



# CAAB Meeting Agenda

Tuesday, January 7, 2020  
9:00am-4:00pm



Luke Jensen Sports Park, Bud Cleve Community Room  
4000 NE 78<sup>th</sup> St, 2<sup>nd</sup> Floor, Vancouver, WA 98665

9:00am	Welcome, Introductions and Coffee	Bridget McLeman, 2019 Chair	
9:10am	Election of Executive Officers	Bridget McLeman, 2019 Chair	Action
9:15am	Director Updates	Vanessa Gaston, Director	Information
9:35am	Board Business <ul style="list-style-type: none"> <li>Approval of November 2019 Minutes</li> </ul>	2020 Elected Chair	Action
9:40am	Board Business <ul style="list-style-type: none"> <li>CAAB By-laws (Org Standard 5.4)</li> <li>Conflict of Interest Policy (Org Standard 5.6)</li> <li>Board Member Responsibilities (Org Standard 5.8)</li> <li>2020 Board Member Roster</li> </ul>	Rebecca Royce	Information
9:50am	Adopt 2020 Work Plan	2020 Elected Chair	Action
10:00am	Draft July-Sept 2019 Outcomes Report (Org Standards 4.4, 5.9, 8.7)	Rebecca Royce	Information
10:20am	Break		
10:30am	Community Services Strategic Plan Update (Org Standard 6.5)	Michael Torres	Information
10:40am	Task Force Updates <ul style="list-style-type: none"> <li>Advocacy</li> <li>Community Needs Assessment</li> </ul>	Adam Kravitz Rebecca Royce	Information
10:55am	Legislative Update <ul style="list-style-type: none"> <li>State</li> <li>Federal</li> </ul>	Michael Torres	Information
11:05am	Definitions of Homelessness & Clark County Capacity	Melissa Baker, Council for the Homeless	Information
12:00pm	Lunch Provided		
12:30pm	Homeless Crisis Response System, System-level Measures	Beth Landry	Information
12:50pm	HMIS Dashboard	Dale Whitley, Council for the Homeless	Information
1:20pm	Funding, what does it all mean?	Michael Torres	Information
2:00pm	Break		
2:10pm	Housing Ends Unsheltered Homelessness Presentation	Tedd Kelleher, Washington State Dept of Commerce	Information
3:45pm	Open Forum	Public	Information
3:55pm	Other Business: <ul style="list-style-type: none"> <li>Next Meeting: March 3, 2020, 8am to 10am at the Center for Community Health</li> </ul>		
4:00pm	Adjourn		

**COMMUNITY ACTION**

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes Clark County a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

Objectives of the Clark County Community Action Program:

- To promote institutional and community changes which address the causes of poverty and to remove barriers to self-sufficiency faced by low-income communities, families, and individuals;
- To reduce the impact of poverty on communities, families, and individuals by providing resources for services which are responsive to their needs;
- To promote innovative approaches to addressing the causes and impacts of poverty in the community;
- To serve as a catalyst for community efforts to leverage additional resources which address the causes and impacts of poverty; and
- To make recommendations or take other action on any other subject as referred by the Commissioners or jointly by the Commissioners and one or more city governments.

## **ORGANIZATIONAL STANDARDS (50 TOTAL)**

Category 1: Consumer Input & Involvement (3 Standards)

Category 2: Community Engagement (4 Standards)

Category 3: Community Assessment (5 Standards)

Category 4: Organizational Leadership (6 Standards)

Category 5: Board Governance (8 Standards)

Category 6: Strategic Planning (5 Standards)

Category 7: Human Resource Management (8 Standards)

Category 8: Financial Operations & Oversight (7 Standards)

Category 9: Data & Analysis (4 Standards)

## COMMUNITY ACTION ADVISORY BOARD MEETING MINUTES

Center for Community Health  
1601 E Fourth Plain, Room C210C  
November 5, 2019

<u>PRESENT</u>	<u>EXCUSED</u>	<u>ABSENT</u>	<u>STAFF</u>
Bridget McLeman	Amy Boget		Rebecca Royce
David Poland	Laurie Lebowski		Michael Torres
Melanie Green			Janet Snook
Lydia Sanders			Beth Landry
Thomas Breitenbauch			
Alishia Topper			
Doug Boff			
Adam Kravitz			
Karyn Kameroff			
Hilaree Prepula			

Guests: Jamie Spinelli (SeaMar-CSNW); Peggy Sheehan (City of Vancouver); CODAs Interpreters; Rhonda Hills (Clark County)

