

Com Care

MEMORANDUM

TO: Task Force Committee
FROM: Mr. Nick Barnett and Mrs. Edna Robertson
DATE: May 22, 1974
RE: Report on Job Descriptions of Community Care Agency Staff

Purpose: A. To review written job descriptions.
B. To interview staff about actual job responsibilities and functions.
C. To compare A and B above.
D. To make recommendations on findings.

Procedure: Read job descriptions
Identify staff members
Group interview staff
Read and discuss job descriptions
Collate data
Report findings and recommendations

I. Introduction
-Meeting held at Community Care at 5:30 P.M. on May 13, 1974
-All staff present including Director
-Interview team: Nick Barnett
Edna Robertson
Gail Myers

II. Following are the named staff members:

Clara Peoples
Darlene Johnson
Louis Martin
Haley Peoples
James Riley
Ben Canty
Delories Shelton*
Gloria Wright

III. Comment:

In the interview and discussion, there was substantial confusion among staff members as to both job descriptions and job titles; in addition there were in the written contract two separate and conflicting listing of job titles and descriptions: i.e.

1. on page 22 titles "Roster of Current Employers
2. on page 65 "Budget Justification" (category of personnel) dated April 13, 1973.

Therefore most of the interview/discussion centered around reading each job description and identifying the duties and activities of each staff member in order to define areas of responsibility and major roles.

IV. Job Descriptions: Analysis and Conclusions

The result was the following re-written job descriptions and tentative job titles. The titles are as stated on the "Budget Justification"-category of personnel on page 65 of the Community Care contract and as identified with the given job descriptions. There is nowhere a clear definition of these job titles per-se- nor an unambiguous definition of job classification levels, e.g. the difference between Program Assistant I and Project Assistant I, or between Project Assistant I and Project Assistant II. Lacking verbal or written clarification, I had to assume from the "category-of-personnel" on page 65 the positions designated as "I" are higher than positions designated as II.

V. Recommended deletions, additions, and modifications of Job Descriptions resulting from staff group discussion.

A. Job Description: Project Director will be the same as on page 12 with the following additions:

- Maintain workable relationships with all other employees in accomplishing overall success of the Project, including locating new sources for discount services, crops, and special food items.

- Will solicit and inquire after land that can be used for production of food items.

- Involve the business community with donor support in areas to enhance our program.

Signed: Nick Barnett _____

Edna Robertson _____

(A) Job Description: Program Planner - Gloria Wright

Summary

The Program Planner performs a variety of operational functions and is responsible to the director for developing and supervising all foods and nutritional programs of Community Care. She will coordinate the activities of the project attendant and the three (3) project assistants, as they relate to the goals and objectives of the program. She may be called upon to accompany the director to appointments upon the director's request.

Controls

The Program Planner is directly responsible to the Director.

Duties

1. Performs duties for the Executive Director as assigned.
2. Prepares and implements menus used in this aspect of the program.
3. Coordinates custom canning of donated and harvested foods. Recruit and schedule Model Neighborhood volunteers to be involved in this aspect of the program.
4. Interviews recipients and identifies needs; and direct personnel/recipients to proper information sources.
5. Coordinate daily activities with the director and bring all policies to staffs attention.
6. Schedule vehicle use to augment pick up and deliveries.
7. Supervise personnel and assign designated staff where needed.
8. Maintain clear calendar of appointments and events and screen office visits for director.

(B) Job Description: Project Attendent I - Darlene Johnson and
Delories Shelton

Summary

The Project Attendent I is responsible to the Program Planner and in the absence

of Director and Program Planner she is responsible for all operations for developing and supervising all aspects of the food component. They will oversee the operation of all food preparation and freezing and canning operation. They are responsible for preparing hot meals to be served to recipients, and planning and packing the emergency food boxes. They will consult with the Program Planner with regards to menus and available items for emergency food service, and develop new recipes. They will keep accurate records of poundage, both incoming and outgoing, and will keep accurate records of all canning and freezing via continuous inventory. She may be also called upon to work in any area of program in any capacity that will be of benefit to help to achieve our goals.

Controls

The Project Attendant I's report to the Program Planner.

Duties

1. Coordinates and assists agency involvement in planning and implementation of the project.
2. Prepares reports and menus, and implements menus used in this aspect of the program.
3. Perform duties called in custom canning of donated and harvested foods, and schedule volunteer involvement in this aspect.
4. Coordinate the serving of hot meals from our facility.
5. Determine food needs, keep accurate records of harvested and donated pounds of food items.
6. Coordinate time with cooking, harvesting, processing and distribution.
7. Recruits Model Neighborhood residents to be involved in this component.
8. Keep accurate records of diet patterns of the target area.

(C) Job Description: Project Assistant I - James Riley

Summary

The Project Assistant I is directly responsible to the supervisor to whom he is assigned, thus, ultimately under the Program Planner. Office duties would include general office duties, such as telephones, clients service, referrals, handling requests, and coordinating with office personnel. When involved in food preparation and handling the Project Assistant I will follow the directives of the Program Planner and Project Attendant. They may be called upon to work in any area of the program, in any capacity that will be of benefit and help to achieve our goals.

Controls

The Project Assistant I will be responsible to their immediate supervisor during the time they are working on any particular component.

Duties

1. Be responsible for food preparation and butchering.
2. Assist with the work that is being done to facilitate the project; i.e. canning, pick-up, delivery, processing and distribution of food, sewing, meal preparation, or any other duties that are necessary for the proper running of the program.
3. Perform detailed work as assigned.
4. Recruit Model Neighborhood residents to be involved in all aspects of the project.
5. Will coordinate food use and stocking and work closely with the cannery personnel to insure proper food handling.
6. Will interview recipients and relay information to the proper area as necessary.
7. Responsible for kitchen work and clean up.

(D) Job Description: Project Assistant II - Ben Canty

Summary

The Project Assistant II is directly responsible to the Project Assistant I. He will work closely with the Program Planner and the Program Attendant to insure smooth operation of the Program. He will oversee all scheduling of pick-ups and deliveries, and control van and truck use. He will assign Project Assistants to correct component and supervisor, and will stay in close contact with the Director and will be able to adjust rapidly to a changing situation. He may be called upon to work in any area of the program, in any capacity that will be of benefit and help to achieve our goals.

Controls

The Project Assistant II will be responsible to Project Assistant I.

Duties

1. Prepare reports when necessary to supplement standard reporting e.g.:
 - a. activity control sheets
 - b. mileage
 - c. pick-up and delivery sheets
2. Make pick-up and delivery of donations.
3. Assist in kitchen operation and maintenance.
4. Responsible for janitorial operations.
5. Responsible for maintenance of equipment.

(E) Job Description: Program Assistant I - Haley Peoples - no longer employed-
position vacant

Summary

The Program Assistant I will report to the Program Planner. He will be responsible for supervising the operation of all Community Care gardens and donated land use. He will plan and oversee planting and all harvesting, and will coordinate the pick-ups and deliveries of harvested items between the cannery, kitchen, and storage areas. He will supervise project assistants and casual labor as needed in this area, and will work closely with the Program Planner in coordinating food pick-ups and harvesting. He is responsible for the operation and maintenance of farm equipment and motor vehicles owned and operated by the agency. He may be called upon to work in any area of the program, in any capacity that will be of benefit and help to achieve our goals.

Controls

The Program Assistant I will report to the Program Planner.

Duties

1. Will oversee Project Assistants and Casual Labor used in the fields as needed.
2. Will schedule harvest time closely with kitchen and office staff.

(F) Job Description: Program Attendant II - Louis Martin

Summary

The Program Attendant II will report to the Project Assistant I. He will do gardening, harvesting, and help with the agency maintenance. He may be called upon to work in any area of the program, in any capacity that will be of benefit and help to achieve our goals.

Controls

The Program Attendant II will report to the Program Planner.

Duties

1. Does kitchen work.
2. Washes clothes and dishes.
3. Helps in cannery.
4. Helps with sewing.
5. Helps with pick-ups.
6. Does gardening.
7. Helps with up-keep of vehicles.
8. Helps with general maintenance of premises.

*Delories Shelton was identified as an "on-call" staff members, but neither job description nor title was available. In addition, three youths were employed as occassional help: Aaron Pruitt, Rene Simpson and Haley Peoples, Jr. -

1. Recommend honor request of Program Director to have senior stenographer position in lieu of filling one of the vacant positions.

Com. Care
MEMORANDUM

TO: Task Force Committee
FROM: Dick Celsi
DATE: May 28, 1974
RE: Daily Operation of Community Care

The first difficulty lay in defining specifically the goals and objectives of Community Care. Instant analysis easily determined that with the limited staff, space, equipment, and budget, Community Care is trying to do too much. For a program which is primarily and foremost a nutritional service dedicated to eliminate hunger, Community Care spends too much staff time and effort involved in serving other needs; e.g., clothing, furniture and appliances, sewing, laundry, etc. Not that these needs are not important, on the contrary, Community Care has seen these as a vital part of it's program from the beginning, nonetheless, they do drain time and energy from the nutritional aspects of the program.

Problems relating to overworked staff although serious, seemed minor because the staff appears to have accepted them. However, the lack of adequate lunch relief and other breaks during the day constitute a problem that can become major. Lack of provision for vacation time also should be taken care of. Good morale and efficient staff participation will be improved by providing time off on a daily and yearly basis.

The problem of space is well known already. Lack of adequate storage requires many items to be stored in the limited quarters of the Community Care building, which further restricts the working area and creates unnecessary work to keep the place clean and to be constantly moving the supplies. Also many items must be stored in the homes of the staff, requiring extra effort in handling and transportation. A new food preparation area and provision of improved facilities and equipment would do much to alleviate the problems of space.

The diversion of staff time and energy from the preparation of daily meals and food boxes, into side operations such as field gathering and cannery activities is a further problem in achieving the primary goal of getting nutritional food to hungry people. Having to close down so that staff can go to the field is a waste and is harmful to the main operation of the program. It is hoped that more efficient use of part time, hourly help could accomplish the same results, without involving the total staff. Rough calculation of the budget items indicated that wages for at least 120 hours per week are available to hire part time workers (hopefully recipients of the Community Care program) when needed for cannery and field work.

This certainly does not exhaust the problems in the daily operation of Community Care, and this does not in any way attempt to deal with what is right in the program. The concept is excellent, and by attempting to improve the day to day operation, we can, hopefully, deliver the kind of service that Community Care is built to provide.

Recommendations:

1. Community Care should restrict it's primary focus to nutrition, with activities centered around food acquisition, food preparation, and food distribution. If other services are provided, they should be delivered by volunteer effort (as is presently the case in some areas) with a minimum of staff time and energy.
2. Community Care work out some system for a duty free lunch period each day. (Close down from 12:00 to 1:00 or staggered lunch periods, etc.) Regular hours be established and adhered to as far as possible, and that services be provided within that schedule unless on an emergency basis.
3. Vacation time be allotted and granted; on a staggered basis to all employees who have worked a minimum time.
4. Another storage area be found as near as possible to the present facilities so that all storage items can be centrally located and arranged.
5. Development and maintenance of lists of persons willing to work on a part time basis for an hourly rate, and utilization of this help list for extra jobs of the project (e.g. field work, trips to cannery, cleaning fish, etc.) with some regular staff supervision.
6. A long range goal would be to work toward the establishment of coordination between agencies providing services to the poor by the city or some other agency so that costly and wasteful duplication would be eliminated and those in need would be served with a minimum of hassle and red tape.

Special Meeting - Community Care
June 25, 1974

Present: Charles Ford
Gregg Watson
Dick Celsi
Nick Barnett
Ralph Sweeney
Haley Peoples
Clara Peoples
Alan Bowen

Staff: Edna Robertson
Al Jamison

- (A) Building lease from June 16, 1971, until June 16, 1972, midnight.
- (B) Mrs. Peoples nor Mr. Sweeney did not know about this error.
- (C) Sweeney instructed Mrs. Peoples or Mrs. Batties to sign check over the number of years.
- (D) Checks were cashed at the First National Bank and Freedom Bank.
- (E) Checks were to be reprogramed into the program for services since the inception of the program. (Mr. Sweeney's statement).
- (F) Should have invoice for rent payment over number of years.
 - (1) How were monies spent?
 - (2) How were monies deposited into project's bank account?
 - (3) What purpose were the funds used for?

Clara Peoples

In 1971 four or five checks were put into the Community Care Account.

Ralph Sweeney

All monies, \$416, each month was a donation to Community Care by Sweeney.

If the above cannot be satisfactorily provided by the project, since its inception of the program, these are the recommendations:

- (A) Explain the reasoning behind the entire rental arrangement.
(Statement to be received from Mr. Sweeney by 6-26-74)
- (B) Why the rent checks were not deposited into the project's bank account. (Statement to be received from Mr. Bowen by 6-26-74)
- (C) How the rent payments were redeposited and for what purpose they were used. (Statement to be received from Mrs. Peoples)

Refund of FICA Taxes

Mr. Bowen made recommendations for Mr. Peoples to refund money back to the account (refund from income taxes of Community Care).

Inillegible expenses incurred by the Project during the Fourth Action Year (4AY) as of April 30, 1974.

What was special account for? What monies were put in the account.
No answer was given.

Community Care Project

- I. Restructure Community Care Board members.
 - A. Regular Meeting
 - B. Remove members from Board and resturcture.

- II. Job Descriptions
 - A. Director - Clara Peoples
 - B. Project Asst. - B. Pruitt
 - C. 3 Program Asst. -
 - D. 1 Project Asst. II - B. Canty, H. Peoples
 - E. Program Attendant - Haley Peoples
 - F. Program Asst. I - J. Riley/B. Canty
 - G. 1 Program Planner - G. Wright

HUD

Membership

Staff

Community Care Project

May 6, 1974 5:30 P.M.

- I. Advisory Board
- II. Persons - Relationship - Structure
- III. Job Description
- IV. Purpose - Objectives - Strategies
- V. Project Description
- VI. Others

Community Care Meets Monthly

Board Members

Patton

C. Pruitt

A. Bowens

C. Peoples

H. Peoples

T. Baught

C. Thomas

L. Kell

A. Lathan

Yettters

Community Care

Recommendations for the Organization:

- I. Cannery - Loving/Jamison
- II. Job Description - Barnett/Watson/Pruitt
- III. Board Make-Up - Watson/Peoples/Robertson
- IV. HUD Audit - Jamison/Bowens
- V. Daily Operation - Celsi

Community Care Board Meeting

- May 7, 1974 - Board Meeting III 5:30
- May 13, 1974 - HUD Audit IV
- May 13, 1974 - Daily Operation 8:00
- May 13, 1974 - Job Description 8:30
- May 15, 1974 - Cannery

(A) Job Description: Program Planner - Gloria Wright

Summary

The Program Planner performs a variety of administrative functions. She will over-see pay-roll and interoffice accounts, and facilitate program accomplishment through close coordination with the Director and the Program Assistant I Program Attendant II. She will coordinate the activities of the Director, and will often be called upon to accompany the Director to appointments. In the extended absence of the Director she may be called upon to make management decisions. She may also be called upon to work in any area of program in any capacity that will be of benefit to help to achieve our goals.

Controls

The Program Planner is directly responsible to the Director.

Duties

1. Performs duties for the Executive Director as assigned.
2. Maintains clear calendar of appointments and events, screen office visitors, and direct the flow of traffic in the office.
3. Prepares reports and menus, and implements menus used in this aspect of the program.
4. Perform duties called in custom canning of donated and harvested foods, and schedule volunteer involvement in this aspect.
5. Recruits Model Neighborhood residents to be involved in this component.
6. Interview recipients and relay information to the proper area.
7. Coordinate closely with the Director, to bring directives to the staff.
8. Schedule vehicle use to augment pickups and deliveries.
9. Prepare time cards and oversee interoffice accounting procedures.
10. Oversee supervisory personnel, and assign project assistant where needed.
11. Prepares Monthly and Quarterly Reports and is responsible for internal audits.
12. At the request of the Director, develops program information and creates such articles as a history of the agency as well as human interest releases.

(B) Job Description: Project Attendant I - Darlene Johnson and ~~Delores Shelton~~

Summary

The Project Attendance I is responsible to the Program Planner and in the absence

citizens
planning
board



portland model cities

CITY DEMONSTRATION AGENCY
5329 N.E. UNION AVENUE
PORTLAND, OREGON 97211

288-8261

EXECUTIVE BOARD MEETING April 30, 1974

The meeting was called to order by the Chairman, Gregg Watson. The following Board members were present or arrived before the meeting adjourned:

Marlene Bayless
Dick Celsi
Charles Ford
James Loving

Opal Strong
Kay Toran
Harry Ward
Gregg Watson

The following Board members was absent:

Burnett Austin

The following guests were present:

Clara Mae Peoples
Haley Peoples

Chris Thomas
Eugene Jackson

The following staff was present:

Gail Myers
Andrea Sharp

Edna Robertson
Al Jamison

Mr. Watson stated that the \$75 million dollars which had been impounded by the Administration has been released and Region X should be receiving notification by next week (5-6-74).

Mr. Watson stated that out of the four (4) programs the Bureau said they would fund (MARC, 4-C, Senior Adult Service Center, and Community Care), the City will only pick up 4-C Child Care. Model Cities budget allocation for Community Care is \$63,000 and the City budget is zero.

Mrs. Sharp responded that the Bureau has said they will not pick up Community Care. The Bureau feels that Community Care has become a personal benefit to the director. The Bureau was concerned about the storage of meats, staff doing more than what they were supposed to do, Mr. Peoples being employed at Community Care, etc.

