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**SPRING**  
**ALL STAFF IN SERVICE**



**Friday, April 5, 2024**

# AGENDA

- 8:30-9:00 Coffee & Connections (& settling in...)
- 9:00-10:00 CAPECO presentation
- 10:00-10:15 Poster Sessions – Tea of the Month & Spice Kits
- 10:15-10:45 Demo Time! Magnetic Chess & Craft
- 10:45-11:15 Rod Harwood (from GOBHI) – Older Adult Services
- 11:15-12:00 Greta Berquist, Youth Services Consultant, State Library of OR –  
All things Ready to Read and Summer Reading
- 12:00-12:45 Lunch @ The Long Branch
- 12:45-1:45 Sage Delong, Umatilla County Emergency Services
- 1:45-2:00 Table Talks on Emergency Plans, Sharing and Next Steps
- 2:00-2:15 Cake, Break, and Farewell to Jess
- 2:15-2:45 Poster Sessions – Book Talks, Summer Reading, Smokey Bear
- 2:45-3:00 Trivia Time & Door Prizes!





# CAPECO

**(Community Action Program of East Central Oregon)**

# presentation:

# CAPECO

Community Action Program of East Central Oregon

Serving Umatilla, Morrow, Gilliam, Wheeler, Sherman, Wasco, and Hood River Counties

July 2023

# CAPECO office locations

 [www.capeco-works.org](http://www.capeco-works.org)

▶ Pendleton (Main) Office:



- ▶ 211 SE Byers Ave. (*New location as of April 1<sup>st</sup>*)
- ▶ P: 541-276-1926
- ▶ F: 541-276-7541

▶ Hermiston Office:



- ▶ 1565 North 1<sup>st</sup> Street, Suite 1
- ▶ P: 541-289-7755
- ▶ F: 541-289-7757

▶ The Dalles Office:



- ▶ 3641 Klindt Drive
- ▶ P: 541-298-4114



Pendleton Warehouse:

- ▶ 1605 NW 50<sup>th</sup> Street
- ▶ P: 541-276-5073
- ▶ F: 541-966-2074

▶ The Promise Inn, Pendleton:



- ▶ 205 SE Dorian Ave
- ▶ P: 541-240-7420

# CAPECO's programs include:

- ▶ **Area Agency on Aging:** Umatilla, Morrow, Gilliam, Wheeler, Sherman, Wasco, Hood River
- ▶ **Services for Independence:** Umatilla, Morrow, Gilliam, Wheeler, Sherman, Wasco, Hood River, Union, Wallowa, Grant, Baker, Harney, and Malheur
- ▶ **Food & Nutrition:** Umatilla, Morrow, Gilliam, Wheeler
- ▶ **Housing & Homeownership:** Umatilla, Morrow, Gilliam, Wheeler
- ▶ **Energy:** Umatilla, Morrow, Gilliam, Wheeler
- ▶ **Weatherization:** Umatilla, Morrow, Gilliam, Wheeler
- ▶ **Youth Programs:** Umatilla and Morrow

# Area Agency on Aging

CAPECO serves as the Area Agency on Aging (AAA) for 7 counties, responsible for the administration of Older Americans Act programming, supporting older adults, people with disabilities, and caregivers in helping people to live independently at home

# Family Caregiver Support Program

- ▶ Support for unpaid family caregivers, including:
  - ▶ People caring for older adult family members
  - ▶ Older adults who are caring for an adult child with a disability
  - ▶ Older Relative Adults raising children under 18
- ▶ Service options include:
  - ▶ Caregiver case management
  - ▶ Caregiver respite
  - ▶ Referrals to support groups
  - ▶ Caregiver training
  - ▶ Supplemental services



# Aging and Disability Resource Connection (ADRC)

- ▶ The ADRC offers information and referral services for older adults, people with disabilities, family members, and community members throughout the state of Oregon
- ▶ Trained Options Counselors assist older adults and family members in exploring long term care options and help participants to pursue services that allow them to achieve long term care goals
- ▶ [www.adrcforegon.org](http://www.adrcforegon.org)
- ▶ 1-855-ORE-ADRC (1-855-673-2372)