- I. Call to Order/Introductions
- II. September 2019, Minutes  
David Poland made a motion to approve the minutes. Motion was seconded by Alishia Topper, and carried.
- III. Nominations for 2020 Executive Team  
Alishia Topper was nominated for Chair, and Adam Kravitz for Vice Chair. Executive position descriptions will be emailed to board members. If interested, notify Rebecca Royce by December 20, 2019. Elections will occur in January.
- IV. 2020 Work Plan Ideas  
Suggestions for 2020 meetings include program updates and training.
- V. Task Force Update
  - The Advocacy Task Force is seeking additional members. Contact Beth if interested. The Task Force strategizes and provides information about advocacy opportunities and initiatives for the full board.
  - The Community Needs Assessment task force has completed the survey used to inform the Assessment. It is being distributed in five languages and is online in four languages. The survey is expanded to include a question on family demographics, asks about barriers to getting needs met, and separates physical and behavioral health needs. It is available November 1 through January 31. The Assessment, which informs funding decisions, is adopted by the full board in November 2020.
- VI. Legislative Updates  
Information on legislative priorities for Clark County 2020 and the 2019 Washington Low Income Housing Alliance was provided. Affordable housing, reducing homelessness, and expanding services for persons with disabilities are continuing themes. The Association of County Human Services is meeting this week to establish legislative priorities.
- VII. City of Vancouver Affordable Housing Fund Update (Peggy Sheehan)
  - An RFA for \$300,000 of the Affordable Housing Fund for shelters resulted in six applications requesting more than \$2M. City Council will review the applications for final decision.
  - Share has submitted notice to terminate its contract for operating the Navigation Center effective January 31, 2020.

VIII. Jan 2018 – Jun 2019 Outcomes Report (Org. Std. 8.7)

CHG funding was spent out, and any remaining dollars from other sources have been recaptured and included in new contracts.

IX. January Meeting

Suggestions for the January meeting include additional training on sources and requirements of funding and an overview of the outcomes and details available in the Council for the Homeless system performance measures dashboard.

X. Open Forum

- WHO Shelter opened Friday. Volunteers are needed.
- Outsiders Inn website connects volunteers to severe weather shelters. WHOprogram.org connects volunteers to WHO shelters.
- Family Promises shelters families at churches.
- Best practices for community shelters meeting with Council for the Homeless is November 12.
- The Salvation Army new resource building grand opening is at noon, November 15.
- VHA vouchers will be screened through continuum of care. Due to increasing rents, vouchers are over-extended for 2019 and 2020, so additional voucher distribution is unlikely.
- VHA is developing new behavioral health, senior, and assisted living units.
- A community conversation regarding behavioral health and homelessness is at the downtown library, 6-7:30pm, November 7.
- Lydia Sanders was recognized for nine years of amazing service on the board. She shared the board has become more systems-focused to find best services, and appreciates contracts now highlight dignity and respect.

XI. Other Business

Next meeting: 9-4pm, January 7, 2020, at the Bud Van Cleve Conference Room.

Meeting adjourned.

Adam Kravitz, Secretary

rr



## Community Action Advisory Board Executive Team Position Descriptions



### Board Member Positions

All positions on the Community Action Advisory Board (CAAB) are volunteer positions. The board includes the executive team comprised of the Chair, Vice-Chair and Secretary.

### Executive Team Member Qualifications

Executive Team Members must meet the same qualifications as outlined in the General Member Position Description. Executive Board Members must also have served on the CAAB for at least one year before being elected to an executive position. The Executive Team shall include at least one Low-Income Representative and to the extent possible shall include one Public Official Representative and one Community Representative.

### Nominations and Elections

Any CAAB member may nominate themselves or another board member for an executive team position. Nominations will take place at the last meeting of the year. Elections will be held and newly-elected officers will be installed at the first meeting of the year.

### Executive Team Member Roles

In addition to the CAAB General Member Role responsibilities, the executive team has the following duties:

**Chair:** The Chair is the Advisory Board leader subject to such policies and directives as the Advisory Board may establish. The Chair shall preside at meetings; execute jointly with the Secretary all documents of the Board; and (subject to approval at the next meeting of the Advisory Board) may appoint other executive team members, appoint committees, and establish methods of organization through proper means.

**Vice-Chair:** The Vice-Chair shall assist the Chair, temporarily assume the duties of the Chair when that person is absent, unable to serve, or vacates the position and perform other duties as assigned by the Advisory Board.

**Secretary:** The Secretary, through a Department staff member, shall keep accurate permanent records of all proceedings of the Advisory Board; timely notify Members in advance of all special and regularly scheduled meetings; promptly notify Members who are delinquent in attendance as described in the by-laws; and perform other duties as assigned by the Advisory Board.

### Executive Team Terms/Participation

The term for all executive team positions shall begin at the January meeting following their election and shall end at the January meeting twelve (12) months later. If elected during a special election to fill a vacant officer position, the term will start upon election and end at the next January meeting. No executive team member may serve more than three consecutive terms in the same position.

