

Memorandum

To: CAAB Members
From: Michelle Jefferson, Chair
Date: December 30, 2025
Subject: CAAB Meeting – January 6, 2026

The next CAAB meeting will be held on Tuesday January 6, 2026, at 7:30pm VIRTUALLY on Microsoft Teams.

Housing Presentation

The Fairfax County Department of Housing will present on affordable housing.

Funding Priorities

The CAAB will discuss and vote on funding priorities for FY2026 & FY2027.

Fairfax County General Assembly Delegation's Pre-2026 Session Public Hearing

The Fairfax County delegation to the General Assembly will hold a public hearing regarding the upcoming 2026 session on Saturday, January 10th. Volunteer speakers are Michelle Jefferson, Chair, Heather Thomas, Vice Chair, and Maria Leiva.

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

Marcia McDevitt, 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 2026 Meeting Agenda
December 2025 Meeting Minutes
Funding Priorities



Fairfax County Community Action Advisory Board Meeting
Tuesday, January 6, 2026
VIRTUAL on Microsoft Teams

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
	Housing Presentation	Info	TBD
	CAAB Priorities-Vote	Action	CAAB Staff
	Membership and Elections		
	Committee Report -Announce Slate of Elections	Info	Shari Zamarra, Membership and Elections Chair
	General Assembly Public Hearing- January 10 th	Info	Michelle Jefferson, Chair
	CCFAC Update	Info	Marcia McDevitt
	CAAB Member Sharing	Info	CAAB Members
	Adjourn		

Next CAAB Meeting
Tuesday, February 3, 2026
7:30 PM
Fairfax County Government Center- Meeting rooms 2&3

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, December 2, 2025, 7:30 PM
Fairfax County Government Center
Meeting rooms 9&10

Members in Attendance: Nermin AbdelWahab, Bronia Ashford, John Forrest, April Hall, Dolores Cole, Juana Cruz, Will Guthrie, Michelle Jefferson, Michael Mahrer, Marcia McDevitt, Michele Menapace, Lisa Washington, Shari Zamarra, Felicia Webster

Remote participants calling in due to medical reasons: Ken McMillon, Falls Church; Sandra Barksdale, Reston; Heather Thomas, Centreville; Ben Zuhl, Dranesville

Absent: Adriana Llosa, Alice Yam, Caroline Hockenberry, Maria Leiva, Hunter Doe, Nicole Tapia

Guests: Vannessa Calderon (DPMM), Karin Ventura (DPMM), Scott Mengebier (United Way)

The meeting was called to order at 7:32 PM by Chair, Michelle Jefferson. Michelle stated the mission of the CAAB.

Minutes – October 2025

The motion to approve the meeting minutes was made by Michele Menapace, seconded by John Forrest, and passed without objection.

First Quarter CSBG Report

CAAB staff presented the first quarter Community Services Block Grant (CSBG) report, including narrative reports. Non-profit organizations' client stories were highlighted. The motion to approve the report was made by Michele Menapace, seconded by Nermin AbdelWahab, and passed without objection.

United Way Presentation

Scott Mengebier, Senior Director of Research and Evaluation from United Way of the National Capital Area, presented on the Asset Limited, Income Constrained, Employed (ALICE) community. 24% of households in Fairfax County are ALICE. Combined, more than 125,000 households fall below the ALICE threshold. Residents living in poverty typically qualify for all programs, but ALICE households, though employed, often face barriers due to income thresholds and limited outreach. By recognizing that working households often fall outside traditional eligibility lines, United Way NCA has updated income guidelines and redesigned programs to reach those previously overlooked, especially ALICE families who face financial strain despite employment.

Membership and Election Committee Report

Shari Zamarra shared that there are vacancies in the Sully District and the Springfield District. There is a vacancy for Legal Services of Northern Virginia, United Way, the Fairfax Federation of Citizens' Associations, and the Chamber of Commerce. Shari motioned to vote in Debra Graves for the representative sector; the CAAB voted all in favor for Debra Graves to join the CAAB.

Fairfax County delegation to the General Assembly's pre-2026 public hearing session

Michelle Jefferson asked for two volunteers to speak at the hearing about CAAB's priorities. The purpose is to testify to the state legislatures that represent the area to make sure they include budget items for the state budget.

CCFAC Meeting Report

The CCFAC will be meeting next Tuesday. There will be an update at the January meeting. Michele Menapace discussed the new RFP for emergency food and shelter, and the RFP for enrichment activities and deadlines coming up. The CCFAC will consider the recommendations that were developed by the Working Advisory Group (WAG).

CAAB Member Sharing

John Forrest is planning to coordinate a community financial planning and personal finances seminar in early 2026. It will be free and open to the public and will hopefully include volunteers from credit unions to share their time and resources. Topics will include personal finance consumer protections about personal lending, predatory credit cards, and predatory loans and related issues. If anyone is aware of specific financial planning issues that are relevant to people in the community that would benefit from a seminar like this, please reach out to John Forrest. Helping communicate this opportunity and resources will be helpful.

Michele Menapace was appointed to the Community Services Board (CSB), and they distributed the annual report. Copies are available.

The meeting adjourned at 9:10 PM.

Funding Priorities FY 2025 – FY 2026

CAAB members will submit their rankings in each of the categories

Ranking	Funding Category
5	Employment Services Skills Training and Opportunities for Experience, Career Counseling, Job Search, Post Employment Services, Job Supplies
4	Education & Cognitive Development Services Child and Young Adult Education Programs, School Supplies, Extra-Curricular Programs, Adult Education Programs, Post-Secondary Education Supports, Financial Aid Assistance, Home Visits
7	Income and Asset Building Services Training and Counseling Services, Benefit Coordination and Advocacy, Asset Building, Loans and Grants
1	Housing Services Housing Payment Assistance, Housing Placement/Rapid Re-housing (Including Shelters), Eviction Prevention Services, Utility Payment Assistance Housing Maintenance & Improvements, Weatherization Services
2	Health and Social/Behavioral Development 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	Support Services 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	Civic Engagement and Community Involvement Voter Education, Leadership Training, Citizenship Classes, Volunteer Training, Tri-Partite Board Member Classes, Getting Ahead Classes

Funding Priorities FY 2026 – FY 2027

CAAB members will submit their rankings in each of the categories

Ranking	Funding Category
	Employment Services Skills Training and Opportunities for Experience, Career Counseling, Job Search, Post Employment Services, Job Supplies
	Education & Cognitive Development Services Child and Young Adult Education Programs, School Supplies, Extra-Curricular Programs, Adult Education Programs, Post-Secondary Education Supports, Financial Aid Assistance, Home Visits
	Income and Asset Building Services Training and Counseling Services, Benefit Coordination and Advocacy, Asset Building, Loans and Grants
	Housing Services Housing Payment Assistance, Housing Placement/Rapid Re-housing (Including Shelters), Eviction Prevention Services, Utility Payment Assistance Housing Maintenance & Improvements, Weatherization Services
	Health and Social/Behavioral Development 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
	Support Services 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
	Civic Engagement and Community Involvement Voter Education, Leadership Training, Citizenship Classes, Volunteer Training, Tri-Partite Board Member Classes, Getting Ahead Classes