

**Fairfax County Community Action Advisory Board  
Memorandum**

**To:** CAAB Members  
**From:** Michelle Jefferson, Chair  
**Date:** July 27, 2022  
**Subject:** CAAB Meeting – August 2, 2022

**The next CAAB meeting will be held on Tuesday, August 2<sup>nd</sup> at 7:30 PM via Zoom.**

**Bailey's Crossroads/Culmore Place-Based Initiative (PBI)**

Katie Wilson, Program Manager, will share details about the Bailey's Crossroads/Culmore Place-Based Initiative (PBI). This is a new project led by George Mason University in partnership with Kaiser Permanente which aims to bring together a coalition of organizations providing social services to the residents of the Bailey's Crossroads/Culmore community. The PBI Coalition, comprised of nonprofits, churches, and local government, hopes to make a greater impact in improving the quality of lives of low-income residents through increased collaboration and collectively sharing data and resources. We will do this by empowering residents to lead the way in implementing desired changes in the community and identifying and removing barriers that prevent equitable access to opportunities.

**CAAB Member Information Sharing**

As a reminder, Member Sharing was established for CAAB members to report the “word on the street” - issues that affect the low-income community about which the CAAB should be aware; ten (10) minutes are allocated to this agenda item. Time will also be set aside at the end of the meeting for more general announcements.

**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. As a result, the CAAB’s remote participation policy needs to be updated. The remote participation and all-virtual meetings policy needs to be adopted.

**Membership and Elections**

Shari Zamarra will update the CAAB on actions being taken to fill vacancies.

**Attachments**

- August 2<sup>nd</sup> Agenda
- July 5<sup>th</sup> Meeting Notes
- Remote Participation Policy
- All-virtual Meetings Policy

**Fairfax County Community Action Advisory Board**  
**Via ZOOM**  
**August 2, 2022**  
**7:30 – 9:30 PM**

**AGENDA**

<b>TIME</b>	<b>ISSUE</b>	<b>Info/Action</b>	<b>Presenter</b>
7:30 PM	Call to Order		Michele Jefferson, Chair
	Approval of Minutes	Action	Morgan Jameson, Secretary
	Bailey's Crossroads/Culmore Place-Based Initiative (PBI)	Info	Katie Wilson, Program Manager
	Information Sharing	Info	CAAB Members
	All-virtual Meetings, Remote Participation Policies - Approval	Action	CAAB Members
	Membership and Elections	Info	Shari Zamarra
9:30 PM	Adjourn	Action	CAAB Members

The next CAAB meeting is scheduled for September 6, 2022 at 7:30 p.m. via Zoom.

Our mission is to make a positive difference in the lives of low-income families and individuals by empowering residents to achieve self-sufficiency and reach their full potential.

To achieve this mission, the CAAB employs advocacy, provides education, and offers funding for effective community-based programs.

**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 3<sup>rd</sup> Quarter Report**

The 3<sup>rd</sup> 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.

**THE COMMUNITY ACTION ADVISORY BOARD**  
**POLICY FOR ALL-VIRTUAL PUBLIC MEETINGS**

1. **AUTHORITY AND SCOPE**

a. This policy is adopted pursuant to the authorization of Va. Code § 2.2-3708.3 and is to be strictly construed in conformance with the Virginia Freedom of Information Act (VFOIA), Va. Code §§ 2.2-3700—3715.

b. This policy shall not govern an electronic meeting conducted to address a state of emergency declared by the Governor or the Fairfax County Board of Supervisors. Any meeting conducted by electronic communication means under such circumstances shall be governed by the provisions of Va. Code § 2.2-3708.2.

2. **DEFINITIONS**

a. “**CAAB**” means the Fairfax County Community Action Advisory Board or any committee, subcommittee, or other entity of the CAAB.

b. “**Member**” means any member of the CAAB.

c. “**All-virtual public meeting**”, means a public meeting conducted by the CAAB using electronic communication means during which all members of the public body who participate do so remotely rather than being assembled in one physical location, and to which public access is provided through electronic communication means, as defined by Va. Code § 2.2-3701.

d. “**Meeting**” means a meeting as defined by Va. Code § 2.2-3701.

e. “**Notify**” or “**notifies**,” for purposes of this policy, means written notice, including, but not limited to, email or letter, but does not include text messages or messages exchanged on social media.

