

COMMUNITY ACTION BOARD
April 5, 2023 Meeting Minutes
Meeting held virtually via Zoom
7:30 AM – 9:00 AM

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

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

ITEMS / ISSUES	DISCUSSION
Meeting Called to Order:	Marya called the meeting to order at 7:30 a.m.
Meeting Minutes	Quorum could not be established. Adoption of March minutes tabled until May CAB meeting.
Introductions	<p>Leota Childress – City Councilor with the City of Molalla and Director of Molalla HOPE. Molalla HOPE runs one of 3 extreme weather shelters. Leota, previous member on the Community Action Board, returning to the Board representing an elected official.</p> <p>Adam Khosroabadi – City Councilor with the City of Milwaukie joining the Board as an elected official.</p> <p>Caitian Sullivan – recent applicant interested in participating on the Community Action Board as a community member working with low income and underserved populations in Clackamas County.</p>

ITEMS / ISSUES	DISCUSSION												
Chair’s Report	<p>Marya raised the question with CAB members about a fully in person meeting for June. Meeting agenda for June 2023 to include:</p> <ul style="list-style-type: none"> • Strategic Planning • Review of Survey Results and Comprehensive Document • Key Areas and Goals Identified 												
Housing Update	<p>Brenda Durbin, Director of Clackamas County Social Services shared a brief review of the Board of County Commissioners decision to no longer move forward with the purchase of the Comfort Inn Sunnyside for transitional shelter.</p>												
2022 CSBG Report Review	<p>Jennifer Much Grund, Policy, Performance & Research Analyst with Clackamas County Social Services presented the following 2022 CSBG Report Review.</p> <p>Background: As a Community Action Agency, Clackamas County Social Services is required to submit an annual performance report to the State of Oregon outlining its use of Community Services Block Grant (CSBG) funds. This report is based on program information gathered for the Federal Fiscal Year (FFY) 2021-22 for all CCSS programs, which requires Social Services to combine information from two fiscal years. This is the second year the report is based on FFY (October 1, 2021 through September 30, 2022) data. The 2020 report noted below was calculated on the calendar year.</p> <p>While the amount of CSBG funds the division receives is small - \$332,642 for the current reporting period – in comparison to its overall budget, it does support many division programs. This report covers CCSS’s original annual CSBG funding and funding distributed to address the impact of the COVID-19 pandemic.</p> <p>Highlights Part 1 – Funding and Resources CSBG dollars combine with other sources to fund Social Services programs.</p> <table border="1" data-bbox="516 1154 1646 1386"> <thead> <tr> <th></th> <th>2020</th> <th>FFY 2020-21</th> <th>FFY 2021-22</th> </tr> </thead> <tbody> <tr> <td>CSBG Allocation</td> <td>\$332,438</td> <td>\$469,446</td> <td>\$332,642</td> </tr> <tr> <td>Non-CSBG Federal Resources</td> <td>\$12,465,951</td> <td>\$16,857,704</td> <td>\$18,480,858</td> </tr> </tbody> </table>		2020	FFY 2020-21	FFY 2021-22	CSBG Allocation	\$332,438	\$469,446	\$332,642	Non-CSBG Federal Resources	\$12,465,951	\$16,857,704	\$18,480,858
	2020	FFY 2020-21	FFY 2021-22										
CSBG Allocation	\$332,438	\$469,446	\$332,642										
Non-CSBG Federal Resources	\$12,465,951	\$16,857,704	\$18,480,858										

