

**Fairfax County Community Action Advisory Board
Memorandum**

To: CAAB Members
From: Michelle Jefferson, Chair
Date: June 27, 2022
Subject: CAAB Meeting – July 5, 2022

The next CAAB meeting will be held on Tuesday, July 5 at 7:30 PM via Zoom.

Workforce Development

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

CAAB Transition

Michelle Jefferson will discuss the CAAB transition from DFS to NCS.

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.

Membership and Elections

There are two applications for representative slots; the CAAB will discuss the two applications and determine whether they should be recommended for confirmation by the Board of Supervisors. There is also an open appointed seat available on the Membership and Elections committee – filling that seat will be discussed during the CAAB meeting.

VA Freedom of Information Act Update

Several changes were made to the Virginia Freedom of Information Act (VFOIA) during the 2022 Session of the Virginia General Assembly. As a result, the CAAB’s remote participation policy needs to be updated and an all-virtual meetings policy needs to be adopted. The draft documents will be reviewed during the July meeting. (Draft documents included in packet)

Follow up to Q3 CSBG Report

Responses to the Q3 CSBG program report questions raised at the June meeting will be provided.

Attachments

- July 5 Agenda
- June 7th Meeting Notes
- Remote Participation Policy (Draft)
- All-virtual Meetings Policy (Draft)

Fairfax County Community Action Advisory Board
Via ZOOM
July 5, 2022
7:30 – 9:30 PM

AGENDA

TIME	ISSUE	Info/Action	Presenter
7:30 PM	Call to Order		Michele Jefferson, Chair
	Approval of Minutes	Action	Morgan Jameson, Secretary
	CAAB Transition	Info	Michele Jefferson
	Information Sharing	Info	CAAB Members
	Membership and Elections – Discussion of Potential CAAB Members; Filling M&E vacant appointed slot	Action	Shari Zamarra
	VA Freedom of Information Act Update	Info	CAAB Staff
	Follow up to Q3 CSBG Report	Info	CAAB Staff
9:30 PM	Adjourn	Action	CAAB Members

The next CAAB meeting is scheduled for August 2, 2022 at 7:30 p.m. via Zoom

Our mission is to make a positive difference in the lives of low-income families and individuals by empowering residents to achieve self-sufficiency and reach their full potential.

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, June 7, 2022, 7:30pm
Meeting held electronically due to the COVID-19 pandemic
By ZOOM video/audio platform

The electronic 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: Matthew Bell, Fairfax, VA; Alicia Doe, Lorton, VA; Jim Edwards-Hewitt, Mason District, VA; Kevin Hickerson, Centreville, VA; Caroline Hockenberry, Vienna, VA; Michele “Cookie” Hymer Blitz, Herndon, VA; Morgan Jameson, Fairfax County, VA; Michelle Jefferson, Fairfax, VA; Hari Kurup, Falls Church, VA; Michael Mahrer, Falls Church, VA; Marcia McDevitt, Reston, VA; Michele Menapace, Fairfax, VA; Isaac Orea-Montero, Fairfax, VA; Whitney Richardson, Herndon, VA; Phil Rosenthal, Alexandria, VA; Heather Thomas, Centreville, VA; Alice Yam, Herdon, VA; Shari Zamarra, Fairfax, VA.

Members in attendance who joined after roll call: Nermin AbdelWahab, Ken McMillon, Ben Zuhl

Absent: Hawa Hassan, Maria Isabel Leiva Alfonso

The motion that all members present were able to be heard was made by Heather Thomas, 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 Phil Rosenthal, seconded by Heather Thomas and was carried without objection.

Minutes - May 11, 2022

It was noted that on the May 11 meeting notes the meeting start time needed to be corrected to reflect the 7:00 pm start time. The motion to approve the meeting minutes with the stated correction was made by Kevin Hickerson, seconded by Heather Thomas, and was carried without objections and two abstentions (Michele Menapace and Michele “Cookie” Hymer Blitz.

CAAB Transition to the Department of Neighborhood and Community Services

Michael Becketts, Department of Family Services (DFS) Director, joined the CAAB meeting to discuss the upcoming transition of the CAAB to the Department of Neighborhood and Community Services (NCS). Director Becketts expressed his appreciation for the work the CAAB has done in the last year to prepare for the transition to NCS. The transition will position the CAAB to more effectively continue its work to address poverty in the community. DFS will continue to partner with the CAAB and DFS staff will also continue to serve as a resource to the CAAB through the rest of the year. CAAB members thanked Director Becketts for his, and the agency’s, support in the last couple of years.

Ramona Carroll, Neighborhood and Community Services Program Manager for the Community Impact Unit, gave an overview of the department and how the agency’s mission aligns with the priorities and goals the CAAB has set forth. NCS also supports the Community Consolidated Funding Pool (CCFP) that includes the CSBG funds which the CAAB has oversight of. Having the CAAB housed at NCS will allow for greater interaction and engagement with the CCFP.

A question was asked about the existence of workforce development programs in the county. Director Becketts informed the CAAB that the county has an economic recovery plan to address challenges brought on by the Covid-19 pandemic. The county received funds from the Recovery Plan Act – some of these funds are being used to fund workforce development programs, e.g., the Workforce Innovation

Skills Hub (WISH) located at the Lee Center. DFS manages a lot of the work that is being done around employment and training; as such, DFS will continue to communicate with the CAAB to make sure the group is informed on the workforce development efforts taking place in the county. WISH will open in the Fall; DFS can return in the fall to give an update. Supervisor Lusk can also be invited to meet with the CAAB to discuss his involvement in the workforce development efforts.

