

community alliance of tenants

CAT Board Agenda
COMMUNITY ALLIANCE OF TENANTS (CAT)
Monday, October 30, 2023
6:00 PM - 8:00 PM

6:00 Welcome

Board introductions. check-ins and staff introductions

*Board role: Agenda approval and ground rules review, approval of August 2023 minutes.

6:10 CAT Program reports:

Board Role: Listen, discussion Board Role: Listen, Discuss,

6:20 Finance Report:

Understand the update on CAT's financial issues including fundraising and timing of future resources. Also, understand what programming is possible until funds are increased. Hear possible cost containment and stabilization actions.

Board role: Questions.

6:40 Board Election Report and Executive Committee election

Report on election results. All nominated board members, Delfina Andrade, Crystalyn Black and Musonda Mwangi were ratified by the CAT members at the Annual Membership meeting October 28th.

*Board Role: Affirm all board members that were ratified and make nominations and vote for Executive board members, roles include President, Vice-President, Secretary and Treasurer.

7:00 Break

7:05 Discuss Implementation Plans. Programs include a statewide hotline, regional and culturally specific community engagement, and culturally specific advocacy. The budget includes approximately 15 FTE. Ten with some furlough days and nine positions with at least 51 furlough days are proposed to accommodate recalling more staff. Discuss board expectations for accountability to program objectives.

Board Role: Discussion and approval of process.

7:45 Public comment and new business

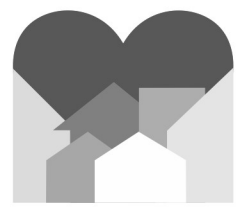
Board role: Hear from the public and present new business for discussion today or next month.

7:50 Affirm removal of board members who did not seek a new term, have resigned or are absent.

*Board role: Make a motion to confirm who is on the board and who is no longer on the board.

8:00 – Adjourn

*These are action items



community alliance of tenants

Agenda de la Junta CAT

ALIANZA COMUNITARIA DE INQUILINOS (CAT)

lunes, 30 de octubre de 2023

6:00 p.m. - 8:00 p.m.

6:00 Bienvenida

Presentaciones de la junta. registros y presentaciones del personal

*Función de la junta directiva: aprobación de la agenda y revisión de las reglas básicas, aprobación de las actas de agosto de 2023.

6:10 Informes del programa CAT:

Función de la junta directiva: escuchar, discutir Función de la junta directiva: escuchar, discutir,

6:20 Informe financiero:

Comprenda la actualización sobre los problemas financieros del CAT, incluida la recaudación de fondos y el calendario de recursos futuros. Además, comprenda qué programación es posible hasta que se aumenten los fondos. Conocer posibles acciones de contención y estabilización de costes.

Rol de la junta: Preguntas.

6:40 Informe de elección de la Junta y elección del Comité Ejecutivo

Informe sobre los resultados electorales. Todos los miembros nominados de la junta directiva, Delfina Andrade, Crystalyn Black y Musonda Mwango, fueron ratificados por los miembros del CAT en la reunión anual de miembros el 28 de octubre.

*Función de la junta directiva: Afirmar a todos los miembros de la junta directiva que fueron ratificados y hacer nominaciones y votar por los miembros de la junta ejecutiva; las funciones incluyen presidente, vicepresidente, secretario y tesorero.

7:00 Descanso

7:05 Discutir los planes de implementación. Los programas incluyen una línea directa estatal, participación comunitaria regional y culturalmente específica y defensa culturalmente específica. El presupuesto incluye aproximadamente 15 FTE. Se proponen diez puestos con algunos días de licencia y nueve puestos con al menos 51 días de licencia para dar cabida a la retirada de más personal. Discutir las expectativas de la junta directiva en cuanto a la rendición de cuentas ante los objetivos del programa.

Rol de la Junta: Discusión y aprobación del proceso.

7:45 Comentarios públicos y nuevos negocios.

Función de la junta directiva: escuchar al público y presentar nuevos asuntos para debatir hoy o el próximo mes.

7:50 Afirmar destitución de consejeros que no buscaron un nuevo mandato, han renunciado o están ausentes.

*Rol de la junta: hacer una moción para confirmar quién está en la junta y quién ya no está en la junta.

8:00 – Clausura

*Estos son elementos de acción

September 2023 Board Blurp

Hotline

In the month of September, we completed 90 hotline calls across the state. 11 Live Calls.