# Oregon Project Independence (OPI)

- ▶ An in-home care program with care provided by certified caregivers
- ▶ Promotes independent living for people who might otherwise not be able to remain safely in their own homes
- ▶ Assistance is based on each person's needs and may include help with activities like bathing, dressing, cooking, shopping, and cleaning
- ▶ Separate programs for people 60+, people with disabilities ages 19-59, and Veterans

# Senior Nutrition Programs

## ▶ Congregate Meals

- ▶ Various communities offer nutritious meals in a group setting for people age 60+ and their spouses (regardless of age)
- ▶ Meal sites are located throughout Gilliam, Hood River, Morrow, Sherman, Umatilla, Wasco, and Wheeler counties

## ▶ Home Delivered Meals

- ▶ People 60+ who are home-bound by reason of illness, incapacitating disability, or otherwise isolated may be eligible to receive home delivered meals
- ▶ Meal delivery includes a friendly visit and informal wellness check
- ▶ Meals are available throughout Hood River, Morrow, Sherman, Umatilla, and Wasco counties, with varying delivery times and days

# Other Older Americans Act Services

- ▶ Additional services/supports available for older adults and people with disabilities, including:
  - ▶ Reassurance calls
  - ▶ Home modifications/adaptive equipment
  - ▶ Health promotion and wellness education
  - ▶ Referrals to legal aid services
  - ▶ Elder abuse awareness
  - ▶ Technology to reduce isolation and loneliness



[www.joyforall.com](http://www.joyforall.com) companion pets



# Services for Independence

Services for Independence programs support older adults and people with disabilities maintain independence.

Money Management/Representative Payee services are provided in twelve counties

# Money Management Services

- ▶ CAPECO's money management program provides Representative Payee services to help people maintain independence, obtain financial security, and prevent financial abuse
- ▶ This program is certified and approved by the Social Security Administration & the Veterans Administration

# Food and Nutrition Services

CAPECO is the regional food bank serving Umatilla, Morrow, Gilliam, and Wheeler counties

# Commodity Supplemental Food Program (Senior Commodities/CSFP)

- ▶ Senior food commodities are provided for income-eligible people age 60+ in Umatilla, Morrow, Gilliam, and Wheeler counties
- ▶ This program offers free, nutritious pre-assembled food boxes meant to supplement the daily diet of older adults





# Produce Distribution & Supplemental Food Assistance

- ▶ Fresh produce is distributed in various communities throughout Umatilla, Morrow, Gilliam, and Wheeler counties, giving income-eligible community members access to healthy and nutritious produce at no cost
- ▶ Supplemental food is available through a network of food pantries at various locations for people and families who are in immediate need of food

# Housing and Homeownership Services

Serving people in Gilliam, Morrow, Umatilla, and Wheeler counties

# Coordinated Entry (CE)

- ▶ Purpose is to guide households experiencing a housing crisis through the system by providing access to the most appropriate housing through a standardized assessment, prioritization, and referral process
- ▶ It builds a centralized list of people in our community who need housing assistance to ensure that those who need services the most receive them first
- ▶ Those on the list will be contact by highest to lowest score when there is program availability
  - ▶ CE is the first step for those who want to access the rent subsidy program and the Promise Inn

# Rent Subsidy Program

- ▶ Provides rental assistance for people who are experiencing homelessness
- ▶ This program is designed to assist households with their rent while working on specific goals that are meant to increase the household's self-sufficiency

# Oregon Eviction Diversion and Prevention Program (ORE-DAP)

- ▶ The ORE-DAP program provides rental assistance to households facing immediate eviction
  - ▶ Assistance is provided to help households pay back rent in order to avoid eviction
  - ▶ Submit an online application to determine eligibility, including required supporting documentation (listed on CAPECO website)

# RentWell

- ▶ Learn to be a successful Renter.
- ▶ Upon completion of the 15-hour course, graduates can apply for and be eligible for a Landlord Incentive fund called The Rent Guarantee Program of Oregon. If eligible, the Rent Guarantee Program can pay up to \$5,000 beyond the amount of the security deposit to the Landlord upon eligibility and prior to move-in. If the Landlord and renter register for the program the guarantee covers certain costs if the tenant vacates a rental within the first year of tenancy.
- ▶ This course can be beneficial for anyone wanting to know more about their rights and responsibilities as renters.