3. **WHEN AN ALL-VIRTUAL PUBLIC MEETING MAY BE AUTHORIZED**

An all-virtual public meeting may be held under the following circumstances:

a. It is impracticable or unsafe to assemble a quorum of the CAAB in a single location, but a state of emergency has not been declared by the Governor or Fairfax County Board of Supervisors; or

b. Other circumstances warrant the holding of an all-virtual public meeting, including, but not limited to, the convenience of an all-virtual meeting; and

c. The CAAB has not had more than two all-virtual public meetings, or more than 25 percent of its meetings rounded up to the next whole number, whichever is greater, during the calendar year; and

d. The CAAB's last meeting was not an all-virtual public meeting.

4. **PROCESS TO AUTHORIZE AN ALL-VIRTUAL PUBLIC MEETING**

a. The CAAB may schedule its all-virtual public meetings at the same time and using the same procedures used by the CAAB to set its meetings calendar for the calendar year; or

b. If the CAAB wishes to have an all-virtual public meeting on a date not scheduled in advance on its meetings calendar, and an all-virtual public meeting is authorized under Section 3 above, the CAAB Chair may schedule an all-virtual public meeting provided that any such meeting comports with VFOIA notice requirements.

5. **ALL-VIRTUAL PUBLIC MEETING REQUIREMENTS**

The following applies to any all-virtual public meeting of the CAAB that is scheduled in conformance with this Policy:

a. The meeting notice indicates that the public meeting will be all-virtual and the CAAB will not change the method by which the CAAB chooses to meet without providing a new meeting notice that comports with VFOIA;

b. Public access is provided by electronic communication means that allows the public to hear all participating members of the CAAB;

c. Audio-visual technology, if available, is used to allow the public to see the members of the CAAB;

d. A phone number, email address, or other live contact information is provided to the public to alert the CAAB if electronic transmission of the meeting fails for the public, and if such transmission fails, the CAAB takes a recess until public access is restored;

e. A copy of the proposed agenda and all agenda packets (unless exempt) are made available to the public electronically at the same time such materials are provided to the CAAB;

f. The public is afforded the opportunity to comment through electronic means, including written comments, at meetings where public comment is customarily received; and

g. There are no more than two members of the CAAB together in one physical location.

6. **RECORDING IN MINUTES:**

Minutes are taken as required by VFOIA and must include the fact that the meeting was held by electronic communication means and the type of electronic communication means used.

7. **CLOSED SESSION**

If the CAAB goes into closed session, transmission of the meeting will be suspended until the public body resumes to certify the closed meeting in open session.

8. **STRICT AND UNIFORM APPLICATION OF THIS POLICY**

This Policy shall be applied strictly and uniformly, without exception, to the entire membership, and without regard to the matters that will be considered or voted on at the meeting.

**COMMUNITY ACTION ADVISORY BOARD POLICY**  
**FOR PARTICIPATION IN MEETINGS BY ELECTRONIC COMMUNICATION**

1. **AUTHORITY AND SCOPE.**

a. This policy is adopted pursuant to the authorization of Va. Code § 2.2-3708.3 and is to be strictly construed in conformance with the Virginia Freedom of Information Act (VFOIA), Va. Code §§ 2.2-3700—3715.

b. This policy shall not govern an electronic meeting conducted to address a state of emergency declared by the Governor or the Fairfax County Board of Supervisors. Any meeting conducted by electronic communication means under such circumstances shall be governed by the provisions of Va. Code § 2.2-3708.2. This policy also does not apply to an all-virtual public meeting.

2. **DEFINITIONS.**

a. “**CAAB**” means the Fairfax County Community Action Advisory Board or any committee, subcommittee, or other entity of the CAAB.

b. “**Member**” means any member of the CAAB.

c. “**Remote participation**” means participation by a member of the CAAB by electronic communication means in a public meeting where a quorum of the CAAB is physically assembled, as defined by Va. Code § 2.2-3701.

d. “**Meeting**” means a meeting as defined by Va. Code § 2.2-3701.

e. “**Notify**” or “**notifies,**” for purposes of this policy, means written notice, email, or letter. Notice does not include text messages or communications via social media.

3. **MANDATORY REQUIREMENTS**

Regardless of the reasons why the member is participating in a meeting from a remote location by electronic communication means, the following conditions must be met for the member to participate remotely:

a. A quorum of the CAAB must be physically assembled at the primary or central meeting location; and

b. Arrangements have been made for the voice of the remotely participating member to be heard by all persons at the primary or central meeting location. If at any point during the meeting the voice of the remotely participating member is no longer able to be heard by all persons at the meeting location, the remotely participating member shall no longer be permitted to participate remotely.



