



Citizens' Advisory Board		
Wednesday, September 18, 2019	6:00 pm	Soundview 3602 Pacific Ave, Tacoma

Members Present: Adriane Wilson Nathan Zink Noemi Cagatin-Porter Sherry Martin	Members Absent: Bryan Yambe Robin Farris Susan Johnson, Vice-Chair (EA)	Staff Present Bryan Schmid Jeff Rodgers Margi Rudy Paulina Kura Stephanie Bray Yolanda Wilson Lynda Buchanan Vy Yun
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Minutes	
6:02 – 6:02	Call to Order
Discussion	The meeting was called to order by Nathan Zink, at 6:02 pm.
6:02 – 6:04	Approval of Agenda
Action	Nate moves agenda item VII. CA Financial Update to after agenda item III. Approval of Minutes to accommodate presenter's schedule. Nate asked for a motion to approve the agenda. Sherry motioned, Adriane seconded, unanimously approved.
6:04 – 6:04	Approval of Minutes
Action	Nate asked for a motion to approve the May minutes. Sherry motioned, Adriane seconded, unanimously approved.
6:04 – 6:12	CA Financial Update – Presentation on Biennial Budget for Community Services Block Grant Yolanda Wilson
Discussion	Yolanda presented the Community Action 2020-2021 Biennial Budget Presentation (see attachment). No questions/comments.
6:13 – 6:21	Staff Report Stephanie & Paulina
Discussion	Stephanie introduces Paulina Kura, Acting Program Manager for Community Action Programs. Interviewing for CAB members. Yvonne termed out and Sally has decided not to serve a second term. New Community Services Program Manager, John Barbee, will start September 30 th . Human Service Study is completed. Consultants presented nine recommendations to County Council. Analysis on services provided to community will be done to determine if services are best done in-house or by non-profits. Paulina adds they are just recommendations, it is up to the Executive's office and Department Director to see which recommendations they want to implement, nothing has been decided yet. PCTV Human Services Study Presentation: https://online.co.pierce.wa.us/cfapps/council/iview/committeeMeeting.cfm?meeting_dt=9/17/2019%209:30%20AM&committee_cd=hs Human Services Study Comments/Feedback: https://www.surveygizmo.com/s3/5222770/Human-Services-Study-Q-A-Submission-provider Brian Sarensen accepted a position with the Department of Commerce. Interviewing for his position this Friday, specifically for Weatherization and Energy. Brian also managed Minor Home Repair Program, and this program has moved under Bryan Schmid as of Monday. Heather Moss joined us as Director of Human Services in July.
6:21 – 6:31	ChildReach Program Update Margi Rudy
Discussion	Margi presented on Community Action Tribal ChildReach (see attachment). Adriane asks if the other staff member that Margi works with is Native? Margi answers that Connie is not.

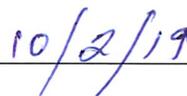
6:32 – 6:34	CA Organizational Standards Updates	Lynda Buchanan
Discussion	<p>Lynda says for CSBG reporting, the following must be reviewed/updated:</p> <ul style="list-style-type: none"> • Department's Vision and Mission statement. • Availability of audit. <p>No questions/comments.</p>	
6:34 – 6:39	CA Energy Assistance Application	Lynda Buchanan
Discussion	Paulina reads the letter to accompany the LIHEAP application. They are requesting the Chair sign off on the letter.	
6:39 – 6:40	Action Item: CAB Approves Letter to be submitted with Energy Application	COW
Action	Nate asked for a motion to approve the letter to be submitted with Energy Application. Sherry motioned, Adriane seconded, unanimously approved.	
6:40 – 6:47	Crisis Center Substantial Amendment	Stephanie Bray
Discussion	<p>Stephanie explains the Substantial Amendment to 2019 One Year Action Plan (see attachment). Stephanie stated that additional funds are needed for the project as the lowest bid came in \$1 million over budget. To-date, \$500,000 of the \$1,000,000 of 2018 CDBG funds originally awarded to the Crisis Center has been spent. It is anticipated that the remaining \$500,000, plus the \$250,000, if approved this evening, will be expended by year-end.</p> <p>Noemi asks how big the facility/land and Stephanie answers she does not know because part of the land is owned by Pierce County Emergency Management, but that it is a large parcel.</p> <p>Sherry asks where the \$250,000 came from. Stephanie explains the YWCA declined their 2017 Domestic Violence Emergency Shelter elevator project. Those funds were awarded to the Community Development Corporation, but they did not expend the entire grant. \$200,000 came from the 2017 funds, and \$50,000 came from 2014 funds. Sherry asks when we would have to have spent the 2014 funds, and Stephanie responds soon.</p>	
6:47 – 6:48	Public Hearing – Crisis Center Substantial Amendment	COW
Discussion	None present.	
6:48 – 6:50	Action Item: Approval – Crisis Center Substantial Amendment	COW
Action	Nate asks for a motion to approval the Crisis Center Substantial Amendment. Sherry motions, Adriane seconds, unanimously approved.	
6:51 – 7:24	2018 Consolidated Annual Performance and Evaluation Report (CAPER)	Stephanie, Bryan, Jeff
Discussion	<p>Stephanie, Bryan, and Jeff provide some highlights of the CAPER (see attachment).</p> <p>Sherry asks if we see how many people don't make it with Rapid Rehousing. Jeff answers we have outcomes of people who don't make it and outcomes of those who do. We are required to measure and report at 6, 12, and 24 months. We look at returns within 6, 12, and 24 months period. Returns at 24 months period is roughly 15% of those who go through Rapid Rehousing return to our system for assistance.</p> <p>Stephanie shared comments submitted by Councilmember Johnson:</p> <ul style="list-style-type: none"> • Asked if it was an ongoing commitment for Economic Development creating 5 jobs for AIM Aerospace. Stephanie says they did complete those 5 positions during the 12-month period. • Continuum of Care showing only \$417,401 spend. This was an error; the actual amount spend was \$4,174,011 out of \$5,330,420. • Provided edits for spelling errors. • Commented the SAGE report is hard to read. • Pierce County Housing Authority is currently troubled? It is not designated as troubled in this report through June 30. 	
7:24 – 7:24	Public Hearing – 2018 CAPER	COW
Discussion	None present.	
7:24 – 7:25	Action Item: Approval -2018 CAPER	COW

