

Community Action Advisory Board Work Plan for 2017

Ongoing Efforts: The Community Action Advisory Board works to fulfill the following goals.

- Encourage members to engage and advocate on local, state and federal levels.
- In the public and private sectors, serve as an advocate in the interest of people who are low-income in Clark County.
- Utilize planning documents, community forums and local data to understand and set the priority needs of Clark County's low-income population.
- Publish an annual data report to the community.
- Understand how the work of the CAAB affects other systems and can more strongly integrate into community efforts.

2017 Focus: Board members will actively participate in the following objectives this year.

- Bring the CAAB into full compliance with the new federal Organizational Standards.
- Sustain and enhance the efforts of the Advocacy Task Force.
- Plan and implement steps to complete the tri-annual Community Needs Assessment.

January Day-Long Meeting:

Executive Team Elections

Board Business

- Adopt 2017 Work Plan
- By-laws (Org Standards 5.4)
- Conflict of Interest Policy (Org Standards 5.6)
- Board Member Responsibilities (Org Standards 5.8)
- July-Sept 2016 All Funding Outcomes Report (Org Standards 4.4, 5.9, 8.7)

Task Force Updates

Director Updates

- Community Services Theory of Change Director Update (Org Standard 6.5)
 - Final mission statement review (Org Standards 4.1)
- County Strategic Plan
- Health Care Reform Update
- Director Priorities

State and Local Homelessness and Housing Discussion

March:

2016 Year End All Funding Outcomes Report (Org Standards 4.4, 5.9, 8.7)

Meeting Time & Frequency Discussion

Legislative Update

Task Force Updates: Advocacy and Community Needs Assessment

Program Report – CA Program (Org Standard 5.9)

May:

Review Point in Time Count and Homeless Connect Data
2016 All Funding Finance Report (Org Standard 8.7)
Review Draft Report to the Community (Org Standard 4.4, 5.9)
Legislative Update
Task Force Updates: Advocacy and Community Needs Assessment
Program Report – Housing Program (Org Standard 5.9)

July:

Adopt Report to the Community
Jan-Mar 2017 All Funding Outcomes Report (Org Standards 4.4, 5.9, 8.7)
Legislative Update
Task Force Updates: Advocacy and Community Needs Assessment
Set Emergency Food & Shelter (EFSP) Priorities
Program Report – CA Program (Org Standard 5.9)

September:

Apr-June 2017 All Funding Outcomes Report (Org Standards 4.4, 5.9, 8.7)
Task Force Updates: Advocacy and Community Needs Assessment
Legislative Update
Program Report – Housing Program (Org Standard 5.9)
January Meeting Discussion – Special Requests, Location, etc

November:

Jan-June 2017 All Funding Finance Report (Org Standard 8.7)
Nominations for 2018 CAAB Executive Team
Task Force Updates: Advocacy and Community Needs Assessment
Legislative Update
Program Report – CA Program (Org Standard 5.9)

By-laws of the Clark County Community Action Advisory Board

ARTICLE I - NAME

The name of the organization shall be the Clark County Community Action Advisory Board (“CAAB” or “Advisory Board”). The Advisory Board is a broadly representative body advising the Clark County Councilors (“Councilors”), and the Clark County Department of Community Services (“Department”), which administers the Community Action Program (“CAP”) in Clark County.

ARTICLE II – OBJECTIVES OF CAP

The objectives of the Clark County Community Action Program are:

1. to promote institutional and community changes which address the causes of poverty and to remove barriers to self-sufficiency faced by low-income communities, families, and individuals;
2. to reduce the impact of poverty on communities, families, and individuals by providing resources for services which are responsive to their needs;
3. to promote innovative approaches to addressing the causes and impacts of poverty in the community;
4. to serve as a catalyst for community efforts to leverage additional resources which address the causes and impacts of poverty; and
5. to make recommendations or take other action on any other subject as referred by the Councilors.

ARTICLE III – PURPOSES, OBJECTIVES, AND POWERS OF THE CAAB

- I. The Advisory Board's purposes and objectives shall include:
 - A. Making recommendations regarding local government funding that is intended to serve basic and essential welfare, housing, health, and safety needs or to remove obstacles to self-sufficiency that are faced by low-income communities, families, and individuals.
 - B. Establishing long range goals and guidelines for developing the Department's objectives, planning its programs, and evaluating performance of its programs.
 - C. Maximizing the extent and quality of participation by low-income communities, families, and individuals in the programs of the Department, in other County and city government, and in other civic affairs throughout Clark County.
 - D. Sustaining and strengthening a community tradition of caring for one another through integrated, cooperative efforts of local volunteers and service organizations.
 - E. Increasing low-income communities', families', and individuals' awareness of, involvement in, and access to the wide ranges of services and opportunities available, with special attention to the people who face obstacles because of their race, sex, age, creed, color, national origin, limited English proficiency, disability, familial status, sexual orientation, or other unusual vulnerability.
 - F. Encouraging ongoing evaluation and enhancement of community service efforts to ensure appropriate responsiveness to changes within needy populations.
 - G. Aligning efforts to the greatest extent possible with other Department and County advisory boards and with other community organizations that serve the same population.
 - H. Establishing a legacy that preserves human dignity and responds to basic human needs.
2. In pursuing these purposes and objectives, the Advisory Board shall have the following specific powers:
 - A. To determine the priority needs of Clark County's low-income population, cooperating with other Department and County advisory boards and with other community organizations that serve the same population.
 - B. To consider the current Community Needs Assessment and outcome reporting when making priority recommendations.
 - C. To assess and evaluate the progress of Community Action Programs through semi-annual review of performance.
 - D. To advise the Councilors on the allocation of:
 - i. Community Services Block Grant funds,
 - ii. Marriage License Fee Surcharge funds,
 - iii. Document Recording Fee Surcharges,

- iv. Consolidated Homeless Grant,
 - v. Emergency Solutions Grant,
 - vi. Human Services Fund,
 - vii. Any other funds that the Councilors request advice about, and
 - viii. Any other county funds for providing human services or improving self-sufficiency that are administered by the Department and are not subject to other advisory boards.
- E. To act in an advocate role in the public and private sectors in the interest of low-income populations of Clark County, as cooperatively as possible with other organizations that serves the same populations.
- F. To establish rules and procedures and select officers and committees for this Advisory Board.
- G. To exercise any other responsibilities that are or may be prescribed by federal or state law governing Community Action Programs, or that are delegated by Councilors, or by the Department.