4. **PROCESS TO REQUEST REMOTE PARTICIPATION**

a. On or before the day of the meeting, and at any point before the meeting begins, the requesting member must notify the CAAB Chair (or the Vice-Chair if the requesting member is the Chair) that they are unable to physically attend a meeting due to (i) a temporary or permanent disability or other medical condition that prevents the member's physical attendance, (ii) a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance, (iii) their principal residence location more than 60 miles from the meeting location, or (iv) a personal matter and identifies with specificity the nature of the personal matter.

b. The requesting member shall also notify the CAAB staff liaison of their request, but their failure to do so shall not affect their ability to remotely participate.

c. If the requesting member is unable to physically attend the meeting due to a personal matter, the requesting member must state with specificity the nature of the personal matter. Remote participation due to a personal matter is limited to two times per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater. There is no limit to the number of times that a member may participate remotely for the other authorized purposes listed in (i) – (iii) above.

d. The requesting member is not obligated to provide independent verification regarding the reason that they are not able to physically attend the meeting.

e. The Chair (or the Vice-Chair if the requesting member is the Chair) shall promptly notify the requesting member whether their request is in conformance with this policy, and therefore approved or disapproved.

5. **PROCESS TO AFFIRM PARTICIPATION FROM A REMOTE PARTICIPANTS**

When a quorum of the CAAB has assembled for the meeting, the CAAB shall vote to determine whether:

a. The Chair's decision to approve or disapprove the requesting member's request to participate from a remote location was in conformance with this policy; and

b. The voice of the remotely participating member can be heard by all persons at the primary or central meeting location.

6. **RECORDING IN MINUTES:**

a. If the member is allowed to participate remotely for the other authorized purposes listed in 4a(i) – (iii) above, the CAAB shall record in its minutes (1) the CAAB's

approval of the member's remote participation; and (2) the remote location from which the member participated.

b. If the member is allowed to participate remotely due to a personal matter, such matter shall be cited in the minutes with specificity, as well as whether this is the first, second, or third meeting of the calendar year in which the member has participated remotely due to a personal matter, and the remote location from which the member participated.

c. If a member's request to participate remotely is disapproved, the disapproval, including the grounds upon which the requested participation violates this policy or VFOIA, shall be recorded in the minutes with specificity.

7. **CLOSED SESSION**

If the CAAB goes into closed session, the member participating remotely shall ensure that no third party is able to hear or otherwise observe the closed meeting.

8. **STRICT AND UNIFORM APPLICATION OF THIS POLICY**

This Policy shall be applied strictly and uniformly, without exception, to the entire membership, and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

The Chair (or Vice-Chair) shall maintain the member's written request to participate remotely and the written response for a period of one year, or other such time required by records retention laws, regulations, and policies.

**COMMUNITY SERVICES BLOCK GRANT (CSBG) FUNDED PROGRAM**

**Fiscal Year**

**Quarter Narrative Report**

**Program:**

**Contract Analyst:**

**Organization:**

**Phone #:**

**Program Description:**

**Program Outcome:**

**Funded Amount: Total:**

**Number of Clients Projected to be served for the year:**

**Number of Clients Projected to Achieve Outcomes:**

**Actual Number of Clients Served YTD:**

**Number of Clients Achieving Outcome:**

**Program Activities this Quarter:**

Please provide information on specific activities taken towards meeting program objectives.

**Program Achievements:**

What progress have you made towards achieving your outcomes this quarter. Also, please share any notable awards or accolades for the organization.

**Program Challenges This Quarter:**

What challenges are you facing as you move forward this quarter and how are you approaching these challenges? If the program is not on target to meet goal, please provide information as to why.

**Describe how local partners are used to enhance your program:**

Please describe your organization's most significant collaborations with other organizations/local partners.

**Changes in Client Population:**

Please include information on any trends you're seeing in client populations. Are these trends impacting the program's ability to meet objectives? Are there any actions that the program or the community can take to address any identified gaps in services?

**Staff Turnover:**

Please share information on any staff turnover in the program, including any challenges in recruitment or retention.

**Client Story:**

Please share a client story that highlights the program's success or challenges.