### Meetings and Time Commitments

In addition to the time commitments for General Board Members, the Executive Team members review the agenda by email in advance of the meeting to provide feedback. They also participate in the interview process when recruiting new board members, as needed.



# **By-laws of the Clark County Community Action Advisory Board**

---

## **ARTICLE I - NAME**

The name of the organization shall be the Clark County Community Action Advisory Board (“CAAB” or “Advisory Board”). The Advisory Board is a broadly representative body advising the Clark County Councilors (“Councilors”), and Clark County Community Services (“CS”), which administers the Community Action Program (“CAP”) in Clark County.

## **ARTICLE II – OBJECTIVES OF CAP**

The objectives of the Clark County Community Action Program are:

1. to promote institutional and community changes which address the causes of poverty and to remove barriers to self-sufficiency faced by low-income communities, families, and individuals;
2. to reduce the impact of poverty on communities, families, and individuals by providing resources for services which are responsive to their needs;
3. to promote innovative approaches to addressing the causes and impacts of poverty in the community;
4. to serve as a catalyst for community efforts to leverage additional resources which address the causes and impacts of poverty; and
5. to make recommendations or take other action on any other subject as referred by the Councilors.

## **ARTICLE III – PURPOSES, OBJECTIVES, AND POWERS OF THE CAAB**

- I. The Advisory Board's purposes and objectives shall include:
  - A. Making recommendations regarding local government funding that is intended to serve basic and essential welfare, housing, health, and safety needs or to remove obstacles to self-sufficiency that are faced by low-income communities, families, and individuals.
  - B. Establishing long range goals and guidelines for developing CS's objectives, planning its programs, and evaluating performance of its programs.
  - C. Maximizing the extent and quality of participation by low-income communities, families, and individuals in the programs of CS, in other county and city government, and in other civic affairs throughout Clark County.
  - D. Sustaining and strengthening a community tradition of caring for one another through integrated, cooperative efforts of local volunteers and service organizations.
  - E. Increasing low-income communities', families', and individuals' awareness of, involvement in, and access to the wide ranges of services and opportunities available, with special attention to the people who face obstacles because of their race, sex, age, creed, color, national origin, limited English proficiency, disability, familial status, sexual orientation, or other unusual vulnerability.
  - F. Encouraging ongoing evaluation and enhancement of community service efforts to ensure appropriate responsiveness to changes within disadvantaged populations.
  - G. Aligning efforts to the greatest extent possible with other CS and county advisory boards and with other community organizations that serve the same populations.
  - H. Establishing a legacy that preserves human dignity and responds to basic human needs.
2. In pursuing these purposes and objectives, the Advisory Board shall have the following specific powers:
  - A. To determine the priority needs of Clark County's low-income population, cooperating with other CS and county advisory boards and with other community organizations that serve the same population.
  - B. To consider the current Community Needs Assessment and outcome reporting when making priority recommendations.
  - C. To evaluate the progress of Community Action Programs through regular review of program outcomes.
  - D. To advise the Councilors on the allocation of:
    - i. Community Services Block Grant funds,
    - ii. Marriage License Fee Surcharge funds,
    - iii. Document Recording Fee Surcharges,



- iv. Consolidated Homeless Grant,
  - v. Emergency Solutions Grant,
  - vi. Human Services Fund,
  - vii. Any other funds that the Councilors request advice about, and
  - viii. Any other county funds for providing human services or improving self-sufficiency that are administered by CS and are not subject to other advisory boards.
- E. To act in an advocate role in the public and private sectors in the interest of low-income populations of Clark County, as cooperatively as possible with other organizations that serves the same populations.
- F. To establish rules and procedures and select officers and committees for this Advisory Board.
- G. To exercise any other responsibilities that are or may be prescribed by federal or state law governing Community Action Programs, or that are delegated by Councilors, or by CS.

## **ARTICLE IV – MEMBERS**

### **SECTION 1. Composition**

The Advisory Board shall be composed of at least twelve (12) members:

1. At least four (4) shall be Public Official Representatives, preferably elected public officials currently holding office, or appointive public officials if there are not enough elected officials available and willing to serve. One Public Office Representative will be held by a Vancouver City Council member.
2. At least four (4), and at least one-third of the total members, shall be low-income representatives; persons chosen in accordance with democratic selection procedures adequate to ensure that they are representative of those who are low-income in the areas served. Low-income representatives must be nominated by an organization representing individuals who are low-income in Clark County or by a group of individuals who are low-income living in Clark County. This process may include: a) election by ballot or at a community meeting, or b) an individual designated by a low-income policy or advisory board. Proof of the selection process will be requested.
3. Up to four (4) shall be Community Representatives drawn from major community interests such as labor, business, health, education, faith based, or social service groups.
4. If an individual who is low-income, or group that serves people who are low-income, considers the Advisory Board to be underrepresenting their interests, they may petition the Advisory Board for a seat on the Board. County staff will facilitate an Advisory Board review in response to the petition and notify the petitioner of the outcome.

