

## Memorandum

**To:** CAAB Members  
**From:** Michelle Jefferson, Chair  
**Date:** December 26, 2023  
**Subject:** CAAB Meeting – January 2, 2024

The next CAAB meeting will be held on Tuesday January 2, 2024, at 7:30 pm at the Fairfax County Government Center, rooms 9 and 10.

### **Funding Priorities**

The CAAB will discuss and vote on funding priorities for FY2025 & FY2026.

### **Fairfax County General Assembly Delegation's Pre-2024 Session Public Hearing**

The Fairfax County delegation to the General Assembly will hold a public hearing regarding the upcoming 2024 session on Saturday, January 6.

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

The February elections will be announced. An update on the actions taken to fill vacancies will be given.

### **CCFAC Meeting Report**

Morgan Jameson, CAAB representative on the Consolidated Community Funding Advisory Committee, 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; ten (10) minutes are allocated to this agenda item.

### **Attachments**

January 2024 Meeting Agenda  
December 2023 Meeting Minutes  
Funding Priorities

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**  
**Tuesday, January 2, 2024**  
**7:30 PM**  
**Fairfax County Government Center, conference rooms 9 & 10**

**AGENDA**

<b>TIME</b>	<b>ISSUE</b>	<b>INFO/ACTION</b>	<b>PRESENTER</b>
7:30 PM	Call to Order		Michelle Jefferson, Chair
	Approval of Minutes	Action	Michelle Jefferson, Chair
	Funding Priorities Vote	Action	Michelle Jefferson, Chair
	Fairfax County General Assembly Delegation Public Hearing, Saturday January 6 <sup>th</sup>	Info	Michelle Jefferson, Chair
	Membership and Elections Update	Info	Shari Zamarra, Membership & Elections Committee Chair
	CCFAC Update	Info	Morgan Jameson, Secretary
	CAAB Member Sharing	Info	CAAB Members
9:30 PM	Adjourn		

Next CAAB Meeting  
 Tuesday, February 6, 2024  
 7:30 p.m.  
 Fairfax County Government Center

**Fairfax County Community Action Advisory Board (CAAB)**  
**Meeting Minutes – Tuesday, December 5, 2023, 7:30 pm**  
**Virtual-Zoom**

The meeting was called to order at 7:30 pm by Chair Michelle Jefferson.

**Members in Attendance:** Nermin AbdelWahab, Fairfax, VA; Sandra Barksdale, Reston, VA; April Hall, Reston, VA; Caroline Hockenberry, Vienna, VA; Michelle “Cookie” Hymer Blitz, Herndon, VA; Michelle Jefferson, Fairfax County, VA; Hari Kurup, Falls Church, VA; Maria Isabel Leiva, Fairfax County, VA; Michael Mahrer, Vienna, VA; Marcia McDevitt, Reston, VA; Ken McMillon, Falls Church, VA; Phil Rosenthal, Fairfax Station; Heather Thomas, Centreville, VA; Alice Yam, Herndon, VA; Shari Zamarra, Fairfax, VA; Benjamin Zuhl, Falls Church, VA; Kevin Hickerson, Centreville, VA

**Absent:** Matthew Bell, Alicia Doe, Mary Ann Floto, Hawa Hassan, Morgan Jameson, Ann Macpherson, Michele Menapace, Whitney Richardson, Alex Rodriguez

**Guest(s)/Staff:** Kristen Fegan, Sarah Selvaraj, Chris Topoleski

**Minutes – October, 2023**

The motion to approve the meeting minutes was made by Michelle Jefferson, seconded by Ken McMillon and was carried without objection.

**CSBG First Quarter Report**

Staff presented the CSBG FY24 1<sup>st</sup> quarter report, including the financial report for Federal CSBG and TANF and Narrative Report.

CAAB members discussed the need to monitor whether programs are on track to meet their outcome goals and the amount of funding provided given the number of clients to be served. The costs of running a program differ based on the services provided. CAAB members indicated that it would be important to consider program outcomes when making future funding decisions.

Ken McMillon mentioned that the CAAB would help Food for Others find cardboard boxes. He is looking for assistance in finding a solution that would not come at a cost to the program. A CAAB member suggested that a cardboard recycling project would be a great service project to help Food for Others.

