

COMMUNITY ACTION ADVISORY BOARD MEETING MINUTES

Meeting held remotely. Audio at: <https://www.clark.wa.gov/community-services/community-action-advisory-board>

February 11, 2021

<u>PRESENT</u>	<u>EXCUSED</u>	<u>ABSENT</u>	<u>STAFF</u>
Alishia Topper, Chair	David Poland		Rebecca Royce
Amy Roark			Michael Torres
Melanie Green			Dawn Lee
Rob Perkins			
Jamie Spinelli			
Amy Boget			
Karyn Kameroff			
Linda Glover			
Bridget McLeman, secretary			

Introductions & Go Around

Election of Executive Officers

- Melanie Green motioned for Alishia Topper to serve as Chair, Karyn Kameroff seconded, all in favor; approved.
- Alishia Topper motioned for open polling by Board members for both David Poland and Karen Kameroff for Vice Chair position. Karyn withdrew her candidacy; David Poland will serve as Vice Chair.
- Rob Perkins motioned for Bridget McLeman to serve as Secretary, Melanie Green seconded, all in favor; approved.

Board Business

- Approval of November 2020 Minutes
 - Motion made by Jamie Spinelli, seconded by Bridget McLeman and approved.
- 2021 Work Plan Adoption
 - Work Plan is very similar to last year. The focus for 2021 is: to increase Board advocacy efforts; complete & adopt Community Needs Assessment; and increase knowledge of funded programs and outcomes. Agency presentations will begin when in-person meetings can take place and RFA trainings will begin before end-of-year. The Work Plan Adoption motion made by Melanie Green, Karen Kameroff seconded and approved.
- CAAB By-Laws (Org Standard 5.4)
 - Can be found on our website. Let Rebecca know if you need a copy.
- July 2019-June 2020 Outcomes Report (Org Standards 1.3, 4.4, 5.9, 8.7)
 - An overview of the fiscal year 2020 report was provided including satisfaction survey overview, outcomes of programs and spending levels. A copy of the report will be sent to the board.
- July-September 2020 Outcomes Report (Org Standards 1.3, 4.4, 5.9, 8.7)
 - An overview of the first quarter of fiscal year 2021 report was provided including satisfaction survey overview, outcomes of programs and spending levels. A copy of the report will be sent to the board.
- Conflict of Interest Policy (Org Standard 5.6)
 - All board members received and signed an electronic version of the policy ahead of the meeting. The board agreed to sign electronically moving forward since this worked well.
- Board Member Responsibilities (Org Standard 5.8)
 - All board members received and signed an electronic version of the document ahead of the meeting. The board agreed to sign electronically moving forward since this worked well.
- 2021 Board Member Roster
 - Currently under construction due to vacancies. Staff will provide an updated roster soon.
 - There are three vacant positions at this time. Two positions in District 4 (Community Rep & Low Income) and the Low-Income Rep in District 3 due to Tom Breitenbauch's resignation. Three

applications have been received for the District 4 Community Rep Position and will be sent to the Executive Committee for review.

- All open low-income positions will be advertised soon.
- Rob Perkins, Evergreen Public Schools board member, is new to the board representing District 3 as an elected official. Welcome Rob!
- Treasurer Alishia Topper now represents District 2 as an elected official. Because the Treasurer is voted by the entire community, Alishia is able to fill any district seat.

By-Laws Review Subcommittee

- Last reviewed and adopted in May 2018. Since it has been a few years, and with a new understanding of the re-appointment process, staff recommend creating a subcommittee to review the bylaws. The following board members volunteered: Alishia Topper; Jamie Spinelli; Rob Perkins; and Karyn Kameroff. Staff will facilitate the discussions. All changes will need to be reviewed by the prosecuting attorney's office. Target completion is slated for May meeting

Strategic Plan Update (Ord Standard 6.5)

- Michael Torres provided an overview of Community Services Strategic Plan including the process of implementing the plan, the outcomes achieved to date and the next steps.

Legislative & Funding Updates (refer to DCS email for details)

- An email was sent to board members prior to the meeting with updates on bills in the state legislature. The County works on specific bills through the Association of County Human Services and staff will continue to forward any legislative information as it is received. Rob Perkins asked about SB2039 and if this was on radar. The bill limits rents; City has been silent on this bill.
- At the federal level, the new administration is proposing \$1.9T economic stimulus package.
- Rebecca Royce shared a funding report and will send out the PowerPoint after the meeting. The report provides information about what programs are being funded under different categories. The breakdown shows programs funded through regular funding streams and allocated through the last request for application process, new funds that have been allocated to the county for specific use, and a look the funds that have been allocated through stimulus packages due to the pandemic.

ESG-CV review Committee

- The request for application (RFA) for these funds was put on hold due to other funding with more pressing deadlines. Staff hope to get the RFA open soon and are looking for up to 5 CAAB members for a review committee. Staff will send out an email with details on the timeline for the RFA and ask for volunteers at that time. The RFA will include two areas of services: Coordinated Homeless Outreach Provider; and Rapid Re-housing Program Provider.

Community Needs Assessment Task Force Update

- Two community forums were completed on December 2 and 3, 2020. The next step is to have a consultant draft the CNA for the CNA Task Force to review. The content for the final CNA will be provided to the board for adoption at the May CAAB meeting. Clark County Communications will design the final report. The final version will be posted online with hard copies in print going to Councilors and the community at large.
- Karen Kameroff noted lack of elected officials at the meetings and Bridget McLeman suggested presenting the CNA to Council.

Open Forum

- There were no community members present at the meeting.

Other Business

- Staff created a new resource for CAAB member on our website. The link will be provided following the meeting.
- Next meeting: March 2, 2021, begins at 8:00 am, via WebEx.

Meeting adjourned 4:00 pm.