### **SECTION 2. Selection and Appointment**

Prospective Members shall apply in writing to the Advisory Board staff. Staff will facilitate Advisory Board review of all complete applications and shall convey the Advisory Board's recommendation to the County Manager for appointment. Members shall assume office after having been accepted by the Councilors. Members shall not receive financial compensation from the County for their participation.

1. Public Official Representatives  
These Members shall be elected public officials to the extent possible, otherwise appointive public officials. To the extent possible, at least one should be drawn from each County Council district. Recommendations for membership will be solicited from public agencies within the district where a vacancy exists.
2. Low-Income Representatives
  - A. In accordance with US Department of Health & Human Services, Office of Community Services, Community Services Block Grant [Information Memorandum #82 Tripartite Boards](#), Low-Income representatives must be representative of low-income individuals and families in the service area AND must live in the service area. To the extent possible, at least one shall reside in each County Council district and additional low-income representatives shall be in proportion to the distribution of the County's low-income residents among those districts.

B. Recruitment of these Members shall include social media posts, advertisements in community newspapers, postings at locations where low-income persons are served, and direct solicitation from organizations composed of or representing low-income persons.

C. Low-income representatives may be reimbursed for: reasonable transportation costs, childcare expenses, and other costs that may be barriers to board participation as identified by the member and approved by County staff.

3. Community Representatives

These Members shall be drawn from as broad and as geographically, demographically, and culturally representative a range of major community interests as is possible. To the extent possible, at least one shall reside in each County Council district.

Each new member will receive an orientation by County staff. Orientation will include an informational binder and review of the contents, explanation of the roles and responsibilities of each member and a question-and-answer period.

**SECTION 3. Period of Service**

Members' terms shall serve three-year terms which will commence on January 1, or in the case of Members who fill mid-term vacancies, immediately upon appointment by the Councilors through the end of the replaced Member's term. No person may serve as a Member for more than three (3) consecutive full terms, or a total of nine (9) consecutive years, regardless of whether they are a Public Official, Low-Income, and/or Community Representative. A person may be reappointed as a Member after they have been off the Advisory Board for at least two (2) full years. An individual nominated by a Low-Income Organization to serve as a representative shall so serve only while they continue to be associated with the organization that nominated that individual.

**SECTION 4. Vacancies**

1. After two (2) unexcused absences within a twelve (12) month period, the Member shall be notified in writing that another unexcused absence shall result in their position being declared vacant.
2. The Member shall be removed and a vacancy will exist if the Member has three (3) unexcused absences in a twelve (12) month period.
3. Resignations shall be submitted in writing to the Advisory Board and a vacancy will be considered to exist on the effective date of the resignation.
4. Vacancies shall be filled following the same procedures specified above in this Article.

**SECTION 5. Nondiscrimination**

Membership, offices, and committee membership on the Advisory Board shall not be denied to any individual because of race, creed, color, sex, age, disability, national origin, limited proficiency in English, familial status, gender identity or sexual orientation. Upon request by any applicant or Member, the Advisory Board shall provide any reasonable accommodations that are necessary because of disability or limited proficiency in English to allow full participation.

**SECTION 6. Exclusion**

No position on the Advisory Board may be filled by a current employee of Clark County Community Services.

## **ARTICLE V - CODE OF CONDUCT**

### **SECTION 1. Conflict of Interest**

1. No person who is an officer or employee of an organization contracting to perform a component of the Community Action Program may serve as a Member of the Advisory Board.
2. No Member of the Advisory Board shall be counted in determining a quorum for, or shall vote on, any matter if:
  - A. They or a family member has a personal or pecuniary interest,
  - B. The vote could benefit any organization in which they or a family member is an officer or employee.
3. Each Member shall voluntarily disclose the existence of any such interest and shall recuse themselves prior to the quorum count or vote. Each Member shall also voluntarily disclose their membership or other position in any organization that the vote could benefit in accordance with Conflicts of Interest – Code of Ethics, RCW 43.160.040.
5. Members of the Advisory Board are not precluded from receiving Community Action Program-funded services for which they are eligible, e.g., energy assistance. However, a Member must recuse themselves from any vote in which the Member's eligibility or benefits could be directly affected.
6. Each Member is asked to sign a Conflict of Interest statement at Member orientation and at the January meeting thereafter. An opportunity to disclose conflicts of interest will be available in the document. Should a conflict of interest occur at any point, Members will inform County staff as soon as possible.

### **SECTION 2. Appearance of Fairness**

All members of the Advisory Board will avoid any partiality. A Member shall abstain from voting on any competitive funding application if they personally support, or is an officer, director, member or employee of, an organization that directly supports one application for funds over others.

