

**COMMUNITY ACTION ADVISORY BOARD MEETING MINUTES**  
DEPARTMENT OF COMMUNITY SERVICES  
1601 E Fourth Plain, Room C210C  
October 13, 2015

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

**GUESTS:** Andy Nelson (Big Brothers, Big Sisters); James Fitzgerald (Clark County Food Bank); Susan Arney (Clark County Volunteer Lawyers Program); Vicki Dahlgren (Columbia River Mental Health Services); Kevin Gillette, Charlene Dahlen Donnelly (Community Housing Resource Center); Brad Berry, Kelley Groen (Consumer Voices are Born); Annette Klinefelter (Daybreak Youth Services); Sharon Pesut, Morgan Parker (Partners in Careers); Diane McWithey, Becky Parker (Share); Dennis Morrow, Alaire deSalvo, Scott Conger, (Janus Youth Programs), RJ Stangland (Impact NW).

I. Call to Order/Introductions

The meeting was called to order at 8:00 a.m. by Secretary Lydia Sanders.

II. Approval of September 8, 2015, Meeting Minutes

The minutes were approved after a motion by Councilmember McEnerny-Ogle and seconded by Paula Martin passed.

III. Housing and Homeless Services RFA Funding Recommendations

A list of funding recommendations for Housing and Homeless Services 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, which was very consistent. Most programs recommended for funding will receive the amount requested up to the available limit. The exception is with Rapid Re-housing programs. The first program, Janus, will receive the requested amount, while Share will receive a reduced amount in order to have sufficient funds for Impact Northwest to have a viable contract.

Community Action Advisory Board			
2016-2017 Community Funds			
October 13, 2015 Staff Funding Recommendations			
<b>Homelessness Prevention</b> (Anticipated \$185,000)	Average	Amount Requested	Recommended CAAB Funded Amount
Share: Prevention	83.67	\$ 200,000.00	\$ 185,000.00
<b>Total</b>		<b>\$ 200,000.00</b>	<b>\$ 185,000.00</b>
<b>Rapid Re-Housing</b> (Anticipated \$325,000)	Average	Amount Requested	Recommended CAAB Funded Amount
Janus: The Nest	82.67	\$ 100,000.00	\$ 100,000.00
Share: FAST	80.00	\$ 200,000.00	\$ 170,000.00
Impact NW: RRH	78.33	\$ 120,603.00	\$ 55,000.00
<b>Total</b>		<b>\$ 420,603.00</b>	<b>\$ 325,000.00</b>
<b>Permanent Supportive Housing</b> (Anticipated \$300,000)	Average	Amount Requested	Recommended CAAB Funded Amount
Share: PSH	84.33	\$ 200,000.00	\$ 200,000.00
Impact NW: PSH	74.00	\$ 51,739.00	\$ 52,000.00
Share: Bridging the Gap	70.00	\$ 85,000.00	\$ 48,000.00
<b>Total</b>		<b>\$ 336,739.00</b>	<b>\$ 300,000.00</b>
<b>Outreach &amp; Engagement</b> (Anticipated \$70,000)	Average	Amount Requested	Recommended CAAB Funded Amount
Janus: The Perch	88.67	\$ 70,000.00	\$ 70,000.00
<b>Total</b>		<b>\$ 70,000.00</b>	<b>\$ 70,000.00</b>
<b>Transitional Housing</b> (Anticipated \$70,000)	Average	Amount Requested	Recommended CAAB Funded Amount
Second Step: Resident Sufficiency	71.67	\$ 70,000.00	\$ 70,000.00
<b>Total</b>		<b>\$ 70,000.00</b>	<b>\$ 70,000.00</b>

#### IV. RFA Timeline, Scoring, and Presentation Process

This meeting includes funding selection for Housing and Homeless programs and presentations for the Community Action programs. Scoring of the Community Action programs are due by October 30, and funding recommendations will be made at the November 10, CAAB meeting. Contracts are expected to be executed in the next few months with a start date of January 1, 2016. Members are to score all ten applications. Members who feel they have a conflict of interest with any of the programs should recuse themselves from scoring only that application. Consider best practice models, leveraging of funds, services, impact, working with the community, and letters of collaboration.

#### V. Other Business

- CSBG Monitoring, September 17-18, 2015  
Karen Dunn with the Washington State Department of Commerce reviewed files for compliance with funding requirements and guidelines, and CAAB records for compliance with new Organizational Standards that take effect October 1. Some recommendations to the by-laws were suggested, including less specific terminology for meetings and the need for the low-income board representatives to be nominated. Changes will be discussed at the November meeting for a vote at the January 12, 2016, retreat. Karen will present the monitoring results at the retreat.
- New Binders  
CAAB member binders are being updated and overhauled for completeness. Please refer to the binder checklist and contact Rebecca Royce for any missing documentation. Staff is also looking for feedback on the new member orientation process.

- Board member, Melodie Pazolt, has resigned from the board effective October 1. Rebecca will start recruiting for the District 1 Community Representative.
- The next board meeting is November 10, 2015, 8:00 a.m. – 9:30 a.m. It will include funding recommendations for the Community Action programs.
- The retreat will be held January 12, 2016, 8:00 a.m. – 1:00 p.m. Discussion will include a presentation regarding the new Organizational Standards from Karen Dunn, Commerce, and a presentation by Vanessa Gaston, Director of Community Services, regarding Early Adopter.