Mrs. Sharp went on to say that when the Model Cities evaluator went to Community Care, Mrs. Peoples was not available.

Mrs. Peoples replied that when Mrs. Pat Ollison came over, she was present and made all information available.

Mr. Ford asked what the reason was for not funding Community Care. Mrs. Sharp responded that it was because of lack of internal management. The staff at Community Care related that they have to clean Mrs. People's home stay with her mother when she is ill and help her to dress and draw her bath.

Mrs. Peoples related that these statements were false that she was very capable of doing the things Mrs. Sharp mentioned.

Mr. Watson stated that if there are internal problems at Community Care, then the Executive Board should address themselves to these problems.

Mrs. Strong asked if the problems at Community Care are alleviated, do we have an guarantee that the Bureau will fund Community Care?

Mr. Watson replied none whatsoever.

Mr. Watson stated that if HUD is satisfied with the program and it meets HUD's approval then Model Cities can continue to fund Community Care and this is not only Community Care, but a number of other projects.

After further discussion regarding Community Care, Mrs. Peoples recommended that Community Care be closed and be reprogrammed and replanned. She also stated that maybe Community Care needs a specialist to come in and do a comprehensive in-depth study from now until June, 1974.

Mr. Loving asked how many programs the Bureau will fund? Mr. Watson responded that the Bureau recommended four (4) programs and the City accepted one.

Mr. Watson asked Mr. Patton what the Community Care Advisory Board has been doing? Mr. Patton stated, as Chairman, of the Advisory Board, he has not called a meeting in three (3) or four (4) months. There are twelve to fifteen Board members.

Mr. Jamison asked Mrs. Peoples if she had a business manager or felt this would be necessary? Mrs. Peoples replied that she did not have a business manager, but she felt it very necessary.

Mr. Watson stated that a letter was received from Ms. Jackie Sherril in regard to her being fired. She stated in the letter that her job responsibilities are not what she was hired to do. She was hired for clerical functions.

Mrs. Peoples said that Ms. Sherril was hired as a cook and not a secretary and Model Cities has not been allocating Community Care their funds. Mr. Chris Thomas asked what the regulations are that Community Care is not in compliance with and how can they comply.

Mr. Watson explained that they could look at audit reports, by-laws, and contracts, which would address themselves to this.

After further discussion Mr. Celsi moved that the matter of Community Care be referred to the Community Care Advisory Board and that that Board report back to the Executive Board on May 28, 1974, and the Citizens Planning Board Chairman appoint a Task Force to meet with the Community Care Advisory Board. Seconded. Motion Carried. Four (4) favor. Charles Ford opposed.

Mrs. Peoples stated that she felt a Task Force would be necessary.

Mr. Loving stated that he felt thirty (30) days was too long and Community Care should only be closed two (2) weeks.

Mr. Loving moved a substitute motion that Community Care sponsor a two (2) week workshop for reorganizational purposes and the Executive Board appoint a special task force to help in that effort to consist of the Evaluation staff, Model Cities Director, and Vice-Chairman in-charge of Social Programs, and anyone else that may be of assistance. Seconded. Motion Failed. Charles Ford, James Loving favor. Dick Celsi, Harry Ward, Kay Toran, Opal Strong opposed.

*Vote on Substitute Motion.

*Vote on Motion.

There was further discussion on this issue.

Mr. Jackson presented the Executive Board with a document regarding the utilization of minority contractors and excerpts from CDA Letter #11.

Mr. Watson asked for a position from the Executive Board.

Mrs. Strong moved that the Executive Board support the document as presented by Mr. Jackson of Albina Contractors Association. Seconded.

Mr. Ward stated that he felt that ACA and PDC should work out a proposal between themselves and Model Cities should not be involved.

Mr. Jackson stated that Mr. Kennedy, PDC, had discussed the proposal with him and he agreed with it.

Mr. Ward moved a substitute motion that staff review the document before the Executive Board takes any action on it, for its accuracy and give us their opinion. Seconded.

Mr. Ward withdrew his substitute motion and Mrs. Strong withdrew her previous motion.

Mrs. Strong moved that CDA Letter #11 be sent to the City Planning Commission in support of Albina Contractors Association and affirmative action. Seconded. Motion Carried.

Mr. Ford stated that he was concerned about the defunding of ACA.

Mr. Ford moved that the Executive Board recommend to the full Citizens Planning Board to reopen the negotiations of funding for fiscal year 1974-75 and refer it back to the Budget Review Committee. Seconded. Motion Carried.

Meeting adjourned at 8:35 p.m.

File

REPORT ON COMMUNITY CARE ASSN. MEETING
of May 10, 1971

The Community Care Association Meeting was opened by Clara Mae Peoples, Director of Community Care Association Incorporated at 7.00 p.m., May 10, 1971. 72 people were in attendance.

A brief background on how the Community Care program was started on September 28, 1969 by Mrs. Clara Peoples and Mr. Ray Holloway; and that Community Care Association's main issue was to provide food for the people living within the community, was given by Clara Peoples. In providing food for the community, volunteers of Community Care went out into the fields and harvested the second crops in 1969. Because of the hard work done, Community Care became an Interstate Agent and a member of Tri-County Community Council within a week.

Mr. LeRoy Patton, President of CCAI Citizens Committee was introduced by Mrs. Clara Peoples. Mr. LeRoy Patton explained to the members of the meeting that Community Care was at this date a funded agency, and that as members of the community it would be their responsibility to help with their ideas on how this funded money should be used in the most effective way in helping the community solve its problems. Mr. LeRoy Patton stressed that this program was designed for the people and that Community Care needed their help.

Mr. LeRoy Patton continued to explain that the CCAI Citizens Meetings would be kept to a minimum and held only when there was important business to be taken care of.

Any suggestions concerning Community Care should be written down and mailed or brought into the Community Care office on 2022 N.E. Alberta.

Mr. Ray Holloway, Social Coordinator, stressed the need for people to need each other, plus the desire to get to the bottom of all suffering here and throughout the country. That Community Care needed the support of all people to make this program work in helping each other in stretching incomes, to live in peace and harmony, and to be proud of their position in life what ever it may be.

At this point in the meeting the people in attendance were asked to give suggestions and make comments concerning the community. The following is an incomplete list of what was said:

Mr. Augustus Brackett--Suggested the need of a nursing home in the Albina area for the elderly people. Mr. Brackett, a nurse, would like to purchase the house next to his for this purpose. Mr. Brackett stressed the point that this community needed a nursing home operated and owned by the blacks. He was also willing to help people in teaching them on child care.

Mrs. Callie Pruitt--Expressed how glad she was to have an Association like Community Care in the neighborhood. She was willing to do any type of work including farm labor. She also believes that food in the stores in the area are over-priced.

Odessa B. Ware---She will help in any way she can.

Josephine Jenkins---Because her husband is an invalid she cannot offer much in the working area, but will do volunteer work on some afternoons.

Mrs. Lucille Glass---Although she presently is working, she would be willing to help when not working.

Mr. Dave Hunt---Would be willing to help out in the community although he lives outside of it.

Mrs. Willa Mae Baker---She said that she could clean and cook and would be willing to work.

Mrs. Oliver---She would be glad to help in any way.

Miss Florice Walker---The Community Care Dietitian will be teaching canning, freezing, as well as food preparation.

Mrs. Rosalie Batiste--Project Assistant at Community Care has helped in the harvesting of food in the fields and is willing to do anything to make the program a success.

Mrs. Hines--She is willing to help, but does work full time.

Mrs. Grace Mason---She already is a member of Community Care.

Mr. Ray Holloway--Expressed the wish that everyone attending the meeting should tell their friends about Community Care and that the program is designed to help them.

Mrs. Clara Peoples then explained the yellow questionnaire that had been handed out at the beginning of the meeting, and how she would appreciate it, if everyone would list their skills which they could use in helping the community. Mrs. Clara Peoples pointed out that Community Care was not just looking for farm labor, but would like to know who would help in harvesting and that the food harvested would be free to everyone in the community. Mrs. Clara Peoples went on to say that Community Care was geared to nutrition--to be able to provide adequate food for the families in the area. People of the community could do their canning in the Community Care Building, and also that members with membership cards can get discounts at certain stores within the Community.

The Membership card is \$3.00 and will be effective for 6 months. Those who had already bought the 3 month cards could have them up-dated for another 3 months.

After the meeting was closed, membership cards were sold and refreshments were served and ice cream distributed.

Submitted by J. Apt

COMPENSATION RECORD

NAME WILLIE JAMES EVANS
 ADDRESS 6445 NE 6th AVE
CITY 97211

EMP. NO. 106
 TELEPHONE
 DIST. OR PLACE
 OF WORK

SOC. SEC. NO. 524-03-4463

DATE
 EMPLOYED
 DATE
 TERMINATED
 REASON FOR
 TERMINATION
 TELEPHONE
 DATE OF
 BIRTH
 AGE

M - 2 EXEMPTIONS
376.00 per mo
218 per hr

PERIOD ENDING	NO. OF HOURS WORKED	EARNINGS			DEDUCTIONS						NET PAY	CHECK NO.	FWD.	SERIES	CUMULATIVE EARNINGS	
		REG	O.T.	GROSS	FICA	F.T.	ST	SIAP	HI	OTHER (EMP.)						
3-7	16 hrs			2180	113	-	-				113	2067			1	
3-14	"			2180	113	-	-				113	2067			2	
3-21	"			2180	113	-	-				113	2067			3	
3-28	"			2180	113	-	-				113	2067			4	
4-4	"			2180	113	-	-				113	2067			5	
4-11	"			2180	113	-	-				113	2067			6	
4-18	"			2180	113	-	-				113	2067			7	
4-25	"			2180	113	-	-				113	2067			8	
				1747	904	-	-				904	16536	116		9	
<p><i>Received wages from Community Care for Mark Perkins as Project Assistant sign Willie J. Evans</i></p>																
TOTAL																

COMPENSATION RECORD

7.31

Bryant Valerie
7746 TILLOMOOK
CITY 97221

112

SOC. SEC. NO. 436-54-9444

NAME
ADDRESS
CITY

EMP. NO.
TELEPHONE
DATE OF BIRTH

AGE

M-1
DATE TERMINATED

REASON FOR TERMINATION

PERIOD ENDING	TIME PERIOD	EARNINGS			DEDUCTIONS							NET PAY	CHECK NO.	PERIOD	CUMULATIVE EARNINGS		
		REG	O.T.	GROSS	FICA	F.T.	S.V.T.	STAF	HI	OTHER (EMP.)							
7/7	2.0	46.00		46.00	2.40	190	120					46.70	FWD.				
7/14	1.76			4.07	.21							386		1			
7/21	2.0			6.51	.34							617		2			
7/28	1.76			4.07	.21							386		3			
8/4	2.0			6.51	.34							617		4			
8/11	1.76			4.07	.21							386		5			
8/18	1.76			4.07	.21							386		6			
8/25	2.76			6.38	.33							605		7			
				8.88		4.45	190	120				74.53	127	8			
<p><i>Nutrition Coordinator</i></p> <p><i>Valerie A. Bryant</i></p> <p><i>Time Correct Check received</i></p> <p><i>Check received from Community Care</i></p> <p><i>Nutrition Coordinator</i></p>																	
												TOTAL					
												YEAR					

COMPENSATION RECORD

THOMAS, WILLIE C
 303 N COOK ST
 City 27228

EMP NO 110
 TELEPHONE
 DATE OF BIRTH
 TELEPHONE
 DATE OF BIRTH

SOC SEC NO 429-18-4897

376.00 per hr
 219 per hr

AGE *W*

7 EXEMPTIONS

DATE TERMINATED REASON FOR TERMINATION

PERIOD ENDING	THE MONTH BEGINS	EARNINGS			DEDUCTIONS							NET PAY	CHECK NO	PERIOD	CUMULATIVE EARNINGS	
		REG	O.T.	GROSS	FICA	SMT	SST	STATE	HI	OTHER (EMP. SEC.)						
3-77	19 br			2180	113	20	60					193	1987		1	
3-14	"			2180	113	20	60					193	1987		2	
3-21	"			2180	113	20	60					193	1987		3	
3-28	"			2180	113	20	60					193	1987		4	
4-4	"			2180	113	20	60					193	1987		5	
4-11	"			2180	113	20	60					193	1987		6	
4-18	"			2180	113	20	60					193	1987		7	
4-25	"			2180	113	20	60					193	1987		8	
				17440	904	160	480					1544	15896		9	
<p>Checks Received from Community care for work done All C's honored</p>																
															10	
															11	
															12	
															13	
															14	
															15	
															16	
															TOTAL YEAR TO DATE	

COMPENSATION RECORD

Clara Mae Peoples
 1406 N.E. AINSWORTH
 CITY 97211

EMP. NO. 101

SOC. SEC. NO. 514-20-9914

TELEPHONE
 FIFTY OR PLACE
 OF WORK

TELEPHONE
 DATE OF
 CHGEM.

M - O EXEMPTIONS

AGE

4.63 hour

DATE
 TERMINATED

REASON FOR
 TERMINATION

PERIOD END	TIME WORKED HOURS	EARNINGS			DEDUCTIONS						NET PAY	CHECK NO.	PERIOD	CUMULATIVE EARNINGS	
		REG.	O.T.	GROSS	FICA	S.T.	STL	SIAP	HI	OTHER (EMP.)					
3/7/71	40			185.20	9.63	26.90	10.70	0			47.23	137.97	FWD.		
3/14	40			185.20	9.63	26.90	10.70	0			47.23	137.97		1	
3/21	40			185.20	9.63	26.90	10.70	0			47.23	137.97		2	
3/28	40			185.20	9.63	26.90	10.70	0			47.23	137.97		3	
4/4/71	40			185.20	9.63	26.90	10.70	0			47.23	137.97		4	
4/11	40			185.20	9.63	26.90	10.70	0			47.23	137.97		5	
4/18	40			185.20	9.63	26.90	10.70	0			47.23	137.97		6	
4/25	40			185.20	9.63	26.90	10.70	0			47.23	137.97		7	
5/2/71	40			185.20	9.63	26.90	12.50	0			49.03	136.97		8	
				185.20	9.63	26.90	10.70	0			47.23	137.97		9	
				185.20	9.63	26.90	10.70	0			47.23	137.97		10	
				185.20	9.63	26.90	10.70	0			47.23	137.97		11	
				185.20	9.63	26.90	10.70	0			47.23	137.97		12	
				185.20	9.63	26.90	10.70	0			47.23	137.97		13	
				185.20	9.63	26.90	10.70	0			47.23	137.97		14	
				185.20	9.63	26.90	10.70	0			47.23	137.97		15	
				185.20	9.63	26.90	10.70	0			47.23	137.97		16	
				185.20	9.63	26.90	10.70	0			47.23	137.97		TOTAL	
				185.20	9.63	26.90	10.70	0			47.23	137.97		YEAR	

C. Peoples

COMPENSATION RECORD

NAME RAY HOLLOWAY EMP NO 102 SOC. SEC. NO. 440-28-9596
 ADDRESS 4046 NE 7th TELEPHONE _____ DIST. OR PLACE OF WORK _____
City 97212 TELEPHONE 700⁰⁰ per mo DATE OF BIRTH _____ AGE _____
 OCCASION TO NOTIFY EMPLOYER S-9 EXEMPTION'S REASON FOR TERMINATION 405 per hr

PERIOD ENDING	THE MONTH BEGINS	EARNINGS			DEDUCTIONS							NET PAY	CHECK NO.	FWD.	PERIOD	CUMULATIVE EARNINGS	
		REG	O.T.	GROSS	FICA	F.T.	S.W.	SLAF	HI	OTHER (EXE.)							
3-7-71	4/1/71			162.00	8.42	5.30	1.70								1		
3-14	4/1/71			162.00	8.42	5.30	1.70								2		
3-21	4			162.00	8.42	5.30	1.70								3		
3-28	5			162.00	8.42	5.30	1.70								4		
4-4	11			162.00	8.42	5.30	1.70								5		
4-11	1			162.00	8.42	5.30	1.70								6		
4-18	1			162.00	8.42	5.30	1.70								7		
4-25	6			162.00	8.42	5.30	1.70								8		
				1216.00	67.36										9		
5/1/71	40			164.00	8.42	5.30	1.70						1319.22		10		
				458.75	75.75	47.00	15.00					138.75	1347.97	112	11		
															12		
															13		
															14		
															15		
															16		
													TOTAL				
													YEAR				

COMPENSATION RECORD

NAME Bairste Raselle Thoma EMP. NO. 114 SOC. SEC. NO. 541-26-5892
 ADDRESS 2319 N.E. Mercado TELEPHONE _____ DEPT. OR PLACE OF WORK _____
 HOME TELEPHONE _____ TELEPHONE 475⁰⁰ per mo. DATE OF BIRTH _____ AGE _____
 HOME ADDRESS TO WHICH PAYMENTS SHOULD BE MADE M-O

DATE EMPLOYED _____ DATE TERMINATED _____ REASON FOR TERMINATION _____

PERIOD ENDING	TIME WORKED PER WEEK	EARNINGS		DEDUCTIONS							NET PAY	CHECK NO.	PERIOD	CUMULATIVE EARNINGS	
		REG.	O.T.	FICA	FAT	SST	STAF	HI	OTHER (EMP.)						
3/7/71	40	110.00		5.72	14.70	5.50					25.92	84.08	F.W.O.		
3/14	40	110.00		5.72	14.70	5.50					25.92	84.08		1	
3/21	40	110.00		5.72	14.70	5.50					25.92	84.08		2	
3/28	40	110.00		5.72	14.70	5.50					25.92	84.08		3	
4/4	40	110.00		5.72	14.70	5.50					25.92	84.08		4	
4/11	40	110.00		5.72	14.70	5.50					25.92	84.08		5	
4/18	40	110.00		5.72	14.70	5.50					25.92	84.08		6	
4/25	40	110.00		5.72	14.70	5.50					25.92	84.08		7	
5/2	40	110.00		5.72	14.70	5.50					25.92	84.08		8	
		770.00		51.49	152.30	49.50					233.28	736.72	1/25	9	
5-11-71 checked received from Community Ctr													10		
Raselle J. Bairste													11		
													12		
													13		
													14		
													15		
													16		
												TOTAL			
												YEAR			