### **SECTION 3. Confidentiality**

Members of the Advisory Board must exercise the maximum discretion in all matters of official business. Any information received on a confidential basis must be maintained in strict confidence in accordance with applicable Federal, State, and local law.

## **ARTICLE VI - OFFICERS**

### **SECTION 1. Positions and Duties**

The Advisory Board shall have at least three Officers: Chairperson, Vice-Chairperson and Secretary. The Officers shall include at least one Low-Income Representative and to the extent possible shall include one Public Official Representative and one Community Representative. The duties of the officers are as follows:

1. The Chairperson is the Advisory Board leader subject to such policies and directives as the Advisory Board may establish. The Chairperson shall preside at Advisory Board meetings; shall execute jointly with the Secretary all documents of the Advisory Board; and (subject to approval at the next meeting of the Advisory Board) may appoint other officers, appoint committees, and establish methods of organization through proper means.
2. The Vice-Chairperson shall assist the Chairperson, temporarily assume the duties of the Chairperson when that person is absent or unable to serve and when that office becomes vacant, and perform other duties as assigned by the Advisory Board.
3. The Secretary, either directly or through a CS staff member, shall keep accurate permanent records of all proceedings of the Advisory Board; timely notify Members in advance of all special and regularly scheduled meetings; promptly notify Members who are delinquent in attendance as described in Section 4, Paragraph 1 of Article IV; and perform other duties as assigned by the Advisory Board.

### **SECTION 2. Elections**

At the last meeting of the year, nominations for officers may be made by a nominating committee or from the floor. The election will be held and newly-elected officers will be installed at the first meeting of the year. In the event of an officer leaving prior to the end of their term, a special election may be held at the next scheduled meeting.

### **SECTION 3. Period of Office**

The term for all officers shall begin at the January meeting following their election and shall end at the January meeting twelve (12) months later. No officer may serve more than three consecutive terms in the same position.

## **ARTICLE VII - MEETINGS**

### **SECTION 1. Annual Meeting**

The annual meeting, which shall be considered a regular meeting for conducting business, shall be held in the month of January, at such time and place as set by the Advisory Board to maximize participation and understanding of roles and responsibilities of Members.

### **SECTION 2. Regular**

1. The Advisory Board shall set the calendar for the year's meetings at the annual meeting in January. Meeting dates, times, and locations will be published annually and as otherwise useful to maximize participation by low-income residents. In case of emergency or of extreme necessity, the officers or members may cancel or postpone meetings but shall give notice that is reasonable under the circumstances.
2. Regular meetings shall be held in person or via an electronic method such as Skype, conference call, webinar, etc, or a combination of both. In person meetings are preferred.

### **SECTION 3. Special**

1. Special meetings of the Advisory Board may be called by the County Councilors or their designee, by the Advisory Board Chairperson (with or without request from Community Action Program or other county staff), or by written request of a majority of the Advisory Board Members, provided that each member of the Advisory Board, the public and any others who have communicated their interest, have advance notice of the time and place of the meeting.
2. The items of business (agenda) to be considered in a special meeting must be limited to those for which the meeting was called.

### **SECTION 4. Notices**

Notices declaring meetings and the agenda for those meetings shall be sent to Advisory Board Members and to any others who have communicated their interest to the Advisory Board in writing not less than five days prior to the scheduled meeting day. If an electronic meeting, the notice shall include how to access the meeting such as telephone number, website address, etc.

### **SECTION 5. Agenda and Governance**

The agenda for all scheduled meetings shall observe the adopted order of business. All meetings of the Advisory Board and of its committees shall be conducted using Robert's Rules of Order, newly revised edition, as a guide except where this conflicts with the by-laws.

### **SECTION 6. Quorum**

A simple majority of non-vacant positions is the minimum required for a quorum of the Advisory Board or for any committee.

### **SECTION 7. Public Access and Notification**

1. All regular and special Advisory Board meetings and committee meetings shall be open to the public. All meetings are subject to applicable provisions of the Open Public Meetings law, RCW Chapter 42.30B.

2. Notifications of meetings, special Advisory Board meetings and committee meetings will be communicated to the public on the Community Action [website](#), by e-mail to each member of the Advisory Board and to any others who have communicated their interest to Advisory Board staff.
3. Members of the public are welcome to attend the regularly scheduled meetings as guests. Guests will have the opportunity to briefly address the Advisory Board during Open Forum at the end of each meeting. If a member of the public needs additional time to address the Advisory Board, they will need to contact County staff at least two-weeks prior to the next regularly scheduled meeting to request time in the agenda.
4. A discussion held by a quorum of Advisory Board Members is considered a meeting and must comply with the Open Public Meetings Act.

