

**COMMUNITY ACTION BOARD**  
**March 2, 2022 Meeting Minutes**  
**Meeting held virtually via Zoom**  
**7:30 AM – 9:00 AM**

<b>FACILITATOR</b>		Sonia Agnew			
<b>NOTE TAKER</b>		Amy Kelsey			
P	Yelena Voznyuk	P	Juana Hernandez	S	Amy Kelsey
E	Nicole Johnson	P	Stephanie Hollingshead	S	Jennifer Much Grund
P	Sonia Agnew	E	Marya Choudhry	S	Amy Butler
P	Martha Spiers	P	Paul Edgar	S	Brooke Gelfand
P	Richard Sheldon	S	Brenda Durbin	O	Commissioner Sonya Fischer

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

ITEMS / ISSUES	DISCUSSION	FOLLOW-UP
<b>Meeting Called to Order:</b>	Sonia called the meeting to order at 7:30 a.m.	
<b>Minutes:</b>	Minutes from the February 2, 2022 meeting moved to approve by Martha, seconded by Stephanie and adopted by the Board.	
<b>Phase 39 and ARPA</b>	<b>Jennifer Much Grund, Policy, Performance and Research Analyst Clackamas County Social Services Division</b> presented before the Board the CAB Executive Session and Allocation Decision for EFSP Funding Allocations for Phase 39 and ARPA.	

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	<p><b>Background</b></p> <p>Emergency Food &amp; Shelter Program (EFSP) funds support the critical safety net in Clackamas County by providing much needed emergency food, shelter and rental assistance to vulnerable families and individuals. These funds, which have been in the community for more than 25 years, help provide a safety net to protect the most economically vulnerable.</p> <p>EFSP is preparing to launch its <b><i>Phase 39 funding cycle</i></b>, as well as its distribution of American Rescue Plan (ARPA) funds. Clackamas County <b>anticipates receiving \$149,615 in Phase 39 funds</b> and <b>\$462,426 in ARPA funds</b> to distribute within Clackamas County. The Community Action Board (CAB) provides guidance on the amount the county designates to specific allocation categories – Mass Shelter, Food, and Rental Assistance.</p> <p><b>Previous CAB Recommendations</b></p> <table> <tr> <th>Phase 36</th><th>Phase 37</th><th>Phase 38</th></tr> <tr> <td> <ul style="list-style-type: none"> <li>• 38% Mass Shelter</li> <li>• 41% Food</li> <li>• 21% Rental Assistance</li> </ul> </td><td> <ul style="list-style-type: none"> <li>• 41% Food</li> <li>• 30% Mass Shelter</li> <li>• 29% Rental Assistance</li> </ul> </td><td> <ul style="list-style-type: none"> <li>• 41% Food</li> <li>• 30% Mass Shelter</li> <li>• 29% Rental Assistance</li> </ul> </td></tr> <tr> <td><b>Total Funds: \$153,438</b></td><td><b>Total Funds: \$129,058</b></td><td><b>Total Funds: \$170,237</b></td></tr> </table> <p><b>CAB Executive Session and Allocation Decision</b></p> <p>At the CAB executive session held on February 10, 2022, which was open to all Board members and a quorum attended, CAB members discuss how best to apply an equity lens to the EFSP process. Members determined that the most effective point in the funding process for the board to apply an equity lens was during the county-level application and selection of grantees process. Specific emphasis on this process will be on ensuring potential grantees have the capacity and expertise to use allocated funds in a way that aligns with the county and CAB’s equity and inclusion expectations.</p>	Phase 36	Phase 37	Phase 38	<ul style="list-style-type: none"> <li>• 38% Mass Shelter</li> <li>• 41% Food</li> <li>• 21% Rental Assistance</li> </ul>	<ul style="list-style-type: none"> <li>• 41% Food</li> <li>• 30% Mass Shelter</li> <li>• 29% Rental Assistance</li> </ul>	<ul style="list-style-type: none"> <li>• 41% Food</li> <li>• 30% Mass Shelter</li> <li>• 29% Rental Assistance</li> </ul>	<b>Total Funds: \$153,438</b>	<b>Total Funds: \$129,058</b>	<b>Total Funds: \$170,237</b>	
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	<p>CAB also discussed the current needs of the community and the capacity of community partners to use the funds available in the Phase 39 and ARPA distributions. Based on its discussion, CAB directed the county to inform the EFSP local board to use the following funding category percentages for Clackamas County for its initial Local EFSP plan that was due to the National EFSP Board by March 1, 2022.</p> <p><b>Phase 39 Percentage Allocations</b>  50% - Mass Shelter  50% - Rental Assistance</p> <p><b>ARPA Percentage Allocations</b>  40% - Food  50% - Rental Assistance  10% - Mass Shelter</p> <p>The role of the Community Action Board is to bring an Equity Lens to the work.</p> <p>The allocation decision went before the Board for a vote. Martha moved to approve the allocations as written, Sonia seconded the motion to approve, and the Board voted in favor.</p> <p>Next steps moving forward.</p> <ul style="list-style-type: none"> <li>• Development of supplemental application workgroup to generate supplemental questions to the original application process.</li> <li>• Use an Equity Lens to review all applications.</li> <li>• Copy of the application will be emailed to CAB for review</li> <li>• Allocation percentages will be submitted this week to local Board</li> <li>• Creation of an advertisement and dissemination plan</li> <li>• Agreements around who pays what in relation to advertising expenses</li> </ul>	

