

Community Development Citizen Advisory Committee (CDCAC) Meeting  
January 8, 2020  
2100 Clarendon Blvd – Room 715

Members Present: Ken Robinson, Rolf Blank, Steven Gallagher, Greg Bramham, Lara Malakoff, Tim Denning, Rosemary Leffler, Larry Withers, Linc Cummings

Staff: Caitlin Jones, Holly Hartell, David Remick

Members of the Public: Walter Sargent,

The meeting was called to order at 6:35 pm.

**1. Approval of November 6, 2019 Meeting Minutes**

The November 2019 minutes were approved unanimously.

**2. Internal County CD-Funded Program Update: Arlington Employment Center**

David Remick from the Arlington Employment Center attended the meeting to provide an update on the AEC programs that are funded through the Community Development Fund. The AEC programs funded through the CD Fund provide job training and computer training program to low and moderate-income residents. The main focus of the program is to provide Arlington county residents with job opportunities and job skills in order to qualify for better job opportunities.

David reported that thus far in FY 2020, there have been 4,000 unique visitors to the Arlington Employment Center and staff have provided 500+ adults and older youth with employment case management this fiscal year. In addition, over 400 businesses have been served, including through 112 hiring events and 439 direct placements. AEC has enrolled 30 residents in beginner and advanced computer literacy classes and has provided over 250 individuals with soft skills workforce training. AEC has also enrolled 20 individuals in a Childhood Development Associate (CDA) credential training course.

In FY 2021, AEC plans to continue to provide basic, advanced, MOS certification and A+ preparation/certification computer classes, as well as the Childhood Development Associate (CDA) credential training course and soft skills training.

Ken Robinson asked what the eligibility to participate in AEC programs is. Dave responded that it depends on the type of funding that supports the training program. CDBG/CSBG funded programs can only serve Arlington residents but other programs offered through AEC can serve anyone.

Ken also asked if there a state certification associated with child development program? David responded that yes, the individual is getting classroom training and experience and then portfolio is submitted to accrediting agency to get certification. A follow-up question was whether or not CDA certification is required for those working in centers? Dave replied that it is not a requirement for all staff but is a qualification that most senior and mid staff have.

A CDCAC member asked if computer training done in coordination with Microsoft or other programs? Dave replied that AEC is trained on how to deliver training programs for various software, including Microsoft. A follow-up question was whether software companies provide funding to provide this training and Dave replied no generally they do not.

Rolf Blank asked whether AEC uses a test to determine that soft skills are needed? Dave replied that when AEC has consultants do the trainings, it's teaching individuals about why the soft skills matter, not just from employer perspective but also personal reasons. There is no testing provided but recommendations for habit changes are made.

A follow-up question was whether AEC coordinates with APS about how to provide soft skills training? Dave responded that regional workforce council recently developed a letter to inform APS of the professionalism / soft skills issue that has been perceived in new workforce. Dave also reported that any new training curriculum that is developed or if a new trainer is hired, its emphasized that soft skills have to be a part of the curriculum.

Steven Gallagher asked if AEC does any work with the Behavioral Health Division with DHS? Dave replied that referrals are made from various County Departments in Arlington. He also noted that AEC conducts job fairs geared towards specific populations.

### **3. Digital Equity Action Plan**

Holly Hartell from the County's Department of Technology Services and Caitlin Jones from the Housing Division provided an overview of the County's recent effort to establish a policy framework around what the County's digital equity goals should be.

Holly Hartell reported first on American Community Survey data that explains where some of the disparities around internet service and access to devices currently exists and then explained why affordable access to technology is important for all residents.

Caitlin Jones described some of the ongoing initiatives that Arlington has employed related to digital equity, including free access to public WiFi at community centers, libraries and other County-owned facilities; computer classes at libraries and certain community centers as well as what is provided through the Arlington Employment Center; access to desktop computers at libraries; the provision of a 1:1 device ratio for all Arlington Public Schools students grade 2-12; and the Arlington Mill Residences Pilot program whereby the County provided Arlington Partnership for Affordable Housing (APAH) with a grant so they could leverage the County's dark fiber network ConnectArlington to partner with an ISP to provide all 122 households the opportunity to have free high-speed broadband internet in their home.

Caitlin Jones then discussed the County's next steps in developing a policy framework though the Digital Equity Action Plan in order to expand what the County is doing related to digital equity and to accomplish its digital equity goals. Staff invited interested CDCAC members to participate in community outreach events, including the Digital Inclusion Network and to provide feedback on how this issue impacts the populations that they represent.

### **4. FY 2020 First and Second Quarter CSBG Report**

Staff provided an update on the first and second quarter performance for Community Development Fund grant programs. Overall, subrecipients drew down a little over \$ 193,000 in CDBG, CSBG, TANF and AHIF Housing Services funds in quarters one and two of fiscal year 2020.

All subrecipients have submitted timely reports for quarters one and two. Staff is assessing the need for training in submitting complete invoices.

CDCAC members requested that the next quarterly report include a synopsis of any major changes among grantees and that the total grant amount for each subrecipient be provided in the financial report.

**5. Chair's Report**

Tim Denning reported that he recently met with Matt de Ferranti and Katie Cristol and was informed that the Community Development Citizen Advisory Commission (CDCAC) Board liaison would be shifting from Mr. de Ferranti to Ms. Cristol in 2020. The Chair informed members that Ms. Cristol is interested in exploring ways to achieve more diversity on the Committee in the next year.

The Chair also requested that CDCAC members come with ideas for improvement to the Community Development Fund NOFA process to the February meeting.

**6. Staff Reports**

Staff reported that the Federal budget was passed and signed by the President in December 2019. HUD now has 60 days from the time that the budget was passed to provide entitlement communities with their Federal Fiscal Year 2019 allocations. Arlington staff expects to receive its allocation by mid-February.

Staff also requested that CDCAC members come prepared to discuss ideas for stops to consider on the 2020 Community Development Tour.

**7. Member Reports**

Nothing to report.

Meeting adjourned at 8:00pm