

WELCOME! Community Action Advisory Board Meeting

- This meeting is being recorded.
- Please identify yourself when talking so we can capture accurate minutes.
- “Chat” function is not available due to public disclosure rules.
- Closed Captioning now available 
 - Turn on Webex Assistant and follow the prompts to turn on closed captioning
- Lock participant videos in Webex
 - Lock up to 6 participants to see them regardless of who is speaking
 - Each person can customize their own set of pinned participants
 - Hover over the thumbnail location you want to lock a participant to
 - Click on More  and select *Lock a participant to this location*
 - Select the participant from the list you want to lock in that position



Agenda Items

- Approval of September 2023 Minutes (action)
 - Melanie Green, Chair



Agenda Item: Nominations for 2023 CAAB Executive Team (information)

- Open to all board members
- Can serve up to 3 years in each position
- Current executive team:
 - Chair: Melanie Green, served 1 year
 - Vice-chair: Treasurer Alishia Topper, served 1 year
 - Secretary: Rob Perkins, served 1 year
- Nominations are being taken now until the January meeting by email
- Last call for nominations will be at the January meeting



Community Foundation for SW WA, Social Justice Resiliency Fund



Agenda Items

- CNA Task Force Update (information)
 - Rebecca Royce
- Legislative Advocacy Committee Update (information)
 - Amy Roark, CAAB member
- Refugee Stabilization Grant Application (information)
 - Rebecca Royce
- Clark County Community Services Staffing Changes (information)
 - Rebecca Royce



Agenda Item: Clark College Financial Wellness Program Update (information)

- Clark College Notification of Contract Termination
 - \$75,000 annual budget; estimated \$30,000 returned for this year
- Clark County experiencing shortfalls
 - Administrative side regarding the CNA process and other staff costs
 - HB funds
 - 211info and Clark County Volunteer Lawyers Program
- Any funds remaining after these two priority areas will be added to the next RFA process.



Agenda Item: Fund Re-allocation Policy

New Funding

New funding is defined as funds that have not been received by Clark County Community Services before. When new funding is received by Clark County Community Services that falls under Community Action and/or Homeless Crisis Response Services, staff will review the funding requirements, timing of the funds received and staff capacity and use the following priority:

1. Add new funding to the next regular RFA process overseen by the CAAB.
2. Complete a separate fund specific RFA process overseen by the CAAB and/or a subcommittee of the CAAB.

When new funds are received, DCS staff will do our best to bring the information to the full board at the next regular meeting. If time is an issue, an email notification will be sent to the full board and the CAAB Executive Team will be tasked with approving the process designed by staff.

If staff determine that an RFA process is not required due to funding requirements and legislative intent (very limited scope, tight deadlines, emergency declaration, etc), staff will notify the CAAB Executive Team and bring the information to the full board at the next regular meeting. Whenever possible, county staff priority is to include the CAAB in the planning and recommendation process.



Agenda Item: Fund Re-allocation Policy

Ongoing Funding

Ongoing funding is defined as funding that has been previously received by Clark County Community Services. These funds typically have regular planning and procurement requirements. These funds will be included in the regular RFA process conducted every three years. If additional funds are received through existing grant agreements with Commerce or other funders, staff priority is as follows:

1. Allocate funds as identified in the grant agreement into existing programs identified in the most recent RFA process.
2. Use funds for activities required to provide the previously approved programs in the community. This includes, but not limited to, reporting requirements, staffing, planning and other administrative requirements.
3. If significant level of additional funding, conduct a separate RFA process overseen by the CAAB and/or a subcommittee of the CAAB.



Agenda Item: Fund Re-allocation Policy

Re-allocation Funds

Re-allocation funds are defined as funding that is recaptured from existing Clark County Community Services contracts. Funds may be recaptured if programs underspend their proposed budget or in rare cases, a contract ends early. When funds are recaptured, staff priority is as follows:

1. Fill any shortfalls for administrative or programmatic requirements.
2. Fill any shortfalls in other previously-approved existing contracts.
3. Add funds to the next RFA process.



