

**MEETING MINUTES OF THE HYBRID
ARLINGTON COUNTY COMMUNITY DEVELOPMENT CITIZENS ADVISORY COMMITTEE**

March 6, 2024

The Community Development Citizens Advisory Committee convened its meeting at 6:30pm on Wednesday, March 6, 2024.

PRESENT (IN-PERSON) Jennifer Bodie
 Greg Bramham
 Robert Burnette
 Lincoln Cummings
 Steven Gallagher
 Maccoy Kauffman
 Walter Sargent

PRESENT (VIRTUALLY) Tim Denning, Vice Chair
 Margaret McGilvary

STAFF Caitlin Jones, Jennifer Daniels, Rolda Nedd, Ockidde Harris

1. *Approval of February 7, 2024 Meeting Minutes.*

The January 3, 2024 minutes were approved unanimously.

2. *FY 2025 Non-Competitive Community Development Fund Program Interviews*

Each year, the Community Development Fund provides funding for specific County programs that do not submit a competitive application. In lieu of an application, these programs provide an overview of current and future activities.

Ockidde Harris, Childcare Development Associate Training Program, Arlington Employment Center

Ockidde Harris, the Deputy Director of the Economic Independence Division in DHS, described the various programs that are offered through the Arlington Employment Center (AEC), funded through CDBG and CSBG. This includes the Early Childhood Education program where participants receive a childhood development associate (CDA) credential and the Job Seeker workshops.

The CDA is professional credential for individuals who want to work in early childhood development. To date, the AEC CDA program has supported 98 clients, where 22 individuals have obtained their credential and it is expected that another seven will earn credential before end of FY 2024. Of those that have obtained their credential, there is a 100% employment and promotion rates and for credentialed participants, they are earning \$18.60/hr and 72% of those who are enrolled in the course work in Arlington.

AEC staff has also recently spent more time cultivating partnerships with local childcare facilities to support individuals enrolled in their courses. Staff has also begun to establish opportunities for students who want to earn credits towards an Associate degree at NOVA. In addition, AEC staff has focused on outreach activities and allowing participants to work at their own pace.

For the Job Seeker workshops, AEC offers virtual job search workshops 2-3 times per week that cover a variety of topics to help job seekers get jobs. These interactive workshops teach people how to write

and revise resumes and cover letters, prepare for common interview questions and behavioral interview questions, and use social media like LinkedIn and other job search websites to apply for jobs. AEC also offers special workshops about different virtual learning applications the AEC offers, such as LinkedIn Learning and SkillUp. So far in FY 2024, 107 people have attended with a 90% satisfaction rate. Of the 107 people, 19% gained better employment as a result of the workshop.

- *Presentation:* [Ockidde Harris, Arlington Employment Center](#)

3. FY 2025 HUD Annual Action Plan and FY 2025 Community Development Fund Budget Overview

Caitlin Jones provided an overview of the FY 2025 HUD Action Plan and budget recommendations. Staff develops these recommendations based on the applications that are submitted through the FY 2025 Community Development Fund Notice of Funding Availability (NOFA) and the subsequent review conducted by CDCAC.

The County will not receive all funding allocations for all Community Development Fund sources prior to the County Board's consideration of the Action Plan. Therefore, the amounts recommended in the Action Plan being considered by CDCAC are still considered estimates. County staff will bring final recommendations to CDCAC in June after all funding allocations are received.

Staff did recommend an additional \$100,000 in Affordable Housing Investment Fund (AHIF), for a total of \$300,000 which enabled staff to recommend funding for most programs that applied.

In terms of next steps, after CDCAC makes a recommendation, staff and the chair will draft a letter of support to be submitted to the County Board. Public comments on the recommendations are being sought at the County Board Public Budget Hearing on April 2, 2024 and the Board will consider the full budget and the Action Plan at the April 20 Board meeting.

- *Materials:*
 1. [Draft Citizen Summary](#)
 2. [Draft Action Plan Narratives](#)

4. Staff Report

Jennifer Daniels reported that staff continues to research the question about stipends for Advisory Boards and will report back once there is clear guidance.

Jennifer also reported that the Community Development Bus Tour will be held on April 3, 2024 and will visit Edu Futuro's Emerging Leaders Program, the Capital Youth Empowerment Father's in Tech program and Terwilliger Place. Also hoping that a restaurant that received a microloan through one of the CDBG-funded small business programs will be able to cater the event. 2024 is the 50 year anniversary of the CDBG program.

5. Member Reports

A member asked for an update on the RACE to Rebuilding Trust NOFA and whether reviewers are reviewing all applications. Staff reported that there were groups reviewing buckets of 8-9 applications each.

6. Chair Report

Nothing to Report.

Meeting adjourned at 8:02pm.