Issue	Number
Repairs - Essential Service	7
Rent Increase	4
Repairs - Other Repairs	9
Termination/Eviction - No cause	19
Lease Questions	8
Deposit returns/billing	4

Race	Percentage
White (HUD)	39%
Black, African American, or African (HUD)	37%
American Indian, Alaska Native, or Indigenous (HUD)	1%
The client refused (HUD)	1%
Asian or Asian American (HUD)	11%
Data not collected (HUD)	1%
Native Hawaiian or Pacific Islander (HUD)	5%
Hispanic/Latinx	1%

September Events

-

9/8/2023	Tabling	Rosewood Initiative 14127 SE Stark St	Health & Wellness Fair	Diandre	English, Spanish
9/12/2023	Virtual Tabling	Zoom	Lewis & Clark Community Services Fair	Dung	English
9/14/23	Webinar	Zoom-Washington County	Homeplate- Intro to Renters' Rights for Youth	Dung & Diandre	English
9/21/23	Zoom, Webinar-upload to Facebook	Zoom-Washington County	Intro to Renters' Rights	Dung & Diandre	English
9/28/23	Webinar	Zoom-Washington County	Intro to Renters' Rights	Dung, Ivonne, Delfina	Spanish

Policy

Suggested policy initiatives are being explored by staff but not yet approved by the Policy Committee or CAT Board.

State:

1. Portable Application
2. Funding for Tenant organizing in buildings at risk of losing their affordable housing status
3. Emergency Rental Assistance
4. Rent Control
5. Unit/Landlord registry and required Fair Housing Training
6. Universal income

CAT support the Oregon created a new state-level child tax credit this past legislative session! As a result, low-income families may be eligible for a fully-refundable tax credit worth \$1,000 per child aged 0 to 5. It is a great opportunity to get some much-needed extra cash to the families struggling most to get by. CAT will seek to share this information with our members.

Metro:

Regional Housing Bond.

Regional:

Eugene relocation assistance and application fee.

National:

CAT is a member of Right to the City and Homes for All that are working on national tenant rights and organizing strategies.

CAT members are invited to attend the national assembly of tenants February 26-March 1.

Organizing, Community Engagement, and Culturally Specific Community Engagement

This work is on hold until rehiring of Community Engagement staff.

Union Negotiations

The CWA and CLU Union suggested waiting on CBA negotiations until after staff are rehired. They also reached out to start a discussion in late September but CWA has not set a date yet.

Hotline and Education

The hotline hours are reduced to Monday through Wednesday until full staffing is resumed. General media education, workshops and outreach are being continued at a modest pace. Year-end reports are complete. Call return times have increased significantly due to staffing shortages. Solutions include rehiring as quickly as possible and requesting the help from seasoned volunteers.

Finance Team

September 2023 Board Reports

The Finance Team is working on balance sheets, general ledger, and bank reconciliations and budget preparation. Some of this work was delayed to complete program budgets to meet the funding contacts. They anticipate presenting the finance reports and a new budget for approval in September. The attached cash flow projection shows that the current cash and line of credit is sufficient to keep the current level of staffing through October. Projections for rehiring will be shared when contracts are signed. Signed contracts are projected to happen in October and November, pushed out from the earlier projection of September. New fund-raising efforts will happen after the completion of the income statement. The ESG funding from 2021 is a part of the Statewide Audit.

Fundraising

CAT is being considered by OCF and Meyer for Winter Funding. CAT is working on a general donation campaign for Giving Tuesday. The Multnomah County Eviction Prevention contract is approved and starts in January. We are waiting on a decision from Washington County CDBG. The Beaverton Community Engagement grant was denied.

CAT Board Election Preparation

Name	Preferred Name	Role	Joined	Elected	Reelect/Nomination	Term End/Nom
Claire Rudy Foster	Foster	President	2021	2021		2023
Alexander Rhodes	Alex	Vice President	2019	2020	2022	2024
Musonda Mwango	Musonda	Member	2021	2021	/2023	2025
Delfina Andrade	Delfina	Secretary	2021	2021	/2023	2025
Jackie Magee	Jackie	Member	2022	2022		2024
Mae Rogers	Mae	Member	2021	2021		2023
Amanda Caffall	Amanda	Member	2022	2022		2024
Crystalyn Black	Crystalyn	Member	2023	2023	/2023	2025

Updates sent to laid-off staff 9/24/23

Timeline

- The PHB contract will likely be signed in October. The OHCS contract will not be signed until November.
- Most hiring has been pushed out to an undetermined date in October and November after contracts are signed. We decided that we need to fill one role on the Tenant Education Team because we have lots of calls, over 30 of the calls are from Spanish speakers and other Latinx-specific tasks, and tasks relevant to Southern Oregon. Because hiring is dependent on available funding we could only afford to hire one person.