Agenda Items

- City of Vancouver Affordable Housing Fund and Homeless Services Updates (information)
 - Samantha Whitley, City of Vancouver
 - Jamie Spinelli, Board Member and City of Vancouver staff



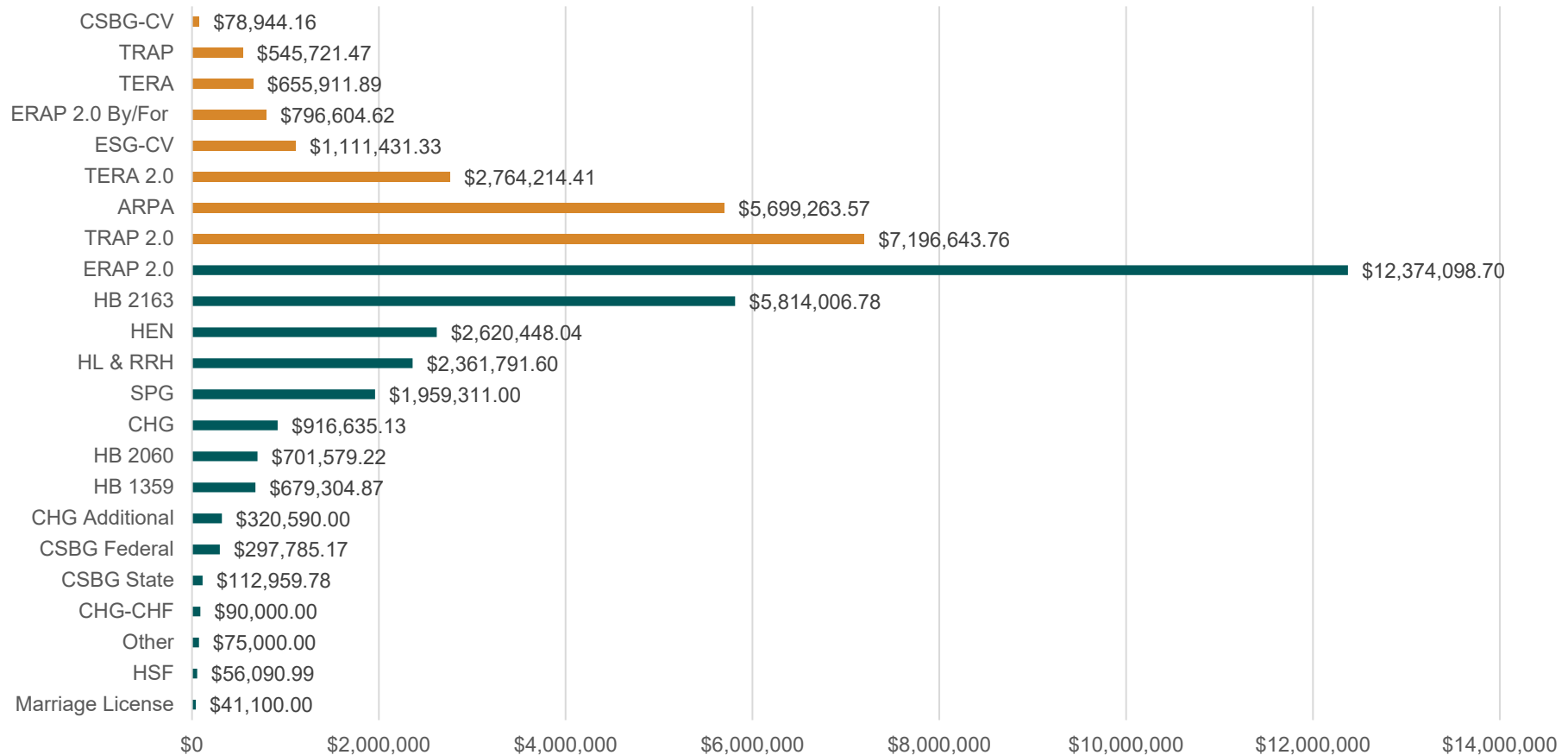
Agenda Item: Finance Reports (information)