COMPENSATION RECORD

NAME ROBERT L. HAMMOND
 ADDRESS 6182 SW WASHINGTON
LAKE GROVE 97037

EMP. NO. 107
 TELEPHONE 500
 DATE OF BIRTH per 1110
 REASON FOR TERMINATION 389

SOC. SEC. NO. 542-46-2516

DATE EMPLOYED _____ DATE TERMINATED _____
 REASON FOR TERMINATION _____
17-2 EXEMPTIONS

PERIOD ENDING	WEEKS	EARNINGS			DEDUCTIONS						NET PAY	CHECK NO.	SERIES	CUMULATIVE EARNINGS
		REG.	O.T.	GROSS	FICA	F.U.T.	S.W.T.	STAT.	HI	OTHER (EXC.)				
3-7	40 hrs			11560	485	1150	340				1975	9585	1	
3-14	"			11560	485	1150	340				1975	9585	2	
3-21	"			11560	485	1150	340				1975	9585	3	
3-28	"			11560	485	1150	340				1975	9585	4	
4-4	"			11560	485	1150	340				1975	9585	5	
4-11	"			11560	485	1150	340				1975	9585	6	
4-18	"			11560	485	1150	340				1975	9585	7	
4-25	"			11560	485	1150	340				1975	9585	8	
				93480	3880	9700	2720				15400	71680	9	
5/4				11560	485	1150	340				1975		10	
				11560	485	1150	340				1975		11	
				11560	485	1150	340				1975		12	
				11560	485	1150	340				1975		13	
				11560	485	1150	340				1975		14	
				11560	485	1150	340				1975		15	
				11560	485	1150	340				1975		16	
													TOTAL	

Clerk Received 5/13 Reimbursement for Telephone Bills paid
 Clerk Received 5/13 for Employment in Community Care

HALEY PEOPLES
 1406 N.E. AINSWORTH
 CITY 97211

EMP NO 118
 TELEPHONE
 DIST. OR PLACE OF WORK
 TELEPHONE 376 02 per mo
 DATE OF BIRTH
 AGE 218 per hr

EXEMPTION

DATE TERMINATED REASON FOR TERMINATION

PERIOD ENDING	TIME WORKED (HRS)	EARNINGS			DEDUCTIONS							NET PAY	CHECK NO	FWD	CUMULATIVE EARNINGS	
		REG	O.T.	GROSS	FICA	F.U.T.	S.W.T.	SIAS	HI	OTHER (EXP.)						
3-7	40 hrs			8720	453	970	330					1753	6967		1	
3-14				8720	453	970	330					1753	6967		2	
3-21				8720	453	970	330					1753	6967		3	
3-28				8720	453	970	330					1753	6967		4	
4-4				8720	453	970	330					1753	6967		5	
4-11				8720	453	970	330					1753	6967		6	
4-18				8720	453	970	330					1753	6967		7	
4-25				8720	453	970	330					1753	6967		8	
				69760	3624	7760	2640					17024	55736	129	9	
															10	
															11	
															12	
															13	
															14	
															15	
															16	
															TOTAL	
															YEAR TO DATE	

as Time Received correct
 Project Assistant
 and helper in Community Care
 Haley Peoples
 Gas Bills not included

COMPENSATION RECORD

NAME JACOB MCKINNEY SR
 ADDRESS 9518 N FISKE AVE
City

EMP NO 109
 TELEPHONE
 DIST OR PLACE
 OF WORK
 TELEPHONE
 DATE OF
 BIRTH

SOC SEC NO 428-64-9208

376.00 per mo

EXEMPTIONS

218

DATE TERMINATED REASON FOR TERMINATION

PERIOD ENDING	TIME PERIOD	EARNINGS		DEDUCTIONS							NET PAY	CHECK NO.	PERIOD	CUMULATIVE EARNINGS
		REG	O.T.	FICA	F.T.	SWT	SIAS?	HI	OTHER					
3-7-71	10 hrs		21.80	1.13						1.13	20.67		1	
3-14	"		21.80	1.13						1.13	20.67		2	
3-21	"		21.80	1.13						1.13	20.67		3	
3-28	"		21.80	1.13						1.13	20.67		4	
4-4	"		21.80	1.13						1.13	20.67		5	
4-11	"		21.80	1.13						1.13	20.67		6	
4-18	"		21.80	1.13						1.13	20.67		7	
4-25	"		21.80	1.13						1.13	20.67		8	
			174.70	9.04						9.04	165.36	119	9	
Part time correct check received from COMMUNITA Care for duration of work as protected ASSISTANT as stated above Jacob McKinney Sr													10	
													11	
													12	
													13	
													14	
													15	
													16	
TOTAL														
YEAR														

COMPENSATION RECORD

Jackson Bart
Jackson

218

117

SOC SEC NO. 162-24-5874

NAME: *Jackson Bart*
 ADDRESS: *Jackson*
 EMP NO: 117
 TELEPHONE: _____
 CITY OR PLACE OF WORK: _____
 TELEPHONE: _____
 DATE OF BIRTH: _____
 AGE: _____

DATE TERMINATED: _____
 REASON FOR TERMINATION: _____

PERIOD ENDING	PERIOD STARTING	EARNINGS			DEDUCTIONS							NET PAY	CHECK NO.	WEEKS	CUMULATIVE EARNINGS		
		REG	O.T.	GROSS	FICA	FRT	SST	STAF	HI	OTHER (EMP.)							
3/14	40			87 ⁷⁰	4.53	12.20	3.90						66.57	FWD			
3/21	40			87 ⁷⁰	4.53	12.20	3.90						66.57		1		
3/28	40			87 ⁷⁰	4.53	12.20	3.90						66.57		2		
4/4	40			87 ⁷⁰	4.53	12.20	3.90						66.57		3		
4/11	40			87 ⁷⁰	4.53	12.20	3.90						66.57		4		
4/18	40			87 ⁷⁰	4.53	12.20	3.90						66.57		5		
4/25	40			87 ⁷⁰	4.53	12.20	3.90						66.57		6		
				510.40	31.71	95.40	27.30						465.99	188	7		
5-15-71		<p>Time correct check received from community care in community care project, as project assistant as stated above. Work on building not included.</p> <p><i>Shirley Jackson</i> <i>For Bart Jackson</i></p>														8	
															9		
															10		
															11		
															12		
															13		
															14		
															15		
															16		
																TOTAL YEAR TO DATE	

Walker Theresa

EMP. NO. 116

SOC. SEC. NO. 441-20-1775

522 N. Fremont

CITY

97227 2-18

TELEPHONE
DIST. OR PLACE
OF WORK

TELEPHONE
DATE OF
BIRTH

AGE

57-0

DATE
TERMINATED

REASON FOR
TERMINATION

PERIOD ENDING	TIME PERIOD PAID	EARNINGS		DEDUCTIONS								NET PAY	CHECK NO.	PERIOD	CUMULATIVE EARNINGS	
		REG.	O.T.	GROSS	FICA	FMT	SVT	SIAT	HI	OTHER (EXP.)						
2/17/70				43 ⁶⁰	2.76	3.30	1.50						36.54	FWD.		
2/14/70				43 ⁶⁰	2.76	3.30	1.50						36.54		1	
2/21/70				43 ⁶⁰	2.76	3.30	1.50						36.54		2	
2/28/70				43 ⁶⁰	2.76	3.30	1.50						36.54		3	
3/4/70				43 ⁶⁰	2.76	3.30	1.50						36.54		4	
3/11/70				43 ⁶⁰	2.76	3.30	1.50						36.54		5	
3/18/70				43 ⁶⁰	2.76	3.30	1.50						36.54		6	
3/25/70				43 ⁶⁰	2.76	3.30	1.50						36.54		7	
				448 ⁸⁰	18.08	21.70	12.00						292.32	2/187	8	
<p>Check Received From Community Care Time is correct Mrs. Theresa Walker</p>																
												TOTAL				
												YEAR				
												TO DATE				

COMPENSATION RECORD

Brown Dorothy 2.14
 NAME *U. H. FARLO*
 CITY *city*

EMP. NO. *113*

SOC. SEC. NO. *440-28-9397*

TELEPHONE
 DIST. OR PLACE
 OF WORK

TELEPHONE
 DATE OF
 BIRTH

AGE

5-0

DATE
 TERMINATED

REASON FOR
 TERMINATION

PERIOD ENDING	TIME PERIOD	EARNINGS			DEDUCTIONS							NET PAY	CHECK NO.	PERIOD	CUMULATIVE EARNINGS
		REG.	O.T.	GROSS	FICA	F.T.	S.W.	STAF.	HI.	OTHER (EMP.)					
<i>2/71</i>	<i>70</i>			<i>4360</i>	<i>2.26</i>	<i>360</i>	<i>150</i>					<i>3624</i>	<i>FWD.</i>		
<i>2/14</i>	<i>2.82</i>			<i>6.15</i>	<i>.31</i>		<i>20</i>					<i>564</i>		<i>1</i>	
<i>2/21</i>	<i>2.82</i>			<i>6.15</i>	<i>.31</i>		<i>20</i>					<i>564</i>		<i>2</i>	
<i>2/28</i>	<i>2.82</i>			<i>6.15</i>	<i>.31</i>		<i>20</i>					<i>564</i>		<i>3</i>	
<i>3/4</i>	<i>2.82</i>			<i>6.15</i>	<i>.31</i>		<i>20</i>					<i>564</i>		<i>4</i>	
<i>3/11</i>	<i>2.82</i>			<i>6.15</i>	<i>.31</i>		<i>20</i>					<i>564</i>		<i>5</i>	
<i>3/18</i>	<i>2.82</i>			<i>6.15</i>	<i>.31</i>		<i>20</i>					<i>564</i>		<i>6</i>	
<i>3/25</i>	<i>2.82</i>			<i>6.15</i>	<i>.31</i>		<i>20</i>					<i>564</i>	<i>124</i>	<i>7</i>	
				<i>8685</i>	<i>4.43</i>	<i>300</i>	<i>290</i>					<i>7572</i>	<i>124</i>	<i>8</i>	
<p><i>Time correct. Check received from Community & Community Care project Assistant.</i></p> <p><i>Dorothy Brown</i></p>															
												TOTAL			
												YEAR			

COMPENSATION RECORD

NAME Thomas Butistic
 ADDRESS 2319 N.E. Morgan

EMP NO 120 SOC SEC NO

TELEPHONE
 DIST OR PLACE
 OF WORK

TELEPHONE
 DATE OF
 BIRTH

37 1/2 per hr

21% per hr

DATE TERMINATED REASON FOR TERMINATION

PERIOD ENDING	THE PERIOD BEGINS	EARNINGS					DEDUCTIONS					NET PAY	CHECK NO	PERIOD	CUMULATIVE EARNINGS	
		REG	O.T.	CROSS	FICA	F.T.	S.W.	STAS	HI	OTHER (EMP.)	FWD					
3-7	12/18			2180		113	7	20				133	2047		1	
3-14	"														2	
3-21	"														3	
3-28	"														4	
4-4	"														5	
4-11	"														6	
4-18	"														7	
4-25	"			2180		113	7	20				133	2047		8	
				7440		904	7	160				1064	16376	130	9	
<p>More CHECK RECEIVED FROM Community Care Thomas A Butistic For time worked</p>																
TOTAL YEAR TO DATE																

NAME Carl Ausbie
 ADDRESS 3432 N.E. 20th

EMP. NO. 113

LOCATION NO. 446-40-8183

TELEPHONE
 TYPE OF PLACE
 OR WORK

TELEPHONE
 DATE OF
 BIRTH

376.00 per mo
218 per hr

S-1

DATE TERMINATED _____ REASON FOR TERMINATION _____

PERIOD ENDING	THE PERIOD BEGINS	EARNINGS			DEDUCTIONS							NET PAY	CHECK NO	FWD	CUMULATIVE EARNINGS	
		REG	O.T.	GROSS	RICA	F.I.C.	S.M.T.	STAF	HI	OTHER (EMP.)						
3-7-71	10 hrs			2180	113	310	20					443	1737		1	
3-14				2180	113	310	20					443	1737		2	
3-21				2180	113	310	20					443	1737		3	
3-28				2180	113	310	20					443	1737		4	
4-4				2180	113	310	20					443	1737		5	
4-11				2180	113	310	20					443	1737		6	
4-18				2180	113	310	20					443	1737		7	
4-25				2180	113	310	20					443	1737		8	
				17440	904	2480	160					1064	14316	176	9	
												244	13876		10	
															11	
															12	
															13	
															14	
															15	
															16	
															TOTAL	
															YEAR TO DATE	

*Monthly Time Report check
 received from Community
 Care in Community Center
 as project assistant.
 Work on building not included.
 Carl Ausbie*

282-9084

W Wright, Kevin W
608 N. E. Russell

EMP NO. 104

SOC SEC NO. 465-50-7046
465-50-7601

TELEPHONE
PLANT OR PLACE
OF WORK

TELEPHONE
DATE OF
BIRTH

AGE

77-7

DATE
TERMINATED

REASON FOR
TERMINATION

PERIOD ENDING	TIME PERIOD	EARNINGS			DEDUCTIONS							NET PAY	CHECK NO.	PERIOD	CUMULATIVE EARNINGS
		REG.	O.T.	GROSS	FICA	FRT	SMT	SIAP	HI	OTHER (EXP.)					
7/7	70			43.62	2.26	1.50	1.20					38.66	F.V.D.		
3/14	2.82			6.15	.32							5.83		1	
3/21	2.82			6.15	.32							5.83		2	
3/28	2.82			6.15	.32							5.83		3	
4/4	2.82			6.15	.32							5.83		4	
4/11	2.82			6.15	.32							5.83		5	
4/18	2.82			6.15	.32							5.83		6	
4/25	2.82			6.15	.32							5.83		7	
				66.5	4.50	1.50	1.20				(7.42)	79.45	114	8	
<p>Check received from Community Care for work as stated above Glenn Wright</p>															
												TOTAL			
												YEAR TO DATE			

COMPENSATION RECORD

Thomas Adams

219

EMP NO 105

SOC SEC NO 461-84-4913

RESIDENCE
 601 N FARGO
 CITY

91227

TELEPHONE
 DIST OFFICE
 OF WORK

TELEPHONE
 DATE OF
 BIRTH

AGE

5-2

DATE TERMINATED

REASON FOR TERMINATION

PERIOD ENDING	NO. WORKED PERIODS	EARNINGS		DEDUCTIONS							NET PAY	CHECK NO.	PERIOD	CUMULATIVE EARNINGS	
		REG	OT	GROSS	FICA	F.T.	SVT	STAT	HI	OTHER (EMP.)					
3/7	10			43 ⁶⁰	2.26	0	50					40.84	FWD.		
3/14	10			43 ⁶⁰	2.26		50					40.84		1	
3/21	10			43 ⁶⁰	2.26		50					40.84		2	
3/28	10			43 ⁶⁰	2.26		50					40.84		3	
4/4	10			43 ⁶⁰	2.26		50					40.84		4	
4/11	10			43 ⁶⁰	2.26		50					40.84		5	
4/18	10			43 ⁶⁰	2.26		50					40.84		6	
4/25	10			43 ⁶⁰	2.26		50					40.84		7	
				478 ⁶⁰	18.08		400			(21.02)		326.72	115	8	
<p>Time correct. Check received from Community Care project as Community Care project Assistant as stated above. Work on building not included.</p> <p>Jda. F. Thomas</p>												9			
												10			
												11			
												12			
												13			
												14			
												15			
												16			
TOTAL															
YEAR															

COMPENSATION RECORD

NAME RANJON COLTON JACKSON
 ADDRESS 909 NE ROSELAND STREET
 CITY 97211

EMP. NO. 108 SOC. SEC. NO. 430-88-5802
 TELEPHONE _____
 DATE OF BIRTH _____

DATE EMPLOYMENT BEGAN _____
 DATE OF TERMINATION _____
 REASON FOR TERMINATION _____
 TELEPHONE _____
 DATE OF BIRTH _____
 AGE _____

NO EXEMPTIONS

DATE EMPLOYMENT BEGAN _____
 DATE OF TERMINATION _____
 REASON FOR TERMINATION _____

PERIOD ENDING	THE PERIOD BEGINS	EARNINGS			DEDUCTIONS						NET PAY	CHECK NO.	SERIES	CUMULATIVE EARNINGS		
		REG.	O.T.	GROSS	FICA	F.T.	SUT	STAF	HI	OTHER (EXC.)					FWD.	
3-7	10 hrs			2180	113	20	60				1446	1634	54		1	
3-14	10 hrs			2180	113	20	60				193	1987			2	
3-21	10 hrs			2180	113	20	60				193	1987			3	
3-28	10 hrs			2180	113	20	60				193	1987			4	
4-4	10 hrs			2180	113	20	60				193	1987			5	
4-11	10 hrs			2180	113	20	60				193	1987			6	
4-18	10 hrs			2180	113	20	60				193	1987			7	
4-25	10 hrs			2180	113	20	60				193	1987			8	
				17440	904	160	480				1446	2140	14450	118	9	