ARTICLE IV – MEMBERS

SECTION 1. Composition

The Advisory Board shall be composed of at least nine (9) members:

1. At least three (3) shall be Public Official Representatives, preferably elected public officials currently holding office, or appointive public officials if there are not enough elected officials available and willing to serve.
2. At least three (3), and at least one-third of the total members, shall be low-income representatives; persons chosen in accordance with democratic selection procedures adequate to ensure that they are representative of those who are low-income in the areas served. Low-income representatives must be nominated by an organization representing individuals who are low-income in Clark County or by a group of individuals who are low-income living in Clark County. This process may include: a) election by ballot or at a community meeting, or b) an individual designated by a low-income policy or advisory board. Proof of the selection process will be requested.
3. Up to three (3) shall be Community Representatives drawn from major community interests such as labor, business, health, education, faith based, or social service groups.
4. If an individual who is low-income, or group that serves people who are low-income, considers the Advisory Board to be underrepresenting their interests, they may petition the Board. County staff will facilitate an Advisory Board review in response to the petition and notify the petitioner of the outcome.

SECTION 2. Selection and Appointment

Prospective Members shall apply in writing to the Advisory Board staff. Staff will facilitate Advisory Board review of all complete applications and shall convey the Advisory Board's recommendation to the County Manager for appointment.. Members shall assume office after having been accepted by the Councilors. Members shall not receive financial compensation from the County for their participation.

1. Public Official Representatives
These Members shall be elected public officials to the extent possible, otherwise appointive public officials. To the extent possible, at least one should be drawn from each Advisory Board district. Recommendations for membership will be solicited from public agencies within the district where a vacancy exists.
2. Low-Income Representatives
 - A. In accordance with US Department of Health & Human Services, Office of Community Services, Community Services Block Grant [Information Memorandum #82 Tripartite Boards](#), Low-Income representatives must be representative of low-income individuals and families in the service area AND must live in the service area. To the extent possible, at least one shall reside in each Advisory Board district and additional low-income representatives shall be in proportion to the distribution of the County's low-income residents among those districts.

- B. Recruitment of these Members shall include social media posts, advertisements in community newspapers, postings at locations where low-income persons are served, and direct solicitation from organizations composed of or representing low-income persons.
- C. Low-income representatives may be reimbursed for: reasonable transportation costs, childcare expenses, and other costs that may be barriers to board participation as identified by the member and approved by County staff.

3. Community Representatives

These Members shall be drawn from as broad and as geographically, demographically, and culturally representative a range of major community interests as is possible. To the extent possible, at least one shall reside in each Advisory Board district.

Each new member will receive an orientation by County staff. Orientation will include an informational binder and review of the contents, explanation of the roles and responsibilities of each member and a question-and-answer period.

SECTION 3. Period of Service

Members' terms shall serve three-year terms which will commence on January 1, or in the case of Members who fill mid-term vacancies, immediately upon appointment by the Councilors through the end of the replaced Member's term. No person may serve as a Member for more than three (3) consecutive full terms, or a total of nine (9) consecutive years, regardless of whether they are a Public Official, Low-Income, and/or Community Representative. A person may be reappointed as a Member after they have been off the Advisory Board for at least two (2) full years. An individual nominated by a Low-Income Organization to serve as a representative shall so serve only while they continue to be associated with the organization that nominated that individual.

SECTION 4. Vacancies

- 1. After two (2) unexcused absences within a twelve (12) month period, the Member shall be notified in writing that another unexcused absence shall result in their position being declared vacant.
- 2. The Member shall be removed and a vacancy will exist if the Member has three (3) unexcused absences in a twelve (12) month period.
- 3. Resignations shall be submitted in writing to the Advisory Board and a vacancy will be considered to exist on the effective date of the resignation.
- 4. Vacancies shall be filled following the same procedures specified above in this Article.

SECTION 5. Nondiscrimination

Membership, offices, and committee membership on the Advisory Board shall not be denied to any individual because of race, creed, color, sex, age, disability, national origin, limited proficiency in English, familial status, gender identity or sexual orientation. Upon request by any applicant or Member, the Advisory Board shall provide any reasonable accommodations that are necessary because of disability or limited proficiency in English to allow full participation.

SECTION 6. Exclusion

No position on the Advisory Board may be filled by a current public official or employee of Clark County Government except when such representation is required by State or Federal law.

ARTICLE V - CODE OF CONDUCT

SECTION 1. Conflict of Interest

1. No person who is an officer or employee of an organization contracting to perform a component of the Community Action Program may serve as a Member of the Advisory Board.
2. No Member of the Advisory Board shall be counted in determining a quorum for, or shall vote on, any matter if:
 - A. They or a family member has a personal or pecuniary interest,
 - B. The vote could benefit any organization in which they or a family member is an officer or employee.
3. Each Member shall voluntarily disclose the existence of any such interest and shall recuse him or herself prior to the quorum count or vote. Each Member shall also voluntarily disclose their membership or other position in any organization that the vote could benefit in accordance with Conflicts of Interest – Code of Ethics, RCW 43.160.040.
5. Members of the Advisory Board are not precluded from receiving Community Action Program-funded services for which they are eligible, e.g., energy assistance. However, a Member must recuse themselves from any vote in which the Member's eligibility or benefits could be directly affected.
6. Each Member is asked to sign a Conflict of Interest statement at Member orientation and at the January meeting thereafter. An opportunity to disclose conflicts of interest will be available in the document. Should a conflict of interest occur at any point, Members will inform County staff as soon as possible.