- July 2022-June 2023 All Funding Finance Report
 - Rebecca Royce
- PDFs of the reports will be sent in the follow-up email
- Separate expense and revenue reports



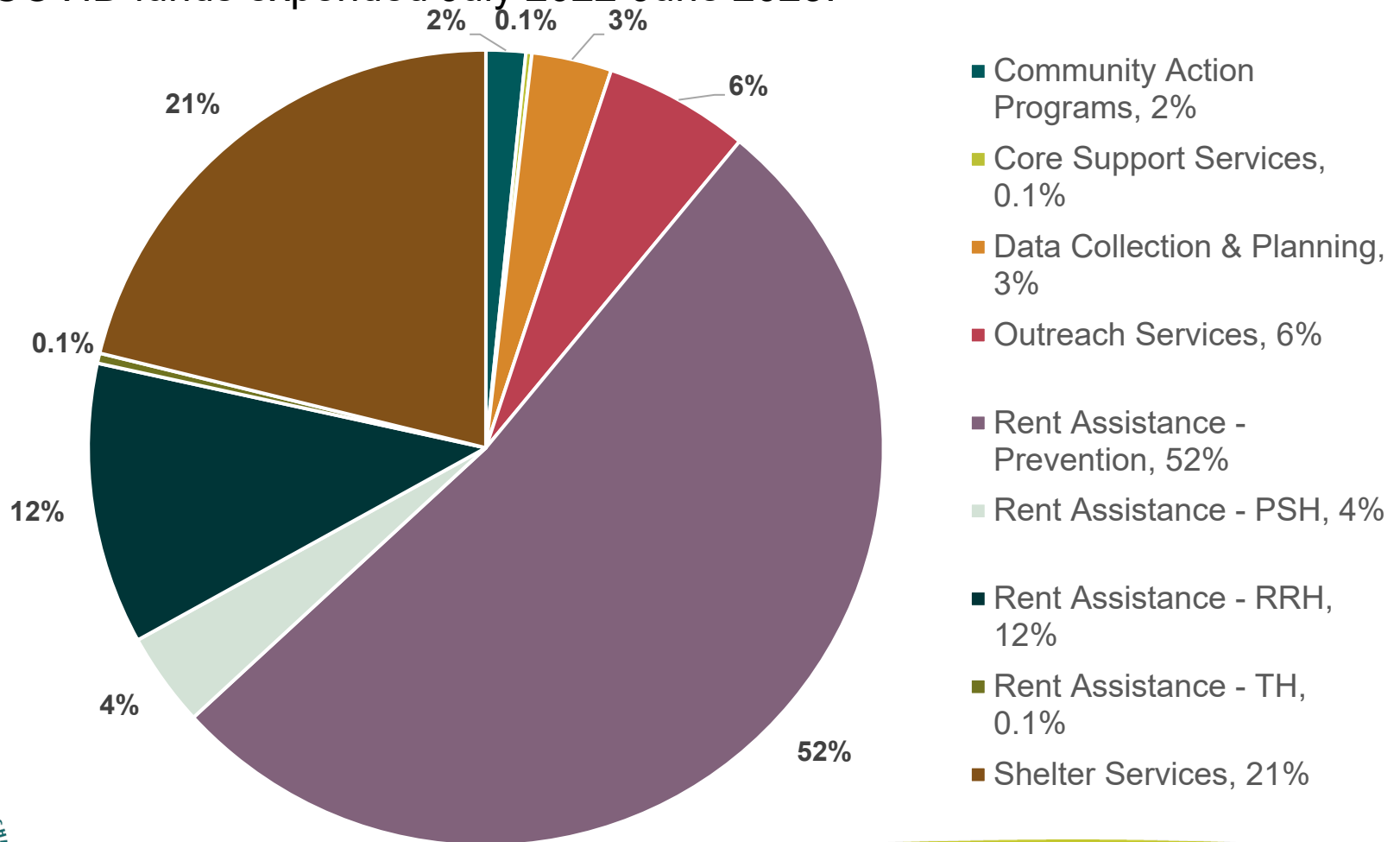
Finance Reports: Funding Expended by Fund Source

Distribution of funding by fund source. Includes regular funds (dark teal) and COVID funds (orange) expended July 2021-June 2022.



