for those who don't have it, and I am trying to keep an eye on these developments, because it is our clientele who often don't have access to the broadband they need.

East County:

Stephanie Semro, East County Manager

What accomplishment are you most proud of:

Continuing to work with partner agencies to bring more services to East County.

What challenge are you currently facing?

Food and hygiene shortages in the Upper Skagit Valley. Not having adequate shower and laundry facilities.

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

We have seen an increase in people utilizing Skagit transit to access service down river. We are seeing an increase in need for assistance for our seniors. I am looking forward to working with Ed West to have a housing forum in Concrete regarding affordable housing for people who live and work in the area.

Energy and Utility Assistance:

Misty Velazquez, Energy and Utility Assistance Manager

- *Energy is right on track with spending out contracts, we are currently all spent out of all past contracts and are currently spending the second contract of our 2023 budget. YEAH!!!
- *We got additional money (this was given to us because we spent out of our money and other agencies have not been able to spend theirs, so they gave us some of the other agencies funds.) from Commerce of 150,000 dollars to give to our community for help with Water and Sewer bills.
- We are still providing AC Units to our clients who qualify for LIHEAP program.

Senior and Disabled Volunteer Services:

Mariana Brandt, Senior and Disabled Volunteer Services Coordinator

What accomplishment are you most proud of?

I have been onboarding new volunteers, working on making more community connections, and streamlining my process. Our volunteers have been able to assist in a number of different services, and through their generosity with their time and energy for our community, these are the hours that have been volunteered from January to April in some of those services.

Shopping and running errands: 21 hours

Housework: 51 hours

Transportation: 199 hours

Home Repair: 3.75 hours

Moving assistance: 41.25 hours

Yard Care: 14.5 hours

Wood Provision: 91 hours

Assessments: 53 hours

Protective Supervision: 27 hours

Food Delivery: 8 hours

Indirect hours (recruitment, orientation, training, reporting, coordination, referral of clients) 157.25 hours

What challenge are you currently facing?

There are still many seniors and disabled adults that need our assistance. Housework and yard care are currently the biggest needs. If you know of anyone with a little bit of extra time on their hands, or that might be open to mowing a lawn every once in a while, or cleaning, we ask for your assistance in spreading the word. Thank you!

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

I am seeing an increase in seniors and disabled adults reaching out for resources and assistance, and have heard this mentioned from other programs as well.

Housing Project Director Report – Michele Metcalf

May 2023 Board Report
May 11, 2023

Kulshan View – Mount Vernon, WA

The month of April was focused on wrapping up conversations with local community partners regarding populations to serve and design feedback for Kulshan View. The rezone application submittal is in progress and should be submitted this week. The Housing Work Group project focus meeting for the month of June will be aimed at finalizing the construction budget and planning for the permitting process. Day-to-day activities will be centered around securing the plan for project financing.

Housing Work Group

The discussion focus for the April 21 Housing Work Group meeting was *Student Housing Needs (Kulshan View)*. We had guests from the Mount Vernon School district join us to discuss the needs of the at-risk student population. Guests in attendance included Brad Edwards, McKinney-Vento Liaison and Iris Carias, representing the Migrant Student Program. Some of the key takeaways from the meeting:

- There are more than 300 students on the McKinney-Vento list from PreK to grade 12; 80% of them identify as Hispanic or Mixteco and the remaining 20% a small percentage are African American, and the rest identify as Caucasian (some of them Ukrainian). Of the 300 students on the McKinney-Vento list, about 35 of them attend the adjacent La Venture Middle School (80% of the 35 families are doubled up and the other 20% are in some sort of temporary housing situation such as a shelter or hotel).
- There is a need for supportive services for at risk families with untreated addiction issues that prevent them from securing stable housing. There is also a need for housing for foster care families to prevent relocation outside of the school district.
- Some of the migrant households have the means of income but are not able to find housing due to rigid rental requirements.

At the May 5 HWG meeting we shifted gears from project focus to analyzing data from community conversations. The Housing Work Group will meet again on May 19 to formulate their recommendations to the Board based on the information received on populations to serve at Kulshan View, with the recommendation to pursue formal agreements with the school district and community college. The HWG supports keeping building plan to primarily 2- and 3-bedrooms to accommodate families.

The Housing Work Group meetings for June will be held on June 2 (project focus) and June 16 (HWG general meeting).

