

COMMUNITY ACTION BOARD
March 1, 2023 Meeting Minutes
Meeting held virtually via Zoom
7:30 AM – 9:00 AM

FACILITATOR		Sonia Agnew			
NOTE TAKER		Amy Kelsey			
P	Paul Edgar	A	Juana Hernandez	S	Brenda Durbin
P	Sonia Agnew	E	Stephanie Hollingshead	S	Amy Kelsey
P	Martha Spiers	P	Marya Choudhry		
P	Richard Sheldon	O	Leota Childress		

P-Present, A -Absent, E-Excused, S-Staff, O-Other Attendee

ITEMS / ISSUES	DISCUSSION
Meeting Called to Order:	Sonia called the meeting to order at 7:30 a.m.
Meeting Minutes	Paul moved to approve the February 1, 2023 meeting minutes as written. Martha seconded the motion; minutes adopted by Council.
EFSP Follow-up	Brenda Durbin , Director of Clackamas County Social Services spoke of additional funding and suggested a robust EFSP Follow-up tabled until the April 5, 2023 meeting.
Housing and Community Development Division Structure	Brenda Durbin provided and overview of the new Housing and Community Development Division (HCD). See HCD Organizational Chart below.

ITEMS / ISSUES	DISCUSSION
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Health, Housing & Human Services – Reorganization – Recent State

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graph TD
    Root[Health, Housing & Human Services Administration  
(Director's Office)]
    
    Root --- Housing[Clackamas County Housing Authority]
    Root --- Div1[Behavioral Health]
    Root --- Div2[Children, Family and Community Connections]
    Root --- Div3[Health Centers]
    Root --- Div4[Community Development]
    Root --- Div5[Public Health]
    Root --- Div6[Social Services]
    
    Housing --- HA[Housing Authority Administration & Programs]
    Housing --- SHS[Supportive Housing Services]
    
    Div1 --- Div1A[Administration]
    Div1 --- Div1B[System of Care]
    Div1 --- Div1C[Peer Delivered Programs]
    Div1 --- Div1D[Prevention & Stigma Reductions]
    Div1 --- Div1E[Safety Net Services]
    
    Div2 --- Div2A[Weatherization Program]
    Div2 --- Div2B[Workforce Program]
    Div2 --- Div2C[Prevention Services Program]
    
    Div3 --- Div3A[Administration]
    Div3 --- Div3B[Primary Care]
    Div3 --- Div3C[Gladstone Pediatric and School Based Health Centers]
    Div3 --- Div3D[Dental Program]
    Div3 --- Div3E[Behavioral Health Clinic Program]
    
    Div4 --- Div4A[Community Development Programs]
    
    Div5 --- Div5A[Administration]
    Div5 --- Div5B[Access to Preventative Health]
    Div5 --- Div5C[Office of Public Health Emergency Services]
    Div5 --- Div5D[Environmental Health Program]
    Div5 --- Div5E[Infectious Disease Prevention and Control Program]
    Div5 --- Div5F[The Center for Population Health]
    Div5 --- Div5G[Vital Statistics]
    
    Div6 --- Div6A[Administration]
    Div6 --- Div6B[Aging and Disability Resource Connection Program]
    Div6 --- Div6C[Developmental Disabilities Program]
    Div6 --- Div6D[Energy Assistance Program]
    Div6 --- Div6E[Housing Support Program]
    Div6 --- Div6F[Oregon Project Independence Program]
    Div6 --- Div6G[Veterans Service Program]
    Div6 --- Div6H[Volunteer Connection Program]
    
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Paul asked for the names and contact information for the heads of the Housing and Community Development Division.

Housing Update

Brenda Durbin, Director of Clackamas County Social Services shared a brief review of the Board of County Commissioners decision to move forward with the purchase of the Comfort Inn Sunnyside for transitional shelter. Funding through state general funds and project turnkey. The project will provide transition, security