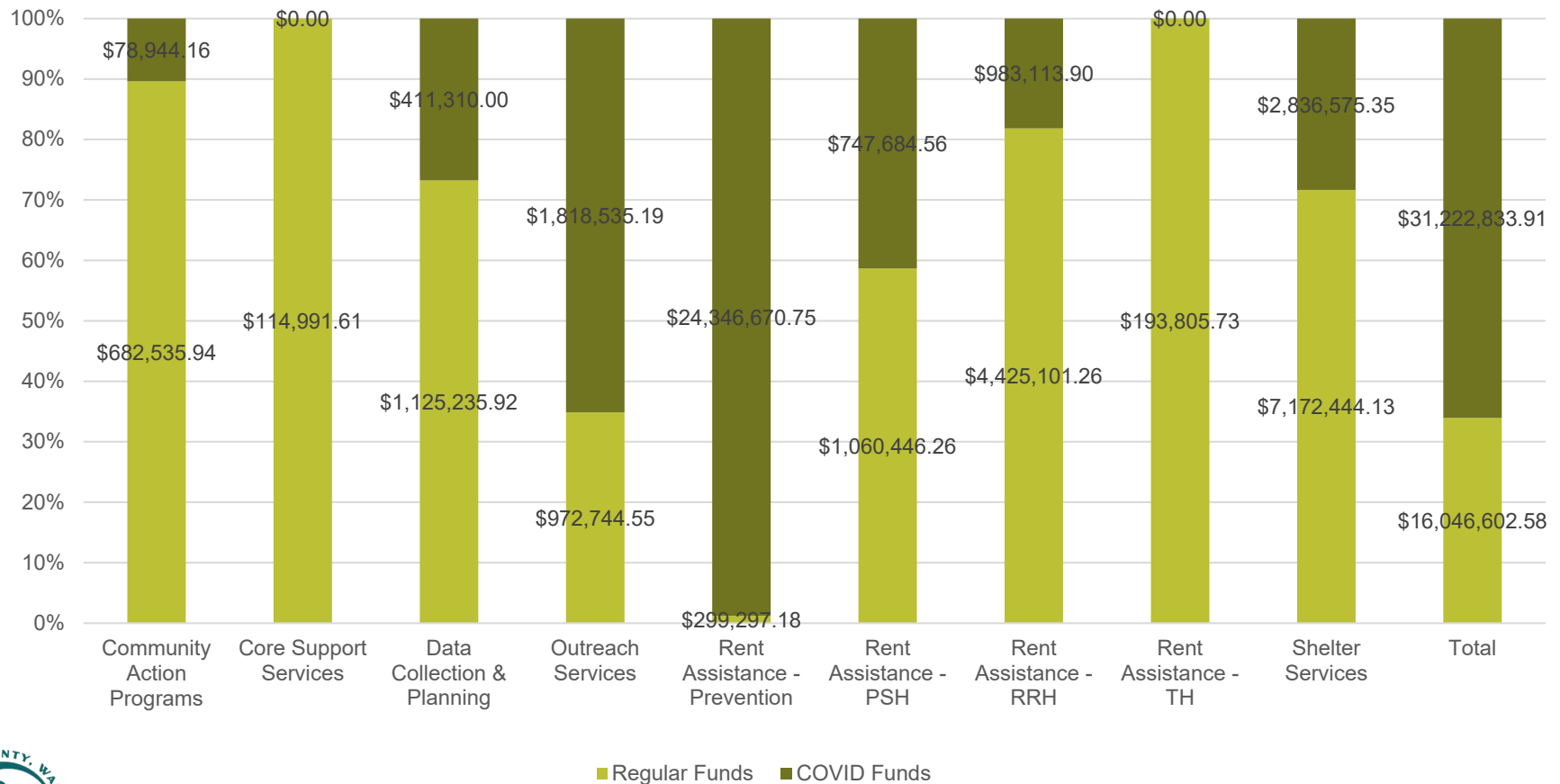
Finance Reports: Funding Expended by Service Type

Distribution of funding by type of service provided. Includes regular and COVID funds expended July 2022-June 2023.



