

# COMMUNITY AND SUPPORT SOCIAL SERVICES ADVISORY COUNCIL

## MEETING MINUTES

Date/Time	Location	Attendees
March 28, 2018 11:30- 1:30 PM	County Government Center 2001 South State Street South Building, Room S-2950	<b>CSSAC:</b> Lloyd Alexander, Stephanie Tobey, Matt Klein, Tyler Hall, Stephanie White (via conference phone), Jennifer Seltzer Stitt, Glenda Riesen, Rocio de Maria Torres Mora, Michele Weaver, Stephanie Harpst, Syd Peacock, Troy Runnells <b>Staff:</b> Sharon Pierce, Amanda Cordova, Susie Sullivan, Stephnie Gyllenskog, Karen Wiley, Karen Kuipers Excused: Stephen Cotterell, A.J. Metz

### Agenda

1. Welcome & approval of March 22<sup>nd</sup> meeting minutes..... *Lloyd Alexander*
2. Review and adopt final award amounts to be recommended to the Mayor ..... *Committee*
3. Continued debriefing and review of summary of FY18 process.
  - a. What worked, what needs to be improved? Suggestions for FY19.
  - b. Review of general suggestions to agencies for future applications.
  - c. Review of agency-specific input to be shared at agency de-briefing.
  - d. Review of status of committee appointments and terms.
4. Discuss public hearing format
5. Adjourn

### Public Hearing for HUD Federal Funds – Monday, April 16<sup>th</sup> 4pm-6pm (Council Chambers )

<i>Topics</i>	<i>Discussion</i>	<i>Motions &amp; Action Items</i>
<b>Welcome</b>	<i>The Chair welcomed members.</i>	
<b>Approval of the March 22<sup>nd</sup> Minutes</b>	<i>The Chair asked if the minutes were ready to be approved.</i>	<b>Minutes were approved as presented.</b>
<b>Review &amp; Adopt final award amounts to be recommended to the Mayor</b>	<p><i>Staff presented the final spreadsheet to the committee which reflected the approved scenario from the prior week with the adjustments for funding source availability and constraints. The nature and impact of the final minor adjustments that were necessary were discussed. The chair asked for a motion.</i></p> <p><i>Clarification was requested on the remaining balance of \$40,000 which was shown in the CDBG column on the spreadsheet. Staff explained that represented the discretionary funds which were held out for the Urban County Mayors, which give them some flexibility to respond to other priority needs that may be determined prior to the final award decisions.</i></p> <p><i>Staff mentioned that the committee can give the Mayor suggestions as to how the CSSAC members would recommend allocating the discretionary funds, as well as any recommendations for an approach to take when making other adjustments that may be necessary based on the final budget allocation from HUD. There was a lengthy discussion on the various opinions of the committee members. Multiple members felt strongly that one of the projects which had been ranked low should have funded because of the importance of the program, but other members were not comfortable with an approach which jumped over higher ranking projects.</i></p>	<p><b><i>Syd motioned to make the recommendations to the Mayor as presented in the final spreadsheet. Glenda seconded. Motion approved.</i></b></p>

	<p>The chair noted that that it did not feel appropriate to rely on a majority vote in this case to make a recommendation on behalf of the committee for a particular program. It was clarified that since there was not consensus from the committee, a formal vote was not needed on recommendations for the allocation of the discretionary and/or additional funds. Staff explained that there would be opportunity to share a summary of the thoughts of the committee members with the Mayors, so that the information was available to them to consider during their deliberations. The process and the timeline for the final decision was discussed, which will be wrapped up by May 9<sup>th</sup>.</p> <p>Staff provided a spreadsheet which included comments made by the committee members during the review process regarding specific applications. Committee members will have the opportunity to email additional thoughts or comments to staff prior to April 2<sup>nd</sup>, or to enter additional comments into ZoomGrants™.</p> <p>Committee comments will be compiled into project-specific and general suggestions that will be shared with agencies during the de-briefing process. The intent is to provide constructive feedback which will help agencies improve on future applications, as well as let them know the areas of strength within their proposals.</p>	
<p><b>Continued debriefing and review of summary of FY18 process</b></p> <p><b>a. what worked, what needs to be improved? Suggestions for FY19</b></p> <p><b>b. review of general suggestions to agencies for future applications</b></p> <p><b>c. Review of agency-specific input to be shared at agency de-briefing.</b></p> <p><b>d. Review of status of committee appointments and terms</b></p>	<p>The following suggestions and changes were made regarding the process for next year:</p> <ul style="list-style-type: none"> <li>• Would like to see the budget narrative questions asked separately instead of asking applicants to cover multiple points within the narrative.</li> <li>• Members are welcome to go to training for applicants, staff will inform members when the training takes place.</li> <li>• Meetings should be started earlier in January if necessary to facilitate having fewer applications to review each week.</li> <li>• Staff should try to check for technical issues within the application before the RFA is made available to applicants, e.g. make sure applicants can fill in the “other” box.</li> <li>• Spelling, punctuation and grammar needs to be improved. Suggest completing in a program with spell check, and copying and pasting. Emphasize proof-reading.</li> <li>• The missing Executive Summaries which were added in the Extra tab were a problem for reviewers to reference back to. Consider re-opening applications that need to make corrections to facilitate responses in the correct place.</li> <li>• Agencies should be encouraged to take the opportunity to personalize the videos and share “who” their agencies are.</li> <li>• Balance is needed to keep the “heart” in the applications as the format is more conducive to the business side or “brain” of the projects.</li> <li>• Repeat applicants should be cautioned to ensure that they put thought into the applications, understanding it is a competitive process and nobody is guaranteed that they will receive renewal funding based on past applications.</li> <li>• The RFA should request info on pay rates for staff</li> <li>• Staff will continue working on improving representation from the the individuals who are served by applicant agencies.</li> <li>• Members would like to see more diversity on the committee and better outreach to the community so that everyone has an opportunity to have their voice heard. Members are also encouraged to reach out and make any suggestions for a more diverse committee, or to offer suggestions on how to increase cultural competency within the committee.</li> </ul>	
<p><b>Discuss public hearing format</b></p>	<p>Staff discussed the format at the public hearing. Committee members will not be identified so that members can remain anonymous.</p>	
<p><b>Adjourn</b></p>	<p><b>1:00</b></p>	

**NEXT MEETING**

<b>Date/Time</b>	<b>Location</b>	<b>Action Items</b>
<b>Public Hearing HUD Federal Funds Monday, April 16th 4pm-6pm (Council Chambers )</b>	County Government Center 2001 South State Street North Building	<ul style="list-style-type: none"><li data-bbox="1063 142 1538 235">• <b>Members will send staff any further comments and/or suggestions for the agency debriefing prior to April 5<sup>th</sup>.</b></li></ul>