Project Status Report for Kulshan View

Report Date: May11, 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:

- Meetings w/ SVC and SVC Foundation 4/4 & 4/10
- Meeting w/ MVSD McKinney-Vento/Migrant programs

Work Complete/Scheduled this Month:

- Analyzing data from community conversations
- Meeting w/ Commerce Re. HTF requirements
- Submit Rezone application

Work Plan for Next Month:

- Finalize construction budget
- Continued planning for project financing

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		Scheduled to submit no later than 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		

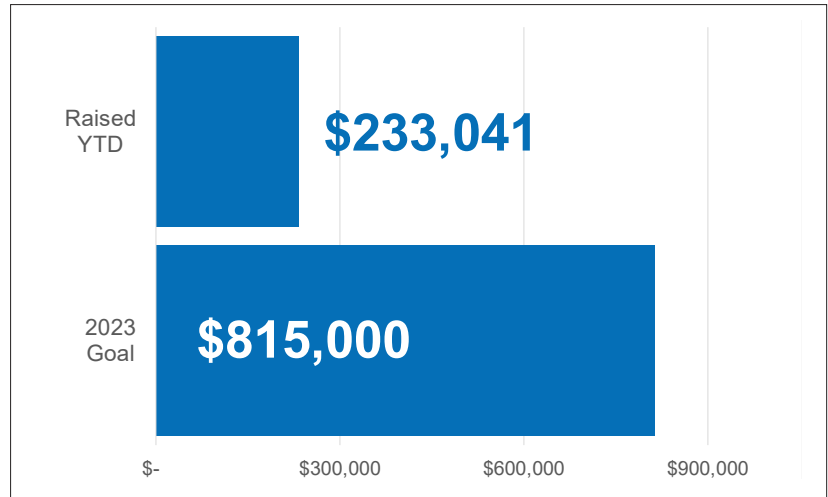
2023 Fundraising Progress January 1, 2023 - April 30, 2023

2023 Fundraising Goal & Progress

As of April 30, 2023 we have raised **\$233,041** which is about **29%** our board approved goal.

Breakdown of Funds

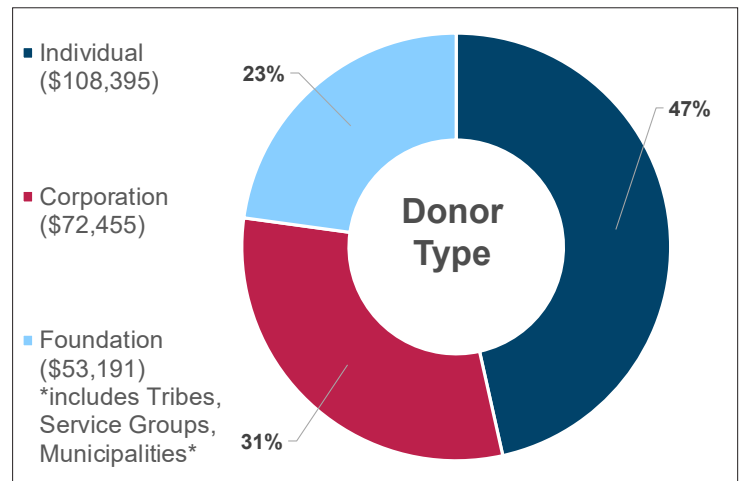
\$138,821	Greatest Need
\$49,985	Solar Panels (PSE)
\$20,000	Street Outreach
\$19,430	Skagit Food Distribution Center
\$1,351	Mountain of Hope
\$1,000	WIC
\$862	East County
\$690	Veterans Services
\$520	Critical Needs
\$382	Housing and Housing Development



Highlights

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

- The Tulalip Tribes
- Dan and Arlene Stadler
- Jonathan Wolman
- Anonymous
- **Spirit of Hope Highlights:**
 - Number of attendees - 239
 - Donations - \$83,150
 - Tickets, tables and sponsors - \$16,950
 - Total Revenue - \$100,100
- Between 1/1/2022 - 4/30/2022 we raised \$248,386



