



Memorandum

To: CAAB Members
From: Michelle Jefferson, Chair
Date: July 25, 2023
Subject: CAAB Meeting – August 1, 2023

The next CAAB meeting will be held **virtually** on Tuesday August 1, 2023, at 7:30pm on Zoom.

One Fairfax

Karla Bruce, Chief Equity Officer, will provide an overview of the One Fairfax policy and the equity work being done in the county. The CAAB's DEI recommendations are included in the packet for your review prior to the August meeting.

Program Presentation

Staff from the Tahirih Justice Center will provide a presentation on the program.

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.

Introduction of New CAAB Support Staff

Please welcome Susan Al-Suqi, the new Community Action Program Manager at Fairfax County Neighborhood and Community Services.

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.

Membership and Election Committee Report

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

Attachments

August 2023 Meeting Agenda
June 2023 Meeting Minutes
CAAB DEI Recommendations
Extreme Heat Workgroup Recommendations Memo

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
August 1, 2023
7:30 PM

VIRTUAL VIA ZOOM

AGENDA

TIME	ISSUE	INFO/ACTION	PRESENTER
7:30 PM	Call to Order		Michelle Jefferson, Chair
	Approval of Minutes	Action	Michelle Jefferson, Chair
	One Fairfax – Overview	Info	Karla Bruce, Chief Equity Officer
	Tahirih Justice Center Program Presentation	Info	Molly Cullen and Florencia Khomasi
	Member Sharing	Info	CAAB Members
	Introduction of New Community Action Program Manager	Info	CAAB Staff
	CCFAC Update	Info	Morgan Jameson
	Membership and Elections Update	Info	Shari Zamarra, Membership & Elections Committee Chair
9:30 PM	Adjourn		

Next CAAB Meeting
Tuesday, September 5th
7:30 p.m.
Fairfax County Government Center



Fairfax County Community Action Advisory Board (CAAB)
Meeting Minutes – Tuesday, June 6, 2023, 7:30pm
Fairfax County Government Center

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

Members in Attendance: Nermin AbdelWahab; Sandra Barksdale; Kevin Hickerson; Caroline Hockenberry; Michele “Cookie” Hymer Blitz; Morgan Jameson; Michelle Jefferson; Hari Kurup; Maria Leiva; Marcia McDevitt; Michele Menapace; Phil Rosenthal; Shari Zamarra; Ben Zuhl

Members Participating Remotely: Ken McMillon, Dranesville District, VA, participating remotely due to medical reason; Heather Thomas, Centreville, VA, participating remotely due to a medical reason; Ben Zuhl, Dranesville District, VA, participating remotely due to medical reason

Absent: Matthew Bell; Alicia Doe; Jim Edwards-Hewitt; Mary Ann Floto; April Hall; Hawa Hassan; Ann McPherson; Michael Mahrer; Whitney Richardson; Alex Rodriguez; Alice Yam

Guest(s)/Staff: Vanessa Calderon, Department of Procurement and Materials Management (DPMM)

Remote Participation

Remote meeting attendees provided their locations and reason for needing to attend remotely. Morgan Jameson moved that all voices were adequately heard and their remote participation comports with the remote participation policy. Michelle Menapace seconded the motion, it was carried without objections.

Minutes – May 2, 2023

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

CSBG FY23 3rd Quarter Report/FY24 Community Action Plan

Patricia Arriaza provided CAAB Members with the FY23 3rd Quarter CSBG program progress reports. In the event of under spending on any programs, money can and has been returned to the funding pool. CAAB members requested that the after-school programs be asked why they only provide outcome data during the 4th quarter reports. DPMM staff will follow up with the providers. Motion to approve the reports was made by Michelle Menapace, seconded by Nermin AbdelWahab, and was carried with no objections. The motion to accept the FY24 Community Action Plan as presented was made by Michelle Menapace, seconded by Phil Rosenthal, and was carried without objections.

