

**COMMUNITY ACTION ADVISORY BOARD MEETING MINUTES**  
DEPARTMENT OF COMMUNITY SERVICES  
1601 E Fourth Plain, Room C210C  
November 10, 2015

<u>PRESENT</u>	<u>EXCUSED</u>	<u>ABSENT</u>	<u>STAFF</u>
Mavis Nickels	Anne McEnery-Ogle		Pete Munroe
Lydia Sanders			Rebecca Royce
Paula Martin			Janet Snook
Sheree Thun			Kate Budd
Jessica Ghiglieri			Rhonda Hills
Julie Rotz			
Armando Herrera			

GUESTS: Susan Arney (CCVLP); Amy Reynolds (Share); Brad Berry (CVAB); Peggy Sheehan (City of Vancouver).

I. Call to Order/Introductions

Chair Armando Herrera called the meeting to order at 8:00 a.m.

II. Approval of October 13, 2015, Meeting Minutes

The minutes were approved following a motion by Lydia Sanders and seconded by Mavis Nickels.

III. Community Action Programs RFA Funding Recommendations

A list of funding recommendations for Community Action programs based on average scores was reviewed. The scores reflect the objective scores from staff calculated on specific criteria such as letters of collaboration and identified outcomes, plus the scoring from Board members. Programs recommended for funding will receive the requested amount. A balance of \$24,300 is insufficient for funding an additional program, and will be used for training and technical assistance such as implement and train providers in HMIS unduplicated client tracking. Mavis Nickels moved to approve the funding as recommended; Armando Herrera seconded. The motion carried.

<b>Community Action Advisory Board 2016-2017 Community Funds November 10, 2015 Staff Funding Recommendations</b>			
Community Action (Anticipated \$475,000)	Average	Amount Requested	CAAB Funded Amount
Daybreak: Pathways to Prosperity	77.88	\$ 50,000	\$ 50,000
Share: Hunger Response	72.88	\$ 65,000	\$ 65,000
Share: IDA	69.25	\$ 65,000	\$ 65,000
CC Volunteer Lawyers: Access to Justice	68.50	\$ 75,000	\$ 75,000
CRMHS: HEN	63.57	\$ 107,000	\$ 107,000
CC Food Bank: Fresh Alliance	63.50	\$ 88,658	\$ 88,700
CVAB: Employment Link	62.71	\$ 193,275	
Big Brothers Big Sisters: BBBS	57.57	\$ 50,000	
CHRC: Families to Financial Self-Sufficiency	42.38	\$ 60,000	
Partners in Careers: Career Academy	42.38	\$ 100,000	
<b>Total</b>		<b>\$ 853,933</b>	<b>\$ 450,700</b>
		Balance	\$ 24,300

The programs recommended for funding need to be approved by the Acting County manager. Following approval, applicants will be notified and offered information to help improve scores in the next application cycle.

#### IV. ZoomGrants and RFA Feedback

- ZoomGrants is easier to use than the prior system. Toggling between windows to conduct scoring is difficult. Is a better interface possible between the application and the scoring windows?
- Opportunity to review the applications before the presentations would add clarity and information.
- Accurate use of all writing conventions and the use of spell checking tools should be encouraged.

#### V. Executive Team Nominations

Executive team members serve one-year terms, and may serve up to three consecutive terms. Position descriptions were provided. The executive team participates in a meeting a week before the regular meeting to set the agenda. The chair leads the meetings, the vice chair substitutes during the chair's absence, and the secretary signs the approved minutes. Lydia Sanders was nominated for chair; Paula Martin was nominated for vice chair; and Mavis Nickels was nominated for secretary. Elections will be conducted at the January meeting.

#### VI. January Retreat Planning

The retreat will be held January 12, 2016, 8:00 a.m. - 1:00 p.m. at the LSW Architects Esther Short Building, 610 Esther Street, Vancouver. Parking is available, and lunch will be provided. Presentations include information on the new Organizational Standards from Karen Dunn, Commerce; Theory of Change progress and Early Adopter updates, by Vanessa Gaston, Director of Community Services; and training focused on poverty in Clark County. Additional agenda suggestions may be made to Rebecca Royce.

#### VII. Legislative Update

- State  
The Washington Low Income Housing Alliance (WLIHA) 2016 legislative agenda focuses on the legislature's need to develop a plan to eliminate the school funding shortfall resulting from the McCleary decision. Since general fund money is limited, this plan could have an impact on other programs, such as the Housing Essential Needs (HEN) program. The increased funding from the document recording surcharge is scheduled to sunset in 2019. WLIHA plans to address this in the 2017 and/or 2018 legislative session.
- Federal  
Paul Ryan has been selected as Speaker of the House. David Bradley, Co-Founder and Chief Executive Officer of National Community Action Foundation (NCAF), has mentioned that this is helpful for the passing of the CSBG Re-Authorization Bill.

Appropriations committees passed spending bills that remove sequestration for 2016 and 2017. As a result, domestic spending may receive an additional \$25 billion in 2016, and \$15 billion in 2017. These monies are divided across 12 appropriations committees. However, the HOME program, which funds tenant based rental assistance, may be cut 93% in 2016, unless some of these monies are appropriated to it. A continuing resolution must be passed by December 12, to avoid a government shutdown.

#### VIII. All Funding Finance Report

Reported spending of Community Funds programs reveals most are on target to spend-out by the end of their contracts. For most, the contract expires at the end of the year, while some continue into 2016. Any unspent funds will be recaptured and allocated to new contracts next year. The Landlord Risk Mitigation Fund was a pilot program that is not likely to spend-out or to be renewed. Programs that are not on track to spend out have been contacted to ensure usage of funds before the end of the year.

Consolidated Homeless Grant (CHG) funds are provided from the State and staff has been notified that a portion of future funding is dependent on spending 100 percent of the current allocation. Both CHG and the Emergency Solutions Grant (ESG), a federal grant have different restrictions than the Community Funds. The annual Community Action Report details funding sources and the programs they serve. It is available on the Clark County website.

A document detailing how to access State audit results for Clark County was distributed. The audits can be found at [portal.sao.wa.gov/reportsearch](http://portal.sao.wa.gov/reportsearch). The document shows the entire County's results, of which Community Action is only a small part. There were no findings throughout the Community Services Department in the last audit.

IX. Other Business

Recruitment is currently being conducted for a new CAAB member in the First District. Applications can be found at <http://www.clark.wa.gov/community-action/advisoryboard.html>.

X. Adjourn

The meeting adjourned at 9:27 a.m.

**Next meeting: January 12, 2016, 8:00 a.m. – 1:00 p.m., LSW Architects Esther Short Building, 610 Esther Street, Vancouver, WA**

Lydia Sanders, Secretary  
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