SECTION 2. Appearance of Fairness

All members of the Advisory Board will avoid any partiality. A Member shall abstain from voting on any competitive funding application if they personally support, or is an officer, director, member or employee of, an organization that directly supports one application for funds over others.

SECTION 3. Confidentiality

Members of the Advisory Board must exercise the maximum discretion in all matters of official business. Any information received on a confidential basis must be maintained in strict confidence in accordance with applicable Federal, State, and local law.

ARTICLE VI - OFFICERS

SECTION 1. Positions and Duties

The Advisory Board shall have at least three Officers: Chairperson, Vice-Chairperson and Secretary. The Officers shall include at least one Low-Income Representative and to the extent possible shall include one Public Official Representative and one Community Representative. The duties of the officers are as follows:

1. The Chairperson is the Advisory Board leader subject to such policies and directives as the Advisory Board may establish. The Chairperson shall preside at Advisory Board meetings; shall execute jointly with the Secretary all documents of the Advisory Board; and (subject to approval at the next meeting of the Advisory Board) may appoint other officers, appoint committees, and establish methods of organization through proper means.
2. The Vice-Chairperson shall assist the Chairperson, temporarily assume the duties of the Chairperson when that person is absent or unable to serve and when that office becomes vacant, and perform other duties as assigned by the Advisory Board.
3. The Secretary, either directly or through a Department staff member, shall keep accurate permanent records of all proceedings of the Advisory Board; timely notify Members in advance of all special and regularly scheduled meetings; promptly notify Members who are delinquent in attendance as described in Section 4, Paragraph 1 of Article IV; and perform other duties as assigned by the Advisory Board.

SECTION 2. Elections

At the last meeting of the year, nominations for officers may be made by a nominating committee or from the floor. The election will be held and newly-elected officers will be installed at the first meeting of the year. In the event of an officer leaving prior to the end of their term, a special election may be held at the next scheduled meeting.

SECTION 3. Period of Office

The term for all officers shall begin at the January meeting following their election and shall end at the January meeting twelve (12) months later. No officer may serve more than three consecutive terms in the same position.

ARTICLE VII - MEETINGS

SECTION 1. Annual Meeting

The annual meeting, which shall be considered a regular meeting for conducting business, shall be held in the month of January, at such time and place as set by the Advisory Board to maximize participation and understanding of roles and responsibilities of Members.

SECTION 2. Regular

The Advisory Board shall set the calendar for the year's meetings at the annual meeting in January. Meeting dates, times, and locations will be published annually and as otherwise useful to maximize participation by low-income residents. In case of emergency or of extreme necessity, the officers or members may cancel or postpone meetings but shall give notice that is reasonable under the circumstances.

SECTION 3. Special

1. Special meetings of the Advisory Board may be called by the County Councilors or their designee, by the Advisory Board Chairperson (with or without request from Community Action Program or other county staff), or by written request of a majority of the Advisory Board Members, provided that each member of the Advisory Board, the public and any others who have communicated their interest, have advance notice of the time and place of the meeting.
2. The items of business (agenda) to be considered in a special meeting must be limited to those for which the meeting was called.

SECTION 4. Notices

Notices declaring meetings and the agenda for those meetings shall be sent to Advisory Board Members and to any others who have communicated their interest to the Advisory Board in writing not less than five days prior to the scheduled meeting day.

SECTION 5. Agenda and Governance

The agenda for all scheduled meetings shall observe the adopted order of business. All meetings of the Advisory Board and of its committees shall be conducted using Robert's Rules of Order, newly revised edition, as a guide except where this conflicts with the by-laws.

SECTION 6. Quorum

A simple majority of non-vacant positions is the minimum required for a quorum of the Advisory Board or for any committee.

SECTION 7. Public Access and Notification

1. All regular and special Advisory Board meetings and committee meetings shall be open to the public. All meetings are subject to applicable provisions of the Open Public Meetings law, RCW Chapter 42.30B.
2. Notifications of meetings, special Advisory Board meetings and committee meetings will be communicated to the public on the Community Action [website](#), by e-mail to each member of the Advisory Board and to any others who have communicated their interest to Advisory Board staff.
3. Members of the public are welcome to attend the regularly scheduled meetings as guests. Guests will have the opportunity to briefly address the Advisory Board during Open Forum at the end of

each meeting. If a member of the public needs additional time to address the Advisory Board, they will need to contact County staff at least two-weeks prior to the next regularly scheduled meeting to request time in the agenda.

SECTION 8. Vote

1. Each member shall have one vote either in person or by email. Votes cast by email must be provided to Advisory Board staff prior to, and will be read aloud at, the meeting where the vote is taking place.
2. Proxy votes shall not be permitted.
3. No Advisory Board member shall vote when a conflict of interest is present, as is stipulated in Article V, Section 1.2.
4. Except as required in Article IX, Section 1, a simple majority of the votes cast on any motion made and seconded in an Advisory Board meeting shall decide the motion.
5. Election of Officers shall be by an affirmative simple majority vote.