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	<p>and supportive housing with a 110 room capacity. CAB would like clarification around questions in regards to this project: What are the stipulations around drug addiction, prohibition and crime dependency.</p> <p>Leota asked if the terms homeless and houseless are interchangeable.</p> <p>Brenda shared of the transition of homeless term to houseless as trauma informed, people first language.</p> <p>Marya would like to know how many new affordable housing units will be constructed. Marya mentioned that it would be helpful to understand different success metrics that are being tracked in different areas as it relates to affordable housing.</p> <p>Sonia spoke of the Governor’s plan to construct roughly 3500 new housing units each year.</p> <p>Paul requested an update on programming direction. Are we targeting our efforts where people are? What is the future for Social Services?</p> <p>Brenda spoke of the Homeless Management Information System (HMIS) as a system of care, providing trusting relationships overtime. Brenda will provide CAB with an HMIS report out in the Spring. Brenda mentioned moving forward Social Services will provide warming and emergency weather shelter contracts for the county.</p>																					
<p>Utility Support Program Follow-up</p>	<p>Brenda Durbin, Director of Clackamas County Social Services shared Grant Utilization Report 400204 Energy Assistance. CAB requested specifics around total grant award, actual expense and remaining balance.</p> <table border="1" data-bbox="420 1128 1955 1385"> <thead> <tr> <th data-bbox="420 1128 810 1247">Project- Funding Source</th> <th data-bbox="810 1128 989 1247">Activity Code</th> <th data-bbox="989 1128 1144 1247">start date</th> <th data-bbox="1144 1128 1287 1247">end date</th> <th data-bbox="1287 1128 1478 1247">Total Grant Award</th> <th data-bbox="1478 1128 1705 1247">Actual Expense Thru 09/30/2022</th> <th data-bbox="1705 1128 1955 1247">Remaining Balance as of 09/30/2022</th> </tr> </thead> <tbody> <tr> <td colspan="7" data-bbox="420 1247 1955 1317">CEAP 22 PGE 400222231 10/1/21 - 6/30/23</td> </tr> <tr> <td data-bbox="420 1317 810 1385">Admin</td> <td data-bbox="810 1317 989 1385">02</td> <td data-bbox="989 1317 1144 1385">10/1/2021</td> <td data-bbox="1144 1317 1287 1385">9/30/2022</td> <td data-bbox="1287 1317 1478 1385">104,772</td> <td data-bbox="1478 1317 1705 1385">15,601</td> <td data-bbox="1705 1317 1955 1385">89,171</td> </tr> </tbody> </table>	Project- Funding Source	Activity Code	start date	end date	Total Grant Award	Actual Expense Thru 09/30/2022	Remaining Balance as of 09/30/2022	CEAP 22 PGE 400222231 10/1/21 - 6/30/23							Admin	02	10/1/2021	9/30/2022	104,772	15,601	89,171
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ITEMS / ISSUES	DISCUSSION						
	Direct Client Vendor	05	10/1/2021	9/30/2022	743,233	743,232	1
	Program Delivery	06	10/1/2021	9/30/2022	199,717	67,587	132,130
	Total:				1,047,722	826,420	221,302
LP 21 FY22 Multiple Projects- 10-1-20 - 9/30/22							
	Admin 400222152	02	10/1/2021	9/30/2022	75,844	49,603	26,241
	Program Delivery 400222152	06	10/1/2021	9/30/2022	316,307	227,361	88,946
	Client Ed 400222151		10/1/2021	9/30/2022	56,868	56,868	-
	Direct Client Vendor 400222155	05	10/1/2021	9/30/2022	159,784	159,784	-
	Total:				608,804	493,616	115,187
LIHEAP 22 Multiple Projects 10/1/21 - 9/30/22							
	Admin 400222152	02	10/1/2021	9/30/2022	131,666		131,666
	Program Delivery 400222152	06	10/1/2021	9/30/2022	451,226		451,226
	Client Ed 400222151		10/1/2021	9/30/2022	70,000	14,253	55,747
	Direct Client Vendor 400222155	05	10/1/2021	9/30/2022	1,051,025	903,827	147,197
	Total:				1,703,917	918,080	785,837
LIHEAP ARPA 22 400222159 7/1/21 - 9/30/22							
	Admin	02	10/1/2021	9/30/2022	162,789	168,168	(5,379)
	Direct Client Vendor	05	10/1/2021	9/30/2022	1,517,313	1,517,313	-
	Program Delivery	06	10/1/2021	9/30/2022	289,818	312,488	(22,670)

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	Total:			1,969,920	1,997,969	(28,049)
LIHWA 40022232 5/28/21 - 9/30/23						
Admin	02	10/1/2021	6/30/2023	47,094	-	47,094
Direct Client Vendor	05	1/1/2022	9/30/2022	376,754	-	376,754
Outreach (Program)	01	1/1/2022	9/30/2022	47,094	-	47,094
Total:				470,942	-	470,942
LIHWA ARPA 40022251 5/28/21 - 9/30/23						
Admin	02	10/1/2021	6/30/2023	36,908	2,310	34,597
Direct Client Vendor	05	10/1/2021	6/30/2023	295,262	9,995	285,267
Outreach (Program)	01	10/1/2021	6/30/2023	36,908	2,330	34,578
Total:				369,077	14,635	354,442
OEA 22 PGE 400222153 10/1/21 - 9/30/22						
Admin	02	10/1/2021	9/30/2022	360,758	78,630	282,129
Direct Client Vendor	05	10/1/2021	9/30/2022	1,619,222	1,619,102	120
Program Delivery	06	10/1/2021	9/30/2022	583,006	138,671	444,335
Total:				2,562,986	1,836,403	726,583
Paul asked if there is a way to minimize administrative expense by streamlining automated processes.						

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	<p>Brenda the percentage is provided by the State and Federal government. Social Services exceeds the percentages in terms of efficiency, and extra funds go to program delivery. Administratively, not a lot of opportunities to streamline centralized services, human resources, finance. Allocated costs are spread throughout the entire county. Program delivery, provides some opportunities for streamlining.</p>
<p>Follow-up Information Requested</p>	<p>Richard requested information around affordable housing and government requirements.</p> <p>Paul asked for more pointed information around affordable housing and wrap around services.</p>
<p>Member Updates</p>	<p>Martha spoke of Clackamas Volunteers In Medicine and a tour recently provided to a CAB member. The new building is scheduled for a June 2023 completion. Writing grants to fund sexual and reproductive health.</p> <p>Marya shared the community partnership arm of Providence Health Plan is looking to build the community partnership arm, through collaboration while building more relationships with community based organizations.</p>
<p>Public Comment</p>	<p>No Public Comments</p>
<p>Next Meeting:</p>	<p>April 5, 2023, 7:30am – 9:00am via Zoom. http://www.clackamas.us/socialservices/committee_cab.html</p>