Michelle Jefferson and Kevin Hickerson moved to accept the first quarter report. Heather Thomas seconded. Motion carried.

**Funding Priorities**

The CAAB discussed funding priorities for FY2025 & FY2026: Housing services, Health and Social/Behavioral Development, Support Services, Education & Cognitive Development Services, Employment Services, Civic Engagement and Community Involvement, and Income and Asset Building Services.

Michelle Jefferson stated that housing services have been the CAAB’s number one priority for fiscal years 24 and 25. At a future meeting, the CAAB will be choosing categories for fiscal year 2025-2026.

Ken McMillion reminded CAAB members that all approved community funding pool applications are awarded funds; the CAAB will use funding priorities to determine which eligible CCFP applications will receive CSBG and TANF funding.

### **Fairfax County General Assembly Delegation's Pre-2024 Session Public Hearing**

The Fairfax County delegation to the General Assembly will hold a public hearing regarding the upcoming 2024 session in early January (typically the first Saturday of the month). Michelle Jefferson stated that anyone can testify as long as they are a resident of Fairfax County, but the CAAB will have three representatives. She indicated that she would be providing comments and asked for two other volunteers from the CAAB – Sandra Barksdale and Nermin AbdwelWahab indicated that they would be interested in providing comments. Shari Zamarra stated that it is important to have CAAB representatives from the low-income community speak as their lived experience is something that should be heard by members of the Northern Virginia delegation. Heather Thomas mentioned that it is important to share a personal story about how this issue has affected the speaker and others in the community because it is impactful and powerful.

Michelle Jefferson explained the process at the General Assembly Delegation 2024 Session Public Hearing. The CAAB has reviewed the Board of Supervisors legislative draft and will use it as a guide when developing their comments for the legislative hearing. Currently, housing for the underserved and most vulnerable in the community is the number one priority for the CAAB. Food insecurity and childcare are also at the top of the list of concerns for the CAAB. Each speaker will have 3 minutes or less.

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

Shari Zamarra announced the February elections. The slate of candidates will be presented in January. That is the Chair, Vice Chair and Secretary. In terms of membership, Shari reminded the CAAB that five people have terms expiring in 2024 and must reach out to their supervisor to be reappointed. These include at large, Braddock, Lee, Springfield and Dranesville. Mason district has a new supervisor and Shari reached out for their appointment. There are two vacancies on the CAAB. Shari stated that any ideas would be appreciated, if anyone at NCS including the community developers, would know people interested in joining. There is a concern about absences. Heather Thomas shared that the CAAB will have a HeadStart representative. Shari said the senior perspective is very important with the aging population, so hopefully the AARP representative can be pulled back in.

### **CAAB Member Sharing**

Marcia McDevitt mentioned that an unhoused young woman in Fairfax County was admitted to a hospital during the day and was released at midnight. She was living in a tent and expected to return to those conditions. She wondered if the CAAB has a role in figuring out a solution to this problem and getting people into shelters quickly.

Heather Thomas shared that processes from HUD are moving down to better the housing choice voucher program. Officially, the payment standards have increased for those that have housing choice vouchers. Fairfax County has three zones now, a yellow zone, a green zone, and a blue zone to include ZIP codes that charge market rate rent. Now families will have more options.

Michelle "Cookie" Hymer Blitz said the Affordable Housing Advisory Council was working on the payment standards for the housing choice voucher program. The shelters are now open, and progress is happening slowly but surely.

Michael Mahrer mentioned that Consolidated Community Funding Advisory Committee held a hearing back in October and would like to know how it went. Today was the deadline for submitting proposals for community funds. It is important to get an update since this is one of the biggest matters that the CAAB handles.

For the CCFAC update, there were over 40 community members at the public meeting, and some themes aligned with the CAAB's funding priorities, including housing.

Phil Rosenthal shared that on December 11<sup>th</sup> there will be a toy drive at the Fire Hall across from Beacon mall.

Shari Zamarra is looking for anyone that works with Afghan families. A friend is looking for help, supporting ten families. Marcia McDevitt said there are two groups in Reston that have been very helpful with Afghan families and will get Shari in touch. Marcia also shared that she will be attending the League of Women voters session and will take note of the housing issues.