ARTICLE VIII - COMMITTEES

SECTION 1. Executive Committee

1. The Executive Committee shall be composed of the Officers of the Advisory Board.
2. The Executive Committee shall take actions that are consistent with policies and positions established by the Advisory Board. In emergencies, the Executive Committee is authorized to make decisions and to take action when it is not reasonably possible to assemble or to obtain opinions from the full Advisory Board. Any decisions or actions taken by the Executive Committee must come before the full Advisory Board for ratification at the next regularly scheduled meeting. The Executive Committee may advise the Department or the Councilors on such policy or program matters as the full Advisory Board may delegate. The Advisory Board Chairperson shall serve as Chairperson for the committee.
3. The responsibilities of the Executive Committee shall include:
 - A. Overseeing the work of all other committees;
 - B. Acting on behalf of the Advisory Board in matters that require action before the full Advisory Board can be convened.
 - C. Monitoring the adequacy and effectiveness of the by-laws, and convening an ad hoc By-laws Committee to review and recommend changes as deemed necessary.

SECTION 2. Other Committees

The Advisory Board may establish additional standing or ad hoc committees or work groups that it decides are necessary for its effective functioning.

1. Committees should generally have not less than three Advisory Board members and to the extent possible should include representatives of each type, and may include non-Members.
2. The Advisory Board Chairperson shall appoint the members and Chairpersons of all committees and work groups.

ARTICLE IX - LIMITATIONS

SECTION 1. Amendment

These by-laws may be amended by a two-thirds vote of the Advisory Board Members at any meeting that occurs at least seven (7) days after all Members have been provided with copies of the proposed amendments. Amendments will become effective upon adoption but cannot be retroactive.

SECTION 2. Superior Rules

If any of these by-laws conflict with County, State or Federal statutes, regulations, guidelines, or instructions, the latter shall prevail.

SECTION 3. Previous By-laws

These by-laws shall supersede all previous by-laws.

Strategic Advocacy Plan

Clark County Community Action Program (9/16)

Mission Statement:

The Clark County Community Action Program is a key provider for emergency needs, basic and essential services, and programs that work to improve self-sufficiency. The Community Action Program works with community partners to prioritize help to alleviate identified community needs.

Level 1. Get Informed, Take Action Online			
Activity	Strategy	Goal	Tools and Tips
Online Actions			
	Sign-up for advocacy alerts from agencies that advocate for the issues you care about (e.g.; local agencies, WSCAP, WLIHA, WACADV, WSFNC).	Stay informed on key policy issues; deepen knowledge of legislative process.	WSCAP action center & timely action alerts provide sample messaging for you to personalize and easy access to your elected officials.
	Respond to action alerts with targeted messages to elected officials.	Influence legislation; build relationships with elected officials.	Scripted messages within the action alerts will be provided for ease. However, you are encouraged to personalized messages.
	Forward action alerts to your cohorts and coalition partners.	Keep broader community informed of advocacy opportunities.	
	Post action alerts and CAAB related information on social media	Post action alerts on partner organizations' facebook accounts; follow Twitter/tweet	"Friend" WSCAP, WLIHA and other related advocacy agencies on social media.
Level 2. Build Relationships			
Activity	Strategy	Goal	Tools & Tips
Communication and Friend raising	Attend community events, such as Project Homeless Connect, poverty simulations, other advisory boards, trainings and tours. Invite community members to sit in on a CAAB meetings or other related community events etc.	Strengthen relationships. Elected officials and stakeholders get to know CAAB members on a first name basis and see members as an important member of the community.	Staff will provide information to the CAAB, as available. CAAB members are welcome to share Advocacy related documents.

Strategic Advocacy Plan

Clark County Community Action Program (9/16)

Provide Information	Meet with an elected official or influential stakeholder to share documents, facts, figures and/or programs.	Share information and create a pathway to access accurate information.	CAAB documents (e.g.; Community Action Report, Community Needs Assessment)
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Level 3. Become an Advocacy Partner			
Activity	Strategy	Goal	Tools & Tips
Advocacy Partnership	Join a state or federal coalition that supports CAAB efforts (anti-poverty programs), such as the National Community Action Foundation	Increase combined impact and effectiveness of advocacy.	Visit the National Community Action Foundation website to receive action alerts, and consider joining as a member: www.ncaf.org Others include WA State Low Income Housing Alliance www.wliha.org
Track Advocacy	Quantify the collective advocacy action of CAAB members.	Increase advocacy actions taken by CAAB members. Increase specific types of advocacy action taken by CAAB members.	Fill out the advocacy action survey quarterly or as advocacy occurs.
Increase Advocacy with Elected Officials	Create an advocacy roadmap document for CAAB members to follow.	CAAB members have the information needed to advocate in whichever way they feel most comfortable.	

Considerations

- In 2017-2018 the CAAB will focus on engaging with elected officials.
 - The CNA will provide key information to share.
- The Advocacy Task Group will take the lead and implement this plan, reconvening every six months to track progress, create needed documents and address needs and/or make course corrections.



CAAB Advocacy Action

What is Advocacy?

- Speaking up; to plead a cause, to make the case for another.
- To educate and inform.
- Wide range of activities designed to increase awareness, inform & support
-WA State Community Action Partnership

What does Advocacy look like?

Advocacy can be done in-person, virtually through social media, by e-mail or in writing.

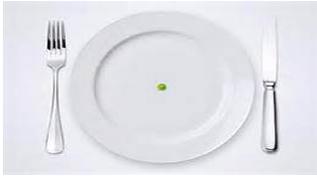
- Vote
- Speak with or provide information to elected officials.
- Provide information or trainings to groups or individuals.
- Speak with someone about or expose someone to people who are low-income.
- Assist someone in registering to vote.
- Volunteer
- Attend meetings/events related to people who are low-income.
- Share information about gaps in assistance.
- Share facts or figures.
- Attend a candidate forum and ask questions.
- Serve on a related board of directors or group.
- Testify at a public hearing.
- Serve on an advisory board.
- Write a letter to the editor.
- Individually post information to social media or respond to a post.
- Share your support of a specific bill or policy with an elected official.
- Conduct Research
- Build relationships with elected officials and their staff.
- Direct Service (indirect service), as part of your professional role.
- Address myths and stigma.