Action	Nate asked for a motion to approve the CAPER. Sherry moved, Adriane seconded, unanimously approved.
7:25 – 7:28	Discussion – FY2020 CDBG Public Facilities & Public Services Funding Priorities Stephanie Bray
Discussion	<p>Public Facilities Funding Priorities (1-year, ranked accordingly)</p> <ol style="list-style-type: none"> 1. Shelter and Housing Needs (10 points) 2. Infrastructure Improvements (8 points) <p>Public Services Funding Priorities (2-year, equal weight)</p> <ul style="list-style-type: none"> • Basic Needs • Family Services • Transportation <p>Stephanie asks the Board if they would like to continue with these priorities if they would like to make any changes. She gives feedback that agencies like the priorities for Public Services.</p> <p>Stephanie asks the Board since we are doing the Consolidated Plan, do we want to add the funding priorities in the Consolidated Plan or come back every September to revisit the priorities. Sherry says if agencies knew what they were doing for 5 years, they could think in those terms instead of what they have today. Noemi prefers reviews of the funding priorities because circumstances can change, she suggests the reviews being done longer than 1-year period. Sherry mentions that if it were in the 5-year Plan, we can always do an amendment, which entails a 30-day public comment period and public hearing.</p>
7:28 – 7:30	Action Item: Approval – FY2020 CDBG Public Facilities & Public Services Funding Priorities COW
Action	<p>Sherry motions to keep the funding priorities as is, Noemi seconded. Adriane was unsure of voting on the funding priorities and needs more time. Stephanie asked Adriane if there were any questions she can answer. Stephanie was asked if the vote can wait until the October meeting. Stephanie said yes but a vote would need to take place at the October meeting. Nate opposes. It was voted to wait until the October meeting to vote.</p> <p>Nate asks if we can find out what other jurisdictions or recipients use for notices to have something to compare to. Stephanie says we can look at Snohomish and Spokane's funding priorities.</p>
7:30 – 7:54	Update – Analysis of Impediments to Fair Housing & 2020-2024 Consolidated Plan Stephanie, Bryan, Jeff
Discussion	<p>Consultant will do a presentation on Analysis of Impediments at the Oct 2 meeting. We are having a public hearing for feedback.</p> <p>Bryan reports the following on Analysis of Impediments to Fair Housing:</p> <ul style="list-style-type: none"> • Contracted with Western Economic Services. • Posted resident survey, received nearly 200 responses. • Recently posted stakeholder survey. • We had meetings in August for public input, did not get attendance we were hoping for. Consultant told staff that this is not unusual. • Final report will be released, there will be recommendations for the County on actions the County should take to reduce the impediments to fair housing choices. • 30-day public comment period and then we will have a public hearing in November. <p>Bryan reports the following on Consolidate Plan:</p> <ul style="list-style-type: none"> • Stakeholder/Provider survey went out. • Resident survey also posted online. • Due to HUD on May 15, must be ready in April, will bring to the Board in April and the board will hold a public hearing on the document at the May meeting. <p>Stephanie adds we are doing a lot of surveys online. We have contacted non-profits to disperse the survey. Bryan adds they are translated into different languages.</p> <p>Adriane says her biggest concern is lack of participation from the community, particularly from surveys since that is where we are getting a lot of our data from. She asks if we have those discussions and how does it look like when we talk about it. Stephanie responds the best way to disburse the surveys are to the agency themselves,</p>

	<p>instead of online. We are still taking that approach instead of just doing online surveys.</p> <p>Adriane is concerned because there is a gap between people wanting to voice their opinion and us asking for their opinion. Jeff and Stephanie say we will use social media to expand our reach. Adriane says the word "impediments" are governmental, which create a barrier for people want to learn about this. She says we are missing out on a great population if we are just using social media. Stephanie asked how they can be reached and would appreciate any feedback.</p> <p>Adriane asks how we can create a setting that people will feel safe and comfortable to speak the way they speak, without governmental terms. Sherry says from her experience, it is hard to get any input, and she agrees, the wording is intimidating. Jeff says we can go to the community – outreach to them; we want feedback from everyone.</p>
7:54-7:54	Public Comment
Discussion	None present.
7:54 – 7:57	Good of the Order
Discussion	<p>Stephanie says Councilmember Farris wanted to know the roles and responsibilities for CAB. She sits on another Board, so clarification of what each board does was discussed with Farris during a meeting with Stephanie and Bryan. Stephanie reached out to see if she wanted to cover the topic at tonight's meeting but has not heard back. Stephanie wanted the Board to know that there was follow-up.</p> <p>Stephanie will be sending out a Minor Home Repair amendment to 2019 One-Year Action Plan because we awarded the minor home repair funds to Community Action. Now that Bryan is supervising the program, we are changing the subrecipient.</p> <p>Stephanie says she will ask the Board if they would like to serve on the review panel, and if so, which one (either CDBG public services or CDBG public facilities) at the November meeting.</p>
	Adjournment
Discussion	Nate adjourned the meeting at 7:58 pm.



 Chair Signature



 Date