# Financial Literacy Education & Counseling

- ▶ Financial Literacy workshop and counseling sessions focus on the critical skills, knowledge, and confidence to manage money wisely with an overall goal of debt reduction and/or elimination.
- ▶ Workshops will include:
  - ▶ Budget and Money Management
  - ▶ Debt elimination and Credit building tools
  - ▶ Savings Programs
  - ▶ Potential Home buying or Maintaining current lifestyle
- ▶ One-on-one counseling sessions are available once a Financial Literacy workshop is completed.

# Homeownership Education & Counseling

- ▶ Homebuyer workshops and pre-purchase counseling includes assessing a borrower's readiness to purchase a home, the process of obtaining a mortgage loan, the costs and responsibilities associated with maintaining a home, and basic budgeting and credit assistance.
- ▶ Potential buyer will learn:
  - ▶ If you are ready to pursue homeownership and what the process entails
  - ▶ Money management and how to improve your credit
  - ▶ Types of mortgage loans
  - ▶ Fair Housing and so much more
- ▶ One-on-one counseling sessions are available once a Homebuyer workshop has been completed.



# Down Payment Assistance (DPA)

- ▶ The CAPECO DPA program provides \$10,000 for Down Payment/Closing Costs
- ▶ Home buyers must meet the following:
  - ▶ First time homebuyer
  - ▶ Complete homebuyer education
  - ▶ Participate in homebuyer counseling
  - ▶ Complete financial education course
  - ▶ Able to qualify for a standard mortgage loan
  - ▶ Purchase real property within CAPECO's service area
  - ▶ Be income eligible

# Default/Foreclosure Counseling

- ▶ Designed for homeowners who are behind on mortgage payments and need assistance with their lender
  - ▶ Activities can include:
    - ▶ Budgeting and credit counseling
    - ▶ Debt restructuring
    - ▶ Reinstatement options
    - ▶ Foreclosure prevention and explaining the foreclosure process
    - ▶ Referrals to other sources
    - ▶ Help to locate alternative housing as needed.

# Homeowner Assistance Fund (HAF)

- ▶ HAF helps eligible homeowners avoid mortgage foreclosures and displacement by curing delinquencies and defaults. Homeowners can receive assistance through a Past-Due Payment Relief program and/or an Ongoing Payment Relief program.
- ▶ Oregon Housing and Community Services (OHCS) is closing the Oregon Homeowner Assistance Fund (HAF) program to most new applicants to avoid overcommitting funds. The application portal will close at noon December 20<sup>th</sup> 2024.
  - ▶ Homeowners who are in active foreclosure may still be able to apply through a housing counselor.

# Promise Inn

- ▶ Homeless shelter in Pendleton, opened April 1, 2021
- ▶ Currently offering short-term stays
- ▶ When at full capacity, will have 32 rooms, including 2 that meet ADA accessibility standards



# Energy and Weatherization Services

Available for households in Umatilla, Morrow, Gilliam, and Wheeler counties

# Low-Income Home Energy Assistance Program (LIHEAP)

- ▶ LIHEAP and other energy assistance programs are available to assist income-eligible households with energy costs, including help with:
  - ▶ Electricity
  - ▶ Natural gas
  - ▶ Propane
  - Wood
  - Furnace Oil
  - Pellets
- ▶ In most cases, a payment is issued directly to the participant's energy vendor to help offset the high cost of energy during the heating season (when there is not a utility vendor or the client purchases wood or pellets in bulk, the payment is issued to the client directly)
- ▶ LIHEAP season begins 10/1
- ▶ Applications are available online in English and Spanish

# Low-Income Household Water Assistance (LIWAH)

- ▶ LIWAH is available to help eligible households pay their water and wastewater (sewer) bills
- ▶ Payments are issued directly to the owners and operators of water and wastewater utilities
- ▶ Visit the CAPECO website for a list of participating cities and for application information

# Home Energy Education

- ▶ Energy Educators provide public workshops and in-home services, including education on conserving energy and modifying consumption
- ▶ Basic weatherization materials may also be provided/installed, including (but not limited to):
  - ▶ Plastic window cover kits
  - ▶ A low-flow shower head
  - ▶ Sink aerators
  - ▶ Door sweeps
  - ▶ Outlet seals
  - Weather stripping
  - Furnace filters
  - Smoke detectors
  - CO2 detectors



