

## COMMUNITY ACTION ADVISORY BOARD MEETING MINUTES

Hybrid Meeting: in-person at Public Service Center and through Webex online platform  
January 4 and 5, 2023

PRESENT	EXCUSED	ABSENT	STAFF
Alishia Topper, vice chair	Bridget McLeman		Rebecca Royce
Amy Roark			Janet Snook
David Poland			Michael Torres
Diana Perez			
Jamie Spinelli			
Joyce Cooper			
Karyn Kameroff			
Lance Carter			
Megan Mulsoff			
Melanie Green, chair			
Rob Perkins, secretary			

Guests: Samantha Whitley (City of Vancouver); CODAS interpreters

I. Welcome/Introductions

II. Election of Officers

Nominations received include Melanie Green for chair, Alishia Topper for vice chair, and Rob Perkins for secretary. Amy Roark made a motion to approve the nominations; Karyn Kameroff seconded. Motion carried.

III. Parliamentary Procedures Overview

A video produced by Iowa Corn Growers Association explained the steps of parliamentary procedure ([https://WWW.YOUTUBE.COM/WATCH?V+0\\_YPDVhNUGO](https://WWW.YOUTUBE.COM/WATCH?V+0_YPDVhNUGO)). A motion should be the ask, detailing what, who, when, how much, and from what budget. The motion must be seconded, which is not necessarily an endorsement, but allows for respectful discussion, calling the question to close the discussion, and a vote. A motion can be amended by a motion to amend before the vote. The amendment must be seconded, discussed, voted on. If it fails, the original motion stands.

IV. Approval of November 2022 Minutes

Alishia Topper made a motion to approve the minutes with correction to remove an s in front of “will” at the bottom of page 1. Motion was seconded by Amy Roark and carried.

V. Board Business

- A reminder that Bylaws are available on our website and were provided in the reminder email. The most recent bylaws were updated in July 2022. (Org. Standard 5.4)
- Conflict of Interest Policy was sent for electronic signature. (Org. Standard 5.6)
- Board Member Responsibilities was sent for electronic signature. (Org. Standard 5.8)
- Organizational Standards update: 50 standards required of every Community Action agency and reported in a desk review style monitoring. The Strategic Plan standards are delayed, resulting in non-compliance; however, staff received approval from Commerce to delay the adoption of a new strategic plan to allow for a deeper DEI focus on the process and final plan. The CAAB supported the delay during the January 2022 meeting.
- 2023 Member update and roster. Two existing board members were re-appointed to their positions and one new board member was appointed to fill the new District 5 elected official position. Four vacancies remain with interviews scheduled for later this month for two of the vacancies. Staff will start another round of outreach efforts for the two remaining vacancies soon.

- VI. Adopt 2023 work plan  
 Focuses on increasing board-driven advocacy and knowledge of funded programs. Rob Perkins moved to adopt the presented work plan as a living document. Amy Roark seconded. Motion carried. Changes to the work plan are addressed through Rebecca and will be sent to the board for vote if needed.
- VII. City of Vancouver Affordable Housing Fund and Homeless Services Updates  
 City Council approved placing a new affordable housing fund levy of \$10M/year for 10 years on the February 14 ballot. This will replace the current levy that is ending this year. The City received 43 applications for their CDBG, HOME and Affordable Housing Fund programs. To volunteer to help with scoring, contact Samantha Whitley. The city is working on a third Safe Stay community in downtown Vancouver. Six-month report on Safe Stay 2 and annual report on Safe Stay 1 coming out soon. Additional funding received for 2 more Safe Stay and Safe Park communities.
- VIII. Community Services Strategic Plan update (Org. Standard 6.5)  
 Required of community action agencies. Board adopts Community Services department Plan, when completed. Last plan expired in 2022. A consultant has been hired to direct the process with a department steering committee. Five-year Plan will focus on racial equity. All advisory boards will be included in the planning process and the CAAB will review and adopt the final plan, currently scheduled for fall 2023.
- IX. Task Force Updates
- Legislative Advocacy  
 Committee focus for 2022 was on state level advocacy efforts with participants tracking bills going through the state legislature. The state legislative session starts Monday and is a long session. Committee is hoping to expand advocacy work to include federal level anti-poverty legislation. Committee consists of Alishia, Amy, Joyce, and David. Board members interested in participating can contact Amy for more information.
  - CNA Task Force Update  
 The CNA Task Force meets next week. Survey of Needs is drafted and sent to the translation agency for Spanish, Vietnamese, Russian, and Chuukese. Once formatted and printed, will be mailed to agencies. Also available online in English, Spanish, Vietnamese, Russian. Discussion on learning more about the Chuukese culture ensued. Access for deaf community members was also raised.
- X. Working Families Tax Credit  
 To qualify for WFTC, must have lived in Washington for at least 186 days and filed a 2022 tax return qualifying for earned income credit. Do not have to have children to qualify. Runs February 1 to December 31, 2023. Amy has posters to display if board members are able to post in their agencies.
- XI. CHAD unit 2022 accomplishments (Org Standards 4.4, 5.9, 8.7)  
 CHAD oversees and allocates federal, state, and local funding to 43 agencies providing services for the Homeless Crisis Response System, anti-poverty initiatives, and services for Veterans. In 2022, CHAD expended over \$50M via 173 contracts and modifications to contracts. Six program monitoring and audits were conducted in 2022; no findings resulted. CHAD also staffs four advisory boards, including the CAAB, which expanded to 16 members.
- XII. Open Forum
- Question raised on how to help deaf community better. David indicated sign language is not commonly offered in the community and signing is done differently among people. He provides presentations on the needs. Joyce and David will meet offline to discuss further.
  - Posters for 211 info are available in multiple languages from 211.