\$233,041
Raised 2023
YTD

236
Donors
YTD

25
New Donors
YTD

\$100
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

Cascade Landing Fundraising

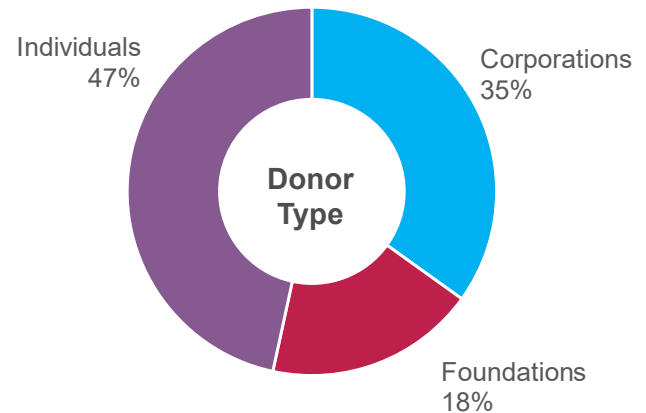
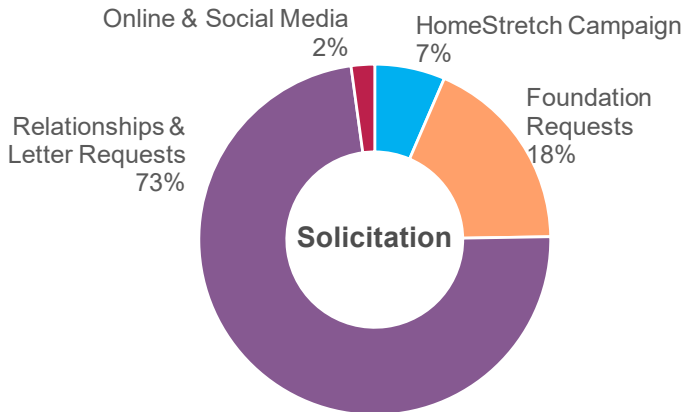
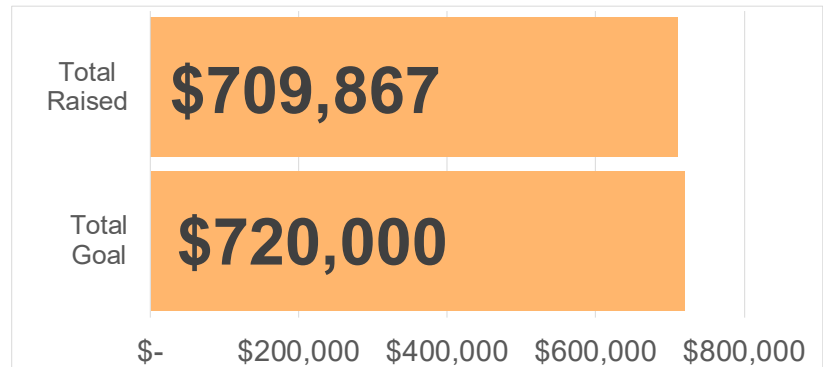
As of May 2022, we have raised **\$709,867** which is **98%** of our total fundraising goal.

Cascade Landing Goals

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

***Total Funds Raised (REET included): \$709,867**

***\$247,164 REET funding is a Cost Reimbursement Grant secured in 2022.**



\$709,867
Total Raised

76
Number of Gifts

72
Donors

\$306
Median Gift Amount

Highlights

- This is our final Cascade Landing Report
- 17 of the 34 apartments are leased, 1/3 of those by veterans.
- 10 more applications are pending. We expect to be full soon!!

Outstanding Cascade Landing Grant Requests

Funder
Sedro-Woolley Soroptimists
Skagit Mount Vernon Rotary Club
Rotary Club of Sedro-Woolley

May 2023
Community Engagement Board Report
Elizabeth Jennings, Director of Community Engagement
Community Engagement Strategies:
Learn, Volunteer, Advocate, Give, Coordinate, Advance Equity

LEARN:

