



# Fairfax County Community Action Advisory Board

## Memorandum

**To:** CAAB Members  
**From:** Michelle Jefferson, Chair  
**Date:** March 29, 2023

**Subject:** CAAB Meeting – April 4, 2023

The next CAAB meeting will be held on Tuesday, April 4<sup>th</sup> at 7:30pm in Rooms 9 & 10 in the Fairfax County Government Center, 12000 Government Center Parkway, Fairfax, VA 220035

### **Department of Housing and Community Development Overview**

Staff from DHCD will present an overview of the department's activities.

### **Office of Economic Opportunities, VA Department of Social Services**

Matt Fitzgerald, program manager, Office of Economic Opportunities will join the CAAB to discuss the Office's priorities for the coming year. The Office of Economic Opportunities at VDSS provides guidance and support to the County for its Community Services Block Grant (CSBG) work. OEO is also the office which monitors the County's compliance with the CSBG program and contract requirements.

### **CAAB Member 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.

### **Membership and Election Committee Report**

An update on the actions taken to fill vacancies will be given.

### **Attachments:**

April 2023 Meeting Agenda  
March 2023 Meeting Minutes



## Fairfax County Community Action Advisory Board

### Fairfax County Government and Fairfax County Public Schools Fiscal Year (FY) 2024 Budget Process Timeline

- November 22: Joint County/School Budget Committee to discuss FY 2024 fiscal forecast
- January 12: FCPS Superintendent releases FY 2024 Proposed Budget
- January 23: School Board holds public hearings on budget
- February 21: County Executive releases FY 2024 Advertised Budget Plan
- February 23: School Board adopts FY 2024 (proposed) Budget Plan
- February 28: Joint County/School Budget Committee to discuss FY 2024 budget and tax rate
- March 7: Board of Supervisors Advertises FY 2024 tax rate
- April 11-13: Board of Supervisors holds public hearings on FY 2024 Budget
- April 28: Board of Supervisors Budget Committee meeting for pre-markup
- May 2: Board of Supervisors marks up FY 2024 Budget
- May 9: Board of Supervisors adopts FY 2024 Budget
- May 25: School Board adopts FY 2024 Approved Budget
- July 1: FY 2024 Budget Year begins



Fairfax County Community Action Advisory Board  
Fairfax County Government Center  
12000 Government Center Parkway  
Conference Rooms 9 & 10  
April 4, 2023  
7:30 PM

**AGENDA**

TIME	ISSUE	INFO/ACTION	PRESENTER
7:30 PM	Call to Order		Michelle Jefferson, Chair
	Approval of Minutes	Action	Michelle Jefferson, Chair
	Department of Housing and Community Development Overview	Info	DHCD Staff
	Upcoming Priorities for Office of Economic Opportunity, Va Dept. of Social Services	Info	Matt Fitzgerald, Program Manager Office of Economic Opportunity
	Member Sharing	Info	CAAB Members
	Membership and Elections Report	Info	Shari Zamorra, Membership & Elections Committee Chair
9:30 PM	Adjourn		

**Next CAAB Meeting**

Tuesday, May 2, 2023  
7:30 p.m.

Fairfax County Government Center



**Fairfax County Community Action Advisory Board (CAAB)**  
**Meeting Minutes – Tuesday, March 7, 2023, 7:30pm**  
**Meeting held electronically due to the COVID-19 pandemic**  
**By ZOOM video/audio platform**

The virtual meeting was called to order at 7:32 pm by Chair Michelle Jefferson, who proceeded with doing the member roll call.

**Members in attendance with locations:** Jim Edwards-Hewitt, Fairfax, VA; Caroline Hockenberry, Vienna, VA; Michele “Cookie” Hymer Blitz, Winter Park, FL; Michelle Jefferson, Fairfax County, VA; Maria Leiva, Falls Church, VA; Michael Mahrer, Falls Church, VA; Marcia McDevitt, Reston, VA; Michele Menapace, Southeast Fairfax, VA; Alice Yam, Herndon, VA; Shari Zamarra, Fairfax, VA; Benjamin Zuhl, Dranesville, VA

**Members who joined after rollcall:** Nermin AbdelWahab; April Hall; Ken McMillon; Heather Thomas

**Absent:** Matthew Bell; Alicia Doe; Mary Ann Floto; Hawa Hassan; Kevin Hickerson; Morgan Jameson; Ann Macpherson; Whitney Richardson; Alex Rodriguez; Phil Rosenthal

**Guest(s):** Vanessa Calderon, Department of Procurement and Materials Management; Michelle Brizzi, Department of Procurement and Materials Management; Katie Hortsman, Department of Management and Budget; Sandra Barksdale

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.