#### **SECTION 8. Vote**

1. Each member shall have one vote either in person or by email. Votes cast by email must be provided to Advisory Board staff prior to, and will be read aloud at, the meeting where the vote is taking place.
2. Proxy votes shall not be permitted.
3. No Advisory Board member shall vote when a conflict of interest is present, as is stipulated in Article V, Section 1.2.
4. Except as required in Article IX, Section 1, a simple majority of the votes cast on any motion made and seconded in an Advisory Board meeting shall decide the motion.
5. Election of Officers shall be by an affirmative simple majority vote.

## **ARTICLE VIII - COMMITTEES**

### **SECTION 1. Executive Committee**

1. The Executive Committee shall be composed of the Officers of the Advisory Board.
2. The Executive Committee shall take actions that are consistent with policies and positions established by the Advisory Board. In emergencies, the Executive Committee is authorized to make decisions and to take action when it is not reasonably possible to assemble or to obtain opinions from the full Advisory Board. Any decisions or actions taken by the Executive Committee must come before the full Advisory Board for ratification at the next regularly scheduled meeting. The Executive Committee may advise CS or the Councilors on such policy or program matters as the full Advisory Board may delegate. The Advisory Board Chairperson shall serve as Chairperson for the committee.
3. The responsibilities of the Executive Committee shall include:
  - A. Overseeing the work of all other committees;
  - B. Acting on behalf of the Advisory Board in matters that require action before the full Advisory Board can be convened;
  - C. Monitoring the adequacy and effectiveness of the by-laws, and convening an ad hoc By-laws Committee to review and recommend changes as deemed necessary.

### **SECTION 2. Other Committees**

The Advisory Board may establish additional standing or ad hoc committees or work groups that it decides are necessary for its effective functioning.

1. Committees should generally have not less than three Advisory Board members and to the extent possible should include representatives of each type, and may include non-Members.
2. Advisory Board members shall volunteer for any committees or work groups. A chairperson for each committee or work group will be selected during the first scheduled meeting. In the event that there are not enough volunteers, the Chairperson may appoint additional Advisory Board members.
3. The committee chairperson is responsible for providing updates on the progress of the committee or work group to the full Advisory Board at the next regular meeting.



## **ARTICLE IX - LIMITATIONS**

### **SECTION 1. Amendment**

These by-laws may be amended by a simple majority vote of the Advisory Board Members at any meeting that occurs at least seven (7) days after all Members have been provided with copies of the proposed amendments. Amendments will become effective upon adoption but cannot be retroactive.

### **SECTION 2. Superior Rules**

If any of these by-laws conflict with County, State or Federal statutes, regulations, guidelines, or instructions, the latter shall prevail.

### **SECTION 3. Previous By-laws**

These by-laws shall supersede all previous by-laws.



# COMMUNITY ACTION ADVISORY BOARD

## CONFLICT OF INTEREST POLICY

1. No person who is an officer or employee of an organization contracting to perform a component of the Community Action Program may serve as a Member of the Advisory Board.
2. No Member of the Advisory Board shall be counted in determining a quorum for, or shall vote on, any matter if:
  - A. They, or a family member, has a personal or pecuniary interest; or
  - B. The vote could benefit any organization in which they, or a family member, is an officer or employee.
3. Each Member shall voluntarily disclose the existence of any such interest and shall recuse themselves prior to the quorum count or vote. Each Member shall also voluntarily disclose their membership or other position in any organization that the vote could benefit in accordance with Conflicts of Interest – Code of Ethics, RCW 43.160.040.
4. Members of the Advisory Board are not precluded from receiving Community Action Program-funded services for which they are eligible, e.g., energy assistance. However, a Member must recuse themselves from any vote in which the Member's eligibility or benefits could be directly affected.

By signing, I agree to abide by the above policy.

☐ I do not have a conflict of interest for serving on this Advisory Board

☐ I have a potential conflict of interest. Please explain: \_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



Updated February 2018





# Community Action Advisory Board

## Member Position Description



### Board Member Positions

All positions on the Community Action Advisory Board (CAAB) are volunteer positions. There are three executive positions and nine general member positions. The executive team consists of the Chair, Vice-Chair and Secretary.

### Mission

The Community Action Advisory Board works to uphold the mission of Clark County Community Services: Clark County Community Services, through partnerships, supports all people in our community to increase their well-being and economic security.

### Board Member Qualifications

This is a valuable volunteer opportunity for those who are passionate about alleviating the causes and conditions of homelessness and poverty in Clark County. The ideal candidates will have the following qualifications to help the Board meet the tripartite requirement:

- ✓ Public Official Representatives (1 position per District): Members shall be elected public officials from each of the four Districts.
- ✓ Low-Income Representatives (1 position per District): Residents of Clark County who are or have been low-income and/or homeless in the community.
- ✓ Community Representatives (1 position per District): Residents of Clark County who represent a range of geographically, demographically, and culturally diverse populations.

