**Fairfax County Community Action Advisory Board (CAAB)**

**Meeting Minutes – Tuesday, July 5 2022, 7:30pm**

**Meeting held electronically due to the COVID-19 pandemic**

**By ZOOM video/audio platform**

The virtual meeting was called to order at 7:30 pm by Chair Michelle Jefferson, who proceeded with doing the member roll call.

**Members in attendance with locations**: Matthew Bell, Fairfax, VA; Jim Edwards-Hewitt, Mason District, VA; Michele “Cookie” Hymer Blitz, Herndon, VA; Morgan Jameson, Fairfax County, VA; Michelle Jefferson, Fairfax, VA; Maria Isabel Leiva Alfonso, Falls Church, VA; Michael Mahrer, Falls Church, VA; Ken McMillon, Providence District, VA; Michele Menapace, Fairfax, VA; Phil Rosenthal, Alexandria, VA; Heather Thomas, Centreville, VA; Alice Yam, Herdon, VA; Shari Zamarra, Fairfax, VA; Ben Zuhl, Drainesville, VA

**Members in attendance who joined after roll call:** Nermin AbdelWahab, Hawa Hassan

**Absent**: Alicia Doe, Kevin Hickerson, Caroline Hockenberry, Hari Kurup, Marcia McDevitt, Isaac Orea-Montero, Whitney Richardson

The motion that all members present were able to be heard was made by Michelle Jefferson, seconded by Michele Menapace and passed with no objections. The motion to allow CAAB business be done via an electronic meeting due to the COVID-19 emergency was made by Michele Jefferson, seconded by Ken McMillon and was carried without objection.

**Minutes – June 7, 2022**

The motion to approve the meeting minutes was made by Phil Rosenthal, seconded by Ken McMillon and carried without objections.

**CAAB Transition**

Michelle Jefferson, chair, stated that the CAAB is now housed in the Department of Neighborhood and Community Services. John Ruthinoski’s will stop attending CAAB meetings in September; however, he will continue to serve as a resource and provide assistance as needed for the upcoming year. Ms. Jefferson thanked John for all of his outstanding assistance throughout the years

**Chair Comments**

Ms. Jefferson restated the mission and vision of the CAAB as well as the priorities of the CAAB. She stated that the mission, vision and priorities must always be at the forefront of all the work the CAAB does. There was a reminder to not use the chat function in Zoom meetings; the function will be disabled for future meetings.

**CAAB Member Information Sharing**

Ms. Jefferson shared that she attended the swearing in of the Fairfax County School’s superintendent.

At the meeting she heard a student representative talk about equity issues affecting schools and the community. She recommended that he be invited to a CAAB meeting so that he may share his perspective and the work he’s involved in.

Ms. Zamarra encouraged CAAB members to watch the documentary “Hiding in Plain Sight.”

Ms. AbdleWahab shared that a past CAAB member, Dipti Pidikiti-Smith, will be serving as a county judge.

Mr. McMillon shared that he will continue to be the CAAB representative on the Affordable Housing Advisory Committee.

**Membership & Elections Committee Report**

May Ann Floto has been recommended as CAAB representative by the United Way of the National Capital Area. Ms. Floto was in attendance for this meeting.

Ms. Zamarra thanked Ms. Yam and Mr. Zuhl for their recruitment efforts. Two applications for the representative sector were discussed – Ms. Heather Thomas, who will be transitioning from the Head Start slot, and Mr. Alex Rodriguez. Both individuals have submitted completed petitions for membership on the CAAB. This leaves only one vacancy for the representative sector. Ms. Zamarra also shared that she has reached out to Good Sheppard Housing; however, the agency indicated they would not be able to help in the recruitment efforts. They suggested that United Communities be approached – Ms. Zamarra will follow up. With the addition of the Unite Way, there are two slots available in the private sector.

Ms. Thomas shared that she has been speaking with Head Start leadership – potential Head Start representatives will attend the August and September CAAB meetings. Ms. Thomas will follow up with Ms. Zamarra to discuss any other necessary steps.

The motion to approve Heather Thomas as a CAAB member from the Representative Sector was made by Shari Zamarra, seconded by Ken McMillon and was carried without objections. The motion to approve Alex Rodriguez as a CAAB member from the Representative Sector was made by Shari Zamarra, seconded by Matt Bell and was carried without objection.

**Program Report Follow-Up: CSBG 3rd Quarter Report**

The 3rd Quarter CSBG report was reviewed in the June, 2022 meeting. Questions about the progress reports were forwarded to the programs by the contracts staff. Patricia Arriaza presented the answers received. See attached document for responses. Ms. Arriaza will work on instructions that can be shared with program staff to guide in the development of their progress/quarterly reports.

**VA Freedom of Information Act Update**

Several changes were made to the Virginia Freedom of Information Act (VFOIA) during the 2022 Session of the Virginia General Assembly. The changes allow for up to 3 all virtual meetings per year and provides changes to remote participation when the CAAB meets in person. New policies were drafted by the County Attorney. CAAB members were provided a copy of the draft policies for feedback. CAAB members were asked to send any suggestions/ideas for procedures via email. The policies will need to be adopted by September 1, 2022.

**Adjournment**

The meeting adjourned at 9:13 pm.