**Minutes – February 7, 2023**

The motion to approve the meeting minutes was made by Marcia McDevitt, seconded by Michael Mahrer and was carried without objection.

**Fairfax County FY24 Advertised Budget**

County Executive Bryan Hill presented the Fairfax County FY 2024 Advertised Budget to the Board of Supervisors on February 21, 2023. Katie Hortsman from the Department of Management and Budget presented the CAAB with an overview of the FY2024 budget. Town Hall meetings will be held in February and March throughout the County for community members to provide feedback on the advertised budget. CAAB members will have an opportunity to provide comments to the Board of Supervisors on Wednesday, April 12, 2023. Chair Michelle Jefferson will be one of the speakers; she will follow up with other CAAB members to determine who will fill the other two available slots. CAAB members will speak on the 4 priorities of the CAAB – housing, health & social/emotional behavioral development, support services, and education & cognitive development. Ms. Hortsman’s slides can be downloaded at

[https://www.fairfaxcounty.gov/budget/sites/budget/files/assets/documents/fy2024/advertised/fy2024advertised\\_finalwithscript.pdf](https://www.fairfaxcounty.gov/budget/sites/budget/files/assets/documents/fy2024/advertised/fy2024advertised_finalwithscript.pdf). The Board of Supervisors will adopt the budget on May 9, 2023.

**Program Report: CSBG 2<sup>nd</sup> Quarter Report**

Patricia Arriaza walked CAAB members through the FY2023 2<sup>nd</sup> quarter CSBG program outcomes and narrative reports. Staff from the Department of Procurement and Materials Management (DPMM) - Vanessa Calderon and Michelle Brizzi - were also present to answer questions from CAAB members. Based on the spending for quarters 1 and 2, it looks like programs are on track to spend the full CSBG/TANF funds awarded for FY2023. Currently the reporting spreadsheet includes data on the percentage of individuals who have achieved outcomes from the number of clients served. An additional column will be added that will show the percentage of individuals who have achieved outcome out of the program’s initial outcome target. This will provide an opportunity to see if the program is on track to meet their stated outcome goal.

**CAAB Member Information Sharing**

- Michael Mahrer shared that he and Michelle Jefferson attended the grand opening for the Annandale Resource Center. The Boys and Girls Club of Annandale, which is housed at the Resource Center, has started providing services.
- The matter of programs struggling to retain and hire staff was discussed – programs have been noting that recruitment is a challenge based on the salaries they are able to pay. Michele Menapace shared that

the Human Services Council is also aware of the issue and discussed it at a recent meeting. The final HSC recommendation letter regarding the budget will be finalized in April; CAAB members are welcomed to join the HSC meeting in April where the budget recommendations that will be presented to the Board of Supervisors will be shared.

- Ben Zuhl shared that he would appreciate help from CAAB members to develop programming around legal services and tenant rights.
- Ken McMillon shared that he is no longer able to be the CAAB representative on the Affordable Housing Advisory Council.

#### **Membership and Elections Committee Report**

Shari Zemarra shared Jim Edwards-Hewitt has agreed to continue participating on the board until a new representative for Mason District is elected. Hari Kurup has notified the Board that he will not be continuing on the Board. The Fairfax County Council of PTAs has indicated that they are working to fill the slot. Head Start will likely be two individuals who will share the responsibilities. Sandra Barksdale has completed the CAAB application process and the Memberships and Elections Committee has been provided her information for review.

#### **In-Person Meetings**

The Board of Supervisors has lifted the County's state of emergency; therefore, in-person meetings for the CAAB will resume starting in April. While Virginia law allows for remote participation a quorum is still needed in the meeting location. CAAB members wishing to participate remotely will need to make a written request to the CAAB Chair. Patricia Arriaza gave a brief review of the Remote Participation Policy. CAAB members who anticipate needing to participate remotely are encouraged to email their request to the Chair and CAAB staff as soon as possible. Patricia will email CAAB members information on the process to request the ability to participate remotely.

#### **Adjournment**

The meeting was adjourned at 9:32 pm.