### CAAB Board Member Role

- Make Clark County funding recommendations to serve basic and essential welfare, housing, health, and safety needs that are faced by low-income communities, families, and individuals.
- Provide input on long-range goals and guidelines for developing the Department's objectives, planning its programs, and evaluating performance of its programs.
- Encourage ongoing evaluation and enhancement of community service efforts to ensure appropriate responsiveness to changes within vulnerable populations.
- Establish a legacy that preserves human dignity and responds to basic human needs.
- Determine the priority needs of Clark County's low-income population, cooperating with other Departments, advisory boards, and with other community organizations that serve the same population.
- Assess and evaluate the progress of Community Action Programs through semi-annual review of contract spending and outcome related performance.
- Provide input and help disseminate Community reports regarding the work of Community Action, including the Community Needs Assessment, Community Action Report and others.
- Advocate in the public and private sectors on behalf of the interest of low-income populations in Clark County, as cooperatively as possible with other organizations that serve the same populations.
- Exercise other responsibilities that are or may be prescribed by federal or state law governing Community Action Programs, or that are delegated by Councilors, by the Councilors jointly with city governments, or by the Department.

## Board Terms/Participation

All Members are volunteers and serve three-year terms which will begin on January 1, or in the case of Members who fill mid-term vacancies, immediately upon appointment by the County Council through the end of the replaced Member's term. Members are invited to reapply for up to two additional consecutive three terms.

## Board Member Expectations

- Regularly attend and participate responsibly in committee meetings, and special events as able;
- Be alert to community needs;
- Advocate for and promote the mission, goals and objectives of DCS;
- Be willing to learn and understand the challenges facing DCS and issues of poverty and homelessness;
- Use any skills or training you may have to reinforce the work of DCS;
- Treat other members with respect and support the decisions of the Advisory Board;
- Ensure there is not conflict of interest in serving on the Advisory Board;
- Serve as a mentor for new members when they are elected; and
- Consult a CAAB Executive Team member or DCS CAAB staff member when concerns or questions related to the board arise.

## CAAB Member Benefits

- ✓ Strong understanding of Clark County funded nonprofit agencies and programs.
- ✓ Training opportunities, including CAAB member orientation, annual homelessness conference, outcomes vs. outputs training and others.
- ✓ Leadership opportunities within the CAAB, Clark County and beyond.
- ✓ Connections with engaged community members and elected officials.
- ✓ Information regarding key advocacy opportunities at all levels of government.
- ✓ Support of Clark County staff to ensure the needs of CAAB members are met.

## Meetings and Time Commitments

- The CAAB meets on the first Tuesday of odd numbered months at 8am at the Center for Community Health. Meetings last two hours, with the exception of the January meeting, which is typically a full day.
- Board members should contact Clark County staff as soon as possible if unable to attend a meeting.
- Board members are asked to engage in self-determined advocacy activities each two month period.
- Board members are encouraged, but not required to attend, community meetings or events.
- Board members should prepare for each CAAB meeting by reviewing the agenda packet.
- Board members, on average, spend three hours per meeting month attending meetings, providing advocacy and reading materials provided by the CAAB executive team. During Requests for Applications (RFA), an additional five-eight hours will be needed to read and score applications.

I accept my role and responsibilities as a Clark County Community Action Advisory Board Member.

---

Printed Name

---

Date

---

Signature

# 2020 Clark County Community Action Board Members

## Elected Officials

District	Name	Address	Contact Info	Designation	First Term Ends	Second Term Ends	Third Term Ends
1	Laurie Lebowsky	618 W 36th St Vancouver, 98660	Cell: 503-481-1213 Laurie.Lebowsky@cityofvancouver.us	Vancouver City Councilor	12/31/2019	12/31/2022	
2	Doug Boff	151 W 16th St La Center, 98629	Cell: 360-857-8860 dboff@ci.lacenter.wa.us	La Center City Councilor	12/31/2020		
3	Alishia Topper	710 W 21st St Vancouver, 98660	Work: 564-397-4452 alishia.topper@clark.wa.gov	County Treasurer	12/31/2020		
4	Amy Boget	309 W Cushman St Yacolt, 98675	Cell: 503-553-9714 amy.boget@gmail.com	Yacolt Town Councilor	12/31/2019	12/31/2022	

## Low-Income Representatives

District	Name	Address	Contact Info	Designation	First Term Ends	Second Term Ends	Third Term Ends
1	Jamie Spinelli	2124 E McLoughlin Blvd Vancouver, WA 98661	Cell: 360-606-7727 jamiemspinelli@gmail.com	Sea Mar Community Health Services	12/31/2020		
2	Karyn Kameroff	6621 NE 20th Ave Vancouver, 98665	Cell: 360-448-5919 kukaryn@comcast.net	Cowlitz Indian Tribe	12/31/2018	12/31/2021	
3	Tom Breitenbauch	15912 NE 1st Cir Vancouver, 98684	Cell: 360-772-8899 tabreitenbauch@yahoo.com	Formerly homeless; Share Assistant Director	12/31/2020		
4	Amy Roark	535 C St, #10 Washougal, 98671	Cell: 360-721-1339 amyl.roark@gmail.com	Poverty in Action Network	12/31/2022		
At Large	David Poland	8500 NE Hazel Dell Ave #M7 Vancouver 98665	Cell (text): 202-486-8095 davidpolandvw@gmail.com	Deaf Community	12/31/2021		