Program Report: CSBG 3rd Quarter Report

Patricia Arriaza walked the CAAB through the 3rd quarter program outcomes and narrative reports. Spending seems to be on track for the fiscal year. Staff from the Department of Procurement and Materials Management (DPMM) were not able to participate in the meeting so any report questions will be forwarded to them by Patricia. There was a question as to why programs providing education supports are not able to provide outcome data until the 4th quarter report; in the past, information was provided throughout the year. CAAB members asked that explanations be provided as to how programs determine if an outcome has been achieved. This information is likely included in the agency's contract with the county – Patricia will look into the matter and follow up with DPMM staff if she's not able to find the information. A request was made to gather more information on what services and supports Pathways is putting in place to prevent evictions from its program. Some of the programs were able to greatly exceed their service target numbers – the CAAB would like to better understand how this was possible. Patricia will connect with DPMM staff to get answers from the programs.

Motion to accept the 3rd quarter reports was made by Phil Rosenthal, seconded by Michele Menapace and was carried without objections.

FY23 Community Action Plan

John Ruthinoski presented the FY23 Community Action Plan (CAP) that was submitted to the Virginia Department of Social Services (VDSS) office. The plan includes the funding priorities set by the CAAB for fiscal years 23 and 24, gaps and linkages, the CAAB's strategic goals, the county's Affordable Housing Strategic Plan, the county's Summer Meals for Kids program, and all outcome targets/performance indicators for the upcoming year. The CAP also includes the ROMA Implementor plan, a financial documentation worksheet (all CSBG funding is listed under Professional Services), and a summary of the work done in the county on Diversity, Equity, and Inclusion (DEI).

A 2022 human services needs assessment will be completed in the fall and can be used to inform the FY24 Community Action Plan. A motion to accept the FY23 Community Action Plan was made by Ken McMillon, seconded by Ben Zuhl, and was carried without objections.

Membership & Elections Committee Report

Shari Zamarra shared that Holly Seibold has resigned from the CAAB. Ms. Zamarra has informed the Hunter Mill District office so that they can begin recruitment for the slot. Heather Thomas will be moving to a representative sector slot; Head Start will appoint a new representative. This leaves one vacancy in the representative sector; filling this vacancy with someone from Good Sheppard Housing is being explored.

There are still three open slots for the private sector seats – there are four organizations that can be reached out to – AARP, United Way, Chamber of Commerce (any Chamber of Commerce can be a member), and the Bar Association. Alice Yam has reached out to the United Way. AARP will be contacted again.

CAAB Member Information Sharing

Catholics Charities/Diocese of Arlington has a mentoring program. Shari will share the information with the group. Nermin shared that she spoke with someone at the county's emergency rental assistance program – funding will likely end during the summer.

Adjournment

The meeting adjourned at 9:28 pm.

REVIEW KEY

Language to be removed is struck out and highlighted in gray.

Language to be added is highlighted in green.

COMMUNITY ACTION ADVISORY BOARD POLICY FOR PARTICIPATION IN MEETINGS BY ELECTRONIC COMMUNICATION

1. AUTHORITY AND SCOPE.

a. This policy is adopted pursuant to the authorization of Va. Code § 2.2-3708.2~~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~~(A)(3)~~. ~~This policy also does not apply to an all-virtual public meeting.~~

2. DEFINITIONS.

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

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

c. “Remote participation”, ~~“remotely participate”, or “participate remotely”~~ means participation by a member of the CAAB ~~via telephonic, video, or other audio or combined audio and video electronic communication method where the member is not physically assembled with the other members 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 ~~actual notice, including, but not limited to, email, text, telephone, or in-person notice~~ ~~written notice, email, or letter.~~ ~~Notice does not include text messages or communications via social media.~~

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; and

b. 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.

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 Staff that they are unable to physically attend a meeting due to a personal matter or a temporary or permanent disability or other medical condition that prevents their physical attendance at the meeting.~~

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. ~~CAAB staff shall notify the Chair and Vice Chair of the requests.~~ 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 to two times per calendar year 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 ~~due to a temporary or permanent disability or other medical condition.~~ for the other authorized purposes listed in (i) – (iii) above.

d. The requesting member is not obligated to provide independent verification regarding the reason that they are not able to physically attend the meeting.

e. 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 AFFIRM PARTICIPATION FROM A REMOTE PARTICIPANTS**

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 for the other authorized purposes listed in 4a(i) – (iii) above ~~due to a temporary or permanent disability or other medical condition~~, the CAAB shall record in its minutes (1) the CAAB's approval of the member's remote participation; and (2) 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 whether this is the first, second, **or third** meeting of the calendar year in which the member has participated remotely due to a personal matter, and 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.

~~THE COMMUNITY ACTION ADVISORY BOARD~~
~~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.

2. **~~DEFINITIONS~~**

a. **“CAAB”** means the Fairfax County Community Action Advisory Board 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 CAAB 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 25 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. 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;

e. 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;

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

g. 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.