# Weatherization

- ▶ The Weatherization program is designed to improve energy efficiency of homes and is available to income eligible homeowners and renters upon landlord's approval
- ▶ The qualified auditors utilize diagnostic equipment to determine air filtration, negative and positive pressure, duct leakage, CO-emissions and determines cost-effective measures such as insulation installation and air sealing

# Youth Programs

Services offered in Umatilla and Morrow counties

# Independent Living Program

- ▶ Referrals come from Department of Human Services Case Workers
- ▶ Participants are 14-23 years of age
- ▶ Youth are assisted in creating a life plan to help them become independent, productive citizens

[www.capeco-works.org](http://www.capeco-works.org)



# Poster Sessions:

## Tea of the Month

### Spice Kits

# TEA OF THE MONTH

## Stash® Peppermint



### DID YOU KNOW?

Mills Mint Farm is a family-owned farm in Stanfield, established in 1972.

Did you know that their mint can be found in STASH TEA®?

Mint oil from Mills Mint Farm can also be found in Toothpaste, Gum, Mouthwash and in the chocolate that is included.



### STASH® Peppermint Tea

Peppermint Tea Leaves.

- Naturally Caffeine Free
- Non-GMO
- Bold flavor described as fresh, cooling, refreshing and lively

### Health Benefits

- Can ease digestive issues
- Antibacterial properties can boost immune system
- Relieves tension headaches



- Mint has been used for centuries dating back more than 3000 to the Ancient Egyptians.
- 70% of the worlds mint is produced in the U.S.

### Making Peppermint Tea

- Pour at least 8 oz. of 190°-209° water over tea in a cup
- Steep for 3-5 minutes



KITS WILL BE AVAILABLE EVERY 2ND TUESDAY OF THE MONTH

UMATILLA PUBLIC LIBRARY

# SPICE KITS



### CULTURE & FOOD

Want to learn about a different culture through food? Try a new recipe & learn to incorporate different spices into your cooking as well as the history or origins of the dish.



“Tell me what you eat, and I’ll tell you who you are.” – Jean Anthelme Brillat-Savarin

KITS ARE AVAILABLE WHILE SUPPLIES LAST



# Demo Time:

# Magnetic Chess & Craft



# Older Adult Services presentation:

**Rod Harwood,**







**All Things Ready to Read  
& Summer Reading  
presentation:**

**Greta Berquist, SLO**

**Youth Services Consultant**



**Lunch**  
**@**  
**The Long Branch**

# Umatilla County Emergency Services presentation: Sage Delong





**Table Talks on:**

**Emergency Plans,  
Sharing  
& Next Steps**

**SELECTIVE LIST OF RESPONSE  
PROCEDURES**

**TORNADO**

**Watch:** monitor weather reporting stations online and via the weather radio.

**Warning:** Instruct everyone to move away from windows.

**POWER OUTAGE**

If the power is off at any time for longer than 15 minutes, or if it is dark outside when the power goes off, employees are cleared to go home to work or to wait out the outage.

**MEDICAL EMERGENCY**

Call 911.

**AED Location:**

**FIRE/SMOKE**

Call 911. Fire extinguisher on file cabinet in middle of the room.

**SHELTER IN PLACE:** basement stairs with door closed.

**EARTHQUAKE**

**DROP, COVER, and HOLD ON.** Do not evacuate the building until the shaking has stopped and there are no dangers (downed power lines, broken gas lines, etc.).

**BOMB THREAT**

Get as much information as possible, such as location of device, when it will go off, what it looks like, why it was placed, etc. Listen for environmental clues as to the location of the caller. Call 911 and follow instructions.

**SHOOTER**

Take cover. Run, Hide, Fight

**HAZMAT INCIDENT**

Follow instructions from emergency officials

**REQUEST FOR CONFIDENTIAL INFORMATION**

Inquiry: Contact Heather Estrada

Subpoena: Contact Heather Estrada

Search Warrant: Provide access and contact supervisor

**EVACUATION**

Primary site Chamber of Commerce parking lot.

