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

**Meeting Minutes – Tuesday, October 4, 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**: Nermin AbdelWahab, Fairfax, VA; Alicia Doe, Lorton, VA; Mary Ann Floto, Northwest DC; April Hall, Reston, VA; Hawa Hassan, Fairfax, VA; Kevin Hickerson, Centreville, VA; Caroline Hockenberry, Vienna, VA: Michele “Cookie” Hymer Blitz, Herndon, VA; Michelle Jefferson, Fairfax, VA; Maria Isabel Leiva Alfonso, Falls Church, VA; Michael Mahrer, Falls Church, VA; Marcia McDevitt, Reston, VA; Michele Menapace, Fairfax, VA; Whitney Richardson, Herndon, VA; Phil Rosenthal, Fairfax Station, VA; Heather Thomas, Centreville, VA

**Members in attendance who joined after roll call:** Isaac Orea-Montero, Alex Rodriguez, Alice Yam, Ben Zuhl

**Absent**: Matthew Bell, Jim Edwards-Hewitt, Morgan Jameson, Hari Kurup, Ken McMillon, Shari Zamarra

**Guests**: Liz Benson, Vincenza Githens, Vanessa Calderon, Kevin Filbey

The motion that all members present were able to be heard was made by Michelle Jefferson, seconded by Phil Rosenthal, 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 Phil Rosenthal, and was carried without objection.

**Minutes – September 6, 2022**

The motion to approve the meeting minutes was made by Phil Rosenthal, seconded by Michele Menapace.

**CAAB Member Information Sharing**

* Chair Michelle Jefferson thanked Heather Thomas, Michele Menapace, and Shari Zamarra for participating in the Community Action Program Audit performed by staff from the Virginia Department of Social Services.
* Cookie Hymer Blitz spoke about the challenges unsheltered individuals face during extreme weather. She shared that Deputy County Executive Christopher Leonard has developed an ad hoc committee that will be exploring solutions, most likely to be implemented next year. Ms. Hymer Blitz also shared that she is working with state legislative staff who are developing a bill that would mandate court representation for individuals who are facing eviction. She will keep the CAAB updated with new developments.
* Michael Maher shared that this was the last week to register for adult English classes – individuals can register in person or online at lcnv.org. There are two sessions throughout the year – September thru December and February thru May.
* Heather Thomas shared that A Place to Stand has expanded gleaning into October. Individuals and families will be able to pick up fresh produce from Daniel’s Run Peace Church between 2 and 4 pm. Ms. Thomas will email the group more information.

**Appreciation Awards Given to Staff**

Chair Michelle Jefferson thanked Kevin Filbey and John Ruthinoski for their dedication and support to the work of the CAAB throughout the years. Mr. Filbey has worked with the CAAB for 23 years, with Mr. Ruthinoski providing support for 17 years. With the transition of the CAAB from the Department of Family Services to the Department of Neighborhood and Community Services in July of 2022, the staff support role has also transitioned to NCS. CAAB members took the time to thank Mr. Filbey and Mr. Ruthinoski for all their hard work, support and guidance. Several members shared that their support and guidance in recent years were instrumental in the CAAB continuing to be effective during the COVID-19 pandemic. In their roles as CAAB staff support, Mr. Filbey and Mr. Ruthinoski went above and beyond their duties to the CAAB, helped CAAB members build valuable connections in the community, offered friendship, and consistently made members feel that their voice, experience, and knowledge were valuable and integral to the work of the board. Mr. Filbey and Mr. Ruthinoski were each given a plaque as a symbol of the CAAB’s appreciation.

**4th Quarter CSBG Program Reports**

Patricia Arriaza walked CAAB members through the 4th quarter CSBG program outcomes and narrative reports. Staff from the Department of Procurement and Materials Management (DPMM) - Vanessa Calderon and Vincenza Githens - were also present to answer questions from CAAB members. Based on the review of the reports, the following items will be followed up on by DPMM staff:

* The Cornerstones program indicated that nearly 80% of their clients met the program outcome; however, data provided seemed to contradict this statement (with only 64% of clients achieving outcomes).
* The Multicultural Center indicated that several of their clients were able to complete ESL classes and had received work permits. DPMM staff will follow up with the program to request information on the number of individuals who achieved these outcomes.
* The Multicultural Center also indicated that increase in food costs and gas prices is proving to be a challenge for the program. More information is requested from the program so that the CAAB can better understand the problem.

Responses to the above questions will be presented to the CAAB at the October meeting. It is the hope of the CAAB that the Program Report Guidance document discussed during the August meeting will help programs provide more focused narrative reports in the future. The motion to accept the 4th quarter reports was made by Michele Menapace, seconded by Ben Zuhl, and carried with no objections.

**2022 CSBG Program Audit**

The Virginia Department of Social Services is tasked with monitoring Fairfax County’s use of Community Services Block Grant (CSBG) funds. As part of this monitoring, VDSS staff met with Fairfax County staff to discuss the administrative and financial aspects of Fairfax’s Community Action work and with CAAB members to discuss CAAB functions and responsibilities. Patricia Arriaza shared that VDSS staff has determined that Fairfax County is in full compliance with audit requirements. VDSS staff did note one concern – CAAB members had not been notified in a timely manner about the availability of the County’s general audit. To rectify this concern, Ms. Arriaza shared with CAAB members that the County’s Annual Comprehensive Financial Report was available on the County’s website and that she would forward the link to CAAB members. Links to future annual reports will be provided to CAAB members as soon as they become available.

* Annual Comprehensive Financial Report - Fiscal Year 2021 - ending June 30, 2021 <https://www.fairfaxcounty.gov/finance/sites/finance/files/assets/documents/pdf/financial-reports/fy2021-annual-comprehensive-financial-report.pdf>
* Popular Annual Financial Report - July 1, 2022 - June 30, 2021 <https://www.fairfaxcounty.gov/finance/sites/finance/files/assets/documents/pdf/pafr/pafr2021.pdf>
* Single Audit Report - Fiscal year ended June 30, 2021 <https://www.fairfaxcounty.gov/finance/sites/finance/files/assets/documents/pdf/audit-reports/single_audit_report_fy2021.pdf>

**Adjournment**

The motion to end the meeting was made by Phil Rosenthal, seconded by Nermin Abdel Wahab, and was carried without objection. The meeting adjourned at 8:50 pm.