- **Presentations, events:**
 - As of 5/31 we will have done 34 presentations, tabling events and other community events, three more than this time in 2022.
 - In 2022, 30% of events to date were focused on promoting client services, whereas 70% were promoting Community Action to community leaders, service clubs, potential donors and other supporters (primarily focusing on Cascade Landing). In 2023 it's the opposite ratio.
 - **Downloadable flyers:** In addition to keeping the Community Action website up to date with program information, Community Engagement Coordinator Isabela Ordonez and Marketing Specialist Josh Ruff have created flyers for many programs, which can be downloaded for easy referrals:
<https://www.communityactionskagit.org/flyers/>
 - **"Telling Our Community Action Story" and "Messaging Poverty" workshops:** The Board Planning & Engagement Committee, Donor Development Committee, and staff Transformation Team all have 2023 strategic plan goals to polish up our "elevator speech" about who Community Action is and our impact in the community. The Community Engagement Team is planning to do two workshops this summer with staff, one on "Telling our Community Action Story," and the dos and don'ts of "Messaging Poverty," based on national and state research on messages that motivate people to take action on poverty issues. We will invite interested board members to participate, and help give feedback to improve our boilerplate. We'll then do a similar workshop with the board and committees at the board retreat.
 - **Board support opportunity: Brunch & Learn 9 a.m.-10 a.m., Weds. June 7, via Zoom. June's Topic: "What's HOT? Free A/C and Energy Assistance!"**
 - Learn how our Energy & Utility Assistance is helping households save money for other basic needs.**To RSVP:** CommunityEngagement@CommunityActionSkagit.org
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VOLUNTEER:

- **Board support opportunity: Spread the word! Volunteer drivers needed:**
 - In the last month we've seen the biggest uptick of new volunteers since the pandemic. At the same time, several programs that serve seniors, disabled adults and Medicaid patients need many more volunteers to meet the demand for services. Know anyone who enjoys driving and wants to make a huge impact in a neighbor's life? Encourage them to contact Tracy Montaron, our friendly Volunteer Coordinator: VolunteerCenter@CommunityActionSkagit.org
<https://www.communityactionskagit.org/volunteer/>
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COORDINATE & ADVANCE EQUITY:

- **LAC is rockin'!** Board member Kati Ortiz and staffers Isabela Ordonez and Elizabeth Jennings were asked to provide advice and coaching for a group of Latino leaders in Whatcom County who want to launch a coalition similar to the Skagit Latinx Advisory Committee.

Board Motions

Community Action of Skagit County

May 25, 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 April 27, 2023 Board meeting

Background on Consent Agenda Motion: Please see attached draft minutes from the April 27 Board meeting (Item 2).

Potential Motion: Approve Consent Agenda (item 1).

Draft Motions within Discussion Agenda

1. Approve May 2023 Finance Report (through month of March)

Background on Agenda Motion: The Board Finance Committee reviewed at its May 24 meeting the attached Finance Report, covering through the month of March 2023. The finance report will be shared electronically with the Board prior to the meeting.

Potential Motion: Approve May Finance Report

2. Seat Jaime Thornberry as a Client Sector Nominee to our Board

Background on Consent Agenda Motion: Kaila Roberts resignation from our Board left a vacancy in our Board's client sector. As a reminder, client sector representatives are nominated by a group associated with some aspect of our agency's services to our community. The Board then considers through a formal motion "seating" that nominee on our Board. We have received two nominations for Jaime Thornberry, as a potential Board member representing our client sector, one from American Legion Post 147, and one from the Skagit County Veterans Assistance Board. (See Items 3b & 3c). The Board Planning & Engagement Committee is recommending this seating of Jaime Thornberry to the full Board.

Potential Motion: Seat Jaime Thornberry as a Client-Sector Representative on our Board of Directors

Community Action DASHBOARD

May
2023

The finance numbers will be shared electronically prior to the Board meeting.

The C's: Care
Coordination, Cascade
Landing, and
Coordinated Entry

HOT TOPICS

New enterprises and Revenue. On the challenge side, funding from County Homeless Housing NOFA was \$133,853 less than applied for (and \$406k less than last year). We just heard, however, that the \$66m in "gap" funding from the state (for document recording fee drop) will increase by 12% the amount the County is able to funnel to homeless service providers. \$309k Local & Community Projects state award (Kulshan View design). Our Donor Development team has raised \$233k (of its \$815k goal), including this month \$10,000 from an anonymous donor, and \$3,000 from the Tulalip Tribe.

Recent Progress on Strategic Plan

Stabilizing and Equipping: We have made progress on getting Care Coordination as a service model off the ground. Billable units per month have been increasing, number of care specialists have increased, hiccups in process in documentation is being examined and improved.