CAAB Member Information Sharing

- Marcia McDevitt recently attended a League of Women Voters conference and will share information with CAAB members. She provided a reminder about upcoming voting opportunities and deadlines.
- Michelle Menapace informed the CAAB that the sharing of homes and home sharing programs was added to the funding pool RFP in hopes to have proposals submitted with similar services.
- Shari Zamarra shared that she had received a mailer with information about The Capital Community Study. No other CAAB members indicated having heard about this study. It is unclear which organization is conducting the study and the purpose. She also shared that she’s heard about Fairfax Healthy Communities and that it aligns well with CAAB programming.
<https://www.fairfaxhealthy.org/>
- Cookie Hymer Blitz brought up heat relief for people who are unsheltered or inadequately sheltered.

- Heather Thomas requested Patricia to share information regarding efforts for cooling centers and shelters. (Please see attached Memo on Extreme Heat Workgroup Recommendations)

Membership and Elections

Shari Zamarra introduced CAAB members to Sandra Barksdale who is interested in becoming a member of the CAAB and is on track to be brought to the BoS. Motion to recommend Sandra Barksdale moved by Shari Zamarra properly seconded by Cookie Hymer Blitz, carried.

CCFAC Report

The Consolidated Community Funding Advisory Committee met on May 9th where representative Morgan Jameson attended remotely due to medical reasons. Home sharing programs were added to the funding pool RFP process.

Adjournment

The meeting was adjourned at 9:00 pm.

ITEM UNDER CONSIDERATION	DRAFT RECOMMENDATIONS	ALIGNMENT WITH CHAIRMAN’S TASKFORCE AND ECONOMIC RECOVERY FRAMEWORK
<p>Bylaws/ Recruitment</p>	<ol style="list-style-type: none"> 1. In alignment with the One Fairfax policy, recommend the Board of Supervisors consider using an equity lens when selecting appointees to the CAAB. 2. Add the CAAB’s equity statement in the CAAB Bylaws. 3. Undertake outreach to specific populations underrepresented on the CAAB. 4. Develop a CAAB Community Engagement Plan using the Engage Fairfax template, currently under development. 5. Review the petition process using an equity lens. Identify areas for improvement to ensure inclusivity. Consider whether the process is the most equitable democratic process for selecting representatives from the low-income community. 6. Modify the Conduct Policy as follows: iii. Not engage in or facilitate any discriminatory or harassing behavior directed toward County staff, members, officers, meeting attendees, contractors, or others in the context of activities relating to the CAAB; 7. Add a procedure requiring a vote to seat all CAAB members; allowing for a vote to “unseat” CAAB members if they violate the conduct policy. Members who are not seated will not be able to vote. 8. Add the following section to the Bylaws: <p>COMPLIANCE WITH LAW AND COUNTY POLICY The CAAB shall comply with all Virginia laws, including, but not limited to, the VFOIA, and the Virginia State and Local Government Conflict of Interests Act, Virginia Code § 2.2-3100 <i>et seq.</i>, as amended, with all County ordinances, and with all County policies concerning the activities of its boards, authorities, and commissions. In case of a conflict between a provision of these bylaws and any applicable ordinance or law, the provisions of the applicable ordinance or law, as the case may be,</p>	<ul style="list-style-type: none"> • Demonstrate intentionality in ensuring diverse representation and inclusiveness in power and decision-making opportunities. • Ensure our local leaders, public and private, have the knowledge and capacity to understand the drivers of racial inequity and their contribution to structural racism, and use their power to build more equitable communities. • Demonstrate intentionality in ensuring diverse representation and inclusiveness in power and decision-making opportunities. • Develop and operationalize policies and procedures – to include stated goals and quantitative targets – to equitably recruit, hire, mentor, and promote women and people of color, recognizing that representation is different in various systems, professions, and job classes.