Advocacy Frequently Asked Questions (FAQs)

- Can I identify as a CAAB member when advocating?
 - Yes and are encouraged to do so.
- What is the CAAB Elevator Speech?
 - CAAB is an advisory board to the County Councilors that works to reduce the impact of poverty and advocates for approaches that address the causes of poverty.
- May I speak on behalf of the CAAB?
 - Please only speak on behalf of the entire CAAB if the Board of County Councilors has discussed and adopted a specific stance on an issue or the information is from a CAAB related document.
 - Illegal and salacious information should not be shared.
- Why are we advocating?
 - To encourage changes that may benefit us, our friends, our neighbors and our community, particularly those who are low-income.
- What are we advocating for?
 - To promote institutional and community change that address the cause of poverty, removes barriers and helps people progress to economic security.
- How can I learn about advocacy opportunities?
 - Sign-up for action alerts with agencies that match your passion.
 - Meet with CAAB Staff to share your passion and receive a list of opportunities.
- Who can be an advocate?
 - Anyone

With an Anti-Poverty focus, the scope of CAAB Advocacy is wide:

Food Insecurity



At-Risk Youth



Veterans



Sex Trafficking



Homelessness



People with Disabilities



Legal Assistance



Money/Debt Management



Access to Behavioral Health



Access to Health Care



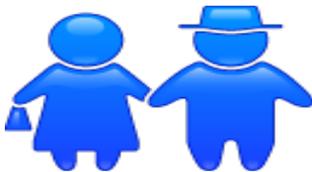
Affordable Housing



Energy Assistance



Seniors



Transportation



Entitlement Programs

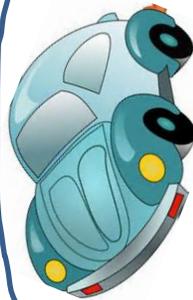
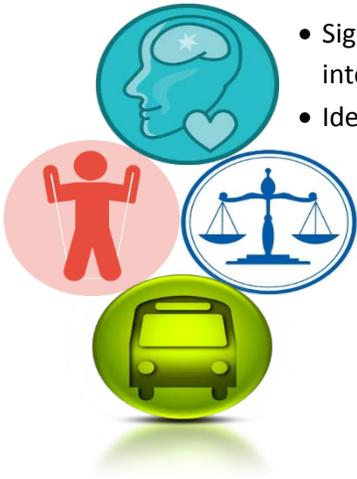


The Road to Advocacy



Identify your passion(s):

- Reach out to County CAAB Staff for support and information.
- Sign-up for advocacy updates related to your interests.
- Identify key upcoming advocacy opportunities.



E-mail Key Lawmakers:

- Be brief, factual, clear and formal.
- My Vote:

<https://www.sos.wa.gov/elections/myvote/>



Telephone Key Lawmakers:

- Leave a message for elected officials
- Move to the point and be clear.
- State Legislative Hotline: 1-800-562-6000

Visit Lawmakers or Attend a Local Meeting:

- Be prepared to share factual information and follow-up.
- Meetings can be scheduled by calling/ e-mailing a lawmakers office.



Inform County Staff of Advocacy Efforts

- Track efforts
- Send an e-mail to Rebecca or fill out the survey.



Community Action Advisory Board Member Position Description



Board Member Positions

All positions on the Community Action Advisory Board (CAAB) are volunteer positions. There are three executive positions and six general member positions. The executive team consists of the Chair, Vice-Chair and Secretary.

Mission

The Community Action Advisory Board works to uphold the mission of Clark County, Department of Community Services (DCS): Clark County Department of Community Services supports all people in our community to increase their well-being and economic security through partnerships.

Board Member Qualifications

This is a valuable volunteer opportunity for those who are passionate about alleviating the causes and conditions of homelessness and poverty in Clark County. The ideal candidates will have the following qualifications to help the Board meet the tripartite requirement:

- Public Official Representatives (1 position per District)
 - ✓ Members shall be elected public officials from each of the three Districts.
- Low-Income Representatives (1 position per District)
 - ✓ Residents of Clark County who are or have been low-income and/or homeless in the community.
- Community Representatives (1 position per District)
 - ✓ Residents of Clark County who represent a range of geographically, demographically, and culturally diverse populations.

CAAB Board Member Role

- Make Clark County funding recommendations to serve basic and essential welfare, housing, health, and safety needs that are faced by low-income communities, families, and individuals.
- Provide input on long-range goals and guidelines for developing the Department's objectives, planning its programs, and evaluating performance of its programs.
- Encourage ongoing evaluation and enhancement of community service efforts to ensure appropriate responsiveness to changes within vulnerable populations.
- Establish a legacy that preserves human dignity and responds to basic human needs.
- Determine the priority needs of Clark County's low-income population, cooperating with other Departments, advisory boards, and with other community organizations that serve the same population.
- Assess and evaluate the progress of Community Action Programs through semi-annual review of contract spending and outcome related performance.
- Provide input and help disseminate Community reports regarding the work of Community Action, including the Community Needs Assessment, Community Action Report and others.
- Advocate in the public and private sectors on behalf of the interest of low-income populations in Clark County, as cooperatively as possible with other organizations that serve the same populations.
- Exercise other responsibilities that are or may be prescribed by federal or state law governing Community Action Programs, or that are delegated by Councilors, by the Councilors jointly with city governments, or by the Department.

Board Terms/Participation

All Members are volunteers and serve three-year terms which will begin on January 1, or in the case of Members who fill mid-term vacancies, immediately upon appointment by the County Councilors through the end of the replaced Member’s term. Members are invited to reapply for up to two additional consecutive three terms.