I Ranjon Colton Jackson received a check from Comm. Care Assn. Inc on May 12, 1987

Ranjon C Jackson

I Ranjon C Jackson didn't make any phone call Comm. Care Assn. Inc. please

COMPENSATION RECORD

NAME JAMES BROWN
 ADDRESS 4958 NE 20th Ave

EMP NO 103
 SOC SEC NO 430-88-7919
 TELEPHONE 376 00 281 MO
 DATE OF BIRTH 2-18
 AGE 21

DATE TERMINATED 5-2
 REASON FOR TERMINATION

FILED ENDING	THE WEEKS COVERED	EARNINGS			DEDUCTIONS							NET PAY	CHECK NO.	PERIOD	CUMULATIVE EARNINGS
		REG	O.T.	GROSS	FICA	F.U.T.	ST	STATE	HI	OTHER (EMP.)	F.W.O.				
3-7-71	10 hrs @	218		2180	113					1447	1560	620		1	
3-14	10 hrs			2180	113						113	2067		2	
3-21	10 hrs			2180	113						113	2067		3	
3-28	10 hrs			2180	113						113	2067		4	
4-4	10 hrs			2180	113						113	2067		5	
4-11	10 hrs			2180	113						113	2067		6	
4-18	10			2180	113						113	2067		7	
4-25	10			2180	113						113	2067		8	
				1744	904					1447	2351	15089		9	
5/1	6			1308	68					0	168	17440		10	
				15749	972					1447	2419	16509	113	11	
5/12-71														12	
														13	
														14	
														15	
														16	
														TOTAL	
														YEAR	

I did not pay Telephone Bill. TIME receive
 James Brown

EMPLOYMENT RECORD

Julia Mae Apt.
3204 N. Haight

EMP NO 121
TELEPHONE
DIST OR PLACE OF WORK
TELEPHONE
DATE OF BIRTH @ 2 18
AGE

SOC SEC NO 542-58-6329

5-1

DATE TERMINATED REASON FOR TERMINATION

PERIOD ENDING	TIME PERIOD	EARNINGS			DEDUCTIONS							NET PAY	CHECK NO	PERIOD	CUMULATIVE EARNINGS	
		REG	O.T.	GROSS	FICA	FUT	SWT	STAT	HI	OTHER (EMP.)						
1971																
5-7	30 hrs			6540	340	530	200					1070	5470	146	1	
															2	
															3	
															4	
															5	
															6	
															7	
															8	
															9	
															10	
															11	
															12	
															13	
															14	
															15	
															16	
															TOTAL	
															YEAR	
															TO DATE	

found I Julia Mae Apt received check from Community Care Assn. Inc. on May 14, 1971 for work done in program as Project assist. Julia Mae Apt

NAME: **RAY HOLLOWAY**
 ADDRESS: **4046 NE 7th**
 City: **97212**

EMP. NO: **102**
 DATE OF BIRTH: **7-00-40**
 TELEPHONE: **405-241-1118**
 DATE OF TERMINATION: **5-7-77**
 SOCIAL SECURITY NO: **440-28-9246**
 AGE: **36**

REASON FOR TERMINATION: **S-9 FERMITIVALS**

DATE EMPLOYED: **3-7-77**
 DATE TERMINATED: **5-7-77**
 REASON FOR TERMINATION: **S-9 FERMITIVALS**

PERIOD ENDING	THE NUMBER OF HOURS	EARNINGS			DEDUCTIONS						NET PAY	CHECK NO.	PERIOD	CUMULATIVE EARNINGS		
		REG	O.T.	GROSS	FICA	F.T.	SVC	SIAS	HI	OTHER (EXC.)						
3-7-77	40			162.00	8.42	5.30	1.70							1		
3-14	40			162.00	8.42	5.30	1.70							2		
3-21	40			162.00	8.42	5.30	1.70							3		
3-28	40			162.00	8.42	5.30	1.70							4		
4-4	40			162.00	8.42	5.30	1.70							5		
4-11	40			162.00	8.42	5.30	1.70							6		
4-18	40			162.00	8.42	5.30	1.70							7		
4-25	40			162.00	8.42	5.30	1.70							8		
5-2	40			162.00	8.42	5.30	1.70							9		
5-9	40			164.00	8.42	5.30	1.70					1319.50		10		
5-16	40			145.00	7.58	4.70	1.50					118		11		
5-23	40			162.00	8.42	5.30	1.70					139		12		
5-30	40													13		
6-6	40													14		
6-13	40													15		
6-20	40													16		
Reserved from Community wages for 40 hours as above RAY Holloway																
												TOTAL				
												YEAR TO DATE				

NAME: *KARA N W*
 ADDRESS: *1406 NE AINSWORTH*
 CITY: *97211*

EMP NO: *101*
 TELEPHONE: _____
 DATE OF ENTRY: _____
 TELEPHONE: _____
 DATE OF ENTRY: _____
 M- O EXEMPTIONS AGE

DATE RECEIVED: _____
 DATE TERMINATED: _____
 REASON FOR TERMINATION: _____

DATE RECEIVED: _____
 DATE TERMINATED: _____
 REASON FOR TERMINATION: _____

PERIOD ENDING	HOURS WORKED	EARNINGS			DEDUCTIONS						NET PAY	CHECK NO	PERIOD	CUMULATIVE EARNINGS	
		REG	O.T.	GROSS	FICA	F.U.T.	S.W.I.	STATE	HI	OTHER (EMP.)					
3/7/71	40			185 ²⁰	9.63	26.90	10.70	10			4733	137.97	FWD		
3/14	40			185 ²⁰	9.63	26.90	10.70	10			4733	137.97		1	
3/21	40			185 ²⁰	9.63	26.90	10.70	10			4733	137.97		2	
3/28	40			185 ²⁰	9.63	26.90	10.70	10			4733	137.97		3	
4/4/71	40			185 ²⁰	9.63	26.90	10.70	10			4733	137.97		4	
4/11	40			185 ²⁰	9.63	26.90	10.70	10			4733	137.97		5	
4/18	40			185 ²⁰	9.63	26.90	10.70	10	1		4733	137.97		6	
4/25	40			185 ²⁰	9.63	26.90	10.70	10			4733	137.97		7	
5/2/71	40			185 ²⁰	9.63	26.90	12.50	10			4733	137.97		8	
5/9	40			185 ²⁰	9.63	26.90	10.70	10			4733	137.97		9	
5/16	40			185 ²⁰	9.63	26.90	10.70	10			4733	137.97		10	
5/23	40			185 ²⁰	9.63	26.90	10.70	10			4733	137.97		11	
5/30	40			185 ²⁰	9.63	26.90	10.70	10			4733	137.97		12	
6/6	40			185 ²⁰	9.63	26.90	10.70	10			4733	137.97		13	
6/13	40			185 ²⁰	9.63	26.90	10.70	10			4733	137.97		14	
6/20	40			185 ²⁰	9.63	26.90	10.70	10			4733	137.97		15	
6/27	40			185 ²⁰	9.63	26.90	10.70	10			4733	137.97		16	
7/4	40			185 ²⁰	9.63	26.90	10.70	10			4733	137.97		17	
7/11	40			185 ²⁰	9.63	26.90	10.70	10			4733	137.97		18	
7/18	40			185 ²⁰	9.63	26.90	10.70	10			4733	137.97		19	
7/25	40			185 ²⁰	9.63	26.90	10.70	10			4733	137.97		20	
8/1	40			185 ²⁰	9.63	26.90	10.70	10			4733	137.97		21	
8/8	40			185 ²⁰	9.63	26.90	10.70	10			4733	137.97		22	
8/15	40			185 ²⁰	9.63	26.90	10.70	10			4733	137.97		23	
8/22	40			185 ²⁰	9.63	26.90	10.70	10			4733	137.97		24	
8/29	40			185 ²⁰	9.63	26.90	10.70	10			4733	137.97		25	
9/5	40			185 ²⁰	9.63	26.90	10.70	10			4733	137.97		26	
9/12	40			185 ²⁰	9.63	26.90	10.70	10			4733	137.97		27	
9/19	40			185 ²⁰	9.63	26.90	10.70	10			4733	137.97		28	
9/26	40			185 ²⁰	9.63	26.90	10.70	10			4733	137.97		29	
10/3	40			185 ²⁰	9.63	26.90	10.70	10			4733	137.97		30	
10/10	40			185 ²⁰	9.63	26.90	10.70	10			4733	137.97		31	
10/17	40			185 ²⁰	9.63	26.90	10.70	10			4733	137.97		32	
10/24	40			185 ²⁰	9.63	26.90	10.70	10			4733	137.97		33	
10/31	40			185 ²⁰	9.63	26.90	10.70	10			4733	137.97		34	
11/7	40			185 ²⁰	9.63	26.90	10.70	10			4733	137.97		35	
11/14	40			185 ²⁰	9.63	26.90	10.70	10			4733	137.97		36	
11/21	40			185 ²⁰	9.63	26.90	10.70	10			4733	137.97		37	
11/28	40			185 ²⁰	9.63	26.90	10.70	10			4733	137.97		38	
12/5	40			185 ²⁰	9.63	26.90	10.70	10			4733	137.97		39	
12/12	40			185 ²⁰	9.63	26.90	10.70	10			4733	137.97		40	
12/19	40			185 ²⁰	9.63	26.90	10.70	10			4733	137.97		41	
12/26	40			185 ²⁰	9.63	26.90	10.70	10			4733	137.97		42	
TOTAL															
YEAR TO DATE															

C Peoples

11
138

MR. ALBERT L. HAMMOND
6782 SW WASHINGTON
LAKE GROVE 97034

EMP. NO. 107
 SOC. SEC. NO. 542-46-2516
 TELEPHONE
 DATE OF PLACE
 OF WORK
 TELEPHONE
 DATE OF
 BIRTH
 AGE
500 PER MIN
290

17-2 EXEMPTIONS

DATE EMPLOYED
 DATE TERMINATED
 REASON FOR TERMINATION

PERIOD ENDING	NO. OF HOURS	EARNINGS			DEDUCTIONS						NET PAY	CHECK NO.	FWD.	PERIOD	CUMULATIVE EARNINGS
		REG.	O.T.	GROSS	FICA	F.T.	SST	STAF	HI	OTHER (EXP.)					
3-7	40 hrs			115.60	4.85	11.50	3.40				19.75	95.85		1	
3-14	"			115.60	4.85	11.50	3.40				19.75	95.85		2	
3-21	"			115.60	4.85	11.50	3.40				19.75	95.85		3	
3-28	"			115.60	4.85	11.50	3.40				19.75	95.85		4	
4-4	"			115.60	4.85	11.50	3.40				19.75	95.85		5	
4-11	"			115.60	4.85	11.50	3.40				19.75	95.85		6	
4-18	"			115.60	4.85	11.50	3.40				19.75	95.85		7	
4-25	"			115.60	4.85	11.50	3.40				19.75	95.85		8	
				924.80	38.80	92.00	27.20				158.00	766.80		9	
5-1				115.60	4.85	11.50	3.40				19.75			10	
				1,540.40	63.65	133.50	30.60				177.8	916.15	117	11	
5-7				115.60	4.85	11.50	3.40				19.75	95.85	141	12	
5-15	Check Received for Work Done for Community Care Assoc for Maternal Supervisor														
														15	
														16	
														TOTAL	
														YEAR TO DATE	

Albert L. Hammond

NAME *Cyrus Vallentyne*
 ADDRESS *77 NE Tillamook St*
 CITY *47221*

EMP NO *112*
 TELEPHONE
 DIST OR PLACE OF WORK
 TELEPHONE
 DATE OF BIRTH
 AGE
 SOC. SEC. NO. *436-54-9441*

DATE EMPLOYED
 DATE TERMINATED *M-1*
 REASON FOR TERMINATION

PERIOD	REG	O.T.	DEDUCTIONS								NET PAY	CHECK NO.	SERIES	CUMULATIVE EARNINGS	
			REG	O.T.	FICA	F.W.T.	S.W.T.	SIAS	HI	OTHER (EMP.)					
<i>3-7</i>	<i>46.20</i>				<i>2.40</i>	<i>1.90</i>	<i>1.20</i>					<i>46.70</i>	<i>FWD.</i>		
<i>3/14</i>		<i>1.76</i>		<i>4.07</i>	<i>.21</i>							<i>386</i>		<i>1</i>	
<i>3/21</i>		<i>2.80</i>		<i>6.51</i>	<i>.34</i>							<i>617</i>		<i>2</i>	
<i>3/28</i>		<i>1.76</i>		<i>4.07</i>	<i>.21</i>							<i>386</i>		<i>3</i>	
<i>4/4</i>		<i>2.80</i>		<i>6.51</i>	<i>.34</i>							<i>617</i>		<i>4</i>	
<i>4/11</i>		<i>1.76</i>		<i>4.07</i>	<i>.21</i>							<i>386</i>		<i>5</i>	
<i>4/18</i>		<i>1.76</i>		<i>4.07</i>	<i>.21</i>							<i>386</i>		<i>6</i>	
<i>4/25</i>		<i>2.76</i>		<i>6.38</i>	<i>.33</i>							<i>605</i>		<i>7</i>	
				<i>9.86</i>		<i>4.25</i>	<i>1.90</i>	<i>1.20</i>				<i>7453</i>	<i>127</i>	<i>8</i>	
<i>5-7</i>	<i>40.25</i>			<i>92.40</i>	<i>4.80</i>	<i>9.60</i>	<i>3.60</i>				<i>18.00</i>	<i>74.40</i>	<i>143</i>	<i>9</i>	

May 14, 1971
Received from Community Care A Check
for work done. Resigned from
Nutrition Program because health
reasons
Walter A. (Robert) Nathan, A. Bryant

TOTAL
 YEAR
 TO DATE

Wright, Gloria D
608 N. E. Russell

EMP NO 104
SOC SEC NO 465-50-764
TELEPHONE
DATE OF BIRTH
AGE

m-1

DATE TERMINATED
REASON FOR TERMINATION

PERIOD ENDING	THE NUMBER OF HOURS	EARNINGS			DEDUCTIONS							NET PAY	CHECK NO.	PERIOD	CUMULATIVE EARNINGS	
		REG	O.T.	GROSS	FICA	FRT	SIT	STAMP	HI	OTHER (EMP. SEC.)						
2/7	20			43.60	2.76	1.50	1.20					3364	FWD.			
3/14	28			6.15	.32							583		1		
3/21	28			6.15	.32							583		2		
3/28	28			6.15	.32							583		3		
4/4	28			6.15	.32							583		4		
4/11	28			6.15	.32							583		5		
4/18	28			6.15	.32							583		6		
4/25	28			6.15	.32							583		7		
				665	4.50	1.50	1.20				(7.2)	79.45	114	8		
5-7	40 hrs			57.20	4.53	2.60	3.50					114.3	70.77	170	9	
5/14/71														10		
														11		
														12		
														13		
														14		
														15		
														16		
														TOTAL		
														YEAR		

Check received from Community Nutrition Care program for work done on project as project Assistant
Gloria Wright

369 W. SOON ST
City 9/228

TELEPHONE NO. OF PLACE OF WORK
TELEPHONE NO. DATE OF BIRTH

376.00 per hr
214 per hr

AGE

EXEMPTIONS

PERIOD ENDING	THE PERIOD BEGINS	EARNINGS			DEDUCTIONS							NET PAY	CHECK NO.	PERIOD	CUMULATIVE EARNINGS	
		REG.	O.T.	GROSS	FICA	F.T.	SST	STAR	HI	OTHER (EXC.)						
3-77	6/25			2180	113	20	60					193	1987		1	
3-14				2180	113	20	60					193	1987		2	
3-21				2180	113	20	60					193	1987		3	
3-28				2180	113	20	60					193	1987		4	
4-4				2180	113	20	60					193	1987		5	
4-11				2180	113	20	60					193	1987		6	
4-18				2180	113	20	60					193	1987		7	
4-25				2180	113	20	60					193	1987		8	
				17440	904	120	480					1547	15896		9	
5-7	40 hrs			8712	453	1060	370					1903	6817	148	10	
	5/16/21	<p>Check received from community care Nutrition care program for work done in Project as project only W. C. Howard</p>														
															12	
															14	
															15	
															16	
															TOTAL	
															YEAR TO DATE	

SEPTEMBER 28, 1969 THROUGH APRIL 30, 1971

*Garnes Brown
4457 NE. 7 Ave.
Portland Oregon*

JUSTIFIED WORK REPORT

It is the consensus of those who have been made aware through many ways that Community Care is well deserving of all the time and effort that each of us have been privileged to give, however little or much. Even though all of us were not privileged to start, at, or on the same day. We were notified by Mrs. Peoples of the jobs made available through funding and that those positions were for people in the community like ourselves. We were thus placed temporarily on payroll with the idea that these jobs would be open to those in the community who qualified.

We understood that Community Care had been funded since March 3rd and since we had no employment and had been working long before March third--we were also made aware of the hardship of winter so we pressed along because we knew that there was still food to be gathered. We took our automobiles and children and joined others in the fields where we spent several weeks harvesting food from the fields. We first began with greens of different varieties--field after field and farm after farm from daylight to darkness and even over into the latter parts of the night at times we were soaked and drench in water and mud, but we realized that there was a need and this need mainly, of hunger must be dealt with at whatever cost. We had finished with the green vegetables harvest. We gathered apples by the tons during cold

and bitter days not to mention the nights, many times having our cars stuck in mud and accidents occurring because of slick and icy roads. From this harvesting, we proceeded to the potato harvest where thousands of pounds would have perished had it not been for our untiring labor and commitment to work to help serve the urgent needs of the community.