Stronger Community: One of the big goals in this area was to secure another property in Skagit County to build affordable housing, which we have achieved with Kulshan View. Another goal was to improve and deepen partnerships in Anacortes, which has been achieved through work with AFC, the City of Anacortes, representation on the HACCS committee and Anacortes Community Health Coalition.

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:

- The Coordinated Entry team recently did 12 intakes in one day, which is unprecedented, and is a response to the referrals coming in from the agency currently managing eviction prevention in the county.

How can I help this month? Encouraging, helping to guide and cheering on staff is much appreciated as we navigate the rough waters of this time-period! 😊

Trends in Needs and Services

The Housing Authority was able to raise their local rent standards for Section 8 starting on May 1, while Cascade Landing lowered its rents on standard studios (by \$77/month for the 24 standard studios) to ensure that people with a Section 8 voucher but without income would still be able to qualify. This also applies to VASH Vouchers (similar to Section 8 for homeless Veterans), as well as the Housing Authority's Emergency Rental Vouchers (EHVs). One tenant has already been able to move in due to this change, and our partners at the Housing Authority and VA tell us to expect more Section 8, EHV and VASH recipients to be able to apply and qualify very soon. Though this represents a decrease in revenue Cascade Landing over time, our current projections continue to forecast positive cash flow once the units are filled. This is a good example of cooperation and compromise in a system in which housing policies may align with providers' financial sustainability.

Community Conversations and Partnerships

Conversations have begun for a potential partnership application for Coordinated Entry. This cooperation will be essential in providing services in a system where there are competing priorities of housing the most vulnerable (and being required to) while also ensuring that units are filled and housing providers can function.

[Read the linked article regarding Coordinated Entry challenges in King County that echo some of our challenges in Skagit.](#)

BOARD Work Plan 2023

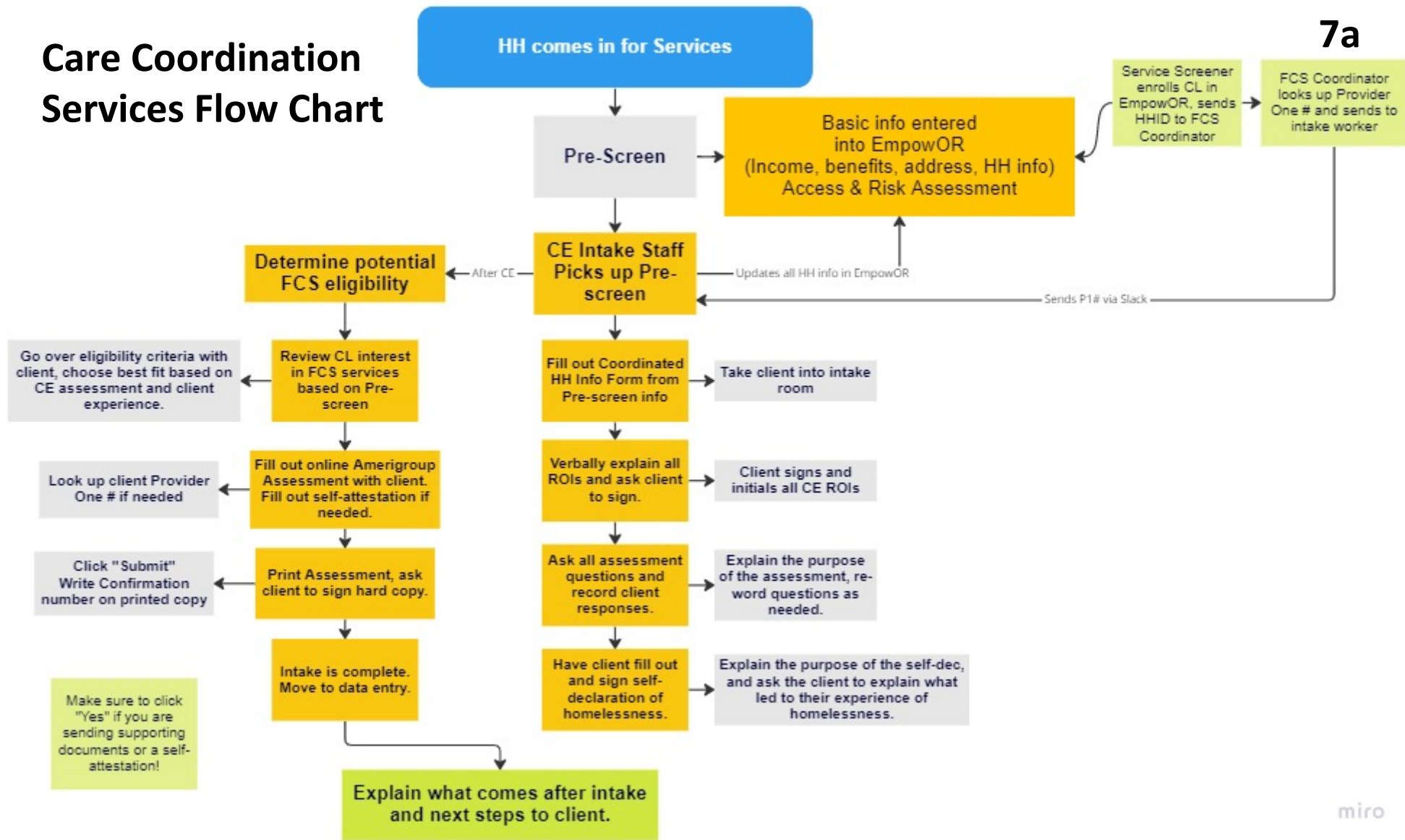
BOARD Work Plan 2023							
Ctte	GOAL	Strategy and/or Measurable Target	ACTION ITEMS	DUE Date	STATUS	RESPONSIBLE	Notes
GOVERNANCE							
Core Theme: High Impact Organization Strategic Priorities: Financial Health & Stability & Data-Driven Decisionmaking & Continuous Improvement							
BP&E	1						
	Develop 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	In process	Richard and Liz	At retreat for the training?
	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 February March, in play in spring	In process Done	Liz, review by BP&E Sandi & Isabela BP&E	Need update from Liz Survey done. Need to analyze.
	3	Board Work Plan reflects committee needs and priorities.	Identify cttes responsibility for each action item and report out schedule.	December 2022	Done	BP&E	
Finance	4						
	Operate within a balanced budget	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	
		Find opportunities for partnerships and funding re: housing development	Add new members to Finance Committee	Ongoing	Done	Finance Ctte	
HWG	5						
	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	Planning	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	broken into big picture mtg and nuts and bolts meeting.
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	Done	HWG	Rocking it! Never fully "done," always in process.
HWG	9						
	Keep racial equity at the forefront in discussions and decisionmaking	Look at the Kulshan View project through the Equity Lens		June	Done	HWG	Yes. Done/Always in process. Great question about how the next project has a better diversity lens.