Board Member Expectations

- Regularly attend and participate responsibly in committee meetings, and special events as able;
- Be alert to community needs;
- Advocate for and promote the mission, goals and objectives of DCS;
- Be willing to learn and understand the challenges facing DCS and issues of poverty and homelessness;
- Use any skills or training you may have to reinforce the work of DCS;
- Treat other members with respect and support the decisions of the Advisory Board;
- Ensure there is not conflict of interest in serving on the Advisory Board;
- Serve as a mentor for new members when they are elected; and
- Consult a CAAB Executive Team member or DCS CAAB staff member when concerns or questions related to the board arise.

CAAB Member Benefits

- ✓ Strong understanding of Clark County funded nonprofit agencies and programs.
- ✓ Training opportunities, including CAAB member orientation, annual homelessness conference, outcomes vs. outputs training and others.
- ✓ Leadership opportunities within the CAAB, Clark County and beyond.
- ✓ Connections with engaged community members and elected officials.
- ✓ Information regarding key advocacy opportunities at all levels of government.
- ✓ Support of Clark County staff to ensure the needs of CAAB members are met.

Meetings and Time Commitments

- The CAAB meets on the second Tuesday of odd numbered months at 8:00am in room C210 of the Center for Community Health. Meetings last 90 minutes, with the exception of the January retreat, which is typically four hours.
- Board members should contact Clark County staff as soon as possible if unable to attend a meeting.
- Board members are asked to engage in self-determined advocacy activities each two month period.
- Board members are encouraged, but not required to attend, community meetings or events.
- Board members should prepare for each CAAB meeting by reviewing the agenda packet.
- Board members, on average, spend three hours per meeting month attending meetings, providing advocacy and reading materials provided by the CAAB executive team. During Requests for Applications (RFA), an additional five-eight hours will be needed to read and score applications.

I accept my role and responsibilities as a Clark County Community Action Advisory Board Member.

Printed Name

Date

Signature

COMMUNITY ACTION ADVISORY BOARD CONFLICT OF INTEREST POLICY

1. No person who is an officer or employee of an organization contracting to perform a component of the Community Action Program may serve as a Member of the Advisory Board.
2. No Member of the Advisory Board shall be counted in determining a quorum for, or shall vote on, any matter if:
 - A. They, or a family member, has a personal or pecuniary interest; or
 - B. The vote could benefit any organization in which they, or a family member, is an officer or employee.
3. Each Member shall voluntarily disclose the existence of any such interest and shall recuse him or herself prior to the quorum count or vote. Each Member shall also voluntarily disclose their membership or other position in any organization that the vote could benefit in accordance with Conflicts of Interest – Code of Ethics, RCW 43.160.040.
4. Members of the Advisory Board are not precluded from receiving Community Action Program-funded services for which they are eligible, e.g., energy assistance. However, a Member must recuse themselves from any vote in which the Member’s eligibility or benefits could be directly affected.

By signing, I agree to abide by the above policy.

Printed Name

Date

Signature

2017 Community Action Advisory Board

District	ELECTED OFFICIALS
1	<p>Councilmember Mavis Nickels Battle Ground School District 16323 NE 94th Ave Battle Ground, WA 98604 HM: 360-573-9785 Cell: 360-771-2669 E: mavis_2@q.com First Term Ends: 12/31/2016</p>
2	<p>Councilmember Julie Rotz Camas School District 519 NW 24th Cir Camas, WA 98607 Cell: 360-607-9989 E: jrotz@me.com First Term Ends: 12/31/2015 Second Term Ends: 12/31/2018</p>
3	<p>Councilmember Ty Stober City of Vancouver 514 W 23rd St Vancouver, WA 98660 Cell: 360-869-1686 E: Ty.Stober@cityofvancouver.us First Term Ends: 12/31/16</p>

COMMUNITY REPRESENTATIVES
<p>Bridget McLeman 11401 NE 29th Ave Vancouver, WA 98686 HM: 360-571-0326 E: bridgetmcleman@gmail.com First Term Ends: 12/31/2018</p>
<p>Judith Walseth 1919 NE 123rd Ave Vancouver, WA 98684 HM: 360-433-2972 Cell: 253-307-6229 E: walseth@msn.com First Term Ends: 12/31/2016</p>
<p>Paula Martin 523 W 34th St Vancouver, WA 98660 PH: 360-694-7618 PH: 360-607-1267 E: paula@mheikkala-ps.com First Term Ends: 12/31/2017</p>

District	LOW-INCOME REPRESENTATIVES
1	<p>Lydia Sanders 39401 NE 94th Ave La Center, WA 98629 HM: 360-263-5075 Cell: 360-635-8186 E: sanders.lydia@battlegroundps.org lydiajsan@yahoo.com (use the bg email) First Term Ended: 12/31/2013 Second Term Ends: 12/31/2016</p>
2	<p>Rebecca Anderson 623 NE 257th Ave Camas, WA 98607 Cell: 360-216-6537 E: rebeccavs3@hotmail.com First Term Ends: 12/31/2018</p>
3	<p>Sheree Thun 7403 NE 57th St Vancouver, WA 98662 PH: 360-609-6705 E: thun.sheree@ymail.com First Term Ends: 12/31/2017</p>

STAFF
<p>Rebecca Royce, Program Coordinator Clark County Community Services PO Box 5000 Vancouver, WA 98666 WK: 360-397-2130 Cell: 360-989-7013 E: rebecca.royce@clark.wa.gov</p>
<p>Michael Torres, Program Manager Clark County Community Services PO Box 5000 Vancouver, WA 98666 WK: 360-397-2130 E: michael.torres@clark.wa.gov</p>

