

COMMUNITY ACTION ADVISORY BOARD MEETING MINUTES
DEPARTMENT OF COMMUNITY SERVICES
1601 E Fourth Plain, Room C210C
December 1, 2015

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

GUESTS: Susan Arney (CCVLP); Amy Reynolds (Share); Sharon Pesut (PIC); Peggy Sheehan (City of Vancouver); Charlene Dahlin and Kevin Gillette (CHRC); Rian Davis (Community Member).

I. Call to Order/Introductions

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

II. Overview of Funding Spreadsheet Error

After the November funding recommendations meeting, staff found an error in the spreadsheet used to rank the applications. Staff explained through an example how the error occurred. The formula used to link the average score of each application to the spreadsheet with the scoring committee's scores was incorrectly linked for four applications. This caused several changes:

- Two applications which previously did not receive funding scored high enough to receive funding;
- One application that was to receive funding moved below the funding line;
- One application that was linked correctly moved below the funding line; and
- One application that was linked incorrectly remained below the funding line.

The scores submitted by the scoring committee were accurately entered into the spreadsheet; the error was internal and was not caused by the CAAB. To ensure this error does not happen again, future documents will be reviewed by more than one staff member.

III. Updated Community Action Programs RFA Funding Recommendations

Anne McEnerny-Ogle moved to approve the corrected funding as recommended; Mavis Nickels seconded. The motion carried.

Corrected Version

Community Action (Anticipated \$475,000)	Average	Amount Requested	Recommended CAAB Funded Amount
Partners in Careers: Career Academy	77.88	\$ 100,000	\$ 100,000
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
CHRC: Families to Financial Self-Sufficiency	66.38	\$ 60,000	\$ 60,000
CRMHS: HEN	63.57	\$ 107,000	\$ 107,000
CC Food Bank: Fresh Alliance	63.50	\$ 88,658	
Daybreak: Pathways to Prosperity	62.71	\$ 50,000	
Big Brothers Big Sisters: BBBS	57.57	\$ 50,000	
CVAB: Employment Link	42.38	\$ 193,275	
Total		\$ 853,933	\$ 472,000
		Balance	\$ 3,000

The formulas in the Average column in the Original Version table in this tab were linked to the wrong application Averages in the Scores tab for four applications: Daybreak linked to PIC, CVAB linked to Daybreak, CHRC and PIC both linked to CVAB.

These applications should have been recommended for funding, but were incorrectly linked to the wrong Average score.

These applications should not receive funding, but were recommended and approved by the CAAB based on incorrect information.

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. Other Business

Staff reminded board members that the next meeting will be the January retreat at LSW Architects from 8:00am to 1:00pm.

V. Adjourn

The meeting adjourned at 8:15 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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