Approved Interim Budget

- At this time CAT is not funded at historic levels. The recommended number of positions is 19. Recommended staffing will include 10 staff with approximately 15 furlough days and 9 staff with approximately 51 furlough days until June 30, 2024.

· The number of furlough days may change if additional funding is secured for salaries. The recommended budget includes healthcare benefits for part-time and full-time positions.

Next steps

- After grant contracts are signed, CAT will send offer letters to former staff for positions.

September 2023 Board Reports

- Furlough days will likely not exceed two days per week and we will seek to supplement those days with Workshare.

Statement of Activities: Fiscal Year 2024 First Quarter Preliminary, Unreconciled

	Jul-23	Aug-23	Sep-23
Revenue			
Contributions	12,914	942	2,231
Contract Revenue	22,174	22,174	9,740
Grant Revenue	16,565	-	-
Memberships	94	38	28
Interest Income	168	168	-
Other Income	-	-	-
	<u>51,914</u>		
Expenditures			
Personnel Expenses	106,404	49,797	26,842
Program Expenses	19,500	2,500	13,104
Professional Fees	56,719	27,644	8,535
Technology & Software	12,528	5,283	4,801
Telecommunications	4,780	308	1,609
Rent/Utilities	7,799	2,223	3,218
Operating	50	-	50
Miscellaneous	160	-	80
Interest Expense	168	168	-
	<u>208,108</u>		
	<u>(156,194)</u>		

➤ July Contract & Grant Revenue reflects received funds from FY23 invoices.

➤ Line of Credit Transfer of \$80k has been used to bridge shortfall, until contracts signed and able to invoice for funds.

➤ Current signed Contracts & Grants:

➤ WA County (ends 10/31/23)

➤ Metro (ends 12/31/23)

➤ Multnomah (ends 12/31/23)

➤ Home Forward (ends 02/28/24)

➤ PHB (newly signed, end 06/30/24)

➤ OHCS (soon signed, ends 06/30/25)

➤ Invoicing for current fiscal year to be sent out by Nov 15.

➤ Fundraising:

➤ 5+ Grant applications submitted

➤ 2+ Contract applications submitted

➤ Line of Credit increase discussions

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Cash Flow Projection

Bank Balance as of 10/30/23

updated to 10/30/23

Operating Checking Weekly Beginning

Balance

\$59,513.36

Actual

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Anticipated Cash Receipts

Grant: PHB END JUN-24 (reimb) NEW

Grant: OHCS END JUN-25 (reimb) NEW

Grant: Multnomah END DEC-23 (reimb) NEW

FFS: Home Forward END FEB-24 (reimb) NEW

FFS: Metro END DEC-23 (reimb)

FFS: WA Cty END OCT-23 (reimb)

Refund: Tri-Met tax (one-time)

Membership Dues (random)

Donations (random)

Miscellaneous

Line of Credit float-repay

Total Cash Receipts

Total Cash Available

Mandatory Cash Out

Fund Transfer

Payroll + Taxes

Health Insurance

Program Expenses

Rent-Utilities

Business Insurance

Necessary IT & Software

Contractors

All Other Bills

Subtotal

Loan interest payment (0.007%)

Loan principal payment

Total Cash Paid Out

Cash on hand (end of month)

Other Operating Data

Accounts Payable Unpaid Balance

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Fiscal Year 2023
Preliminary Unaudited
Unreconciled

