

**COMMUNITY ACTION ADVISORY BOARD**  
**DEPARTMENT OF COMMUNITY SERVICES**  
Center for Community Health  
1601 E Fourth Plain, C210C  
September 9, 2014  
MEETING MINUTES

<u>PRESENT</u>	<u>EXCUSED</u>	<u>ABSENT</u>	<u>STAFF</u>	<u>GUESTS</u>
Lydia Sanders	Kelly Adams		Kate Budd	Peggy Sheehan
Armando Herrera	Jessica Ghiglieri		Pete Munroe	Robin Alley
Anne McEnery-Ogle			Rebecca Royce	Dennis Morrow
Joyce Lindsay			Trish Ross	Alaire de Salvo
Melodie Pazolt				Chuck Cole
Mavis Nickels				Mike Mauer
				Diane McWithey
				Debby Dover
				Roy Johnson

I. Call to Order/Introductions

The meeting was called to order at 8:04am by Chair, Armando Herrera.

Approval of July 8, 2014 Meeting Minutes

Anne McEnery-Ogle motioned to approve the July 8, 2014, minutes; seconded by Lydia Sanders. Motion approved.

II. HB2060 Request for Applications (RFA)

Kate began by passing out a chart that shows the applicants for the HB2060 funds. The chart shows three of the applicants requested funds for emergency shelters and one for transitional housing. The total request is for \$286,000 with the total funds available being \$250,000.

III. HB 2060 RFA Application Proposals

***Janus Youth, Oak Bridge – RFA \$65,000***

Dennis Morrow provided statistics on youth homelessness, beginning with the statement that for every day that a youth under 18 years is out of the home, it becomes more and more difficult to get them off the streets and back into home. Young women under 18 who leave home are extremely vulnerable to sex trafficking victimization. The key is getting youth off the street as quickly as possible. Oak Bridge is the only facility of its kind around Southwest Washington. The facility provided 4,500 episodes of shelter which results in over 3,000 kids being seen, although some were there multiple times. The facility is in good condition considering the influx of youth coming in and going out, but there is still great need for:

- New HVAC system;
- Attic insulation; and

- New doors/windows

A new HVAC system would reduce energy costs by 40 percent and would help relieve allergy/breathing problems that are prevalent in the youth of today. Dennis said although incoming kids do act out their frustrations on the house, he believes that kids will treat the home with respect if it looks nice. Someone asked who owned the house and the answer is the Vancouver Housing Authority. Bottom line is that the goal of Janus Youth is to never have a kid on the street.

### ***Share House – RFA \$140,000***

Diane McWithey began her presentation by stating two shelters have very large needs: Share House which serves men and the Share Orchards Inn, which serves families and single women. Share House also provides a hot meal program as well as a street outreach program. Thousands of people come through Share House on a daily basis and the carpet is very worn and needs replacing. The carpet is six to seven years old and in bad shape; it will be replaced with tile and linoleum.

The family shelter has heat and ventilation issues and also big mold issues. The individual heaters in the bedrooms are located under the windows, which have encouraged the children to use them as stepping stools to look out the windows; consequently, they need to be replaced. Over 1,500 people are served annually between the two facilities.

The cost is broken down for all the projects with the priority being placed on getting a new heating system for Orchards Inn family shelter with a cost of \$60,000. The Share House repairs amount to \$40,000 and there are a few other things needed in addition to these.

### ***Second Step – RFA \$40,000***

Debby Dover requested funds to help with needed upgrades such as concrete work outside a couple of the facilities, replacing old and inefficient heaters, replacing old appliances and restoring insulation to a few places in the attic. The goal is to keep Second Step housing looking as presentable as the other houses in the neighborhood. Most clients have children, but there are also single clients. The Hyde House heat repair would be the top priority because the house has a lot of kids.

The costs are broken down with the Hyde Park House's heating improvement costing about \$10,200. The other repairs and appliance replacements make up the rest of the RFA total. The request may appear somewhat low, but Debby said that great effort is made to keep on top of repairs as the needs arise so each repair is as low in cost as possible.

### ***Vancouver Housing Authority (VHA) SafeChoice – RFA \$41,500***

Roy Johnson shared that the SafeChoice domestic violence shelter needs lighting upgrades and upgraded fire and smoke alarms for all the rooms. These are the priority repairs; however, some big ticket item repairs will be needed in the near future such as window replacements and upgraded showers/bathrooms.

In 2011-12 the program received CDBG funds to repair the kitchen and it is still in good shape. The

shelter's total occupancy is 32 with most of the clients having children. The shelter serves both men and women.