ITEM UNDER CONSIDERATION	DRAFT RECOMMENDATIONS	ALIGNMENT WITH CHAIRMAN’S TASKFORCE AND ECONOMIC RECOVERY FRAMEWORK
CSBG Administration	<ol style="list-style-type: none"> 1. Recommend CCFAC apply the One Fairfax policy when recommending language for the community funding pool application and award process. 2. Recommend contract staff include the One Fairfax Policy, One Fairfax Introduction Video and complete the policy acknowledgment form in CSBG funded contracts. 3. Recommend the CAAB use an equity lens when choosing CCFP contractors 4. Recommend CSBG Contractors implement Client Satisfaction Surveys, if not already in place and provide results of these survey to CAAB. 5. Undertake outreach to specific population underrepresented on the CAAB (e.g Town Halls) to improve representation on the board and to assess unmet needs in the community. 6. Recommend periodic site visits with contracted organizations to foster relationships and receive feedback to increase advocacy by CAAB members on behalf of clients and the community. Procedures for site visits would be designed to ensure confidentiality and no disruption to services. 7. Build CAAB members understanding of equity, diversity, and inclusion as it relates to board administration 	<ul style="list-style-type: none"> • Develop, pilot, and institute Fairfax County equity-based decision-making tools for planning, projects, decision making and resource allocation. • Develop and operationalize policies and procedures – to include stated goals and quantitative targets – to equitably recruit, hire, mentor, and promote women and people of color, recognizing that representation is different in various systems, professions, and job classes. • Evaluate Fairfax County systems, including the proffer system and the contracting and procurement systems, to promote equitable and transparent asset, investment, and resource distribution county-wide. • Require agency operations – systems, processes, and programs – align with the needs and priorities of clients following the principles of human centered (client centered/culturally competent) design. • Demonstrate intentionality in ensuring diverse representation and inclusiveness in power and decision-making opportunities
Advocacy	<ol style="list-style-type: none"> 1. Crosswalk CAAB’s annual budget priorities with One Fairfax Equity Action Plan and the Chairman’s Task Force for Equity & Opportunity 2. Utilize the Racial Equity Toolkit Assessment when evaluating potential budget issues/positions 	<ul style="list-style-type: none"> • Develop, pilot, and institute Fairfax County equity-based decision-making tools for planning, projects, decision making and resource allocation.



County of Fairfax, Virginia

MEMORANDUM

DATE: March 9, 2023
TO: Board of Supervisors
FROM: Christopher A. Leonard
Deputy County Executive

SUBJECT: Extreme Heat Workgroup Recommendations

This memorandum provides a follow up to the July 29, 2022 memo (attached) **“Resources for Persons Experiencing Homelessness and Other Vulnerable Populations During Heat Emergencies.”** As mentioned at the end of that communication, the County would be seeking to engage its invaluable network of community partners in a dialogue to ensure planning efforts are comprehensive, well-informed, and inclusive of best practices. What follows is a summary of the work developed by that group of partners, which were engaged in August 2022 via the **“Extreme Heat Stakeholders Workgroup.”** The Workgroup (participation in Attachment A) met throughout the Fall to develop recommendations in preparation for Summer 2023.

Before developing recommendations for enhancements to the County’s extreme heat response, the Workgroup conducted a survey of residents who are unsheltered so that recommendations would be informed by those with lived experience. The Workgroup partnered with 10 drop-in centers and shelters around the County, as well as a large encampment site in Reston to administer the survey. Of the estimated 200-300 individuals experiencing unsheltered homelessness on any given day during the summer months, 81 responded to the survey. The survey results are included in this memorandum in Attachment B. The Workgroup recommends administering a follow-up survey in mid-Summer 2023 to assess the impact of the new enhancements and determine if any changes are needed.

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Workgroup Recommendations: After analyzing the survey results, the Workgroup developed recommendations in four key areas: communications and outreach, transportation, County infrastructure and response, and supplies and distribution.

