

COMMUNITY ACTION ADVISORY BOARD MEETING MINUTES
DEPARTMENT OF COMMUNITY SERVICES
1601 E Fourth Plain, Room C210C
January 12, 2016

| <u>PRESENT</u> | <u>EXCUSED</u> | <u>ABSENT</u> | <u>STAFF</u> |
|-------------------|-------------------|---------------|----------------|
| Mavis Nickels | Jessica Ghiglieri | | Michael Torres |
| Lydia Sanders | | | Rebecca Royce |
| Paula Martin | | | Kate Budd |
| Sheree Thun | | | Janet Snook |
| Julie Rotz | | | Vanessa Gaston |
| Anne McEnery-Ogle | | | |
| Bridget McLeman | | | |

GUESTS: Karen Dunn, (Department of Commerce); Ty Stober (City of Vancouver)

- I. Call to Order/Introductions
Vice Chair Paula Martin called the meeting to order at 8:05 a.m.

- II. Election of Executive Officers
Councilmember McEnery-Ogle moved to approve Lydia Sanders as Chair, Paula Martin as Vice Chair, and Mavis Nickels as Secretary. The motion was seconded by Julie Rotz. Motion carried.

- III. Approval of November and December 2015 Minutes
The November and December 2015 meeting minutes were approved following a motion by Mavis Nickels and seconded by Paula Martin.

- IV. Director Update
 - Early Adopter
Vanessa Gaston, Department of Community Services Director, explained that Washington Medicaid currently provides behavioral health services in three models: mental health for those who meet Access to Care standards, medical and mental health for those who do not meet Access to Care standards, and chemical dependency. By 2020, all counties within Washington must have fully integrated managed care. Clark and Skamania counties are implementing integrated managed care through Early Adopter. Molina Healthcare and Community Health Plan of Washington will be the managed care organizations for people on Medicaid. Early Adopter is also looking at integrating housing, employment, and education with medical care for a more holistic approach to health.

 - Theory of Change (Org Standard 6.5)
To implement healthcare reform, adjust to changes in Clark County's form of government, move towards evidence-based programs, and become more outcome-centered, the Department of Community Services (DCS) is developing a Theory of Change process. Staff has been involved in defining long-term goals and a service delivery model, starting with rewriting the DCS Mission, Vision, and Values statements. Feedback from DCS' boards on the draft statements is being sought. CAAB members felt empower, self-sufficiency, collaboration, livability, diversity, and community were key words, however some of these could be defined more clearly. Vanessa will take the comments to the staff meeting on January 13, 2016. The next steps involve deeper consideration of integrating programs and units.

- V. Adopt 2016 CAAB Work Plan
The Work Plan is streamlined and directed to meeting CSBG Organizational Standards in 2016. Providers will be invited to report at each meeting and to share how they collaborate with other

providers. Mavis Nickels made a motion to adopt the Work Plan, Anne McEnery-Ogle seconded. Work Plan adopted.

VI. Community Action Advisory Board Business (Org Standards 5.6 and 5.8)

Most members have signed the Conflict of Interest Policy, the CAAB Roles and Responsibilities, and the Orientation Checklist documents. Rebecca Royce will follow-up with members for whom a signed document is not on file.

VII. Community Action Advisory Board Business

- Adopt By-laws (Org Standard 5.4)

The by-laws have been updated since September to clarify the board composition and the setting of the meeting calendar, comply with the CSBG Federal memorandum, and combine and correct numbering of like sections. Additional clarifications related to formalizing processes were suggested. The revisions to the by-laws will be presented at the next meeting.

- Set 2016 Meeting Calendar

Meetings for 2016 are scheduled at 8:00 a.m. on the second Tuesday of odd-numbered months. Julie Rotz moved to approve the meeting schedule; Sheree Thun seconded. Motion carried.

VIII. CSBG Monitoring

Karen Dunn, Department of Commerce, explained that \$11 million of CSBG funds is administered by 26 non-profit and 4 public agencies in Washington. Commerce monitors to ensure the CSBG funds are spent correctly and the agency is employing best practices related to human resources, serving of clients, data-collection, governance, and other factors. Clark County's 2015 monitoring resulted in zero findings, recommendations, or discrepancies. A copy of the draft report was provided to the board.

IX. CSBG Organizational Standards Training

Nationally-developed CSBG Organizational Standards, designed to show effectiveness in ending poverty, must be implemented by October 2016. There are 50 Standards for public Community Action Agencies that focus on administration of the program rather than service to clients. Nationally, each CAP agency must meet the standards within three years or potentially face defunding.

Annually, each agency will send an electronic self-assessment to Commerce identifying which standards are met and which are in-process. Commerce will send a state report to the U.S. Department of Health and Human Services Agency in September.

Although board member duties are unchanged, meetings may include additional action items to show engagement in the development and planning of funding. Some of the new requirements include:

- Discussing financial and program reports at each meeting;
- Approving the department's Theory of Change process (a comparable strategic planning document) every five years;
- Reviewing the department's mission statement every five years to ensure programs are in line with the mission; and
- Accepting the Community Needs Assessment triennially.

The Organizational Standards also ensure the make-up of the board is compliant with the CSBG Act: at least one-third democratically-selected representatives of the low-income community, one-third representatives of locally elected offices, and the remaining from other community groups.

X. Poverty Data Overview

Rebecca Royce presented information on poverty in Clark County. All information is based on 2014 data, the most current information available. People between 15-24 years old were the largest group living below the Federal Poverty Level in Clark County. This was followed closely by children 5-14 years. The majority of families living below poverty level are not receiving Supplemental Social Security Income (SSI) or public assistance.

Rebecca also presented information to show how Clark County is doing compared to other counties, the state and the nation. Spokane County was chosen as the comparison county due to its similar population size and urban/rural make-up. By county population in Washington, Clark County has the sixth highest number of people living below poverty, but is 34th out of 39 counties by percentage. Clark County's percentage of people living below poverty rose 0.2 percent between 2005 and 2014, whereas Washington saw a 1.6 percent increase.

XI. July-September 2015 Funding Outcomes Report (Org Standards 4.4, 5.9, 8.7)

Performance and spending of funded agencies was reported for the quarter ending in September 2015.

XII. 2016 Task Forces

- Advocacy Task Force

An Advocacy Task Force is proposed for informing, recommending, and tracking advocacy efforts of board members. Participants are encouraged to meet for an hour each month to update the advocacy plan, and are encouraged to advocate for approximately an hour each month. There are two advocacy efforts coming up in the next month:

- The Washington Low Income Housing Alliance Housing and Homelessness Advocacy Day is Tuesday, February 2, 2016. To be registered, submit a confirmation with County staff by Friday, January 15, 2016.
- The Point-in-Time Count takes place on January 28, 2016. A group will meet at 6:30 a.m., in the VHA parking lot to survey uptown Vancouver.

- Community Needs Assessment (CNA) Task Force

A Community Needs Assessment Task Force is forming to collect data, create a survey, identify and evaluate outcomes, and inform on funding needs. The Task Force will provide feedback, engage and share the Assessment with the community, and keep the CAAB updated on progress.

XIII. Community Action Best Practices

Kate Budd presented information regarding housing program best practices. Evidence-based practices differ from promising or best practices in that they have research to show positive outcomes. The Housing First Model is client-centered, providing permanent supportive housing for as long as is needed. It encourages zero barriers to housing and client engagement to build trust. Additional best practices will be presented at future meetings.

XIV. Adjourn

The meeting adjourned at 1:00 p.m.

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

Mavis Nickels, Secretary

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