



## Fairfax County Community Action Advisory Board

### Memorandum

**To:** CAAB Members  
**From:** Michelle Jefferson, Chair  
**Date:** July 28, 2025  
**Subject:** CAAB Meeting – August 5, 2025

The next CAAB meeting will be held on Tuesday August 5, 2025, at the Fairfax County Government Center in meeting rooms 2&3 at 7:30 PM.

#### **Pathway Homes Hunger Buster Program Presentation:**

Randy Shusman and Lauren Leventhal will present on the Pathway Homes Hunger Buster program.

#### **Vote to approve 3<sup>rd</sup> Quarter Report**

CAAB members vote to approve the 3rd quarter report from the June meeting.

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

An update on the actions taken to fill vacancies will be given. Nominations for new Secretary; vote in September.

#### **Vote VFOIA policies**

Vote to Approve VFOIA policies regarding remote participation and virtual meetings.

#### **CCFAC Meeting Report**

Morgan Jameson, CAAB representative on the Consolidated Community Funding Advisory Committee (CCFAC), will provide a brief update on the CCFAC's latest meeting.

#### **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.

#### **Attachments**

August 2025 Meeting Agenda  
June 2025 Meeting Minutes  
VFOIA Virtual Policies



## Fairfax County Community Action Advisory Board Meeting

**Tuesday, August 5, 2025**

**7:30 PM**

Fairfax County Government Center, Meeting Rooms 2&3

### AGENDA

TIME	ISSUE	INFO/ACTION	PRESENTER
7:30 PM	Call to Order		Michelle Jefferson, Chair
	CAAB Mission Statement	Info	Michelle Jefferson, Chair
	Approval of Minutes	Action	Michelle Jefferson, Chair
	Pathway Homes Hunger Buster Presentation	Info	Randy Shusman and Lauren Leventhal
	Vote to accept 3 <sup>rd</sup> Quarter Report	Action	CAAB Members
	Membership and Elections Committee Report-Secretary Nominations	Info	Shari Zamarra, Membership and Elections Chair
	Vote VFOIA policies- remote participation and virtual meetings	Action	CAAB Members
	CCFAC Update	Info	Morgan Jameson, Secretary
9:30 PM	CAAB Member Sharing	Info	CAAB Members
	Adjourn		

Next CAAB Meeting

Tuesday, September 2, 2025, 7:30 PM

VIRTUAL on Microsoft Teams

The Community Action Advisory Board's 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.



**Fairfax County Community Action Advisory Board**  
**Meeting Minutes**  
**Tuesday, June 3, 2025, 7:30 PM**  
**Virtual- Microsoft Teams**

**Members in Attendance:** Caroline Hockenberry, Vienna; Marcia McDevitt, Reston; Michael Mahrer, Falls Church; Shari Zamarra, Fairfax; Michele “Cookie” Hymer-Blitz, Herndon; Heather Thomas, Centreville; Nermin Abdelwahab, Fairfax; Ken McMillon, Falls Church; Maria Leiva, Falls Church; Sandra Barksdale, Reston; Felicia Webster, Fairfax; Alice Yam, Fairfax; April Hall, Fairfax; Ben Zuhl, Falls Church

**Guests:** Juana Cruz, Maritza Zermeño (Rising Hope), Abeer Alsane (Cornerstones), Lacy Stokes (Cornerstone), Odai Zobaidi (Cornerstones), Veniamin Khil (Cornerstones), Reed Eldridge (AARP), Vanessa Calderone (DPMM), Karin Ventura (DPMM)

**Absent:** Michelle Jefferson, Morgan Jameson, Elizabeth Benson, Hunter Doe, Adriana Llosa, Michele Menapace, Yosias Zelalem, Phil Rosenthal

The meeting was called to order at 7:31 PM by Vice Chair, Heather Thomas. The motion to approve the virtual meeting was made by Heather Thomas, seconded by Michele “Cookie” Hymer-Blitz.

**Minutes – May 2025**

The motion to approve the meeting minutes was made by Michael Mahrer, seconded by Nermin Abdelwahab and passed without objections.

**Program Presentation: Cornerstones Connections for Hope**

Lacy Sokes, Vice President of Family Empowerment and Self-Sufficiency and her team presented on C4HP. Cornerstones provides assistance to all, including walk-ins in Reston, Herndon, Centreville, and part of Chantilly and other parts of Fairfax County. Cornerstones’ Homeless Services Program served 1,122 people through several other Cornerstones programs.

**Community Action Plan (CAP) FY26 ROMA Implementer Planned Activities**

CAAB staff presented the Community Action Plan (CAP) Results Oriented Management & Accountability (ROMA) Implementer Planned Activities for FY26.