Assets	
Current Assets	
Cash & Cash Equivalents	
Beneficial JBTFLL	37,912.35
Beneficial Operating Acct.	159,796.80
Beneficial State Bank money Market - C4	6,987.81
Savings	100.00
Petty cash	0.00
Pex	1,703.82
Total Cash & Cash Equivalents	<u>206,500.88</u>
Accounts Receivable	
Total Accounts Receivable	459,204.65
Prepaid Expenses	
Prepaid expenses	(3,842.47)
Total Prepaid Expenses	<u>(3,842.47)</u>
Other Current Assets	
Due from/(to) CAT C(4)	85,242.94
Security Deposit Office Building	3,980.17
Employee payroll advances	0.00
Payroll Clearing	13,565.78
Other current assets	(17,587.78)
Due from/(to) Net Asset	0.00
Total Other Current Assets	<u>22,493.85</u>
Total Current Assets	<u>(76,762.43)</u>
Long-term Assets	
Property & Equipment	14,935.85
Total Property & Equipment	14,935.85
Total Long-term Assets	<u>14,935.85</u>
Total Assets	<u>600,036.51</u>
Liabilities	
Short-term Liabilities	
Accounts Payable	
Accounts payable	(236,809.00)
Total Accounts Payable	<u>(236,809.00)</u>
Deferred Revenue	
Deferred Revenue	(12,665.62)
Total Deferred Revenue	<u>(12,665.62)</u>
Other Short-term Liabilities	
Total Other Short-term Liabilities	87,281.42
Total Short-term Liabilities	<u>80,987.60</u>
Long-term Liabilities	
Notes Payable	
Line of Credit	0.00
Total Notes Payable	<u>0.00</u>
Total Long-term Liabilities	0.00
Total Liabilities	<u>(168,486.96)</u>
Net Assets	
Net Assets	(431,549.55)
Current YTD Net Income	(168,486.96)
Total Current YTD Net Income	<u>(168,486.96)</u>
Total Net Assets	<u>(600,036.51)</u>
Total Liabilities and Net Assets	<u>0.00</u>

Fiscal Year 2023
Preliminary Unaudited
Unreconciled

Operating Revenue	
Grant Revenue	369,892.00
Contributions	20,345.47
Program Revenue	2,212,447.84
Investment Income	28.83
Other Income	63,191.86
Total Operating Revenue	<u>2,665,906.00</u>
Expenditures	
Personnel Expenses	1,849,946.05
Program Expenses	234,405.25
Professional Fees	435,585.03
Interest Expense	4,988.90
Supplies	11,013.53
Telephone	65,219.51
Postage & Shipping	3,135.82
Equipment Rental	40,925.21
Dues & Subscriptions	677.77
Miscellaneous	188,495.89
Total Expenditures	<u>2,834,392.96</u>
Net Revenue Over	<u>(168,486.96)</u>

Update: What We Are Doing

- Core Operational Staff 7/1-9/30/23
 - Diandre Robinson, Dung Ho, Kim McCarty (employees): full-time salary in Jul-Sep (maintained salary)
 - Matthew Edmonds (direct contractor): full-time Accounting Manager
 - Tracy Baird(CFS contractor): part-time Finance Director

Services and Tasks:

- ☑ Maintain core services to our community
- ☑ Secure anticipated funding with PHB, OHCS, and other funders
- Apply for grants that provide upfront funding to rebuild cash flow
- Seek additional revenue streams to rebuild our reserves
- ☑ Reduce ongoing expenses that may no longer be needed
- Revise policies and reformat operational procedures that grantors and other funders require for larger award, recurring, or multi-year funding
- ☑ Research contemporary job market salaries and renew health benefits
- Updating accounting practices and systems, including payroll services

Proposed FY24 Budget

PERSONNEL	
Salary & Wages	873,809
Payroll Taxes	96,119
Fringe Benefits	299,200
Total Personnel Expense	1,269,128
DIRECT EXPENSE	
Professional Fees	523,825
Program Direct Services	125,000
CAT Action	4,000
Printing, Postage, Advertising	2,950
Supplies <i>(office and general)</i>	3,400
Staff Meals, Mileage	1,500
Equipment & Space Rental	750
Telecommunications	15,424
Computers & Peripherals	40,000
IT Equipment & Software	32,425
Employment Advertising Expenses	750
Lease & Utilities	30,000
Dues & Subscriptions	750
Interest Expense & Bank Fees	5,000
Miscellaneous Incidentals	1,485
Total Direct Expense	662,259
Total	1,931,387

- Conservative Budget based on current anticipated grants, and necessary administrative costs.
 - Reduction to staff from 26 to 20: 10 full time, 10 part time.
 - Reduction to administrative staff and expenses.
 - Reduction to program expenses.
 - Initially cash flow minded until reimbursement of grants and contracts are rebuilt.