ITEMS / ISSUES	DISCUSSION											
	State Resources	\$15,611,639	\$22,316,232	\$24,384,855								
	Local Public Resources	\$5,028,606	\$2,951,399	\$2,564,630								
	Private Resources	\$126,299	\$35,681	\$14,261								
	Total	\$33,5649,933	\$42,630,462	\$45,777,246								
	<p>In FFY 2021-22, CCSSD had no financial audit findings and continues to meet all financial management practice requirements related to its various funding sources.</p> <p>Part 2 – National Performance Indicators</p> <p>The CSBG report asks agencies to report results on national performance indicators in categories ranging from employment supports to child/family development. Agencies choose which categories to report on based on their programming. In FFY2021-22, CCSS reported outcomes in the housing, income, health and civic engagement categories.</p> <p>FFY 2020-21 CCSS Key Performance Indicators</p> <p>INCOME</p> <p>CCSS reported the results of its small Individual Development Account (IDA) Program, in which 32 participants were enrolled - 24 participants increased their savings in FFY 2021-22, and 4 participants used their savings to purchase an asset. The program funds the purchase of a vehicle, post-secondary education or a house.</p> <p>HOUSING</p> <p>In this category, CCSS reported results in family/individual performance indicators, capturing the division’s work serving individuals and families in need, as well as work completed by the county’s weatherization program.</p> <table border="1" data-bbox="516 1188 1625 1383"> <thead> <tr> <th data-bbox="516 1188 911 1266"></th> <th data-bbox="911 1188 1163 1266">2020</th> <th data-bbox="1163 1188 1394 1266">FFY 2020-21</th> <th data-bbox="1394 1188 1625 1266">FFY 2021-22</th> </tr> </thead> <tbody> <tr> <td data-bbox="516 1266 911 1383">Number of people experiencing homelessness who</td> <td data-bbox="911 1266 1163 1383">909 out of 909 seeking shelter</td> <td data-bbox="1163 1266 1394 1383">715 out of 715 seeking shelter</td> <td data-bbox="1394 1266 1625 1383">1,032 out of 1,032 seeking shelter</td> </tr> </tbody> </table>					2020	FFY 2020-21	FFY 2021-22	Number of people experiencing homelessness who	909 out of 909 seeking shelter	715 out of 715 seeking shelter	1,032 out of 1,032 seeking shelter
	2020	FFY 2020-21	FFY 2021-22									
Number of people experiencing homelessness who	909 out of 909 seeking shelter	715 out of 715 seeking shelter	1,032 out of 1,032 seeking shelter									

ITEMS / ISSUES	DISCUSSION			
	obtained safe temporary shelter.*			
	Number of people who obtained safe and affordable housing.	622 out of 997 or 62%	273 out of 374 or 73%	370 out of 394 or 94%
	Number of people who maintained safe and affordable housing for 180 days.	265 out of 325 or 82%	150 out of 177 or 85%	260 out of 272 or 96%
	Number of people receiving rent payment assistance	2,806	3,112	5,109
	Number of people accessing landlord/tenants rights education	1,121	1,397	1,499
	Number of people who benefitted from utility payment assistance	9,458	9,271	9,991
<p><i>*This includes warming center participation and emergency shelters.</i></p>				
<p>HEALTH</p>				
<p>This category captures the outputs and outcomes of CCSS's Volunteer Connection, older adult partner programming, and Developmental Disabilities programs.</p>				
		2020	FFY 2020-21	FFY 2021-22
	Number of seniors (65+) who maintained an independent living situation*	302 out of 330 or 92%	259 out of 283 or 92%	153 out of 163 or 94%
	Number of individuals with disabilities who maintained an independent living situation**	599 out of 1,219 or 49%.	649 out of 1,288 or 50%.	669 out of 1329 or 50%

ITEMS / ISSUES	DISCUSSION			
	Number of people who received health insurance options counseling	1,617	1,315	1,067
	Number of people who received prepared meals	2,157	1,281	2,091
	Number of people who received in-home care services	220	186	127
	<i>*Based on Oregon Project Independence and Senior Companion program data for 2020 and FFY 2020-21; OPI only for FFY 2021-22.</i>			
	<i>**Based on Developmental Disabilities clients who reside in either independent settings, residential facilities or foster care home settings.</i>			
	CIVIC ENGAGEMENT			
	This category reports on the activities of and contributions of Volunteer Connections volunteers.			
		2020	FFY 2020-21	FFY 2021-22
	Number of volunteer hours donated by volunteers	20,502	13,408	26,141
	Number of organizations, both public and private, that Community Action actively works with to expand resources and opportunities to achieve family and community outcomes	223	221	176*
	<i>*Decrease in number of for-profit partners (mostly related to weatherization) and non-profit partners (related to less involvement in PIT count activities).</i>			
	Part 3 – Program Participation			
	The following number of people were served between October 1, 2021 through September 30, 2022. These are broken out by program because each program uses its own tracking system, and we do not have a method to de-duplicate people who accessed multiple services.			
		2020	FFY 2020-21	FFY 2021-22