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<b>CAA Board Representative Nominations</b>	At this time Teresa Christopherson, Administrative Services Manager with Clackamas County Social Services Division represents Clackamas County on the Regional EFSP Board. . Brenda approached the Board to see if there is anyone interested in stepping into represent Clackamas County regionally and gain additional skills through lived experience.	
<b>House Bill 2006</b>	<p>Review of Clackamas County Board of Commissioners Policy Session Worksheet on the Topic of the Administrators Housing Task Force Update #2: HB 2006 (2021), Emergency Shelter Siting.</p> <p><b>Commissioner Fischer</b> spoke of the timeliness of this discussion as the Board of County Commissioners were taking this item to a vote today.</p> <p><b>Consideration #1:</b> HB 2006 Implementation and Notification Process  <b>The recommendation from CAB is as follows:</b>          Delegate decisions on applications for emergency shelters to H3S staff          a. With mailed public notice and if so, a notice area consistent with those adopted under the zoning and development ordinance</p> <p><b>Consideration #2:</b> Determination of <i>adequate transportation access</i> to commercial and medical services  <b>The recommendation from CAB is as follows:</b>          One-half mile walking distance to an established transit stop with daily service, one-half mile walking distance to commercial and medical services, or transportation to commercial and medical services provided by the shelter operator for clients of the shelter.</p> <p><b>Consideration #3:</b> Determination of <i>unreasonable risk</i> to public health or safety  <b>The recommendation from CAB is as follows:</b>          Adopt factors similar to those identified on the attached HB 2006 shelter siting form produced by the City of Oregon City but including suggested edits by the Board.</p>	

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	<p>CAB shared with Commissioner Fischer the following points to remember when voting on HB 2006 (2021), Emergency Shelter Siting.</p> <ul style="list-style-type: none"> <li>• Controlled environment is necessary</li> <li>• Politics can never be removed</li> <li>• The need to bring neighborhood along will selling point verbiage</li> <li>• Consider the health of the neighborhood</li> <li>• Sheltering focused on inclusion and integration</li> </ul>	
<b>Director's Report</b>	Brenda spoke of a training for Executive Committee members will be in place by next fall. The curriculum will be voluntary and will focus around the topics of meeting participation, management and Roberts Rules of Order.	
<b>Member Update</b>	No Member Updates	
<b>Public Comment</b>	No Public Comment	
<b>Next Meeting:</b>	<p><b>April 6, 2022, 7:30am – 9:00am via Zoom.</b></p> <p><a href="http://www.clackamas.us/socialservices/committee_cab.html">http://www.clackamas.us/socialservices/committee_cab.html</a></p>	