

COMMUNITY ACTION ADVISORY BOARD MEETING MINUTES
 DEPARTMENT OF COMMUNITY SERVICES
 1601 E Fourth Plain, Room C210C
 March 8, 2016

<u>PRESENT</u>	<u>EXCUSED</u>	<u>ABSENT</u>	<u>STAFF</u>
Mavis Nickels	Jessica Ghiglieri		Michael Torres
Bridget McLeman	Lydia Sanders		Rebecca Royce
Paula Martin			Kate Budd
Sheree Thun			Janet Snook
Julie Rotz			
Ty Stober			
Judith Walseth			

GUESTS: RJ Stangland and Jani Belcoe (Impact NW)

I. Call to Order/Introductions

Vice Chair Paula Martin called the meeting to order at 7:59 a.m.

II. Approval of January 2016 Minutes

The January 2016 meeting minutes were approved following a motion by Ty Stober that was seconded by Bridget McLeman.

III. Update Bylaws

Revisions have been proposed to the bylaws to add clarity. These include:

- Article I: Adding “and” between the parties advised by the board.
- Article IV, Section 1.2: Clarifying the manner in which low-income representatives are nominated.
- Article IV, Section 1.3: Deleting sentence that is duplicated in the document.
- Article IV, Section 1.4: Including direction on how under-represented groups may petition for representation.
- Article IV, Section 2: Specifying appointment process for applicants.
- Article IV, Section 2.2: Inserting official language regarding the appointment of low-income representatives and the authorization to reimburse low-income representatives for costs incurred to attend board activities.
- Article IV, Section 2.3: Attaching residency requirement for consistency with all member types.
- Article IV, Section 3: Defining period of service for low-income representatives.
- Article VII, Section 1: Renaming “Retreat” to “Annual Meeting.”
- Article VII, Section 2: Identifying setting annual calendar of meetings.
- Article VII, Section 7: Informing meetings are public access and include an open forum. Meeting information will be available on the web.
- Article VII, Section 8: Instructing that members may vote by email. Votes will be announced at the meeting.
- Article VIII, Section 1: Expressing decisions of the Executive Committee will be discussed for ratification at the next Advisory Board meeting.
- Article VIII, Section 2: Removing redundant sentence.

In accordance with the County Charter, Article IV, Section 2, will be revised to show the County Manager appoints members and makes recommendation to the County Councilors for *acceptance*.

Mavis Nickels made a motion to accept the revised bylaws; Bridget McLeman seconded. Motion carried.

IV. Task Force Updates

- **Advocacy Efforts**

Jessica Ghiglieri, Paula Martin, Lydia Sanders, and Sheree Thun met to promote and define advocacy and to determine how advocacy by CAAB members might be tracked. Information is being compiled to define what counts as advocacy and appropriate actions in advocacy.

- **Community Needs Assessment**

Paula Martin, Lydia Sanders, and Bridget McLeman will meet soon to identify the steps needed to complete the Community Needs Assessment. The Community Needs Assessment Task Force will collect data, create a survey, identify and evaluate outcomes, and inform on funding needs. It will provide feedback, engage and share the Assessment with the community, and keep the CAAB updated on progress.

V. Impact NW Program Presentation (Org Std. 5.9)

Clients who are chronically and literally homeless are referred to Impact NW after they have been screened through the Housing Solutions Center. At Impact, clients receive strengths-based, person-centered case management to get them into housing. Once housed, the programs work with clients to increase income and engage in health services.

VI. 2015 Year-end Funding Outcomes Report (Org Standards 4.4, 5.9, 8.7)

Performance and spending of funded agencies was reported for 2015. Most agencies spent their full grant amounts. The Share ESG contract does not reflect full grant spending since it continues through June 2016. Funding was monitored to ensure maximum usage before the end of the year.

VII. Legislative Updates

- **State**

The short legislative session ends Thursday. It is on track to pass the Truth in Evictions Reporting Act, which clears the records of those who have had an eviction initiated but not completed. The Fair Tenant Screening Act is also likely to pass. This bill allows housing applicants to pay for a single online background screening and authorize multiple landlords to view it. The Department of Commerce may also receive legislative authority this session to allocate additional funds for homeless programs.

The City of Vancouver is moving forward on declaring an affordable housing emergency and placing a levy on the ballot next year.

- **Federal**

Michael Torres reviewed the National Community Action Foundation priorities regarding CSBG funding and protecting Community Action. This includes reauthorizing CSBG funding. Congress is working on a budget.

VIII. Open Forum

Michael Torres expressed thanks to Lydia Sanders, for representing the CAAB, and Susan Arney for sharing information about her program, at the Board of County Councilors hearing on March 1, 2016. The Volunteer Lawyers Program contract was pulled from the Contracts Grid for Council approval. This served as a good opportunity to share details of the program with the Councilors. The approval was received. This action may be more common with the execution of the new County Charter.

IX. Other Business

- CAAB welcomes new community representative, Judith Walseth.
- Community Services is exploring ways to provide CAAB meeting documents electronically.
- The WLIHA Low Income Housing Conference is May 11-12, 2016, in Spokane. Notify Rebecca if interested in attending.
- The Oregon Community Action Symposium is April 27-28, 2016, in Portland. Notify Rebecca if interested in attending.

X. Center for Community Health Building Tour

CAAB members visited the service providers located in the Center for Community Health.

XI. Adjourn

The meeting adjourned following the building tour.

Next meeting: May 10, 2016, 8:00 a.m. – 9:30 a.m., 1601 E Fourth Plain, Room C210 C

Mavis Nickels, Secretary
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