#### IV. HB 2060 funds RFA Timeline of Next Steps

Kate requested everyone read through the RFAs and consider each of them. She had two handouts; the first being a spreadsheet showing the HB2060 fund applicants and the requested amounts and the second a timeline for completion of scoring and allocating the funds. CAAB member ZoomGrant log-ins will be released by Monday, September, 15<sup>th</sup>. In addition, there will be two ZoomGrant support sessions offered:

- The 1<sup>st</sup> session is on Tues., Sept. 16<sup>th</sup> from 4pm – 5pm
- The 2<sup>nd</sup> session is on Thurs., Sept. 18<sup>th</sup> from 7:30am – 8:30am

Both sessions will be held on the 4<sup>th</sup> floor Community Services Dept. Conference room A428. ZoomGrants is an intuitive system and is very user friendly. Kate said the scores would be reviewed at the next CAAB meeting in order to work out the funding. Melodie remarked that if each program reduced their RFA by 13 percent, there would be enough money to grant all four RFAs. Rebecca shared there is a place for making notes about each application that can be viewed by all scoring members. The final funding decisions will be made in November at the next public meeting with the money awards to be given in January 2015.

The next CAAB meeting will be a week earlier than usual because of the Veterans Day holiday. The total of the grant offered by Clark County is \$250,000 and these funds are currently being collected.

Anne said that the mold and heating issues are priorities due to the seasonal inclement weather changes; she suggested scheduling a special meeting to speed things up. Kate mentioned that the monies aren't available until January 2015. Peggy submitted that perhaps money could be found from other sources to get things started. Armando answered that meeting early would serve only to determine partial allocation of smaller funding. Kate offered to send out the ZoomGrant scores and narrative before the November meeting if desired; Armando asked Kate if communication responses by email would be considered official and Kate said they would not be able to make formal decisions that way. She did suggest taking an unofficial vote by email before the November meeting in order to expedite the decision making process.

#### V. January – June 2014 Program Outcomes Report

Kate distributed the first half of the year report. She broke down the 2014 calendar year fund activities. Kate said that around 50 percent has been spent; she pointed out that the SOAR program is only at 37 percent due to the SOAR coordinator being on leave.

Melodie asked if data was being collected on private market landlords that turn down clients; this data would be helpful to show to the legislators in order to meet the requirements needed before turning to non-profit housing options. Kate agreed that that was a good plan to use for the next Legislature meeting. She was asked if they have the capacity to keep the proposed records and Kate replied that she believed that it could be done through the HMIS system, especially since the landlords' name and information wouldn't be required. Armando would like to know reasons for

the private landlords to turn these clients down. Lydia said that there is currently a two percent vacancy rate in Clark County at the present time which results in landlords having the option to choose “the cream of the crop” for tenants. Peggy said that many projects are now moving forward in the City and the County.

VI. Upcoming CAAB Events

Armando spoke about the idea of an annual retreat for board members which would amount to a five hour long meeting with lunch included. The purpose of the retreat would be to have more time to map out direction for the year ahead, hear from the Director of Community Services and discuss the role of advocacy work desired in 2015. The proposed date for the retreat is Tuesday, January 13, 2015. The decision for a retreat will be decided in November; Lydia and Joyce liked the idea and Mavis enthusiastically supported it as well.

In honor of the 50<sup>th</sup> anniversary of Community Action, a movie and panel discussion is being planned. This event would be in the evening, featuring the movie “American Winter” which showcases a family from Camas. Mid-November would be a possibility for the anniversary celebration and everyone from the community is welcome to attend. Melodie asked if this event could be associated with an appropriate National monthly theme.

VII. Other Business

Kate brought attention to the September advocacy calendar handout which shows the meetings that are open to the public and would be very beneficial to learn how to get involved with the services that the County provides. She shared that the Coalition of Service Providers meeting the following day at the YWCA was a good one for anyone from the Community to attend.

Sandy Schmidt, a former CAAB board member, has moved out of state which necessitates a new District 3 low-income representative for the CAAB board. Applications will be sent out through a general Public Service Announcement (PSA) county wide. Kate encouraged any interested parties to fill out an application even if they are not from that District as there will be future openings that they may qualify for on the board.

Kate reminded everyone of the change in November’s meeting day.

**Next meeting: November 4<sup>th</sup>, 2014 (Please note date adjustment due to Veterans Day)  
Center for Community Health, Room C210C**

Meeting adjourned at 9:28am

Joyce Lindsay, Secretary  
kb