ITEMS / ISSUES	DISCUSSION			
	Program	Number Served	Number Served	Number Served
	Energy Assistance	9,458	9,271	9,991
	Housing Services	5,184	5,238	6099
	Veterans Services	1,867	1,950	1,634
	Volunteer Connection	3,203	3,362	2,143
	Developmental Disabilities	2,214	2,320	2,371
	Older Adult (ADRC/OPI)	1,944		1,343
	Transportation Reaching People			498
	Clackamas Service Center Food Distribution Program (CARES)			14,110
Service Equity Planning	<p>Brenda Durbin, Director of Clackamas County Social Services reviewed the Service Equity Plan and next steps with the Board and requested member involvement from CAB on planning efforts moving forward.</p> <p>Next Steps on Establishing an Agency-Wide Service Equity Committee discussed during planning meeting held Feb. 8, 2023.</p> <p>Agenda included:</p> <ul style="list-style-type: none"> • A review of two approved Service Equity Plans, one for the agency’s Older Adult programs and one for the DD Program. • Discussion of members, criteria, compensation, meeting frequency, and length of term • How to make this a meaningful opportunity for committee members • Identify staff support needed to ensure success 			

ITEMS / ISSUES	DISCUSSION
	<p>Discussion</p> <p>There are many areas of alignment between the two plans. Some examples include:</p> <ul style="list-style-type: none"> • Client, community and staff feedback • Language access • Service Access • Workforce diversity • Client demographics compared to population demographics • Equity and Inclusion training <p>Initial thoughts on Committee responsibilities</p> <p>When reviewing the two plans, it appears as if the primary role for a Service Equity Committee (SEC) would be to review reports and engage in community outreach. A few examples of reports include:</p> <ul style="list-style-type: none"> • Review Client Feedback Reports (semi-annually) • Review reports from Ant Farm’s Latinx outreach • Review Get Care reports on “how people find out about aging services” • Review reports on reasons why people leave services • Review annual report on client demographics, and changes from previous year • Review annual report on staff and applicant demographics <p>Initial thoughts on membership</p> <ul style="list-style-type: none"> • Aging Services Advisory Council • DD Council • Community Action Board • Veterans Advisory Committee • Culturally Specific Organization(s) <ul style="list-style-type: none"> ○ Currently under contract with County, or not? • County residents <ul style="list-style-type: none"> ○ Current clients, or not, or both? ○ Villages member

ITEMS / ISSUES	DISCUSSION
	<ul style="list-style-type: none"> ○ Promontories’ ● Faith/Interfaith communities/organizations ● Local Adults and Persons with Disability (APD) office ● Social Services Equity Group member(s) <p>Other membership-related questions to answer</p> <ul style="list-style-type: none"> ● Criteria to accept members from Advisory Boards. Will likely need to limit to one member each to ensure a manageable sized committee. ● Background ● Lived Experience ● Geography ● Skill sets (to be determined) ● Compensation ● Member expectations ● How to create a structure that is non-hierarchical <p>Draft Recommendation</p> <ol style="list-style-type: none"> 1. Launch with members who are current Advisory Council members and staff. <ul style="list-style-type: none"> ● The first activities will include finalizing the charter (currently being drafted) and reaching out to the community to complete committee membership. ● Identifying one of the seven identified elements to begin with 2. Determine how committee will be staffed. One option is to work with an intern. Current staff capacity is sufficient to launch this effort, but more capacity will be needed to fully realize the potential of the committee. <p>Paul mentioned the planning committee and ability to identify and implement change quickly and effectively.</p> <p>Martha would like to see referrals for services provided through an equity lens.</p> <p>Sonia asked to see data as it relates to action items, goals and outcomes.</p>

ITEMS / ISSUES	DISCUSSION
Follow-up Information Requested	<p>Paul requested the recent Point In Time Counts for Clackamas County.</p> <p>Adam requested a copy of 2021 CSBG Report to provide a year to year comparison.</p>
Member Updates	No Member Updates
Public Comment	No Public Comments
Next Meeting:	<p>May 3, 2023, 7:30am – 8:50am via Zoom.</p> <p>http://www.clackamas.us/socialservices/committee_cab.html</p>