**Communnity Action Advisory Board
Program Summary Report 2016-2017**

Community Funds Programs

Provider	Program	Outcomes	Annual Proposed	YTD	Budget	YTD	% Spent
★ 211info	211info Specialist Provides free and easy access to referrals for food, shelter, housing, foreclosure assistance, health care, and more.	Individuals have increased awareness of services via telephone	6,200	4,597	\$64,000	\$48,000	75%
		Individuals have increased awareness of services via website	8,000	4,622			
		Number of Clark County calls received	7,130	6,226			
★ Columbia River Mental Health Services	Hopechange Employment Navigator Supported employment for individuals with a disability.	Individuals received direct job placement	25	22	\$107,000	\$79,521	74%
		Individuals completed employment training	40	45			
		Individuals maintained employment for at least 90 days	6	11			
Community Housing Resource Center	Families to Financial Self-Sufficiency Provides financial education and counseling to reduce financial barriers and increase housing stability.	Increased understanding of credit reports	500	253	\$60,000	\$35,408	59%
		Improved understanding of debtor legal rights	500	253			
		Credit Rating improves	85	79			
Community Services NW	SOAR Administers the local SOAR program and helps individuals who are homeless apply for SSI/SSDI using the SOAR process.	Community-wide SOAR apps supported	30	19	\$65,000	\$43,678	67%
		SOAR applications filed	20	19			
		SOAR participant housing stabilizes and income increases	20	10			
Council for the Homeless	Community Plannig Facilitates the Coalition of Service Providers, homeless task force meetings and the annual point-in-time count. Full responsibility for the annual HUD Continuum of Care (CoC) grant.				\$100,000	\$72,395	72%
Council for the Homeless	Housing Solutions Center Assesses the housing stability needs of households who are homeless or at-risk and connects them to emergency shelter, rapid re-housing and other housing programs.	Households are assessed for housing programs	1,000	891	\$277,400	\$205,560	74%
		Households are placed in housing programs*	200	161			
		Households are diverted from the system through navigation	60	69			
Council for the Homeless	HMIS Funds the data collection system of all publically funded homeless and community action programs. Collects for assessment and analysis of needs and services.	System Data Quality average is above an A	94% = A	94.6%	\$60,000	\$44,996	75%
★ Impact NW	Rapid Re-housing Program Provides rapid re-housing assistance for households who are literally homeless.	Households served & housed within 30 days of program entry	2	2	\$59,537	\$15,966	27%
		Households exit to permanent housing	2	0			
		Households do not re-entry w/i 6 mos of program exit	2	0			
★ Impact NW	Permanent Supportive Housing Provides permanent supportive housing for people who are highly vulnerable, have a disability and have been homeless for an extended period of time.	Households served	3	3	\$52,000	\$25,396	49%
		Households maintain or increase income	3	3			
		Households remain housed for one year	2	0			
★ Janus Youth Programs	The Oaks Shelters Shelter services for youth who are single and homeless provided at two locations.	Youth received emergency temporary shelter	325	253	\$53,500	\$33,077	62%
		Youth received independent life skills	315	247			
		Youth continued education through onsite tutoring	50	42			
★ Janus Youth Programs	The Perch Funds the drop-in center for youth (ages 16- 24) who are homeless.	Youth connected to mainstream resources	200	159	\$70,000	\$47,558	68%
		Youth obtain employment	15	20			
		Youth obtain permanent housing	20	13			
★ Janus Youth Programs	The Nest Rapid Re-housing Program Provides rapid re-housing assistance for youth headed households.	Households served & housed w/i 30 days of program entry	5	4	\$58,334	\$51,946	89%
		Households exit to permanent housing	4	2			
		Households do not re-entry w/i 6 mos of program exit**	4	3			
★ Partners in Careers	Career Academy Employment services and supports using a two-generation approach.	Individuals were unemployed and obtained a job	72	25	\$100,000	\$50,078	50%
		Individuals increased employment income	96	1			
		Youth participants graduated from school	45	0			

* Dependent on housing program capacity.

** This outcome includes households entering the program from previous years.

**Communnity Action Advisory Board
Program Summary Report 2016-2017**

Community Funds Programs (continued)