## Community Representatives

District	Name	Address	Contact Info	Designation	First Term Ends	Second Term Ends	Third Term Ends
1	Adam Kravitz	5301 NE 56th Ave Vancouver, 98661	Cell: 360-869-5668 homelessadvocate66@gmail.com	Outsiders Inn Founder	12/31/2020		
2	Bridget McLeman	11401 NE 29th Ave Vancouver, 98686	HM: 360-571-0326 bridgetmclema@gmail.com	Retired	12/31/2018	12/31/2021	
3	Melanie Green	3104 SE 197th Ct Camas, WA 98607	Cell: 360-521-4304 melanie.green@evergreenps.org	Evergreen Public Schools	12/31/2019	12/31/2022	
4	Hilaree Prepula	8625 NE 296th Way Vancouver, 98604	Cell: 360-910-2675 hprepula@gmail.com	Vancouver Housing Authority	12/31/2020		





# Community Action Advisory Board Work Plan for 2020

Meetings are held on the 1<sup>st</sup> Tuesday of each odd numbered month starting at 8:00am.

Ongoing Efforts: The Community Action Advisory Board works to fulfill the following goals.

- Encourage members to engage and advocate on local, state and federal levels.
- In the public and private sectors, serve as an advocate in the interest of people who are low-income in Clark County.
- Utilize planning documents, community forums and local data to understand and set the priority needs of Clark County's low-income population.
- Publish an annual data report to the community.
- Understand how the work of the CAAB affects other systems and can more strongly integrate into community efforts.

2020 Focus: Board members will actively participate in the following objectives this year.

- Increase board driven advocacy efforts.
- Board involvement in Community Needs Assessment community forums.
- Complete and adopt the Community Needs Assessment.

---

## January Day-Long Meeting:

Executive Team Elections

Director Updates

Board Business

- Adopt 2020 Work Plan
- By-laws (Org Standards 5.4)
- Conflict of Interest Policy (Org Standards 5.6)
- Board Member Responsibilities (Org Standards 5.8)
- Community Services Strategic Plan Update (Org Standard 6.5)
- July-Sept 2019 Outcomes Report (Org Standards 4.4, 5.9, 8.7)

Advocacy Task Force Updates

CNA Task Force Updates

Training

- Definitions of homelessness and Clark County Capacity – Melissa Baker
- System Measures – Beth Landry
- HMIS Dashboard – Dale Whitley
- Funding Breakdown – Michael Torres
- Housing Ends Unsheltered Homelessness – Tedd Kelleher

March:

July-Dec 2019 Outcomes Report (Org Standards 4.4, 5.9, 8.7)  
City of Vancouver Affordable Housing Fund Update  
Legislative Update  
Advocacy Task Force Updates  
CNA Task Force Updates  
HCRS Presentation

May:

July 2019-March 2020 All Funding Finance Report (Org Standard 8.7)  
Customer Satisfaction Report (Org Standard 1.3)  
City of Vancouver Affordable Housing Fund Update  
Legislative Update  
Advocacy Task Force Updates  
May is Community Action Month  
CAP Presentation

July:

Review Point in Time Count and Homeless Connect Data (Org Standards 5.9)  
July 2019-Mar 2020 Outcomes Report (Org Standards 4.4, 5.9, 8.7)  
City of Vancouver Affordable Housing Fund Update  
Legislative Update  
Review Draft Report to the Community (Org Standard 4.4, 5.9)  
Advocacy Task Force Updates  
CNA Task Force Updates  
HCRS Presentation

September:

Adopt Report to the Community (Org Standard 4.4, 5.9)  
Review draft Community Needs Assessment (Org Standard 3.1)  
July 2019-June 2020 Outcomes Report (Org Standards 4.4, 5.9, 8.7)  
Advocacy Task Force Updates  
CNA Task Force Updates  
City of Vancouver Affordable Housing Fund Update  
Legislative Update  
January Meeting Discussion – Special Requests, Location, etc  
CAP Presentation

November:

July 2019-June 2020 Finance Report (Org Standard 8.7)  
Adopt Community Needs Assessment (Org Standard 3.5)  
Nominations for 2020 CAAB Executive Team  
City of Vancouver Affordable Housing Fund Update  
Advocacy Task Force Updates  
Legislative Update  
HCRS Presentation