

**Fairfax County Community Action Advisory Board
Memorandum**

To: CAAB Members
From: Michelle Jefferson, Chair
Date: September 23, 2022
Subject: CAAB Meeting – October 4, 2022

The next CAAB meeting will be held on Tuesday, October 4 at 7:30 PM via Zoom.

Workforce Development

Supervisor Lusk will speak about the workforce development efforts happening in the county.

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.

Follow up to Q4 CSBG Report

Responses to the Q4 CSBG program report questions raised at the September meeting will be provided.

Membership and Elections

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

Attachments

- October 4 Agenda
- September 2022 Meeting Notes
- FY22 Quarter 4 Program Reports Follow Up

Fairfax County Community Action Advisory Board
Via ZOOM
October 4, 2022
7:30 – 9:30 PM

AGENDA

TIME	ISSUE	Info/Action	Presenter
7:30 PM	Call to Order		Michelle Jefferson, Chair
	Approval of Minutes	Action	Michelle Jefferson, Chair
	Workforce Development	Info	Supervisor Lusk
	Information Sharing	Info	CAAB Members
	Follow up to 4 th Quarter CSBG Program Reports	Info	CAAB Staff
	Membership and Elections	Info	Shari Zamarra
9:30 PM	Adjourn	Action	CAAB Members

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

Our mission is to make a positive difference in the lives of people experiencing poverty by influencing decision makers, providing funding, and taking actions to address the root causes and conditions of poverty and injustice.

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, September 6, 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; 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 – August 4, 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 its expanded 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.

Follow Up to FY2022, Q4 CSBG Outcome & Narrative Program Report Questions

Multicultural Center

- Under Program Achievements, what are the number of clients who completed ESL and the number clients who received their work permit to find employment?

During Q4, three clients completed their ESL classes, and three others received a work permit that allowed them to find employment. These numbers are significant given the slow processing times for the immigration office these days.

- *Due to the increase in food cost and gas prices clients who were able to come to the office for services have opted out to remote services instead to save money. Why is this a challenge?*

The start of remote services is always slower, compared to in-person services, as there is a learning curve related to the use of technology for meetings. Some of the case management services offered to clients are also easier to provide in person, particularly when clients are not literate in their primary language and/or not technologically savvy. Moreover, clients might not have reliable access to the technology needed for private and secure meetings, from only having access to their phone with limited data that limits meeting times, lack of earplugs for private conversations, having meetings in public spaces or in a parking lot as they rely on public access to WiFi, to having to wait for their children to arrive home to use their computer for a meeting, or not showing for an appointment because their line was cut due to lack of payment, among others. In summary, clients who need case management services are already struggling financially to meet their basic needs, and recent spikes in the cost of living have an immediate impact on their ability to receive services, and alleviate their initial financial struggles.

Cornerstones Kids & Parents Engage (KAPE)

At the time that the program needed to submit program outcomes they did not have all the information needed from students' schools/parents to fully report results. However, by the time the CSBG narrative report was due, the program data was more complete and the number of students achieving the outcome was higher.

The final number for KAPE for FY2022 was 53 students achieving the outcome of improved academic performance out of 67 students served, or 79%. This explains why the narrative indicated that nearly 80% of students (the projected percentage rate of achievement) achieved the outcome.