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	Done	Mindy	A lot going on at the staff level. Identify how to include DEI update in Board packets and how to include updates from other committees and Board committees
			Identify how DEI information gets disseminated to the Board	May	In process	Full Board	
			Identify with the Personnel Committee and other leadership ways to honor lived experience, language capability, and other diverse, non-traditional skills	October	Planning	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	Done	BP&E	
			Use it with at least one new major project as a pilot, esp. Kulshan View.	May	Done	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	Done	BP&E	
			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	In process	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	
			Networking, Information & Referral: 4 meetings	December	In process	Liz, LAC	
			Public policy listening sessions: 4 meetings + reports	December	In process	Liz, LAC	
LAC			Leadership development: Transition leadership of LAC to a Board member	December	Done	Liz, LAC	
ADVOCACY							
Core Theme: Stronger Community Strategic Priorities: A Catalyst for Change							
	1						
	Build long-term relationships with elected officials and other decision makers		Constituent/board meetings with all nine legislators during session	March	Done	Liz	
			Possible Community Project request for Kulshan View via 40th district	March	Done	CREAT/Board	
			Monthly conversations with other decision-makers	December	In process	Liz	
			Increase Board understand of emergency food system	December	Planning	CREAT/Board	

CREAT			Clarify relationship between CREAT and the Board and identify Board representation	December	Done	CREAT/Board		
	Act on advocacy goals identified by CREAT and WSCAP		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	In process	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								
Donor Development	1							
	\$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, Committee, Board	Spirit of Hope done(?); plan for 2024!	
	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	Invitations 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, Committee, 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				Philip, DD Cttee			
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	In process	Staff, HWG, DD Cttee		

Care Coordination Services Flow Chart

7a



Care Coordination, Coordinated Entry and Outreach Organizational Chart

