

# Citizens Advisory Board

Wednesday, March 3, 2021

Virtual – Zoom

<b>Members Present:</b> Sherry Martin, Chair Adriane Wilson, Vice Chair Noemi Cagatin-Porter Roseanna Camacho Susan Johnson Nate Zink	<b>Members Absent:</b> Bryan Yambe Robin Farris Zellynda Perkins (excused)	<b>Staff Present:</b> Donn Falconer Lynda Buchanan Kristin Kenyon Makaila Chames Margi Rudy Nelly Mbajah Connie Arias Heather Moss
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## MINUTES

6:02 pm	Call to Order
Action	Sherry called the meeting to order at 6:02 pm.
6:02 pm	Approval of Agenda
Action	Sherry asked for a motion to approve the agenda. CM Johnson motioned, Noemi seconded; unanimously approved, none opposed.
6:03 pm	Approval of Minutes
Action	Sherry asked for a motion to approve the February 3, 2021 minutes. CM Johnson motioned, Noemi seconded, unanimously approved; none opposed.
6:05 pm	Staff introductions
Discussion	Nelly started presentation with staff introductions for those present
6:06 pm	Heather Moss introduction
Discussion	Heather introduced herself to those present as the Director of Human Services
6:07 pm	Budget Update
Discussion	Lynda gave an update on the CSBG Budget, which included 2020 Federal, 2020 State, and 2021 Federal grants (see pages 4-6 of CAB attachment).
6:09 pm	COVID-19 Response
Discussion	Community Action team reported on the Human Services COVID-19 response. Report outs were made from ECEAP, ChildReach, Energy Assistance, Home Repair & Weatherization (see pages 7-13 of CAB attachment).
6:21 pm	Customer Satisfaction Updates
Discussion	Lynda reported on the Open Pierce County customer satisfaction results (see pages 14-17 of CAB attachment).
6:23 pm	2021 Community Needs Assessment Update
Discussion	Nelly reported on the Community Needs Assessment and the timeline of the 4 phases: Planning, Delivery, Analysis, and Prepare Report and the use of ROMA (see pages 18-24 of CAB attachment).
6:29 pm	Commerce Presentation
Discussion	David Hoadley, Karen Dunn, & Karl Hoffman from the Dept of Commerce gave a presentation on the following: Where funds go, history of Community Action, funding types (state & federal), stats on CSBG, rules for CAA & organizational standards, tools and resources for public advisory boards, and Community Action board responsibilities (see attached Commerce presentation). Karen explained the importance of audits to ensure boards are in accordance of our by-laws. The Role is to help us know what would be a liability, they are there to help and assist.
6:49 pm	Commerce asked for questions

	Nelly asked about national or statewide trends within CSBG. Karen explained every state is vastly different but what she has seen is CARES money is moving slower as states are holding onto it since we don't know what will happen with COVID. High poverty states spent their funds quicker.
7:00 pm	Public Comment
Discussion	One member of the public present, no comment.
7:01 pm	Good of the Order
Discussion	Sherry called for Good of the Order
7:02 pm	Motion to Adjourn
Action	Sherry called to adjourn the meeting at 7:01 pm. Roseanna motioned; Nate seconded. Unanimously approved, none opposed.

Sherry Martin  
Chair Signature

4-7-21  
Date