

**COMMUNITY ACTION ADVISORY BOARD MEETING MINUTES**

Hybrid Meeting: in-person at Center for Community Health and through Webex online platform  
November 6, 2024

PRESENT	EXCUSED	ABSENT	STAFF
Melanie Green, Chair	Ernie Suggs	Karyn Kameroff	Abby Molloy
Rob Perkins, Secretary	Megan Mulsoff	Lilly Pidhainyi	Rhonda Hills
Amy Roark	Diana Perez	Nickeia Hunter	Alissa Page
David Poland			Nooreen Ebrahim
Clover Spears			
Brittini Lasseigne			
Faye Solomone			
Joyce Cooper			

Guests: CODAs interpreters; RJ Stangland (Impact Northwest); Al Holschbach (Impact Northwest); Samantha Whitley (City of Vancouver)

I. Welcome/Introductions

II. Nominations for 2025 CAAB Executive Team

Executive positions for the board will be up for election in January 2025, and preliminary nominations for Chair, Vice-Chair, and Secretary were taken. Staff clarified that you must be on the board for at least a year to be eligible for nomination. Rob Perkins was nominated for Chair and Melanie Green nominated for Vice-Chair. No other nominations were made.

III. Approval of September and October 2024 Minutes

Brittini Lasseigne made a motion to approve the minutes which was seconded by Rob Perkins and approved unanimously by the board.

IV. Vote on equity training attendance expectation

A brief overview of the discussion from the October 2<sup>nd</sup> meeting was given.

- The Board discussed the attendance expectations for equity training meetings.
- Q: What if a medical emergency occurs, will board members still be penalized as if it were unexcused?
  - Absences for this reason will be retroactively excused as they are unforeseen circumstances.
- Rob Perkins made a motion for equity meetings to have the same attendance expectations as regular CAAB meetings which was seconded by Brittini Lasseigne. A roll call vote was taken in which 5 members voted yay, 2 members voted nay, and 1 member abstained from voting. Motion passed.

V. Vote to approve CAAB Code of Conduct and Bylaws revisions

Brittini Lasseigne made a motion to approve the revisions to the CAAB Code of Conduct and Bylaws as presented which was seconded by Clover Spears and approved unanimously by the board.

VI. Impact Northwest Presentation (Org Standard 5.9)

RJ Stangland, Assistant Director of Housing and Safety Net Services and Al Holschbach, Clark County Program Supervisor

- Outline of the services provided in the 2023 and 2024 fiscal years for permanent supportive housing (PSH), rapid rehousing (RRH) and homeless prevention (HP) programs was provided.
- Success stories from the PSH, RRH, and HP programs were presented.
- Program achievements, including relationship and trust building with clients and assistance of marginalized and underserved communities were highlighted. The challenges the program faced were lack of access to mental and behavioral health services, difficulty finding living wage jobs, and more.

- Questions
- Q: How many cases is each employee assigned?
  - With employees serving clients across all programs offered by Impact Northwest, each case manager has between 15-18 cases.
- Q: How do those in need of services come across Impact Northwest?
  - Impact Northwest only accepts referral cases from Council for the Homeless.

VII. July 2023-July 2024 Finance Reports and County Audit Update (Org Standards 8.3, 8.4, 8.7)

Alissa Page, Senior Management Analyst and Rhonda Hills, Senior Management Analyst for Clark County Community Services

- The Annual Expense Report for July 2023-June 2024 showed that Community Services prioritized spending funds that would not roll over to the next funding year prior to spending from other sources. This report was broken down by program.
- COVID funds were reported differently than other programs. They were reported based on spending and compared to the total contract amount.
- The Annual Revenue Report for July 2023-June 2024 was briefly discussed and was also broken down by program. Document recording fees are collected a year in advance prior to committing them to contracts.
- The Board was informed that there were no findings for the Community Services funds for the January 2023-December 2023 audit that concluded in September.
- Questions:
- Q: Will funding be significantly less in the next funding year?
  - Yes, this is largely because COVID funds are mostly spent. All programs are currently funded at 100%, but this is subject to change.

VIII. Task Force updates

- Legislative Advocacy
  - No update.
- CNA Task Force
  - CNA is waiting on several translations before it can be printed and distributed. These translations should be complete before the January meeting.
- Policy Task Force
  - This task force will be inactive as the code updates they were working on were approved today.

IX. January meeting discussion

- Board members encouraged to complete the Doodle Poll to get the best dates for the two January meetings. Six members have responded so far, with January 6<sup>th</sup> and January 8<sup>th</sup> being the best dates for all members. Board members should fill out this poll no later than one week after this meeting.
- A brief overview of the agenda for the January meetings was given and includes a presentation from Community Services Director, Vanessa Gatson, and RFA training.
- Suggestions of items to add to the agenda were made. The board would like to compare how the Clark County CAAB is structured compared to CAAB programs across the country, to have Council for the Homeless talk about the homeless hotline and their other partners and programs, and to meet with Jordan Boege regarding the RFA process for the Mental Health Sales Tax funding.
- Members can email Abby Molloy if they have any further suggestions for agenda items.
- Questions:
- Q: Will this be a hybrid meeting?
  - Yes, this will be held as any other meeting.
- Q: Would staff like agenda suggestions from the Board?
  - Yes, the agenda has not yet been set beyond core business, but staff is open to suggestions.
- Q: Will the RFA training go over how the board will incorporate metrics, the CNA, and equity into decision making?

- Yes, it will.

X. Open Public Forum

XI. Other Business

- CSBG Monitoring Update
  - On August 20<sup>th</sup> CAAB was monitored by the State Commerce Department for CSBG funding designated to CAAB. Feedback from this monitoring was positive. An internal monitoring of the CSBG program will be done within the next several months by reaching out to agencies the County works with and reviewing expectations set in their contracts.
- CAP and HCRS RFA
  - Applications are open and due by January 3<sup>rd</sup>. There is an in-depth guide for both funding types available on the county's website. There were 10 pre-applications received.

XII. City of Vancouver Affordable Housing and Homelessness update (Org. Standard 5.9)

- City staff met with City Council regarding the Habitability Program that will enforce rental registrations and inspections. A Be Heard page will be launched to receive public feedback. A timeline for this program was presented.
- Updates to the Affordable Housing Fund Guidelines will be proposed to City Council based on feedback from the Housing Advisory Committee.
- Vancouver received 20 pre-applications which is less than expected, likely due to a lack of communication with stakeholders.
- Ann Hawkins longer works for the City of Vancouver, and her position as associate housing coordinator is now posted on the city's website.
- Question:
- Q: Will the City of Vancouver share the Be Heard page through the Columbian?
  - While this was not planned, the Columbian can be included in stakeholder notifications and share the link to the page.
- Q: Can you describe what the public service applications are?
  - HUD limits 15% of funds to be spent on these projects as the funds can be used to pay for administrative costs. These funds are usually in the highest demand.

XIII. Other Business

- Next Equity Training: Wednesday, December 4, 9-11 am, CFCH and Webex
- Next Regular Meeting: TBD January 2025, CFCH and Webex

Adjourn 10:46 am



Amy Roark, Board Secretary