We could heft a crate of apples, top a row of turnip greens or harvest a few dozen heads of cabbage. We were concerned at accomplishing one feat--feeding the hungry, wherever they may be, with the Tri-County and the Portland metropolitan area, the fistful of us men, women and children, black and white, was harvesting and handing-out the surplus and second-growth crops of farmers from Scappoose to Troutdale, Clackamas County to Vancouver.

Our working hours were until it was done including week-nights (pumpkins, cabbages and greens have been plucked by flashlight) and all day Saturday and Sunday.

Some of our crew included young ADC mothers; with the hard-working organizers of the project; and others who heard about it, and a host of children, kindergarteners through highschoolers, whose families desperately need the foodstuffs to stock near-empty larders.

We had zero money and lots of enthusiasm. We knew that there were poor families in this city who are rearing their kids the only way they knew--in poverty, without security. We were also working to see the day when canning containers and a cannery might make it possible to preserve the weekend truckloads of food into fodder for cropless winters. We worked hard together.

We were offered an unusual opportunity to put muscle where

our heart was. We were determined to see that no adult or child should go hungry in the Portland metropolitan area, therefore through our work homes in all four corners of metropolitan Portland where "there are a lot more little children than food" were awaiting our distribution.

We just wanted to help promote an "educative break" in the poverty cycle and make the coming generation more secure than its parents.

Including the following participants:

Alma Burrell Wright

Ada L. Thomas

Emily Brown

Roselee T. Burtis

Ryan C. Jackson

Robert P. Hammond

Ray Holloway

Clara M. Peoples

Neal Walker

Willie C. Thomas

Valley Bryant

Upland A. Patton

James Brown

Participants:
Bert Jackson
Carl Niska
Willie Thomas

2317 N.E. Maroon

M-0

4:75⁰⁰ per mo

DATE TERMINATED REASON FOR TERMINATION

PERIOD	THE MONTH	EARNINGS		DEDUCTIONS							NET PAY	CHECK NO.	PERIOD	CUMULATIVE EARNINGS	
		REG	O.T.	GROSS	FICA	F.U.T.	S.M.T.	STAF	HI	OTHER (EMP.)					
3/7/71	40	110.00		110.00	5.72	14.70	5.50				75.92	84.08	F.W.O.		
3/14	40	110.00		110.00	5.72	14.70	5.50				75.92	84.08		1	
3/21	40	110.00		110.00	5.72	14.70	5.50				75.92	84.08		2	
3/28	40	110.00		110.00	5.72	14.70	5.50				75.92	84.08		3	
4/4/71	40	110.00		110.00	5.72	14.70	5.50				75.92	84.08		4	
4/11	40	110.00		110.00	5.72	14.70	5.50				75.92	84.08		5	
4/18	40	110.00		110.00	5.72	14.70	5.50				75.92	84.08		6	
4/25	40	110.00		110.00	5.72	14.70	5.50				75.92	84.08		7	
5/2	40	110.00		110.00	5.72	14.70	5.50				75.92	84.08		8	
		700.00		790.00	51.48	132.30	49.50				733.28	756.72	1125	9	
5-7	40			110.00	5.72	14.70	5.50				75.92	84.08	144	10	
														11	
														12	
														13	
														14	
														15	
														16	
														TOTAL	
														YEAR TO DATE	

5-14-71

Work Done

Check received July 14, 1971 from Community Care Hospital

Nutrition program

522 N - FREMONT
CITY

91227-2.18

116

446-20-1775

TELEPHONE
DATE OF BIRTH
TELEPHONE
DATE OF BIRTH

AGE

17-0

DATE TERMINATED

REASON FOR TERMINATION

DATE
NO. OF LEAVES
SALARY RATE PER

WEEK ENDING	TIME WORKED (HOURS)	EARNINGS			DEDUCTIONS						NET PAY	CHECK NO.	PERIOD	CUMULATIVE EARNINGS	
		REG.	O.T.	GROSS	FICA	F.T.	SWT	SIAT	HI	OTHER (EXP.)					
3/17/70				43 ⁶⁰	2.26	3.30	1.50					36.54	FWD.		
3/16/70				43 ⁶⁰	2.26	3.30	1.50					36.54		1	
3/21/70				43 ⁶⁰	2.26	3.30	1.50					36.54		2	
3/28/70				43 ⁶⁰	2.26	3.30	1.50					36.54		3	
4/4/70				43 ⁶⁰	2.26	3.30	1.50					36.54		4	
4/11/70				43 ⁶⁰	2.26	3.30	1.50					36.54		5	
4/18/70				43 ⁶⁰	2.26	3.30	1.50					36.54		6	
4/25/70				43 ⁶⁰	2.26	3.30	1.50					36.54		7	
				341.80	18.18	26.70	12.00					272.32	2177	8	
5-7	40			92.40	4.80	11.60	4.20			20.60	71.80	145	9		
<p>Chick Received from community maintenance care program for work done Theresa Walker</p>															
												TOTAL			
												YEAR TO DATE			

SEPTEMBER 28, 1969 THROUGH APRIL 30, 1971

*James Brown
14157 N.E. 7 Ave.
Portland Oregon*

JUSTIFIED WORK REPORT

It is the consensus of those who have been made aware through many ways that Community Care is well deserving of all the time and effort that each of us have been privileged to give, however little or much. Even though all of us were not privileged to start at, or on the same day. We were notified by Mrs. Peoples of the jobs made available through funding and that those positions were for people in the community like ourselves. We were thus placed temporarily on payroll with the idea that these jobs would be open to those in the community who qualified.

We understood that Community Care had been funded since March 3rd and since we had no employment and had been working long before March third--we were also made aware of the hardship of winter so we pressed along because we knew that there was still food to be gathered. We took our automobiles and children and joined others in the fields where we spent several weeks harvesting food from the fields. We first began with greens of different varieties--field after field and farm after farm from daylight to darkness and even over into the latter parts of the night at times we were soaked and drench in water and mud, but we realized that there was a need and this need mainly, of hunger must be dealt with at whatever cost. We had finished with the green vegetables harvest. We gathered apples by the tons during cold

and bitter days not to mention the nights, many times having our cars stuck in mud and accidents occurring because of slick and icy roads. From this harvesting we proceeded to the potato harvest where thousands of pounds would have perished had it not been for our untiring labor and commitment to work to help serve the urgent needs of the community.

We could heft a crate of apples, top a row of turnip greens or harvest a few dozen heads of cabbage. We were concerned at accomplishing one feat--feeding the hungry, wherever they may be, with the Tri-County and the Portland metropolitan area, the fistful of us men, women and children, black and white, was harvesting and handing-out the surplus and second-growth crops of farmers from Scappoose to Troutdale, Clackamas County to Vancouver.

Our working hours were until it was done including week-nights (pumpkins, cabbages and greens have been plucked by flashlight) and all day Saturday and Sunday.

Some of our crew included young ADC mothers; with the hard-working organizers of the project; and others who heard about it, and a host of children, kindergarteners through highschoolers, whose families desperately need the foodstuffs to stock near-empty larders.

We had zero money and lots of enthusiasm. We knew that there were poor families in this city who are rearing their kids the only way they knew--in poverty, without security. We were also working to see the day when canning containers and a cannery might make it possible to preserve the weekend truckloads of food into fodder for cropless winters. We worked hard together.

We were offered an unusual opportunity to put muscle where

our heart was. We were determined to see that no adult or child should go hungry in the Portland metropolitan area, therefore through our work homes in all four corners of metropolitan Portland where "there are a lot more little children than food" were awaiting our distribution.

We just wanted to help promote an "educative break" in the poverty cycle and make the coming generation more secure than its parents.

Including the following

Participants;

Alma Dorell Wright

Bert Jankans

Adm. L. Shuman

Carl Norbeck

Earthy Brown

Willie Eskins

Rosalie T. Batiste

Bach, James Dale - not M.N.

Rungyan C. Jackson

David H. Hunt - ^{was volunteer} not M.N.

Robert L. Hammond - not M.N. - was volunteer

George Allen

Wilbur Lyday

Ray Hollaway

Thomas Batiste

Clara M. Peoples

Jacobi McKinney

Neal Walker

Haley Peoples

Willie C. Thomas

Helen Pittman

Valley Bryant

Bill

John A. Patton

Shirley Jankans

James Brown

1. INTRODUCTION

1. HISTORY:

OCTOBER, 1969

An idea grew from a family discussion concerning hunger, to a program with permanent quarters and fixed staff. Clara Mae Peoples saw great need in the community, and the incongruity of hunger in an area where produce grows rapidly and well. She, with a band of young people volunteering their time, went to farmers and rural growers, asking for their excess produce. She soon enlisted churches, organizations, and businesses in her idea, and Community Care was on its' way.

JANUARY, 1970

During the summer months, when crops were plentiful, people were fed from Mrs. Peoples front porch, and produce was distributed to the community from the back of trucks. Now, however, winter needs were seen. The need for warm clothing, for wood, oil, and coal for fuel, and food of all types. Mrs. Peoples realized that in order to continue to aid the community, funding of some sort must be sought. She knew her concept was right: black and white working together, urban dweller meeting rural farmer, and hunger being appeased, was a sound one. Mrs. Peoples, along with interested members of the community, began to actively seek funds from groups and organizations that could help them.

NOVEMBER, 1970

Community Care applied for Housing and Urban Development funds through the Portland Model Cities Program. Community Care has already been incorporated in three counties, Multnomah, Washington, and Clackamas, and receives donations state wide. We have been donated a building in the model neighborhood, and can depend on a large volume of citizen participation.

MARCH, 1971

We received First Action Year funding in the amount of \$[#]67,050, and during the next two months we were able to revamp our facility to conform to city building codes, purchase the necessary equipment to run the office, and furnish the kitchen, and obtain bids and purchase the 5 vehicles, plus tractor that we need to establish our project. These five vehicles are: two Dodge vans, 2 Dodge trucks, 1 ton- $\frac{1}{2}$ flat bed. We were able to fully start our operation, and begin immediately to harvest, process, and distribute food items.

JUNE, 1971

We went into our Second Action Year with \$105,030.00 funding through Model Cities. With this additional funding, we were able to can and freeze substantial amounts of local produce to preserve for the winter months. We were also able to hire quite a number of model cities residents, and received a number of awards. We are most proud of the HUD Certificate for outstanding service, the SERTOMA Award for outstanding service to mankind, and the five-page spread that Community Care was given in the December, 1971 Ebony Magazine. We have included other awards and media

presentations in the packets that you have. We have increased our emergency food service tremendously, and have innaugarated a hot meal service, serving meals both on our premises, and delivering meals to the elderly, handicapped, and bed-ridden in the community. Our volunteer list continues to grow, and we have ever-widening contact with other agencies and organizations interested in our unique concept. Because of the high incidence of heating assistance calls, Community Care was granted an oil heat component fund, which has become exhausted. This fund provided 300 families with 100 gallons of oil (3,000 gls) on a one-time basis.

Our donations continue to play a most important part in our total program, and we are constantly soliciting new sources of food and fabrics. Our volunteers have instituted a quilting component, for those with bedding needs. This project operates on the principle of one for one: make a quilt for you, and a quilt for the center. The center then distributes the quilts to those unable to make them.

COMMUNITY CARE GOALS, PURPOSES AND OBJECTIVES

Community Care Association, 2022 N.E. Alberta, Portland
Telephone: 288-8321

PURPOSE:

This program strives to make maximum use of all existing sources of fresh produce, foodstuffs, clothing, household articles, and furniture. We are primarily interested in good nutrition, and concentrate on harvesting local crops that would otherwise be left in the fields to rot, once the cash crop has been harvested. We find that this has a two-fold impact on the community; we save food that would otherwise be wasted to feed people that would not normally have adequate nutrition, and we achieve rapport with the farmers and rural growers that has never been attempted or accomplished by any other urban group up to this time.

Because we are concerned with all people, and about the total person, we try to provide services to maintain the best living standard possible to meet the needs of the target group both in the Model Neighborhood and the tri-county areas. We often serve people who are not eligible, or who do not receive adequate assistance through existing programs and agencies, and our program will always try to cooperate with other agencies and organizations to make the maximum benefits possible to the community.

PROGRAM GOAL:

1. To acquire, store, and distribute food products, clothing, and other necessities in order to supplement the needs of families in the community.
2. To encourage community participation in meeting the needs of the community and to cooperate with other groups and agencies involved in the same goals.

GOALS AND OBJECTIVES:

1. To collect, harvest and distribute, store and preserve foodstuffs to supplement the nutritional needs of unemployed and low-income families and to provide clothing and other very basic needs.
2. To encourage community action programs related to family needs.
3. To coordinate and/or cooperate with other agencies or groups involved in achieving the same goals.
4. To establish a formal organizational structure to operate and perpetuate these goals and objectives.

Community Care as a component agency of the Portland Model Cities works in the following areas of social services in the community:

1. Nutritional aid in the distribution of foodstuffs. Nutritional education, with workshops and professional assistance available for the Model Neighborhood resident.
2. Discounts on services and products from local businessmen available to members of the Community Care Association.
3. A service is available to move the belongings of families in the Model Neighborhood from one home to another.

PROJECT SUMMARY

Community Nutrition Care Program Agency
Community Care Association, Incorporated

The Community Care Association, Incorporated is developing and implementing a program to provide nutritional care to families in the Model Neighborhood and outlying areas. It combines this activity with educational activities and community involvement activities. It involves students, senior citizens and families for educational purposes in all of the activities of the neighborhood.

Agency Services include:

1. The food component--CCAI coordinates a program in which farmers and food producers in the Tri-County area donate excess food stuffs to the CCAI for distribution. Paid and voluntary groups harvest, process and distribute fresh food stuffs. Groups will be formed to grow crops for distribution.
2. The clothing and other necessities component--Clothing received through donations will be stored and made available. Donations of clothing and other necessities will be distributed to needy families and senior citizens in the Model Neighborhood.
3. The nutrition education component--The CCAI will initiate an educational program for the community. A home economist will train five MN residents to equip them to become nutritional aides. They will offer assistance through classes, home visits, shopping experience with community homemakers. They will help families to plan more nutritional meals within their income limitations and tastes.
4. The CCAI serves as a liaison function with other agencies and the public educational system. It involves young people as well as adults in many stages of the activities, working with people having nutritional deficiencies, participating in food collection, processing and distribution to needy residents in the neighborhood.

More information is available from:
Community Care Association, Incorporated, 2022 N.E. Alberta, Portland
Telephone: (503) 288-4989

Criteria for Recipient Eligibility:

The Community Care Association makes the following criteria available for recipient services:

1. Residency for Model Neighborhood residents and/or counties of Multnomah, Clackamas, Washington and Clark.
2. Referrals from all other like-agencies, interested churches, civic groups and concerned citizens are accepted. These referrals have been the mainstay of the program from such agencies as FISH, 4C, St. Francis Center, Multi-Service Center and Multnomah County Welfare.
3. Each recipient will be encouraged to become involved in the complete program of the Community Care Association.
4. Every recipient will be asked to fill out a concise Questionnaire for the confidential use of the Community Care Association.
5. Preference will be given to Heads of households in the Model Neighborhood Area.
6. All recipients who return for service will be encouraged to use their natural-born talents as para-professionals for utilization in the business world.

Department of the Treasury

District Director

Internal Revenue Service

Date:

September 25, 1970

In reply refer to:

425:JLM

SEA:HO:70-764

▷ Community Care Association
1406 N.E. Ainsworth
Portland, Oregon 97211

Gentlemen:

Based on information supplied, and assuming your operations will be as stated in your exemption application, we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Any changes in your purposes, character, or method of operation must be reported to us so we may consider the effect of the change on your exempt status. You must also report any change in your name and address.

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization described in section 170(b)(1)(A)(vi) of the Internal Revenue Code.

For years beginning prior to January 1, 1970, you are ~~required~~ required to file an annual information return, Form 990A. For each subsequent year, please refer to the instructions accompanying the Form 990-A for that particular year to determine whether you are required to file. If filing is required, you must file the Form 990-A by the 15th day of the fifth month after the end of your annual accounting period with the Internal Revenue Service Center in Philadelphia, Pennsylvania.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter, we are not determining whether any of your present or proposed activities is unrelated or business as defined in Section 513 of the Code.

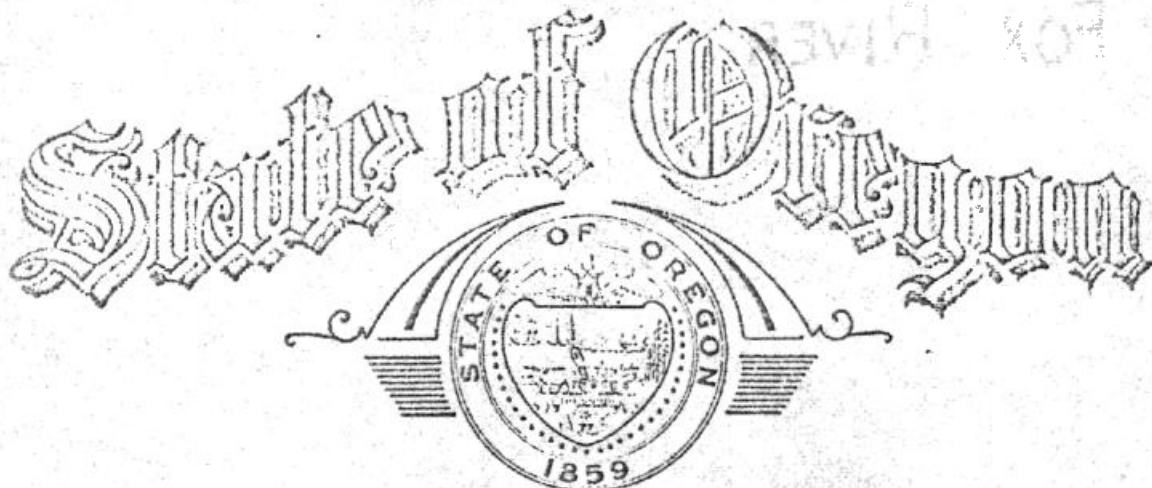
Contributions made to you are deductible by donors as provided in section 170 of the Code. Requests, legacies, devises, transfers or gifts to or for your use are deductible for Federal estate and gifts tax purposes under the provisions of section 2055, 2105, and 2522 of the Code.