Provider	Program	Outcomes	Annual Proposed	YTD	Budget	YTD	% Spent
★ The Salvation Army	Emergency Funds for Dislocated Families	Households received emergency rent assistance		0	\$5,000	\$0	0%
	Assistance to renters evicted due to building safety violations.						
Second Step Housing	Resident Sufficiency Program	Households served	20		\$70,000	\$53,630	77%
	Supported housing with case management for persons who are homeless or at risk of homelessness.	Households exit to permanent housing	15	8			
		Households do not re-entry w/i 6 mos of program exit**	15	8			
★ Share	Hunger Response	Individuals received hot meals	3,000	1,553	\$65,000	\$49,115	76%
	Provides meals to the public (Hot Meals), weekend food packages for students (Backpack), and breakfast/lunch for children in the summer (Summer Meals).	Students served throught the Backpack program***	2,000	2,401			
		Summer breakfast/lunches provided through Summer Meals	25,000	23,658			
★ Share	Individual Development Accounts (IDA)	Individuals enrolled and made a deposit	46	61	\$65,000	\$52,432	81%
	Structured savings program to promote self-sufficiency and moving out of poverty. Savings used for home purchase, education, or starting a business.	Participants increased their savings through IDA	46	276			
		Households who purchased an asset this contract year**	13	25			
★ Share	Shelter System	Individuals are provided shelter	1,400	802	\$514,682	\$503,302	98%
	Supports year-round emergency shelter at three facilities and winter shelter at two sites from November through March.	Households move into permanent housing	250	111			
★ Share	Rent Well 2016	Certified Rent Well instructors	15	6	\$26,500	\$14,381	54%
	Administers the community-wide Rent Well tenant education program and landlord guarantee by supporting instructors and sustaining the program infrastructure.	Students receive Rent Well certificates	100	302			
		Students reports increased knowledge	85	302			
★ Share	Lincoln Place (opened Feburary 2016)	Individuals are stably housed for 6 mos	25	28	\$83,000	\$68,505	83%
	Supports the operation of a permanent supportive housing, housing first model building for individuals who are highly vulnerable and living on the streets.	Individuals are stably housed for one year	22	0			
		Individuals maintain or increase income	25	16			
★ Share	Day Center	Individuals receive housing case management support	50	52	\$122,500	\$97,819	80%
	Supports the operation of a day center for people who are homeless. The center provides a safe, supportive environment with a focus on meeting basic needs.	Individuals decrease barriers to housing	45	20			
		Individuals obtain housing	25	0			
★ Share	Bridging the Gap	Households served	3	6	\$68,786	\$57,613	84%
	Engages individuals who are chronically homeless to understand their needs and permanently house them through a Housing First model.	Households maintain or increase income	3	6			
		Households remain housed for one year**	2	5			
Share (3/1/16-12/31/2016)	WHAT- Women's Emergency Shelter	Households served	36	43	\$110,557	\$81,905	74%
	Supports the operation of a low-barrier women's nightly emergency shelter.	Reduce shelter guest housing barriers	60	47			
		Shelter guests move to permanent housing	25	10			
★ Volunteer Lawyers Program	Access to Justice	Individuals resolve legal issues	100	104	\$75,000	\$55,994	75%
	Supports a variety of legal assistance for people who are low-income and/or homeless, including Homeless Court, legal clinics and self-help assistance.	Individuals facing eviction do not enter homeless system	50	32			
★ YWCA	SafeChoice Domestic Violence Program	Individuals received emergency shelter services	115	82	\$101,274	\$72,913	72%
	24-hour crisis line, shelter, and advocacy for survivor's of domestic violence and their families.	Individuals received domestic violence legal advocacy	500	392			
		Households exit to safe and stable housing	40	11			

** This outcome includes households entering the program from previous years.

*** The Share Backpack program reports on the school year. Only new participants are identified in future quarters.

**Communnity Action Advisory Board
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Consolidated Homeless Grant (CHG)

Provider	Program	Outcomes	Annual Proposed	YTD	Budget	YTD	% Spent
Council for the Homeless	Emergency Motel Vouchers	Households receive motel vouchers	15	37	\$10,000	\$13,550	135%
	Provide temporary hotel/motel vouchers for households who are unable to stay in an emergency shelter or have been identified as needing shelter by the law enforcement.	Number of motel voucher nights	40	229			
★ Impact NW	TANF Rapid Re-housing Program	Households Served and housed w/i 30 days of entry	5	2	\$45,465	\$32,385	71%
	Provides rapid re-housing assistance for households who are literally homeless and receiving TANF.	Households exit to permanent housing	4	1			
		Households do not re-entry w/i 6 mos of program exit	3	0			
★ Janus Youth Programs	Alliance Program	Households Served and housed w/i 30 days of entry	3	3	\$41,669	\$30,222	73%
	Provides rapid re-housing assistance for individuals or parents under the age of 25, who are literally homeless and receiving TANF.	Households exit to permanent housing	3	2			
		Households do not re-entry w/i 6 mos of program exit**	2	3			
★ Share (7/1/16-6/30/2017)	Housing & Essential Needs (HEN)	Households increase housing stability	250	235	\$1,513,164	\$407,254	27%
	Provides rent assistance and essential needs for persons who are homeless or at-risk of homelessness and deemed eligible for HEN by DSHS. Bridge funds were added to provide short-term RRH rent assistance to those who are unexpectedly ineligible for HEN.	Households receive essential need items	150	106			
					12 FY month contract		
★ Share	ASPIRE Permanent Supportive Housing	Households served	18		\$200,000	\$146,905	73%
	Provides permanent supportive housing to households who are literally homeless with high housing barriers and someone with a disability.	Households maintain or increase income	15	25			
		Households remain housed for one year**	15	27			

** This outcome includes households entering the program from previous years.

Emergency Solutions Grant (ESG)

Provider	Program	Outcomes	Annual Proposed	YTD	Budget (18 months)	YTD	% Spent
★ Share (1/1/2016-6/30/2017)	Prevention Program	Households increase income	19	9	\$277,500	\$83,448	30%
	Provides rent assistance, eviction prevention services, and other supports to prevent homelessness for households at-risk of homelessness.	Households exit to permanent housing	20	5			
		Households do not re-entry w/i 6 mos of program exit**	18	0			
★ Share (1/1/2016-6/30/2017)	FAST Rapid Re-housing Program	Households increase income	23	13	\$255,000	\$110,641	43%
	Provides rapid re-housing assistance for households who are literally homeless.	Households exit to permanent housing	24	2			
		Households do not re-entry w/i 6 mos of program exit**	21	0			

** This outcome includes households entering the program from previous years.

Community Services Block Grant (CSBG) Innovation Grant (7/1/2016-6/30/17)

Provider	Program	Outcomes	Budget	YTD	% Spent
Lower Columbia Community Action Program	Trauma Informed Care	1st Quarter Outputs	\$10,000	\$0	0%
	Supports the process of adopting an agency-wide trauma informed approach.	All 4 participating agencies conducted the organizational self-assessment and Client Feedback Surveys within their agencies.			
★ Share	Trauma Informed Care	88 Staff members and volunteers attended a TI 101 training.			
	Supports the process of adopting an agency-wide trauma informed approach.	15 staff members have been identified as TI Champions and will participate in ongoing regional meetings.			
Washington Gorge Action Program	Trauma Informed Care	18 people were trained to provide TI 101 trainings within their agency and beyond.			
Meals on Wheels People	Trauma Informed Care	Providing training and technical assistance to agencies adopting an agency-wide trauma informed approach.	\$15,000	\$0	0%