**Program Report: FY25 CSBG 3<sup>rd</sup> Quarter Report**

CAAB staff presented the CSBG FY25 3<sup>rd</sup> Quarter report including the financial Report for Federal CSBG and TANF and the Narrative and Outcome Reports.

**Membership and Election Committee Report**

The CAAB is waiting to hear about having a representative from AARP, Legal Services of Northern Virginia and Yorkville.

### **CCFAC Meeting Report**

There was nothing to report from the CCFAC.

### **CAAB Member Sharing**

Michael Mahrer shared that he attended the Health and Human Services Committee meeting, and they gave an update on Upward Mobility which is operated through United Way. United Way has had some staffing issues and trouble finding a representative on the CAAB. At the Health and Human Services committee meeting, there was a contractor giving recommendations on the CCFP guidance update, including limiting funds to organizations from the Community funding pool since three organizations receive the most money, and using a third party for the grant process.

Michele “Cookie” Hymer-Blitz shared that United Methodist Church in Franklin Farm is undertaking a project to build affordable housing on 9 acres of land. The waiting list opened up for project-based vouchers which works similar to housing first, but it is tied specifically to a property.

Shari Zamarra shared that a friend’s church is working on converting a jail to a shelter, and Shari shared a written piece on housing by Heather to help her friend with the project.

Heather shared that she has been at federal and state round tables recently and has been asking them what we can do to help them do their jobs better. SNAP, Medicaid, public education, and veterans’ benefits are potentially being affected. Officials responded that it is important to contact local officials and to keep calling and leaving messages.

Felicia Webster shared that the Junior League has launched a Teens program for young women to get involved in community service and to build their leadership potential. The age group for those interested is 9<sup>th</sup> grade and up.

The motion to adjourn was made by Nermin Abdelwahab, seconded by Ben Zuhl at 9:23 PM.

## **THE Community Action Advisory Board (CAAB) 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.

c. This policy must be reviewed and readopted annually. Va. Code § 2.2-3708.3(D).

d. This policy does not prohibit or restrict any individual member of a public body who is lawfully either participating in an all-virtual meeting or who is using remote participation from voting on matters before the public body. See Va. Code § 2.2-3708.3(D).

### **2. DEFINITIONS**

a. **“BAC”** means the Fairfax County Community Action Advisory Board (CAAB) 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 [BAC] 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 50 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. When audio-visual technology is available, a member of the CAAB shall, for purposes of a quorum, be considered absent from any portion of the meeting during which visual communication with the member is voluntarily disconnected or otherwise fails or during which audio communication involuntarily fails.

e. 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.

f. 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.

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

h. 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.

**THE Community Action Advisory Board (CAAB) POLICY FOR THE REMOTE  
PARTICIPATION OF MEMBERS**

**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.

c. This policy must be reviewed and readopted annually. Va. Code § 2.2-3708.3(D).

d. This policy does not prohibit or restrict any individual member of a public body who is lawfully either participating in an all-virtual meeting or who is using remote participation from voting on matters before the public body. See Va. Code § 2.2-3708.3(D).

**2. DEFINITIONS**

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

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

c. “**Remote participation**” means participation by an individual 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, such as email or letter. Notice does not include text messages or communications via social media.



f. **“Person with a disability”** means a person who has a physical or mental impairment that substantially limits one or more of his major life activities or who has a record of such impairment.;

g. **“Caregiver”** means an adult related by blood, marriage, or adoption or the legally appointed guardian of the person with a disability for whom he is caring.

### 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;

b) For purposes of determining whether a quorum is physically assembled, an individual member of a public body who is either a person with a disability or who must act as a caregiver at the time of the meeting for a person with a disability, and is thus prevented from physically attending the meeting and who thus uses remote participation, will count toward the quorum as if the individual was physically present;

c) 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; and

d) A statutorily conforming policy must be adopted by this BAC at least once annually.

### 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 each calendar year to two meetings 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 4(a)(i)—(iii) above.

d. The requesting member is not obligated to provide independent verification regarding the reason for their nonattendance, including the temporary or permanent disability or other medical condition or the family member's disability or medical condition that prevents their physical attendance at the meeting.

e. For purposes of establishing a quorum of the CAAB, the requesting member shall verify whether the requesting member is requesting remote participation due to his disability or need to act as caregiver for a person with a disability, pursuant to 3(b) above; and

f. 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 CONFIRM APPROVAL OR DISAPPROVAL OF PARTICIPATION FROM A REMOTE LOCATION**

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 due to a temporary or permanent disability or other medical condition, a family member's medical condition that requires the member to provide care to the family member, or because their principal residence is located more than 60 miles from the meeting location the CAAB shall record in its minutes (1) the CAAB's approval of the member's remote participation; and (2) a general description of 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 how many times the member has attended remotely due to a personal matter, and a general description of 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.