You are not liable for Federal unemployment taxes. You are liable for social security taxes only if you have filed waiver of exemption certificates as provided in the Federal Insurance Contributions Act. Inquiries about the waiver of exemption certificate for social security taxes should be addressed to your local District Director, as should any questions concerning excise, employment or other Federal taxes.

This is a determination letter.

Very truly yours,

Neal S. Warren
District Director



Department of Commerce
Corporation Division

Certificate of Incorporation

OF

COMMUNITY CARE ASSOCIATION

PRIMARY GOAL, NUTRITION: COMMUNITY CARE PROGRESS REPORT, JUNE, 1972

Community Care Association, Inc., is primarily a nutrition project. We are attempting to alleviate hunger where-ever and when-ever we find it. We will achieve this by harvesting, processing, storing, and distributing food items to those in need.

Our food concept is unique in that we are the only urban group that has gone into the rural areas, met with the farmers and growers, and established a firm rapport that has resulted in a three-fold impact: greater understanding between divergent groups, food that has normally been wasted in the fields is now being utilized, and hunger is being appeased.

Our staff and volunteers have developed processes that enable us to efficiently harvest large amounts of food stuffs, for distribution to those in need. These food items are processed at the local custom cannery, prepared for our freezer for storage, or distributed fresh in the community.

During the First Action Year (March to June, 1971), we helped 200 families, numbering 1,000 individuals, with emergency food boxes. These boxes contained fresh, canned, and frozen produce, plus bread, doughnuts, and staples, and included soups, stews, and canned casseroles. During Second Action Year (June, 1971, June, 1972), we continued to pack these' emergency boxes, trying always to include some high protein items such as fish, eggs, and dairy products. The ages of all family members are taken into consideration, so that the box is planned for baby needs, geriatric diets, diabetics, low salt, and other dietary restrictions.

Each box is packed according to the produce on hand, and uses Community Care canned goods, plus donated items. We processed 9,747 cans in 1971-72, including produce, fish, soups, and special casseroles, plus 2,704 large packages of food items for our walk-in freezer. Our staff and volunteers harvested 23,860,43 pounds of produce that was used to supplement the diets of those in need.

Through a diet survey taken on each recipient, a pattern emerged of desperate hunger. Many of those surveyed had literally not eaten for several days, and many were existing on redbeans and water. (see diet survey summary). We soon realized that many of our clients needed to eat immediately, needed a hot meal served when they came in, and needed a good example of what a nutritious meal should include.

In November, 1971, therefore, we began serving hot meals on our premises, and instituted a delivery service of hot meals to those residents of the Model Neighborhood in need of this service. We utilized our canned goods and produce, and applied for Department of Agriculture Abundant Foods to keep this component operable. We relied on donations for meat and dairy products, and soon had developed some unique recipes (see recipe attachment) and meal serving methods. Each meal contains a green and yellow vegetable, meat, usually with gravy, a starch (rice, potatoes, spaghetti, etc.), salad, desert, and a beverage. With these meals we can show by example that low-cost meals are possible, utilizing locally plentiful and easily available foods, and that these foods can be served

Nutrition, Cont.

attractively, with the highest possible nutritional value. Other than family emergency care, we also plan to help those who do not normally eat a balanced diet, such as the handicapped or elderly. Their meals will be delivered to them by our staff or volunteers, and in this way we hope to encourage them to eat nutritionally.

We feel that this hot meal service is a very important part of our total program, and especially necessary to families in hard-ship situations. We include these hot "T.V." dinners in each box of food, so that the family members can immediately sit down to a hot meal. In cases of large families, or family groups, we also include containers of the main course, such as soups, stews, gravies, and so forth. In this way, the family is able to eat immediately, while saving their emergency food box for the next meals.

We have been working closely with the County Extension office and with Expanded Nutrition to hold workshops and seminars with community residents, to explain the necessity for well-prepared nutritious meals. These workshops sessions are held at Community Care, and provide a very real service. Working with these other nutritional groups, we have been able to use their recipes for low-cost food items, such as powdered milk and bulgar, and to make available low-cost menu planning to our staff and recipients. We are working closely with the Oregon Dairy Council, which keeps us supplied with literature, featuring dairy products, and with the Oregon State Department of Agriculture. The Department of Agriculture has held several seminars here at Community Care for community residents, mainly featuring the legislation governing packaging, freshness, and pricing. We have had an excellent turn-out for these meetings, and realize the importance of keeping up with what the Department is doing.

We are also working with the Oregon State Board of Health, and have complied with all their regulations regarding food handlers. All staff members and volunteers have attended classes, and have health cards. Our facility now has a Grade "A" restaurant rating, the highest there is. We always welcome their inspections for cleanliness, proper work habits, nutritionally adequate food items, etc., and our rating remains consistently high.

Below are a few samplings of the diets found by our survey, taken on a random basis over a several month period. We feel that these diets show dramatically the need for our type of operation, and that people are coming to us, not as a free-lunch type of operation, but as a last-ditch effort to survive.

<u>BREAKFAST</u>	<u>LUNCH</u>	<u>DINNER</u>
<u>1st. day</u> None	skipped	Macaroni/cheese
<u>2nd day</u> coffee/toast	meat sandwich	pop <u>Neck-bones</u>
<u>3rd day</u> none	<u>kool aid</u> soup water	<u>greens</u> <u>Green-beans stew</u> potatoes

This family consists of a mother and two children. She tells us that the children are receiving hot lunch at school, but that she often skips at least one meal to make the groceries last.

Nutrition, Cont.

	BREAKFAST	LUNCH	DINNER
1st day	None	None	Cheese Snacks
2nd day	None	Chicken T.V. Dinner	Mashed Potatoes
3rd day	Toast Coffee	None	Potatoe Chips

These were two young men, both diabetics, waiting out the residency requirements for Welfare.

1st day	None	None	Chili
2nd day	Toast	pop	snack
3rd day	Toast	pop	snacks

This mother of three children said that her children had been eating at her parents home, and that she was eating only packaged snacks, like potatoe chips, etc.

1st day	None	None	Pork chops Greens, Potatoes
2nd day	None	Soup, crackers	Chicken, gravy Biscuits, pop
3rd day	None	Meat sandwiches	Spaghetti Green peas

This family of seven is eating well at night, but the mother skips those meals that her children receive through school programs. She sought our help because she had a basic idea of good nutrition, and wanted to insure meals for her 5 children

1st day	Coffee	none	out of food
2nd day	Eggs Toast	Sandwiches Kool-aid	Hamburger pie Mashed potatoes Greens, pop
3rd day	Cereal Milk	Soup Coffee	Chicken/Dressing

This family of three came to our center only after running completely out of food. The father is in the hospital, and this family is not elegendible for Welfare assistance..

There are many more such histories in our files, but these will give an idea of the nutritional needs in our community. There is a pattern of a heavy amount of starches, very little milk and dairy products, and a tendency, particularly among the adults, to skip meals. We feel sure that serving hot meals, and preparing emergency food boxes will encourage these families to better diet habits.

MAY MENUS

May 15, 1972

Total of 92 hot meals, 39 in-house, 36 sent out, and 17 breakfast.

Menus

Fried Chicken
Rice
Mixed Vegetables
Baking Powder Biscuits
Gravy
Fried Corn (Frozen)
Green Salad
Peach Cobbler (frozen peaches)
Coffee
punch

Recipes

Fried Chicken

Chicken, flour, M.S.G., Black pepper, salt and oil.

Gravy

Gravy mix, flour, salt, M.S.G., black pepper, and cream of chicken soup.

Rice

Rice, butter, and cooked in water.

Fried Corn

Frozen corn, salt, black pepper, sugar, flour, M.S.G., butter, and oil.

Peach Cobbler

Frozen peaches, sugar, spices, and pie crust.

Baking Powder Biscuits

Flour, shortening, salt, baking powder, and dry milk.

Mixed Vegetables

Green Beans, Celery, onions, carrots, potatoes, salt, black pepper, bacon drippings and M.S.G.

Green Salad

Lettuce, onions, bell peppers, radishes, celery, radishes, M.S.G., salt, pepper, and mayonnaise.

May 2, 1972 Menus

Lunches served 42, sent out 29, lunches in-house 13

Menu

Green Beans
Candied Carrots, with marshmallow topping
Spaghetti
Salmon Loaf
Spanish Bulgar
Green Salad

Yellow Cake
Bread and Butter
Coffee
Punch

Recipes

Spaghetti

Hamburger, crumbled and browned
Wheat Germ
Chopped onion
Chopped Celery
Whipped eggs
Marjoram
Thyme
Salt, Pepper to season
MSG
Chili Powder

Mix thoroughly all spices until blended. Serve over hot spaghetti or bulgar

Salmon Loaf

Canned Salmon
Bread Crumbs
Wheat Germ
Eggs
Salmon Rice Soup, Undilluted
Salt, Pepper, MSG.

Drain salmon, mix all ingredients and bake at 350 until done
Chopped onions are good, too

Green Salad

Chopped rather fine:
Lettuce
Onions
Radishes
Tomatoes
MSG, Salt, Pepper
Vinegar
Bottled Dressing or Mayonnaise

Mix thoroughly and chill

Candied Carrots

Slice, peel, cook carrots in small amount of liquid
Add brown sugar, mace, cinnamon
Pour into a casserole, add marshmallow topping mixed with vanilla and nutmen and brown in a hot oven

Spanish Bulgar

Cook Bulgar
Chopped onions
Chopped Celery
Canned Tomatoes
Canned Corn
Chili Powder
Garlic Salt
Salt, Pepper, MSG
Mix well, cook together. Right before serving, place cheese slices on top and heat until melted

MAY MENUS

MAY 1, 1972

Total of 76 hot meals, 23 in-house, and 53 sent out

Neck Bones	Bulgar Wheat
Greens	Gravy
Chili	Green Beans
Pinto Beans	Carrots
Fried Chicken Wings	Fish
Mixed Green Salad	Salmon Salad Sandwiches with Melted Cheese
Pineapple Cake	Yellow Cake
Coffee	Punch
Bread and Butter	

Recipes

Bulgar Wheat

Cook Bulgar, as per package directions

Add: onions, chopped
celery, chopped
Black Pepper
Garlic Salt
MSG
Salt
Chicken Boullion

Stir frequently, adding more boullion if needed for moistening

GREEN BEANS

Green Beans, either canned or fresh
Bacon Drippings
Salt, Garlic Salt, MSG

NECK BONES

Boil Neck Bones until done
Take meat off the bones
add chopped celery
chopped onions
salt and pepper, heat
through until vegetables are done

Salmon Sandwiches

CCAI canned salmon
mix in mayonnaise
onions
pickles
chopped boiled eggs
relish.
Spread on bread, place on
baking sheet, top with sliced
cheese, and place under broiler
or in hot oven until cheese melts

Greens

Clean and chop greens coarsly
use bacon grease and the water in
the greens for cooking moisture.
Start slowly in the fat, stirring
Add salt and pepper to taste

CARROTS

Clean and chop carrots, cook
in small amount of liquid till
tender. Add mace, nutmeg
brown sugar and cinnamon, salt
to taste. Watch that they are all
coated

BEANS

Pinto beans, drained and rinsed,
cooked about an hour. Add ham seasoning
(if you have no ham pieces), salt
pepper, finish cooking until beans are done

CHILI

Ground meat, or coarse chopped meat
Chili powder
Garlic
Cloves (optional
MSG
Chili peppers (red)
Tomatoes, Tomatoe sauce and tomatoe paste
Cook together until well mixed, and
add a small amount of flour if nec-
essary for thickening. This is good
served with beans, or over bulgar

GRAVY

Beef Broth
Gravy Mix
Salt, pepper to taste

STAFFING, COMMUNITY CARE ASSOCIATION, INC., PROGRESS REPORT: JUNE, 1972

Community Care staff is unique in that every staff member, now working in a paid position, was at one time a volunteer with the program. This has been true of everyone who has ever worked for the program, excluding the young people with us from the Albina Youth Opportunity School, and the Neighborhood Youth Corps. Program.

Our staffing program for Third Action Year will remain very similar to what it has been in the past, with the exception of the Food Preparationists. There will be three food workers, and two project assistants, rather than five project assistants. We have included a brief summary of job duties, (see attachment) and feel that these jobs follow closely HUD guidelines, and those outlined by Model Cities. Our staff, particularly the project assistants, have a broad duty base. We are all aware that the program has many facets, involving harvesting, processing, storing, distributing, and hot-meal preparation, and any staff member may be called upon to help in any area. Consequently, our office staff is in the field when needed, our project assistants are utilized in the cannery, and when called upon most of the staff can sew. The adaptability of the total staff is probably the result of their volunteer background, and since no one feels "locked in" to any one position, morale stays consistently high.

Our staff consists of both black and non-black people, all concerned with one objective: feeding the hungry. We hire as much as possible from the Model Neighborhood, and publish our job descriptions throughout the Model Neighborhood.

We are funded for 10 permanent staff member, with 15 part-time casual laborers. This casual labor pool will be utilized during the heaviest harvest months, and this pool will be supplemented with young people from throughout the community. We have students from the Neighborhood Youth Corps., through Adams High School and the Albina Youth Opportunity School. We have also been aided greatly by students volunteering from a number of other urban and suburban areas. Through programs such as NYC, we are able to supplement our staff during the busiest months, and still keep within our budget.

Most of our staff training is done in-house. This involves workshop sessions (see also Agency Coordination) with agencies and businesses in the area and state-wide. Local bakeries are willing to teach staff members pastry processes, and the Multnomah County Extension Agency has been available for several work-shop sessions on nutrition. We have had recipe sessions with the Oregon Dairy Council, and Expanded Nutrition, and have received a great deal of help through the Department of Agriculture. We are the recipient of a number of related bulletins and news-letters, all of which contribute to staff awareness.

JOB FUNCTION RESUME

DIRECTOR

The Director is responsible for program administration, including the continuous planning, evaluating, and budgeting for the program, and overseeing and coordinating of the various functional elements. She is responsible for the over-all administration of the CCAI program. She will report directly to the CDA and the Citizens Planning Board.

EXECUTIVE SECRETARY

The Executive Secretary performs a variety of administrative functions. She prepares pay-roll and inter-office accounts (petty cash), and facilitates program accomplishments by establishing and maintaining office procedures, records, and controls. She will coordinate the activities of the Director, and will often be called upon to accompany the Director to appointments. She will supervise the weekly work program for the office staff. In the extended absence of the Director she may be called upon to make management decisions. She will report directly to the Director.

PROGRAM ASSISTANT

The Program Assistant is responsible for the preparation of status and progress reports on the program activities, and serves as a liaison to other agencies carrying out related Nutrition or Social functions. She prepares Monthly and Quarterly reports and is responsible for internal audits of the office. She is responsible for preparing and distributing informational material, including discount services to residences in the MN. She will also work to locate new sources of food, clothing, and house-hold goods and services. She will report to the Director.

Food Preparationists

The three Food Preparationists are responsible to the Director for developing and supervising a Nutritional Program. These Preparationists will supervise the operation of food preparation and freezing and canning facilities. They will develop nutritional material for training of community aids and recipients. They will also conduct recipient and general surveys of the nutritional level, and the needs of the MN. They will supervise any assistants working under them, as needed.

MAINTENANCE & UTILITY COORDINATOR

Responsible to the Director for supervising the operation of CCAI farm land, and the planting and harvesting of food-stuffs from donor farms. He is responsible for the operation and maintenance of farm equipment and motor vehicles owned and operated by the agency. He will work with the office staff to schedule harvesting and planting times. He will be in a supervisory capacity to casual labor pool. He will be responsible for providing all janitorial services for CCAI facilities, and performs minor repairs as needed. He will assist Project Assistants when needed.

PROJECT ASSISTANTS

Project Assistants are unique to CCAI. They are requested to work in any capacity necessary for the smooth operation of CCAI. While each Project Assistant has definite duties; i.e. kitchen, sewing, office, all Project Assistants are capable of assuming any job duties. They are given work assignments by the Director and report to her directly.

CASUAL LABOR POOL

Responsible to assigned supervisor for assisting in Nutritional, Farm, and/or Sewing components. Will serve as out-reach workers in providing help to MNR, and will report to their particular supervisors for assignment.

AGENCY COORDINATION, COMMUNITY CARE ASSOCIATION, INC., PROGRESS REPORT: JUNE, 1972

Community Care has always maintained good relationships with all agencies dedicated to working with those in need, and with improving the lifestyles of those in our community.