- Committed Grants & Contracts cover \$1.7m, of which \$200k covers administrative costs through indirect allowance.
 - New contracts by OHCS & PHB will not be signed until mid- to late-October.
 - Two new contracts signed, one ends December and one ends February. Renewals pursued.
 - Competitive grants or contracts applied for and waiting to hear. Nothing yet confirmed.

- This budget relies on raising additional \$233k revenue to cover administrative costs and bolstering organization advocacy initiatives.

- Focused goal to raise more than the proposed revenue to rebuild needed reserves to stabilize the organization's future.

Proposed FY24 Budget

	Administration & Operations			Tenant Education		Tenant Engagement	
	Covered by Grant Indirect Rate and Unrestricted Contributions	Needs Grant Funding (Fundraise)	Grant Covered (Still Pending)	Needs Grant Funding (Fundraise)	Grant Covered (Still Pending)	Needs Grant Funding (Fundraise)	Grant Covered (Still Pending)
PERSONNEL							
Salary & Wages	185,514		35,000				156,955
Payroll Taxes	16,757		7,500				17,265
Fringe Benefits	34,000		10,800				72,000
Total Personnel Expense	236,271	-	53,300	-	733,337	-	246,220
DIRECT EXPENSE							
Professional Fees	523,825						
Program Direct Services	125,000						
CAT Action	4,000						
Printing, Postage, Advertising	2,950	500			1,250		1,200
Supplies (office and general)	3,400	500			2,125		775
Staff Meals, Mileage	1,500	250			300		950
Equipment & Space Rental	750				375		375
Telecommunications	15,424	3,440			7,984		4,000
Computers & Peripherals	40,000	2,500			25,000		12,500
IT Equipment & Software	32,425	10,000			2,425		15,000
Employment Advertising Expenses	750				500		
Lease & Utilities	30,000	30,000			-		-
Dues & Subscriptions	750	500				250	
Interest Expense & Bank Fees	5,000						
Miscellaneous Incidentals	1,485				1,485		
Total Direct Expense	662,259	159,190	98,000	5,000	195,694	60,250	104,875
Total	275,521	159,190	151,300	5,000	929,031	60,250	351,095

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Kim McCarty <kmccarty@oregoncat.org>

Notice: Proposed Administrative Rule Change for Mandatory Relocation Assistance

1 message

Portland Housing Bureau <phbinfo@portlandoregon.gov>

Mon, Oct 2, 2023 at 9:29 AM

Reply-To: phbinfo@portlandoregon.gov

To: kmccarty@oregoncat.org

**Portland
Housing Bureau**
Rental Services Office

Notice of Proposed Permanent Administrative Rules for the Mandatory Relocation Assistance Exemption Eligibility and Approval Process

Authorized Under Portland City Code Title 30.01.085

The Portland Housing Bureau is releasing a draft of technical changes to the Mandatory Relocation Assistance Exemption Eligibility and Approval Process administrative rules. These changes provide additional clarity to the public regarding the Relocation Assistance exemption process, including the expansion of the definition section and clarification around the process for Exemptions 3 and 4. **The public is invited to testify on the technical changes of the proposed draft.**

The proposed changes can be found online at www.portland.gov/rso/RelocationRules. Check our website for additional notices and meetings.

Submitting Testimony

Beginning Monday, October 2nd, 2023, you can submit testimony or feedback on the draft. Testimony may be submitted via email, fax, letter, in person, or virtually at the public hearing (details below). Written comments or testimony **must be received by December 1, 2023** and must include a first and last name to be considered.

- **Email** your testimony to: RentalServices@portlandoregon.gov
- **Fax** your testimony to: 503-823-2387
- **Mail** your testimony to:
- PHB c/o Mandatory Relocation Assistance Exemption Eligibility and Approval Process
1900 SW 4th Avenue, Suite 7007, Portland, OR 97201

- **Share your testimony in person or virtually** at the public hearing **Wednesday, November 8th, 2023 at 1:00pm**. Hybrid on Zoom and at PHB: 1900 SW 4th Ave, Suite 7007. [Register here](#).

To request translation services at the hearing, contact Niki Luneclair at Niki.Luneclair@portlandoregon.gov at least three business days prior to the hearing.

If you have questions regarding the proposed rule changes or the rulemaking process, please contact the Relocation Assistance Rules Coordinator: Niki Luneclair at Niki.Luneclair@portlandoregon.gov.

Portland Housing Bureau 1900 SW 4th Ave, Suite 7007 • Portland, OR 97201 • 503-823-2375

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