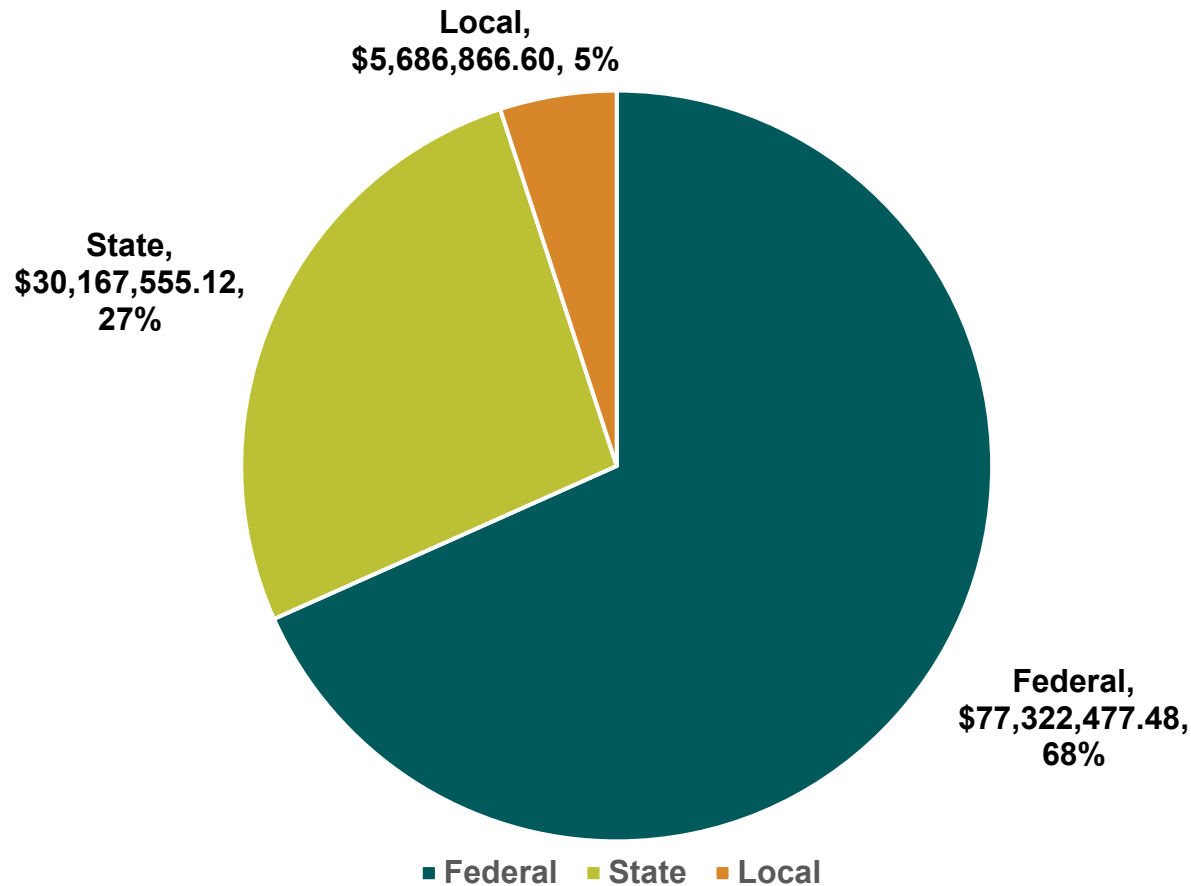
Finance Reports: Funding Expended by Service Type

Distribution of funding by type of service provided. Compares regular and COVID funds expended July 2022-June 2023.



