



## Citizens' Advisory Board

### Minutes

Wednesday, November 7, 2018, 6:00 p.m.

Location: 3602 Pacific Avenue, Suite 200, Tacoma, WA 98418

Sound View Conference Room 1

#### Members Present:

Sally Porter Smith, Chair  
Adriane Wilson  
Nathan Zink  
Rhonda Brown  
Sherry Martin  
Yvonne Starks

#### Members Absent:

Bryan Yambe  
Donald Tilley, Jr.  
Kenneth Delgado  
Robin Farris  
Susan Johnson

#### Staff Present:

Lauren Lee  
Lynda Buchanan  
Stephanie Bray  
Bryan Schmid  
Vy Yun

#### Staff Absent:

#### 1. Call to Order

The meeting was called to order at 6:05 p.m. by Sally Porter Smith, CAB Chair.

#### 2. Approval of Agenda

A motion to approve agenda could not be made because a voting quorum was not present.

#### 3. Approval of Minutes

A motion to approve minutes could not be made because a voting quorum was not present. Sally asked the members that were present to review the minutes and if there were any changes that needed to be made. No edits were noted.

#### 4. Community Services Staff Report

Stephanie Bray, Pierce County, reported the following:

- Fred Hoheim has put in his resignation.
- We have a new Board member, Rhonda Brown!

#### 5. Community Action Programs Staff Report and Update

Lauren Lee, Pierce County, reported the following:

- Working on several reports due at the end of the fiscal year. Will report on the following reports at the February meeting:
  - Organization Standards
  - Organization Information
  - Community Action Plan
  - Information Systems (now known as the Annual Report)
- Low-Income Home Energy Assistance Program (LIHEAP) starts December 1, 2018, and 5,000 postcards, translated into five different languages, are being mailed out before energy season starts.

- The annual Adopt a Family program is in December: 46 families have been adopted by County Department staff and individuals. The families adopted will be gifted holiday presents.

#### **6. Action Item – CAB Accepts Community Needs Assessment**

Lauren Lee gave a PowerPoint presentation of the 2018 Community Action Programs Community Needs Assessment, that members received via email prior to the meeting, and is required every three years. This is a user-friendly document that will tell a story of the work of Community Actions Programs and provide a plan of action for the next few years. The document is intended to be electronic and interactive, such as clicking on footnotes and maps.

*Action Item(s):*

Sally asked for a motion to accept the report. Nate motioned, Yvonne seconded, unanimously accepted.

In response to Sherry Martin's question, Lauren will find out who does weatherization for the City of Tacoma.

#### **7. Boards & Commissions – pamphlet and new County website**

Lynda Buchanan, Pierce County, presented the new Boards and Commissions website (<https://piercecountywa.gov/89/Boards-Commissions>) and passed out the Pierce County Advisory Boards Membership Handbook. Items that can be found on the Human Services Citizens' Advisory Board website:

- Upcoming meetings, agendas, and minutes
- Current members
- Vacancies
- CDBG Project and Activities Funding Recommendations

*Action Item(s):*

Adriane would like to know how many POC are on each board. Lauren explained that we currently do not have someone to address that question to, but she will find out and get back to Adriane. Adriane would like to revisit this subject.

#### **8. Affordable Housing Presentation**

Bryan Schmid, Pierce County, presented a PowerPoint presentation on Affordable Housing in Pierce County. This was presented last month to all the city and town Mayors of Pierce County. The presentation covered the following:

- Pierce County housing market snapshot
- What is "affordable"?
- Local affordability indicators
- Cost-burdened households in Pierce County
- Is housing affordable in Pierce County?
- Housing unaffordability impacts

*Action Item(s):*

Bryan will share the presentation with Board members.

#### **9. FY 2019 Review Panel for CDBG Public Facilities Funding Recommendations**

Stephanie informed the Board that the CDBG Public Facilities NOFA has been posted and applications are due Monday, December 3, 2018. Stephanie is looking for four members to serve on the review panel. Members will need to be available on the following dates:

- January 16, 2019 (presentations)
- January 23, 2019 (presentations)
- January 30, 2019 (possibly, depending on number of presentations)
- February 6, 2019 (funding recommendations)

The following members volunteers to be part of the review panel:

- Yvonne Starks
- Nate Zink (possibly, will let Stephanie know)
- Sally Porter Smith (will serve as Chair of the review panel)
- Rhonda Brown (if no other members not present are interested)

**10. Action Item – CAB Approves Review Panel Members**

No action needed.

**11. Public Comment**


Sally Porter Smith asked if there was anyone present from the Public. No one from the public was present.

**12. Good of the Order**

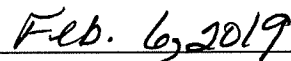
- Stephanie will be in touch with those on the review panel to get information/applications to them. Nate requests the information be sent as soon as possible and Stephanie says there is a review process done prior, so the earliest will be January.

**13. Adjournment**

Sally Porter Smith adjourned the meeting at 7:20 p.m.



Chair Signature



Date