Secondary site: corner of SE 1<sup>st</sup> and Emigrant (Moe's Tea)

**Emergency Action Plan for UCSLD**

**RESOURCES CONTACTS**

- Landlord:** Jamie Stone: 541-786-5981
- Overland Internet:** Jordan McDonald: 541-310-9329
- Pacific Power:** 888-221-7070 (shut off location in back of building)
- Electrician (Gordon's Electric)** 541-567-0144
- Public Works (water)** 541-276-3078
- Pendleton Plumbing:** 541-278-2800 (shut off location in basement)
- Um Co Emergency Manager** – Sage Delong (cell) 541-969-0270; (work) 541-966-3706
- Um Co Health Department** 541-278-5432
- Insurance Company:** SDIS 1-800-305-1736 or 503-670-7066
- Insurance Broker:** Wheatland Insurance; 541-276-7441
- A2ZStorage:** 541-379-7700

**Take Off Book Inventory**

1. Books loose on shelves

Books with no protection (loose on shelves) are first priority to move out of harm's way. Out of the building, or into the basement.

**RELOCATION STRATEGY**

(Temporary service site will be determined based on availability)

**Resources**

Store or relocate to temporary service site the following resources:

Takeoff Books: Store

Library Computers: Relocate

Library Records: Relocate

**Staff**

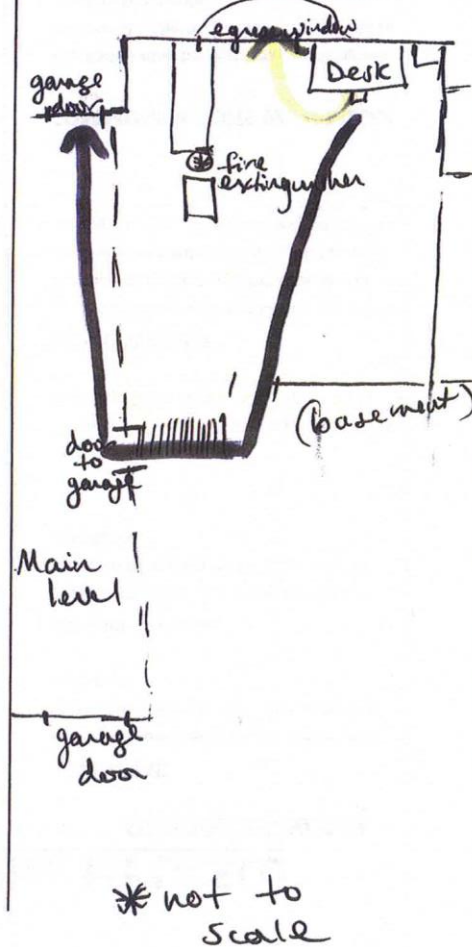
Staff members will be assigned to work from home.

**Site Maps**

**Dea's Great Falls Office**

**Main Exit** – thru door behind desk, upstairs, out door to garage, then out front to street

**Secondary Exit** – thru egress window to left of desk

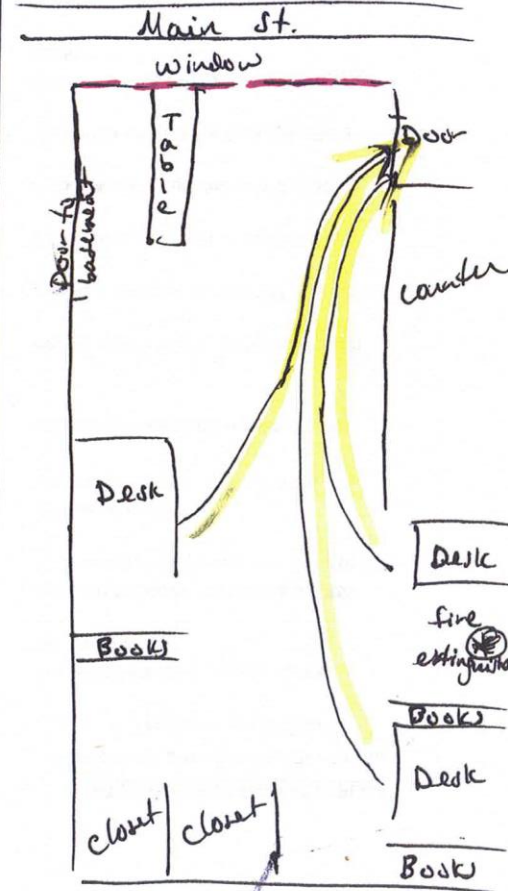


**Site Maps**

**425 S Main St. Office**

**Main Exit** – Door through front of building, only viable option.

**Secondary** – the only other option would be to break large front window.



**EMERGENCY RESPONSE COORDINATOR**

**ACTIVATION RESPONSIBILITIES**

- **Notify Staff**
- **Notify Board Members**
- **Activate Service Continuity Team**
- **Update staff voicemail with any urgent information**
- **Email updates to all staff and Board Members as needed**
- **Update Website Emergency Information banner on Webpage**
- **Cancel deliveries, if necessary (Courier)**
- **Conduct After-action Reviews**

