

COMMUNITY ACTION BOARD
January 5, 2022 Meeting Minutes
Meeting held virtually via Zoom
7:30 AM – 9:00 AM

FACILITATOR		Marya Choudhry			
NOTE TAKER		Amy Kelsey			
P	Yelena Voznyuk	A	Juana Hernandez	S	Brenda Durbin
P	Nicole Johnson	A	Stephanie Hollingshead	S	Amy Kelsey
P	Sonia Agnew	P	Marya Choudhry		
P	Martha Spiers	E	Erich Brill		
E	Richard Sheldon	O	Paul Edgar		

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

ITEMS / ISSUES	DISCUSSION	FOLLOW-UP
Meeting Called to Order:	Marya called the meeting to order at 7:30 a.m.	
Minutes:	Minutes from the December 1, 2021 meeting were moved to approve by Martha, seconded by Sonia and adopted by the Board.	
CSBG Budget Review	<p>CSBG Budget Narrative January 2022</p> <p>The Community Services Block Grant (CSBG) is a federal funding source that is distributed via formula to Community Action Agencies across the nation.</p>	

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	<p>In FY 21/22, Clackamas County's allocation of CSBG was \$270,000. This funding amount has remained flat over the last few years.</p> <p>CSBG funds can be used for any program that serves households earning 125% of the Federal Poverty Level, or less.</p> <p>The 10% administrative allocation is used to support the salaries of two managers, Erika Silver and June Bass. Erika oversees all of the agency's programs that serve people experiencing houselessness. June Bass is the Volunteer Connection (VC) Program Manager. Most of the VC program serve county residents who have low incomes.</p> <p>The program allocation is used to support the salaries of several staff, including line staff and supervisory staff. The agency also uses CSBG to support the client costs for one of our Continuum of Care funded housing programs, and materials and services costs like mileage, phone costs, and office supplies.</p> <p>Transportation Reaching People (TRP) provides rides to medical appointments and other crucial needs. While there is not an income requirement for TRP riders, most of the riders are low income.</p> <p>ADRC Information and Referral (I&R). The Aging and Disabilities Resource Connection provides information and referral services to county residents. The provision of I&R services is a CSBG priority and does not require that the program only serve people with low incomes.</p> <p>The Senior Health Insurance Benefits Assistance (SHIBA) program helps Medicare beneficiaries optimize their benefits. Households of all incomes are served, and the amount of CSBG funds in this program correlates with the percentage of low income households served.</p>	

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	<p>Annual Allocation 270,000</p> <p style="text-align: right;">% of Salary</p> <p>Administration 27,000</p> <p><u>Managers Salaries</u></p> <p>Erika Silver 1,687 1%</p> <p>June Bass 25,313 15%</p> <p>Program 243,000</p> <p>Housing Program</p> <p>Support 18,242</p> <p>Materials and Services 11,124</p> <p><u>Staff Salaries</u></p> <p>Julie King (TRP driver) 14,457 17%</p> <p>ADRC I&R (vacant) 37,999 54%</p> <p>ADRC I&R (P. Bergin) 48,839 49%</p> <p>ADRC I&R (S. Johnson) 27,545 30%</p> <p>SHIBA (K Baptiste) 28,140 32%</p> <p>Erika Silver 20,242 12%</p> <p>June Bass 36,412 24%</p> <p>Marya asked the question has there been changes in the fund allocations over time?</p> <p>Brenda responded that there have been minimal changes over time, and will be no significant changes to the CSBG Budget for 22-23. Any major changes would be identified for the 23-24 fiscal year.</p>		

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Director's Report:	<p>Brenda Durbin, Director of Clackamas County Social Services shared about the newly developed Water/Sewer Bill Assistance Program. As part of the Water/Sewer Assistance Program a Master Grant Agreement Implementation Report has been generated.</p> <p>The new federal Low Income Household Water Assistance (LIHWA) Program will provide financial assistance to Oregonians with low incomes to help manage their residential water utility costs. Established by Congress in December 2020, this federally funded program will help low-income households pay down their outstanding water bills.</p> <p>OHCS established five priorities through which to develop the LIHWA Program and through which we continue to hold through the implementation of the program:</p> <ul style="list-style-type: none"> • Co-creation • Racial Equity • Elevation of the need • Transparency • Scalability 	
Discussion Around Development of an Equity Len	<p>On the front end of the newly established Water/Sewer Assistance Program, a concerted effort is being made to generate an Equity Lens. An Equity Lens will ensure the County is intentional in its approach during the decision making processes, and intentionally bringing people to the table to provide structure reaching goals. Marya, Sonia and Martha will take the questions listed below and work to develop and Equity Lens from scratch.</p> <ul style="list-style-type: none"> • Where is this decision/proposal/idea coming from? Is there implicit bias? Identify it; shine a bright light on it • Is there a need for this decision right now? What is the priority? Can the timeline for decision-making accommodate gathering more information if needed? 	

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	<ul style="list-style-type: none"> • Is this the best time/place for this decision? Can parts of this decision be made at another time? • Is it in line with our mission? • Who are the stakeholders? How will you engage them? • Do we have the resources or the capacity (budget, time, energy, skills, etc.) to carry out this decision? • What do we hope the outcome will be? <p>Brenda provided examples for review of both the Clackamas County Task Force on Affordable Housing and Homelessness Equity Lens and the draft Equity Matrix generated by Northwest Housing Alternatives.</p>	
Member Update	<p>Marya at this time is doing the same work around the creation and implementation of an Equity Lens as it relates to health care.</p> <p>Marya spoke of meeting with the Martine Colbentz with the Clackamas County Equity and Inclusion Office and suggested working with Martine and team in the creation of an Equity Lens.</p> <p>Martha mentioned Volunteers in Medicine raised 80% of campaign goal, \$2.4 of \$3 million. Moving forward with the construction and renovation of the new space. Currently recruiting a full time Nurse Practitioner to oversee students.</p>	

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	<p>Paul mentioned the City of Oregon City Drug Settlement and how all cities over 30,000 in population are eligible to participate.</p> <p>Yelena spoke with the Board about the possibility of having an updated presentation from CareOregon on Medicare and Medicaid benefits.</p>	
Next Meeting:	<p>February 2, 2022, 7:30am – 9:00am via Zoom. http://www.clackamas.us/socialservices/committee_cab.html</p> <p>Beginning in February 2022 the Board has agreed to begin each CAB meeting with an Equity Pause. Martha will be sharing resources to establish a resource library.</p>	<p>CAB Bylaws will be sent to all Board Members</p>