## January 5, 2023, Board Training

<u>PRESENT</u>	<u>EXCUSED</u>	<u>ABSENT</u>	<u>STAFF</u>
Alishia Topper, vice chair	Bridget McLeman		Rebecca Royce
Amy Roark	Diana Perez		Janet Snook
David Poland			Michael Torres
Jamie Spinelli			
Joyce Cooper			
Karyn Kameroff			
Lance Carter			
Megan Mulsoff			
Melanie Green, chair			
Rob Perkins, secretary			

Guests: CODAS interpreters; Vanessa Gaston (Clark County); Laura Ellsworth, Cody Shaw, Maddy Klemz, Sesany Fennie-Jones (Council for the Homeless); Clara Johnson

### XIII. Community Services Director updates

Community Services continues to administer COVID relief funds. Developmental disabilities program provides employment and housing supports for persons with disabilities. Behavioral health looking at coordination of systems. Funding is being targeted to underserved populations. Clark County innovates by looking at data. The Strategic Plan is being developed under the guidance of a consultant, with a strong equity focus. Programs are designed to help people thrive. Focus is on the people being served, not the funding.

### XIV. House Bill/Document Recording Fee overview (Org Standards 4.4, 5.9, 8.7)

Fees collected in Clark County with real estate transaction recordings are partially maintained or distributed to the county to fund homeless and housing opportunities. RCW 43.185C.080 designates agencies eligible to receive the funds. Includes:

- HB2060, Affordable Housing for All, established by RCW 36.22.178, allows for standard housing, rent vouchers, emergency shelter operations. HB2060 is the smallest amount collected. It requires an interlocal between the county and the cities. This fund is not eligible for small cities to request their own portion of funding based on state regulations.
- HB1359 and HB2163, Local Housing and Assistance, established by RCW 36.22.179, allows for operations of a homeless plan. It allows jurisdictions to receive their own portion by adopting their own homeless plan. Housing Plans are governed by RCW 43.185C.050 and must align with Washington State Department of Commerce's plan.

### XV. ROMA overview (Org Standards 4.4, 5.9)

ROMA (Results Oriented Management and Accountability) is a complete and continuous management and accountability process focusing on results achieved as outcomes. Outcomes equal change, not just number of services. Federal funding required performance-based accountability beginning in 1993, and CSBG began mandating in 1998. Goals focus on helping individuals achieve economic security, live healthy lives, and build opportunities in communities, towards achieving self-sufficiency. To determine how lives are changed involves reporting and knowing needs. Once needs are known, priorities can be developed, indicators can be aligned, and programs are funded to meet the priorities.

### XVI. Homeless Crisis Response System overview (Org Standards 4.4, 5.9)

HCRS is aimed at finding the best fit solution for each person who is literally homeless. It is a coordinated system to avoid duplication and close gaps. Need is determined through comprehensive assessment and classified in a priority pool. Housing is a basic human need. HCRS includes coordinated entry, prevention and diversion, emergency shelter, rapid rehousing, and permanent housing. Clients are

entered into HMIS to track performance measures. Coordinated entry, a one-point access to housing, is handled through the Housing Hotline (360.695.9677), and through street outreach and community partners. Targeted prevention and diversion are aimed to keep people in their existing housing or provide one-time financial assistance to regain housing stability. Rapid rehousing gets someone housed as quickly as possible with minimal ongoing assistance; transitional housing is time-limited with case management and housing in nonprofit owned housing. Permanent supportive housing is for persons with significant barriers to housing stability including a mental or physical health disability. Best practices for HCRS include trauma-informed care, strengths-based practice, racial equity, culturally specific client-centered services, and housing-first practices. The Homeless Action Plan is required by the state, to prioritize, guide, and evaluate efforts to prevent homelessness. It is available on the CFTH website.

XVII. Other Business

- Next business meeting, March 1, 2023, 9-10:30am, hybrid
- Meeting adjourned

Rob Perkins, Secretary  
rr