Ben Zuhl mentioned that he has a television show on Fairfax Public Access. Starting on Christmas day, there will be four Mondays in a row that require taped shows ahead of time, if anyone would like to speak on any issues.

Heather Thomas mentioned that there needs to be more education around housing policies and keeping landlords accountable. Some landlords make it very difficult, putting impossible qualifications up for tenants such as making three times the cost of rent, or requiring a certain credit score.

Shari Zamarra mentioned that a former member of the CAAB came up with a program idea called "Faithful Landlords". It could be brought to the attention of faith communities.

Motion to adjourn was made by Ken McMillon, seconded by Ben Zuhl. Meeting adjourned at 8:57pm.

## Funding Priorities FY 2023 – FY 2024

For reference, the table below shows the funding categories and rankings for the FY2023 & FY2024 funding cycle.

Ranking	Funding Category
5	<b>Employment Services</b> Skills Training and Opportunities for Experience, Career Counseling, Job Search, Post Employment Services, Job Supplies
4	<b>Education &amp; Cognitive Development Services</b> Child and Young Adult Education Programs, School Supplies, Extra-Curricular Programs, Adult Education Programs, Post-Secondary Education Supports, Financial Aid Assistance, Home Visits
7	<b>Income and Asset Building Services</b> Training and Counseling Services, Benefit Coordination and Advocacy, Asset Building, Loans And Grants
1	<b>Housing Services</b> Housing Payment Assistance, Housing Placement/Rapid Re-housing (Including Shelters), Eviction Prevention Services, Utility Payment Assistance Housing Maintenance & Improvements, Weatherization Services
2	<b>Health and Social/Behavioral Development</b> Nutrition and Food/Meals, Health Services, Screening and Assessments, Reproductive Health Services, Wellness Education, Mental/Behavioral Health, Support Groups, Dental Services, Screenings and Exams, Family Skills Development, Emergency Hygiene Assistance
3	<b>Support Services</b> Child Care, Elder Care, Immigrant Support Services, Emergency Clothing Assistance, Legal Assistance, Re-Entry Services, Case Management Services, Identification Documents, Transportation Assistance, Referrals, Eligibility Determinations, Mediation/Customer Advocacy Interventions
6	<b>Civic Engagement and Community Involvement</b> Voter Education, Leadership Training, Citizenship Classes, Volunteer Training, Tri-Partite Board Member Classes, Getting Ahead Classes

## Funding Priorities FY 2025 – FY 2026

Funding Priorities need to be set for the FY 2025 & FY 2026 funding cycle. A survey will be sent to CAAB members so that each person can submit his/her rankings in each of the categories.

Ranking	Funding Category
	<p><b>Employment Services</b>  Skills Training and Opportunities for Experience, Career Counseling, Job Search, Post Employment Services, Job Supplies</p>
	<p><b>Education &amp; Cognitive Development Services</b>  Child and Young Adult Education Programs, School Supplies, Extra-Curricular Programs, Adult Education Programs, Post-Secondary Education Supports, Financial Aid Assistance, Home Visits</p>
	<p><b>Income and Asset Building Services</b>  Training and Counseling Services, Benefit Coordination and Advocacy, Asset Building, Loans and Grants</p>
	<p><b>Housing Services</b>  Housing Payment Assistance, Housing Placement/Rapid Re-housing (Including Shelters), Eviction Prevention Services, Utility Payment Assistance Housing Maintenance &amp; Improvements, Weatherization Services</p>
	<p><b>Health and Social/Behavioral Development</b>  Nutrition and Food/Meals, Health Services, Screening and Assessments, Reproductive Health Services, Wellness Education, Mental/Behavioral Health, Support Groups, Dental Services, Screenings and Exams, Family Skills Development, Emergency Hygiene Assistance</p>
	<p><b>Support Services</b>  Child Care, Elder Care, Immigrant Support Services, Emergency Clothing Assistance, Legal Assistance, Re-Entry Services, Case Management Services, Identification Documents, Transportation Assistance, Referrals, Eligibility Determinations, Mediation/Customer Advocacy Interventions</p>
	<p><b>Civic Engagement and Community Involvement</b>  Voter Education, Leadership Training, Citizenship Classes, Volunteer Training, Tri-Partite Board Member Classes, Getting Ahead Classes</p>