**PREPAREDNESS RESPONSIBILITIES**

- **District Director review and update as needed annually**
- **Conduct bi-annual table-top exercises with UCSLD Board and staff.**

**Emergency Action Plan for UCSLD**

**UCSLD CONTACT INFORMATION**

**Staff**

**Heather Estrada, Director: 541-276-6449, personal: 541-379-1156, home 541-276-1004**

**Monica Hoffman, Early Literacy Outreach Coordinator: 541-621-2052; personal 541-310-9156**

**Dea Nowell, Tech-services Manager: 541-966-0917; home 406-952-4049**

**Board Members**

**Caty Clifton, President (FY23-24): 541-969-2446**

**Sharone McCane, VP (FY23-24): 541-561-8297**

**Kathy Thew: 541-910-0771**

**Nick Nash: 503-449-8641**

**John Thomas: 541-969-4436**

**LIBRARY LEADERSHIP TRANSITION**

If the Library Director is unable to perform duties, responsibility is assigned to:  
**Monica Hoffman: Early Literacy Outreach Coordinator**

**COMMUNICATIONS PLAN**

**VOICEMAIL**

Each staff member changes voicemail to reflect our ability to work and or to be a resource.

**District Libraries**

**Staff to check in with libraries that are affected to see where UCSLD can lend assistance.**

**Umatilla Co Emergency Response**

**Find out where we can be of use.**

**UCSLD WEBSITE**

Dea posts notices on website of any affected libraries and phone numbers for service community members may need. Activate message banner on Space Reservations page.

**COMMUNICATIONS WITH MEDIA**

The library director (Estrada), or designee (Hoffman) is the only person authorized to speak to the media.

**CONTINUITY OF OPERATIONS PLAN**

(Services are provided Monday through Friday from 8am to 5pm.)

**TROUBLESHOOTING ONLINE ACCESS**

Dea Nowell

**TROUBLESHOOTING NETWORK ACCESS**

Jordan McDonald of Overhead: 541-310-9329

**Courier services**

Fred Philips (IMESD): 541-377-5416

**MESSAGES FROM LIBRARY DIRECTORS**

Adams – Amanda Hespel (541-969-5712)

Athena – Stephane Partida (541-215-5051)

Echo – Dave Slaght (541-410-9693)

Helix – Annette Kubishta (541-215-3053)

Hermiston – Mark Rose (208-899-3924)

Milton-Freewater – Lily Schmidt (509-520-6555)

Pendleton – Jennifer Costley (541-248-0672)

Pilot Rock – Susan Price (541-969-3702)

Stanfield – Cecili Longhorn (541-571-3812)

Ukiah – Dustin Schock (503-459-2708)

Umatilla – Susie Sotelo (541-371-9812)

Weston – Heather Culley (541-566-2378)





**Cake,  
Break,  
&  
Farewell to Jess**

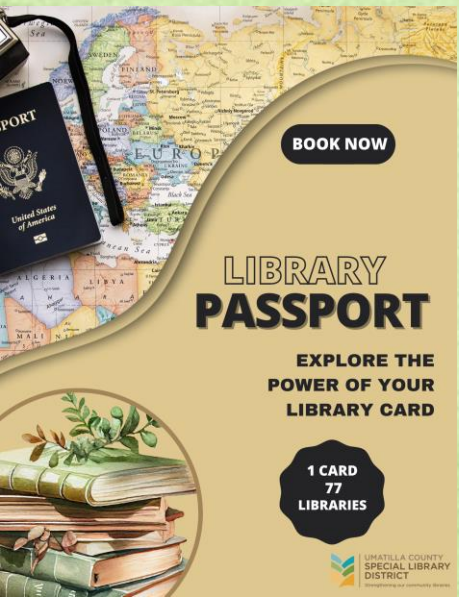


# Poster Sessions:

## Book Tok

## Summer Reading

## Smokey Bear





# Trivia Time & Door Prizes



## In-Service Evaluation:

last page of packet, or scan here...