During the heavy holiday season, when so many families are in hard-ship situations, we worked closely with the Archdiocesan Social Concerns Commission to attempt to salvage the holidays for those in need. Through them, we become involved with the Tri-County Community Council, which includes American Red Cross, Community Care, Fish, Francis Center, L.I.F.E. Center, Multnomah County Public Welfare, St. Vincent De Paul, Salvation Army, SNO-Cap, Sunshine Division, Volunteers of America, and the William Temple House. These agencies met, and are at present meeting, to determine coordinating activities. This group attempts to maintain balances among the agencies in the areas of surplus and deficits, and to bring together like agencies, such as the Metropolitan Youth Commission, and the Oil Heat Association, to make them aware of the problems facing supplemental agencies. By keeping in touch with other areas and agencies, we can best utilize the resources of the city.

Community Care maintains a close relationship with the Oregon State Department of Agriculture, and our Director, Mrs. Clara Peoples has been appointed to a 6 year term on the Advisory Board. Through this organization, we are able to hold workshop sessions for the community, dealing with the latest regulations, proposed legislation, pricing and packaging information, and other items that are important to us as consumers. We are also recipients of all the Department bulletins, having to do with abundant foods, changes in nutritive values, and other things. This work ties in closely with Consumer Protection, an agency that has always been of aid to us. We have been used as a referral agency for Multi-Service, the Team Concept, Family Services, Multnomah County Welfare, etc., and have attended staffing sessions, and workshops for the Portland State University School of Social Work. We are also working closely with the Department of Health, attending their classes so that all staff members and volunteers have health cards, and respect the sanitation and food-handling regulations of the city and state.

We have always worked within the HUD guidelines, and were granted an award for outstanding achievement in helping to build a better America. We work closely with the CDA, following their directives particularly in the area of citizens' participation. Because we can work with these various agencies, and because we receive their news-letters and brochures, we are able to keep our clients well informed of the things that are happening in our community. This is an important off-shoot of our service, and makes even better use of our Center.

We feel strongly that only by coordination of effort can a real dent be made in the crippling cycle of poverty that is nation-wide, state-wide, city-wide, and community-wide.

VOLUNTEER CONCEPT, COMMUNITY CARE ASSOCIATION, PREGRESS REPORT: JUNE, 1972

Citizen concern for the health, education and welfare of the Model Neighborhood is expressed through the creation and support of Community Care to provide services. This project is the only nutrition-based project in the Model Cities component agency program and as such is dependent upon the community's interest and personal concern in the betterment of Model Neighborhood citizens. Additional opportunity for participation in community life is afforded through our programs, as well as increasing understanding of health and nutrition programs.

Community Care was founded with volunteers, and relies heavily on this concept. We utilize young people, mothers and fathers with small children, senior citizens, black and non-black, all working on the basis of sharing.

Many of our volunteers are former recipients who have come back to share their talents with us. The produce that they pick and process, they will share partly with the center for the relief of those unable to harvest, and retain part for their own use. With this sharing, of course, comes sociability, an important part of any work.

Our volunteers have gone with us to the farms to meet with divergent life-styles, gone with Community Care to fish and dip for smelt, and helped us process truck-loads of salmon. We have gone as far as The Dalles for produce, as far as Gervais for fruit. All community members are invited and encouraged to come with us, and share in our harvest.

One of our components, the quilting and sewing aspect, is an all-volunteer concept, developed by ladies in the community skilled in needle-work. The produce quilts and quilt-tops on a daily basis, and the young people are adept at tying these quilts. These are offered to the community on a one-for-one basis: Those who are able to come to the Center make a quilt for themselves, and a quilt for someone who is unable to sew for themselves.

Our volunteers, like the staff, are adaptable to any situation that arises, whether field work, kitchen duties, office work, or sewing.

Community Care volunteers are spokesman for us in the community, inviting their neighbors and friends to our workshops and meetings, and hopefully taking the skills that they have learned with us back to their homes.

We have a strong core of regular volunteers, and feel that our citizen involvement is very high, and that the volunteers enjoy working at Community Care, and that they know how much they are needed, and what a vital part of the program they are.

COMMUNITY CARE ASSOCIATION, INC., GROWTH DATA, PROGRESS REPORT: JUNE, 1972

During the First Action Year, from March, 1971 to June 15, 1971, with an average number of 20 employees per month, Community Care increased their case-load from fifteen recorded families in March (first funded month of operation) to 85 families, numbering over 200 individuals. Even though we had been operating with HUD funds for only a short time, Community Care was able to harvest approximately 7,600 pounds of produce for distribution in the Model Neighborhood.

During these beginning few months, Community Care was able to totally revamp their present site to meet city and county guidelines for public buildings, purchase the vehicles and equipment necessary for a food operation, and refine their donation/recipient systems.

In only one year, June 15, 1972 to June 1, 1972, we have increased our case-load to 840 families, numbering 6,017 persons for emergency food service and we served 4,323 hot meals to clients. This is just in a one month period.

We have kept an average staff of 18 (this average is high because of our heavy summer employee schedule), and during the First Action Year we distributed 1,250 pieces of literature, including information on the Center, diet and nutritional information, workshop schedules and recipes, and general community information. During this four-month period with the help of 587 volunteers we were able to distribute food to about 200 families, numbering about 1,000 persons, and distributed food items in the general community to about 950 residents. (When distributing produce to the general community, this is done on a "drive through" basis, and records are not kept of those receiving the produce). We harvested over 7,600 pounds in these first Spring months, and were already accepting about 300 referrals from other agencies. We were helping many families move on a week-end volunteer basis, and aided about 515 families with clothing and household items.

We visited more than 65 different farms to explain our program, and encouraged their participation. We accepted over 175 donations of all types in these first hectic months, and we could see already that Community Care would be a viable force in the community.

During the Second Action Year Community Care continued to grow rapidly in all phases of endeavor. We found it necessary to install two more phone lines, and enlist the aid of high-school volunteers to work with us collating and recording data. Our kitchen staff developed more sophisticated methods of cooking and processing large amounts of food for greater and greater numbers of people.

In our Second Action Year, beginning June 15, 1971 to the present, we have served 4,719 families on an emergency basis, with total family members numbering around 24,775 persons. We also helped 2,427 community residents on a "help yourself" basis. We used about 702 volunteers this year, many of them on a regular, almost daily, basis. We have distributed 3,800 pieces of information and harvested and processed 2,310,043 pounds of produce. We were able to document 3,002 referrals (this number is low, as not every recipient mentions that he is a Welfare referral), and we were able to move about 150 families. We helped 1,970 families with household goods and clothing and contacted over 170 farms.

Statistics, Cont.

These statistics have been collated from the Monthly Reports in the attachment, so that the consistent pattern of growth can more easily be seen.

Community Care has inaugurated two new components this year, the hot meal service, and the quilting component. The hot meal concept grew out of a desperate need that we saw in the community (see nutrition component), and has grown beyond our expectations. We have sought help in the area from the Abundant Foods Program to continue this aspect, and are always seeking new ways to improve our service. The quilting aspect has been fully explained under the volunteer concept, and the ladies are producing around 55 quilts monthly, on the average.

FUTURE PLANNING, COMMUNITY CARE ASSOCIATION, INC., PROGRESS REPORT: JUNE, 1972

We can see, by the statistics included in this report, that at the present rate of growth, Community Care must seek more space, more staff, and resource persons and products if we are to continue to provide the consistently high type of service that the community has come to expect.

We will continue to solicit food stuffs, continue cooperation with all agencies, particularly the State Department of Agriculture and the Department of Health, and will continue to welcome donations of goods, services, advice, or technical assistance.

We will continue to harvest as many farms and acerages as possible, to insure a more adequate diet for all those who call on us. Our staff is well trained, well read, and stays well abreast of new advances in nutrition. They will continue to seek new sources of food items, particularly specialized baby needs, dairy products, and meats. These items remain the most difficult to keep on hand, due to the law of supply and demand.

Community Care, because of the large amounts of media publicity, plus good rapport with the general community, suffers from a chronic shortage of space, staff, and product, and consequently works under great odds at times to provide the services that the neighborhood has come to expect.

However, because of our program background and administrative leadership, Community Care will continue to broaden the base of their project, and will continue to operate according to our goals and objectives: to go into the community, to seek out the needs there, and solve them to the best of our talents and resources.

COMMUNITY CARE ASSOCIATION, INC., MONTHLY STATISTICS PROGRESS REPORT: JUNE, 1972

Mar. '71 Apr. '71 May '71 June '71 July '71 Aug. '71 Sept. '71 Oct. '71 Nov. '71 Dec. '71

Jobs	11	30	30	27	20	15	12	12	11	18
Info.	50	500	500	200	100	100	250	200	600	600
Vlntrs.	50	300	200	37	70	50	125	104	31	91
# Families	15	45	55	85	75	125	282	121	237	500
Persons	150	350	300	200	200	835	1,050	981	4,239	3,127
Comm. Res.	350	250	350	*	*	285	*	*	*	200
Meals	*	*	*	*	*	*	*	*	350	450
Pounds	1,000	3,000	3,000	600	1,500	2,700	2,000	3,000	27,000	15,640
Referrals	*	75	104	50	210	150	230	43	83	118
Moves	*	*	*	*	*	*	*	*	4	5
Hsld. Gds. Clothing	*	200	300	15	60	70	40	30	63	100
Quilts	*	*	*	*	*	*	*	*	*	*
Donuts	*	75	75	25	20	15	25	23	60	131
Farms	*	25	25	15	25	25	20	25	15	11
Fld. Trip Students	*	*	*	*	*	*	*	97	*	*

* Not Recorded.

COMMUNITY CARE ASSOCIATION, INC. MONTHLY STATISTICS							PROGRESS REPORT: JUNE, 1972					
	Jan. '72	Feb. '72	Mar. '72	April '72	May '72	June '72	July '72	Aug. '72	Sept. '72	Oct. '72	Nov. '72	Dec.
bs	19	15	19	16	39	*						
fo.	400	200	150	200	100	*						
ntrs.	67	44	79	37	4	*						
Families	358	674	840	752	754	*						
rsns	2,060	1,836	2,156	2,074	6,017	*						
ma. s.	150	75	57	700	960	*						
als	502	595	950	4,323	2,635	*						
ands	7,700	15,000	8,375	7,675	140,453	*						
rerrals	256	456	876	275	305	*						
ves	*	*	*	*	*	*						
ld. Cds. othing	206	565	355	115	270	*						
ltd	85	75	55	40	54	*						
ute	174	82	66	62	76	*						
one	9	5	15	5	15	*						
ld. Trip tudents	*	*	*	*	*	*						

* Not Recorded.

I STATUS: Operational since 3/1/71. Currently operating all major components including food distribution, clothing distribution, nutrition education, and bulk purchasing and moving. O/A receiving T/A from CDA on planning and administrative procedures.

II PLANNING:

	SUPERIOR	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	POOR
A Citizen Participation					
1 Was citizen participation meaningful		X			
2 Was the level and quality of CP adequate		X			
3 Was provision made for continuing CP		X			
B Objectives, Resources, and Impact					
1 Was the planning realistic		X			
2 Was the planning specific		X			
3 Was the planning comprehensive		X			
4 Were adequate resources identified		X			
5 Were non-supplemental resources identified	X				
6 Is there adequate potential funding			X		
7 Meet target group needs		X			
8 Significant potential impact		X			
9 Significant beneficiary group		X			
C Administration and Operation					
1 Involve innovative techniques		X			
2 Acquire institutional change		X			
3 Administrative structure potentially effective			X		
4 Resident employment			X		
5 Career Development			X		

III CONTRACT NEGOTIATION:

A Agency Contact					
1 Was the O/A involved early enough				X	
2 Reasonable contract negotiation period			X		
3 Necessary signatures obtained quickly			X		
B Funding					
1 Was funding secured adequate			X		
2 Was there continuity of funding				X	
3 Applications timed to meet review requirements			X		

IV PROJECT ADMINISTRATION, OPERATION AND COORDINATION:

A Organization, Staffing and Management					
1 Acceptable level of performance			X		
2 General management skills and ability			X		
3 Adequate administrative structure and function			X		
4 Adequate proposals and report submissions			X		
5 Accuracy of records and progress reporting			X		
6 Staffing progress and career development			X		
7 Operational problem solving ability		X			
8 Meeting equipment and facility needs			X		

	SUPERIOR	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	POOR
B Citizen Participation					
1 Adequate level and quality of CP		X			
2 Continued involvement of W/C and CPB			X		
3 Impact on project administration		X			
4 Provision for continuing CP		X			
C Resident Employment					
1 Is it facilitating project implementation	X				
2 Adequate level of training & upgrading		X			

V IMPACT:

A Institutional Change					
1 Innovative application to other O/A operations		X			
2 More responsive to IRI problems		X			
3 Inter-agency cooperation and coordination		X			
4 Improved administrative operations			X		
5 Improved staff sensitivity and service		X			
6 Improved professional and technical levels			X		
7 Specialized training for O/A staff				X	
B Participant Change					
1 Were those who received services helped		X			
2 Services related to needs		X			
3 Impact permanent		X			
4 Impact acknowledged by target group	X				
5 Positive reception by target group	X				
C Neighborhood Change					
1 Positive social/economic/environmental impact			X		
2 Better understanding of institutional processes			X		
3 Better access to service providing resources			X		
4 Citizen involvement in community affairs		X			
5 Positive reception by IRI residents	X				

VI RESOURCE UTILIZATION:

A Identification and Development					
1 Were identified resources developed		X			
2 Were the resources available adequate			X		
3 Adequate level of effort	X				
4 New resources identified and utilized	X				
B Distribution					
1 Allocation of resources appropriate & adequate		X			
2 Resources and effort coordinated with others		X			

VII PRIORITY:

TOTAL OPERATING BUDGET \$ 147,660

PRIORITY X

 1 2 3 4 5

NARRATIVE: COMMUNITY CARE

Status:

This project has been in operation throughout the Second Action Year and is presently operating all of its major functions including a food distribution program, a clothing distribution program, a nutrition education program and a program of bulk purchases and moving service.

A. Planning

Several major efforts for program improvement and expansion were noted this quarter:

- 1) The Operating Agency has begun detailed discussion with the Expanded Food and Nutrition Program, a project of the Multnomah County Extension Service and Oregon State University funded by USDA. Under this plan, Community Care will "sub-contract" its food nutrition program to EFNP by providing funds for the hiring of two community workers for FNAP. FNAP will then provide one additional community worker for the project from its funds for a total of three. These are all Civil Service positions and all three will be filled by Model Neighborhood residents. Once hired, Operation Step-Up, another Model Cities Program, will provide funds for a two week training session at Oregon State University in Corvallis. Once trained, these community workers will establish an EFNP office at Community Care and begin nutrition education in the home for 150 Model Neighborhood residents on a individual basis. The many advantages of this plan, the proven and effective techniques of EFNP, the increased impact of project funds, the involvement of three separate agencies at mutual benefit, the expanded impact of the nutrition program, increased employment for Model Neighborhood residents, and the coordination of nutritional programs with emergency food programs makes this effort extremely positive.
- 2) The Operating Agency prepared and submitted a request for grant funds totaling \$40,000.00 to the Portland Metropolitan Steering Committee to operate a food distribution program in the Southeast Area of Portland. These funds were made available when an existing agency funded by PMSC declined to renew its contract. The significance of this application is not only the addition of outside resources to the Community Care Program, but also the administrative growth demonstrated by the project in preparing and submitting the application itself.
- 3) The Operating Agency has had preliminary discussions with the Multi-Service Center of the State of Oregon concerning office space for Community Care in this facility. Community Care is considering establishing its administrative offices and the EFNP Office at the Center to release space in its present location for expanded processing and storage operations. In addition, better coordination of services is expected as a result of these discussions.
- 4) The Operating Agency completed its proposal for the Third Action Year and submitted this proposal and budget to the Social Services Working Committee

NARRATIVE: COMMUNITY CARE

and the CDA for review. The Project Description portion was well developed and sought expansion and modification of project activity based on the operations and impact experience this action year.

These efforts suggest considerable concern on the part of the Operating Agency for program improvement and expansion, as well as increased administrative efficiency which has allowed these efforts to flourish.

B. Contract Negotiation

There was no contract activity through the quarter. The Operating Agency has submitted its Third Action Year request to the CDA for review and approval by the Citizens Planning Board.

C. Administration, Operation and Coordination

During the quarter, the administrative activity of the project has appeared to improve greatly. There are several indications of this improvement which should be noted. The quality and accuracy of Monthly Reports has increased greatly. This reflects not only better effort, but better administrative organization as well. Operations have had the largest workload of any quarter to date, and continue to harvest foods as well. Much of the early chaos is gone, and the visitor to the office of Community Care is less apt to be rushed or ignored or even trampled in the action. (It is even possible to visit Community Care and find that the Director is not wearing an apron!) All this indicates improvement and increased efficiency in the harvesting, processing, and distribution of foodstuffs.

Coordination of the project with other programs reached a higher level during the quarter than at any other time. The planning efforts with EFNP, PMSC, and the Multi-Service Center are three examples. In addition, the Director of the Operating Agency was appointed to the State Board of Agriculture, received a citation from the Department of Housing and Urban Development for her achievements, and was the subject of a feature article in the December issue of Ebony Magazine. Locally, Community Care meets with other agencies as the occasion warrants. These agencies have included the Tri-County Emergency Agencies such as Francis Center, Wm. Temple House, SNO-CAP, L.I.F.E. Center, Volunteers of America, St. Vincent De Paul, Sunshine Division, FISH, and the Salvation Army as well as the American Red Cross, Greater Portland Council of Churches, Archdiocesan Social Concerns Commission, Human Relations Commission, Metropolitan Youth Commission and the Tri-County Community Council. It should be noted that there is more need for services in the Metropolitan Area than all these agencies together can handle, and coordination is, therefore, both necessary and frustrating. Evaluation is satisfied the Community Care is aware of the need for continued effort in this direction.