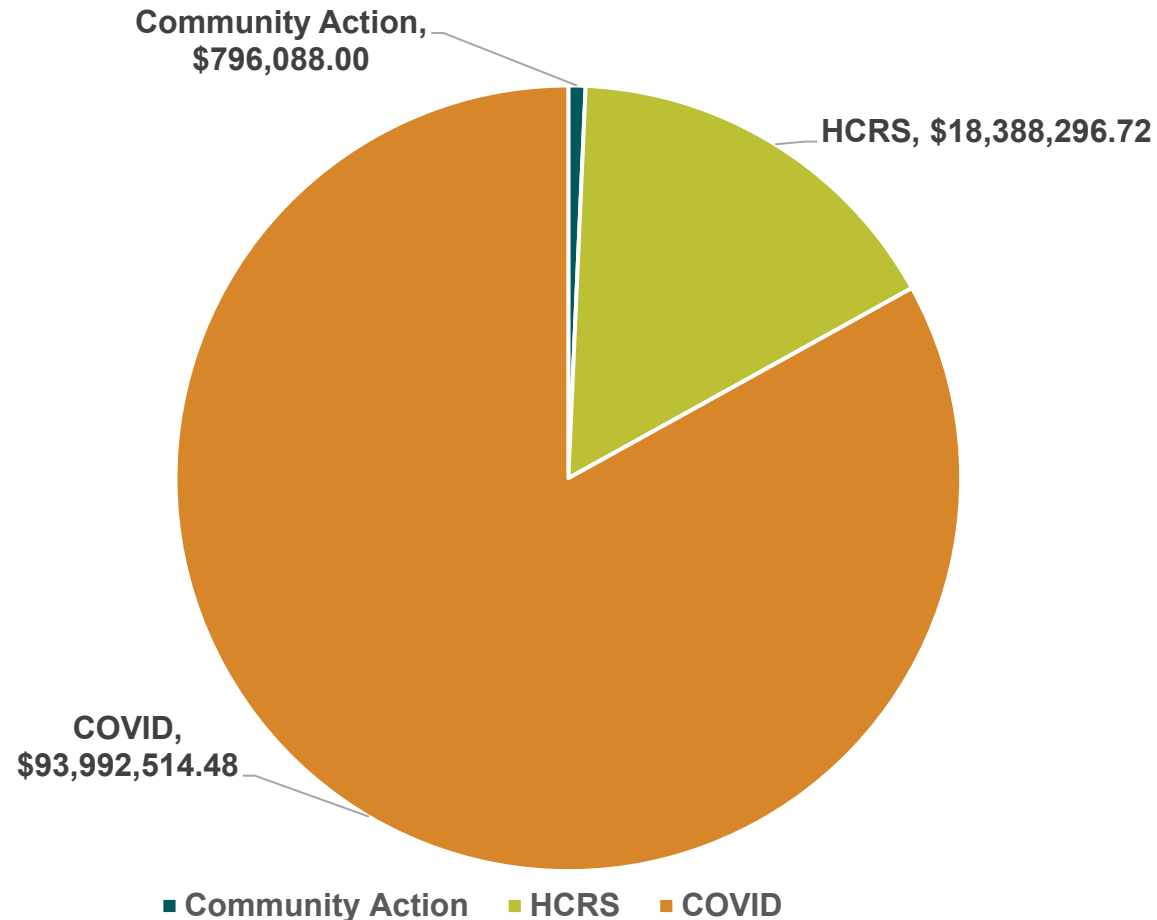
Finance Reports: Revenue Fund Sources

Comparison of fund sources received between state, local and federal awards. Includes regular and COVID related funds. Allocation timelines vary.



Finance Reports: Revenue Fund Categories

Comparison of funds received between regular allocations and COVID-19 funding. Allocation timelines vary.



Finance Reports: Clark County Annual Audit

Clark County undergoes an annual audit for all funding.

- Results are posted online at <http://portal.sao.wa.gov/reportsearch>
- Most recent audit report was issued 9/21/2023 for the period January 1, 2022 through December 31, 2022
- One finding was identified pertaining to accurate financial reporting of capital contributions in the Auditor's Office
- No findings were identified for funds overseen by Community Services



Agenda Items

- Open Forum (up to 3 minutes)
- Other Business
 - Update on CAAB Membership

Save the date: January CAAB Meetings

Board Business: January 3, 2024 from 9am to noon

Board Training: Date/Time TBD (survey coming)

All CAAB meetings are held in-person and virtually