#### VI. Community Action Program Application Presentations

- Big Brothers Big Sisters (BBBS) Presenter: Andy Nelson  
Request: \$50,000  
BBBS offers an evidence-based program to help children develop life skills and the tools to succeed to graduate from high school. Currently, only 70 percent of students graduate with the class with which they started; however, with mentoring, over 90 percent graduate. BBBS seeks funding to expand the circle of support of “Bigs.” BBBS has school-based and community-based programs, with 120 children being served. The goal is to reach more than 200 children. Students who qualify for the program typically have experienced childhood trauma and/or are from low-income and/or single parent households.
- Clark County Food Bank (CCFB) Fresh Alliance Program Presenter: James Fitzgerald  
Request: \$88,658  
The CCFB serves 35 pantries that provide 10,000 food boxes to 33,000 people monthly. In 2014, the Fresh Alliance program collected 1.2 million pounds of food otherwise thrown into local landfills. Recently, the new Fourth Plain Walmart was added to the list of stores donating food to the Fresh Alliance program. In 2016, an additional 10-12 stores are expected to contribute. CCFB is requesting funds for the operation of a fourth truck to collect the food. No one seeking food is turned away, though recipients self-declare that they are below 185 percent of the federal poverty rate.
- Clark County Volunteer Lawyers Program (CCVLP) Access to Justice Presenter: Susan Arney  
Request: \$75,000  
In 2014, CCVLP’s 230 volunteer lawyers assisted 273 clients with family law needs such as divorce decrees and parenting plans; 203 clients with housing justice services; 53 clients with bankruptcy issues; and 27 homeless persons, who converted fines into 8,696 hours of community service. For each dollar spent in these programs, the community saves \$21.
- Columbia River Mental Health Services (CRMHS) Clearview Employment Hopechange Employment Navigator (HEN) Presenter: Vicki Dahlgren  
Request: \$107,000  
CRMHS has helped 361 individuals who are homeless or at imminent risk of homelessness locate employment in the past five years, exceeding their annual goals. CRMHS seeks funding to serve individuals who are low income, disabled, and facing barriers to employment achieve self-sufficiency. The HEN program provides individualized, strengths-based assistance with coaching, resumes, interviewing skills, job search, development, and long-term support.
- Community Housing Resource Center (CHRC) Families to Financial Self-Sufficiency Presenters: Kevin Gillette and Charlene Dahlen Donnelly  
Request: \$60,000

CHRC helps individuals and families who are low-income build financial stability, housing security, and self-sufficiency through counseling and action planning. In 2014, 675 new clients were helped.

- Consumer Voices are Born (CVAB) Employment Link Presenters: Brad Berry and Kelley Groen  
Request: \$193,275  
CVAB seeks funding to serve 60 job seekers who identify as being in recovery, towards achieving competitive employment. The program is community-based, providing individualized and strengths-based placement and support services. The goal is for 40 percent of clients to remain in a job for at least six months. Clients are assisted with benefits planning, advancement opportunities and training, and coaching on soft skills.
- Daybreak Youth Services (Daybreak) Pathways to Prosperity Presenter: Annette Klinefelter  
Request: \$50,000  
Daybreak serves youth who are low-income and/or have a substance abuse history and/or high adverse experiences achieve graduation and life-skills. Daybreak offers case management and workplace-based mentoring, helping youth overcome barriers.
- Partners in Careers (PIC) Career Academy Presenters: Sharon Pesut and Morgan Parker  
Request: \$100,000  
PIC offers case management and life-skills coaching holistically using a two-generation approach, helping the parents attain self-sufficiency and the children find success in school. PIC uses a strengths-based approach and offers Career Academy in neighborhoods to assist job seekers with job readiness, job placement, job search, resume and interview skills, and job retention. Supports for transportation, clothing, equipment, housing, and education are also provided.
- Share Hunger Response Presenters: Diane McWithey and Becky Parker  
Request: \$65,000  
In 2014, Share served 125,259 hot meals, 27,172 summer meals, and 70,977 backpack meals through the Hunger Response program. The program also provided supplies for six school-based pantries with predominately volunteer assistance. The purpose of the programs is to provide meals to those who are homeless and help students succeed in school without having to worry about when they will be able to eat.
- Share Individual Development Assistance (IDA) Presenters: Diane McWithey and Becky Parker  
Request: \$65,000  
IDA has received a federal grant for which Clark County money is requested to meet part of the required match. The IDA program encourages individuals to save towards the purchase of an asset by establishing a savings account and make regular deposits. At the end of two years, clients' funds are matched 2:1 for the purchase of a home or business. Those working towards education benefits, the match is 8:1 for money saved in a six-month period. To date, 45 clients have purchased homes, 12 have started businesses, and 12 have continued their education.

## VII. Adjourn

The meeting adjourned at 11:03 a.m.

**Next meeting: November 10, 2015, 8:00 a.m. – 9:30 a.m., 1601 E Fourth Plain, Room C210 C**

Lydia Sanders, Secretary  
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