D. Impact

This quarter has been the busiest quarter yet for this project. Holiday season demands were compounded by harsh weather conditions, and the demand for services rose sharply during the quarter. The following shows the overall impact during October, November, and December.

NARRATIVE: COMMUNITY CARE

	Households	Total Individuals
October	121	494
November	237	839
December	511	3,129

This is an average workload of over twelve families a working day which is a considerable increase over previous quarters. Observations from previous evaluations of participant impact and beneficiary reaction remain the same for this quarter. There remains a very high regard for this project with the Model Neighborhood Area.

One fact bears mentioning with respect to the beneficiaries of the project. 535 of the 869 households (families) receiving assistance listed themselves as unemployed. Approximately forty per cent of these were listed in the Monthly Report as Aid to Dependent Children services. A preliminary check of data gathered by the CDA in a survey of the Model Neighborhood is indicating an unemployment rate of at least ten per cent, and possibly as high as twenty per cent for the Model Neighborhood Area. These figures are preliminary, however, and may change. A check with the State Employment Office revealed that in the Portland Metropolitan Area, unemployed persons are exhausting their Unemployment Insurance Benefits at the rate of 1,000 individuals per month and as many as 7,000 people are in this situation. Unemployment may be the single most important factor in establishing the need for emergency food programs.

E. Resource Utilization

The comments on resources utilization remain the same as previous quarters. Community Care has been and is both aggressive and imaginative in seeking resources for its operations. The impact of the effort noted under Planning will, if successful, further enhance the resources available to Community Care.

Recommendations

The following recommendations are made with respect to Community Care:

- 1) The CDA and the Citizens Planning Board should ensure funds adequate to implement the proposed involvement of EFRP. This may mean an increase after Second Action Year expenditures of perhaps \$20,000.00 in salary expenses.

The establishment of this program within Community Care means increased employment, better coordination of distribution programs, and most importantly, improved impact within the Community. People not only need free food, they need nutrition education. The slight increase in cost for this project is not excessive and the EFRP Program has been the single most successful attempt to establish proper nutrition education and practice in the State. It is, in short, a bargain.

- 2) Community Care should continue to seek outside resources for project support.

NARRATIVE: COMMUNITY CARE

The squeeze on funds for Third Action Year probably surprised many Operating Agencies. It is likely that many will now put more effort into seeking other funds. Community Care has a good potential, and should begin resource identification as an ongoing administrative activity.

I STATUS:

II PLANNING:

	EXTERIOR	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	POOR
A Citizen Participation.....		X			
1 Was citizen participation meaningful.....		X			
2 Was the level and quality of CP adequate.....			X		
3 Was provision made for continuing CP.....		X			
B Objectives, Resources, and Impact.....		X			
1 Was the planning realistic.....		X			
2 Was the planning specific.....		X			
3 Was the planning comprehensive.....		X			
4 Were adequate resources identified.....		X			
5 Were non-supplemental resources identified.....	X				
6 Is there adequate potential funding.....			X		
7 Meet target group needs.....		X			
8 Significant potential impact.....		X			
9 Significant beneficiary group.....		X			
C Administration and Operation.....			X		
1 Involve innovative techniques.....		X			
2 Involve institutional change.....		X			
3 An interactive structure potentially effective.....		X			
4 Efficient employment.....			X		
5 Citizen involvement.....			X		

III CONTRACT NEGOTIATION:

A Policy Contact.....			X		
1 Was the O/A involved early enough.....			X		
2 Reasonable contract negotiation period.....			X		
3 Necessary signatures obtained quickly.....			X		
B Funding.....			X		
1 Was funding secured adequate.....			X		
2 Was there continuity of funding.....			X		
3 Applications timed to meet review requirements.....			X		

IV PROJECT ADMINISTRATION, OPERATION AND COORDINATION:

A Organization, Staffing and Management.....			X		
1 Acceptable level of performance.....			X		
2 General management skills and ability.....			X		
3 Adequate administrative structure and function.....		X			
4 Accurate proposals and report submissions.....		X			
5 Accuracy of records and progress reporting.....		X			
6 Staffing progress and career development.....			X		
7 Operational problem solving ability.....		X			
8 Meeting equipment and facility needs.....			X		

	SUPERIOR	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	POOR
B Citizen Participation.....		X			
1 Adequate level and quality of CP.....		X			
2 Continued involvement of W/C and CPB.....		X			
3 Impact on project administration.....		X			
4 Provision for continuing CP.....		X			
C Resident Employment.....		X			
1 Is it facilitating project implementation.....	X				
2 Adequate level of training & upgrading.....		X			

V IMPACT:

A Institutional Change.....			X		
1 Innovative application to other O/A operations.....		X			
2 More responsive to IMN problems.....		X			
3 Inter-agency cooperation and coordination.....		X			
4 Improved administrative operations.....		X			
5 Improved staff sensitivity and service.....		X			
6 Improved professional and technical levels.....		X			
7 Specialized training for O/A staff.....			X		
B Participant Change.....			X		
1 Were those who received services helped.....		X			
2 Services related to needs.....		X			
3 Impact permanent.....		X			
4 Impact acknowledged by target group.....	X				
5 Positive reception by target group.....	X				
C Neighborhood Change.....			X		
1 Positive social/economic/environmental impact.....			X		
2 Better understanding of institutional processes.....			X		
3 Better access to service providing resources.....		X			
4 Citizen involvement in community affairs.....		X			
5 Positive reception by IMN residents.....	X				

VI RESOURCE UTILIZATION:

A Identification and Development.....	X				
1 Were identified resources developed.....	X				
2 Were the resources available adequate.....			X		
3 Adequate level of effort.....	X				
4 New resources identified and utilized.....	X				
B Distribution.....		X			
1 Allocation of resources appropriate & adequate.....		X			
2 Resources and effort coordinated with others.....		X			

VII PRIORITY:

TOTAL OPERATING BUDGET \$105,030.00

PRIORITY 1 2 3 4 5

Status:

This project began operation with supplemental funds on March 1, 1971, as a new project within the First Action Year. The project is currently operating all of its major components which include a food distribution program, a clothing distribution program, a nutrition education program and a bulk purchase and moving program. The Operating Agency recently requested and is now receiving technical assistance from the CDA to improve administrative procedures, reporting procedures, and to aid in continuous planning efforts. The Operating Agency Staff are presently preparing the Third Action Year Proposal for Working Committee consideration.

A. Planning

Previous evaluations have indicated concern with:

1. Coordination of nutritional components with comprehensive health planning.
2. The ability to meet nutritional needs with foods procured through donations and local harvesting.
3. Procedures and criteria for becoming a beneficiary.

The Operating Agency has during the past quarter attempted to clarify or modify these concerns and some operating procedures. In addition, the Operating Agency began this quarter to prepare documentation and analysis for continuous planning, specifically to prepare the Third Action Year Proposal based on experiences gained in operating the project thus far. In so doing, the Operating Agency has demonstrated a willingness and desire to implement previous recommendations regarding the coordination of nutritional components, the meeting of nutritional needs, and improving procedures under which persons become beneficiaries.

B. Contract Negotiations

The contract with the Operating Agency was signed March 31, 1971. A contract change order was requested by the Operating Agency in order that it could be reimbursed for expenditures during March, 1971, as a result of its starting operation prior to a signed contract. In preparing the documentation for the Third Action Year submission, the Operating Agency is maintaining close contact with the CDA to insure proper information is distributed prior to the need for recommendation.

C. Project Administration, Operation and Coordination

Monitoring of Monthly Reports suggest that the Community Care Project is servicing a significant number of beneficiaries. Until detailed procedures for documenting this effort on an on going basis is formally incorporated into the reporting package, however, exact information regarding the extent to which this

Narrative: Community Care

provides a needed service in the community is not clearly defined.

In operating the project, the staff of the Operating Agency have felt that the processing of goods and services through the organization at lower overall prices to Model Neighborhood residents as a supplement to their income has been the most effective aspect of project administration. After reviewing the project operation over the quarter, however, a more successful aspect of administration would appear to be public information and public relations efforts on behalf of the Community Care organization. The progress and operation of the project has had significant attention from both local and national news media, the most recent example being a commitment by Ebony Magazine to do a feature article on the Community Care Program.

Operating Agency Staff felt that the least effective of administration has been the limited ability of staff to cope with the work load which has developed now that the project is fully in operation. It is not infrequent, for example, to observe administrative staff harvesting a crop in a field or participating in the canning or preparation of that food for distribution. Consequently, the day to day operations at Community Care are frequently crisis oriented and directed toward solution of immediate short range problems. These considerations are compounded by problems of inadequate space and heavy reliance on volunteer labor to both harvest and process food for distribution. While it would be unfair to criticize the administrative staff of Community Care for their dedication to the objectives of the program to the extent that working in the field is considered to be a part of the job, Evaluation is concerned that the crisis orientation which Community Care periodically faces may be symptomatic of other more basic administrative problems of staffing or management.

In seeking assistance from the CDA, the Community Care Project has requested specific attention to administrative procedure and operational control in an effort to stabilize the day to day operation of the agency. Citizen participation in the operation of the project is accomplished through voluntary involvement in the harvesting, processing, sewing and other distribution components of the project. CPB members have visited the project frequently during the quarter and have been implemented as a part of Project Administration through this informal dialogue between volunteers, board members, and other interested persons participating in the project.

D. Impact

Interviews with the Project Director indicate that the experience of operating this project under the Model Cities Umbrella has caused institutional change within Community Care. The Director feels this project would continue without CDA funding although its ability to meet needs within the community would be limited to the impact of an entirely voluntary operation. In addition, the Operating Agency has taken steps to coordinate its activities with other related programs within the CDA Umbrella, notably the Consumer Protection Program and Operation Step-up.

Community regard for the sincerity and impact this project has had in the Model

Narrative: Community Care

Neighborhood is quite high. The Director also points with some pride to staff members who do not reside within the Model Neighborhood becoming more sensitive to the particular needs and problems of the Model Neighborhood residents as a result of the experience with Community Care.

Recipient impact has been somewhat more difficult to judge. The Operating Agency feels that those who received services were helped by the project in that they were able to stretch such budgetary items as food and heat bills to meet their immediate needs. As a result of services of the project, some beneficiaries have resumed full time employment. Others, who were entitled to Public Assistance but had short waiting periods to undergo, received short term immediate attention from Community Care until the public agencies could respond to their needs.

One impact of considerable concern to the Operating Agency which has not materialized, is the ability of the organization to meet protein and Vitamin C needs within the neighborhood. While fruit and vegetables have been available, donations of meat, cereal, fish or fruits high in Vitamin C content have been insufficient to meet the need the project is now serving. A second impact which was unanticipated but which has materialized to a significant degree, is the number of beneficiaries requesting housing information from Community Care. Families needing to find new quarters frequently call Community Care for referrals to available vacant housing units.

In general, the target population, those persons receiving direct impact from this project, have an extremely high opinion on or about the project and its impact on their lives. The importance of this feeling on their part is whether or not the beneficiaries have a better understanding of the institutional processes as a result of their experience with the project. This awareness of institutional processes then comes the means for gaining access to policy determining circles and service providing centers. The result of all this is that through the impact of projects like Community Care, it is hoped that the Model Neighborhood will perceive the potential advantages of participation in programs and issues which affect their lives. While Community Care has enjoyed a high degree of popularity within the neighborhood, its impact has not had sufficient time to generate this kind of awareness. Its potential to do so is higher than many other projects presently operated by the CDA.

E. Resource Utilization

Resources identified in planning the Community Care Project have been available and have been utilized by the Community Care Association. These resources included CDA Supplemental Funds as well as donated resources from farmers, land owners, retail businessmen, large corporations and other interested individuals. In seeking continuing improvement in the nutritional impact of the project, Community Care has investigated on an on going basis during the quarter, new sources of food products for distribution to beneficiaries. Community Care has been able to locate sources of surplus cheese and dairy products and even was innovative enough to approach the State Game Commission to obtain several hundred pounds of jack salmon which were trapped at the Game Commission Hatchery

Narrative: Community Care

Facilities. This innovative and aggressive search for resources is continuing on an on going basis. Community Care is negotiating with the U. S. Department of Agriculture for permission to operate a Food Distribution Program under the USDA Surplus Food Program in addition to the Food Stamp Program already available in the Portland Metropolitan Area. In this regard, Community Care is monitoring closely the progress of a classic action suit brought in the Seattle Area for the same purposes. In addition, the CDA has entered into discussions with the Expanded Food and Nutrition Program operated by Oregon State University to seek coordination of activities and resources between Community Care and this program. Other efforts at coordinating resource impact have been monitored, particularly an effort at cooperation and coordination between the Community Care Association and the Consumer Protection Program and Community Care Project with Operation Step-Up, another CDA project. The identification and utilization of outside resources by Community Care has been significant and impressive.

Recommendations

The following recommendations are made with respect to Community Care:

1. The CDA should assist the Community Care Association in identification and expansions of resources particularly with respect to the U. S. Department of Agriculture.

While there is no specific prohibition in the Congressional Legislation establishing the Food Stamp Program and the Surplus Food Distribution Program disallowing dual operation by USDA, Administrative Policy set by the Secretary of Agriculture has prohibited operation of these two programs in the same geographic area. Recent events indicate that a change in this policy may be forthcoming. The CDA should take advantage of this opportunity to encourage such a change through Community Care. It is not improbable that documentation available from the Community Care Project could become the nucleus for new guidelines for dual operation of USDA Programs backed by congressional action.

2. The CDA should continue to provide technical assistance to improve internal reporting systems and administrative structure and organization.

Community Care has indicated that the project has been improved due to efforts last quarter and has requested continued assistance to further improve the operation and administration of the project.

3. Community Care Association should continue to seek outside resources to expand operations, particularly with respect to USDA and HEW.

As a component of the CCDP, Community Care can expect only limited assistance to demonstrate impact. Maintenance and expansion resources must be sought elsewhere. Community Care has achieved significant recognition, now it must seek support from categorical funding sources based on its demonstrated success.

DISCUSSION

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Summary

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Findings

The findings identified the following activities within the scope of the project. Generally, the proposal is not as realistic nor specific as the original proposal of the residents, particularly the low-income families. In addition, the financial support amounts are actually inflated, inflated and unrealistic estimates of support.

The budget item of Contract Services in the First Action Year Budget, in the amount of \$15,000, is not justified in detail by explanation of services to be provided.

Although the proposal mentions the areas of education, research, community and legislative review, the substantive problems and issues of the contract, which will be covered by the project, are unspecified. The proposal contains no statement pertaining to the provision of legal aid services to low-income families in the area of domestic protection, or to the legal situation, including referral of clients, with legal aid services available to all residents.

Operations

Although the contract was signed in December, 1970, the Operating Agency did not hire its Director and Educational Coordinator until March, 1971. The Counselor and Educational Aides were not employed until April 1, 1971.

The contract required the Operating Agency (O/A) to submit a training and orientation program and work schedule to the City for approval, with training and orientation to be completed by March 1, 1971. In addition, the contract required the O/A to submit a work program to the City for approval prior to March 1, 1971. The O/A did not submit the training and orientation program or work program until May 6, 1971.

A copy of 10 computer error slips were also investigated by the O/A as of June 10, 1971. Most of the complaints have been resolved through negotiation of the O/A between the manager and the business firms without legal action.

Examples of consumer complaints are: deficiencies in sale and service of appliances, defective auto wiring, substandard home appliances, furniture and appliances practices, billing practices, defective appliances, false advertising, defective clothing, door-to-door sales, telemarketing sales, educational materials, frozen-food-freezer plans, real estate sale of home with structural defect, defective lumber, home and roofing repairs, automobile insurance, vacation funds, credit rating, delinquent boys, and collection agency practices.

The O/A contracted for two research studies concerning the practices of automobile and body shops in the area. The research was done by students under the direction of a Professor of Marketing at the University of Oregon. Contact by the O/A has also been made with Portland State University, Portland Metropolitan Steering Committee, and other persons or agencies concerning other research of consumer problems in the area.

The O/A has conducted lectures and classes concerning consumer problems of low-income families and minority groups. The educational and consumer aides have been made door-to-door contact with residents explaining the project and learning resident consumer concerns.

Recommendations:

Recommendations from First-Action Year Evaluation Report

1. Proposal should be reviewed for specification of the consumer problems of MW residents and how these problems will be dealt with by the Operating Agency.

There is a wide range of consumer problems which differentially affect MW residents. These problems and the alternative courses of action should have been indicated in the project description.

2. Project functions and output measures should be reviewed to accurately reflect the project's impact on the MW community.

The purpose of the project is to increase the economic power of the consumer in the marketplace in order to maximize the benefit received for dollars spent. Consequently, the functions and their associated output resources should accurately indicate the changes in the marketplace of the community.

3. The budget item of Contract Services should be explained and justified by project function with line-item expenditures.

The amount of Contracted Services is exceptionally large to have no justification in the project description. Approval for expenditure of this amount should be obtained prior to any subcontract for services.

Recommendations for Improvement

1. Establish a Policy Board within the project to provide O/A with clear directives with regard to project and priorities.
2. The O/A should prepare a detailed work program for Second-Order Team activities and agency policy and guidelines with respect to substantive consumer issues and problems.

The establishment of the Policy Board with respect to specification of the policy and priorities will be of substantial benefit to the project in delineating and ranking consumer problems. The detailed work program should specify how these problems will be dealt with, i.e., how the project will accomplish its objectives.