Communications and Outreach: Currently, the County issues alerts when the National Weather Service's Baltimore/Washington office issues excessive heat warnings and heat advisories. The Workgroup explored enhancements to both internal and external communications and developed the following recommendations. Because 76 percent of unsheltered individuals surveyed have a cell phone and 50 percent already receive emergency alerts via text message or email, digital communications strategies were prioritized.

- Develop a specific Fairfax Alerts group for the County's homeless services provider network so that alerts about expected extreme heat days are disseminated as quickly and efficiently as possible.
- In all Fairfax Alerts messages to community members about extreme heat, include a link to a County webpage that contains resources available during extreme heat, including locations of County buildings and facilities that serve as cooling centers.
- In Spring 2023, conduct a robust public outreach campaign to encourage unsheltered residents to sign up for Fairfax Alerts and inform them about the cooling resources available.
- Create posters and flyers containing information about cooling resources available, which will be printed and distributed at drop-in sites and other locations that provide services to unsheltered residents for display in visible locations.

Transportation: As part of the survey, respondents were asked what mode of transportation would be most helpful during extreme heat to access a cooling center or weather-related overflow shelter. The top choice was public bus, so the Workgroup's recommendations are centered around access to fixed route transportation. The [Transit Ridership Incentive Program](#) pilot will begin in 2023, and will provide half-fares on Fairfax Connector for people with limited income. This program will benefit unsheltered residents, but in recognition that even paying half fare may be challenging, the Workgroup recommended the following:

- Provide bus tokens that can be used on Fairfax Connector during extreme heat to get to a cooling center, drop-in center, or weather-related overflow shelter. The County's homeless services providers would receive tokens to disseminate to unsheltered residents. The token system will enable the County to track usage and only pay for trips taken.
- In recognition that there may be some unsheltered residents who either cannot access a bus stop due to a disability or medical condition or who are in an area of the County not served by Fairfax Connector, provide pre-loaded [TOPS](#) cards for homeless services providers and designated County staff to disseminate to unsheltered residents who cannot use Connector bus so they can use other modes of transportation to get to a shelter or cooling center.

County Infrastructure and Response: The Workgroup evaluated the current County response plan to extreme heat. All County buildings and centers that are open to the public are available for residents to use as cooling centers to get respite from the heat. In addition, unsheltered individuals can come to the three low barrier emergency shelters on designated drop-in days for relief or visit any of the four full-time drop-in centers open throughout the County. Also, on days when the National Weather Service issues a heat advisory, the three low barrier shelters activate “no turn away” overflow space so individuals who are unsheltered can come inside during the day and night. The Workgroup recommends the following enhancements:

- Ensure training for front-line staff at County facilities that serve as cooling centers so that best practices are followed.
- Immediately develop an Extreme Temperature Response Annex to the County Emergency Operations Plan to ensure a coordinated and consistent response.

Supplies and Distribution: Currently, the County contracts with multiple homeless services providers to provide outreach services to unsheltered residents. As part of that outreach, workers and shelters distribute water, sunscreen, and other essential items. The Workgroup recommends the following strategies for additional supplies that can be distributed to unsheltered residents.

- Distribute supplies at additional locations, including drop-in centers and meal sites.
- Provide additional supplies that are easily transportable and compact such as reusable water bottles that are collapsible. Two items that were commonly requested in the survey were sunscreen and insect repellent.
- Consider the feasibility of purchasing and distributing clothing and hats designed to withstand outdoor elements with moisture-wicking and quick-dry fabrics.

Conclusion/Next Steps: For those recommendations requiring additional resources, which are not anticipated to be significant, Health and Human Services (HHS) agencies will work with the Department of Management and Budget to identify funding for those items. Further, HHS staff greatly appreciate the time, support, and passion of the County’s community partners. The Workgroup’s efforts have been instrumental in ensuring a broad community voice in service to our vulnerable populations.

If you have any questions, please contact Tom Barnett, Deputy Director - Office to Prevent and End Homelessness, Department of Housing and Community Development at 703-324-9408 or thomas.barnett@fairfaxcounty.gov.