

## COMMUNITY AND SUPPORT SOCIAL SERVICES ADVISORY COUNCIL

### MEETING MINUTES

Date/Time	Location	Attendees
February 22, 2018 11:30- 1:00 PM	County Government Center 2001 South State Street South Building, Room S-2950	<b>CSSAC:</b> Lloyd Alexander, Stephanie Harpst, Stephanie Tobey, Matt Klein, Tyler Hall, Troy Runnells, A.J. Metz, Syd Peacock, Stephanie White, Jennifer Seltzer Stitt, Michele Weaver <b>Excused:</b> Glenda Riesen, Stephen Cotterell <b>Staff:</b> Karen Kuipers, Sharon Pierce, Amanda Cordova, Susie Sullivan, Stephnie Gyllenskog

#### Agenda

1. Welcome & approval of February 15<sup>th</sup> meeting minutes..... *Lloyd Alexander*
2. Proposed amendments to CSSAC Operating Procedures and Member Responsibilities.....*Karen Kuipers*
3. Follow up on issues, questions, concerns from February 15<sup>th</sup> .....*Karen Kuipers*
4. Intent to abstain/recuse from any of Group #7 Applications (Binder Tabs 19, 20, 21, 22 & 23)
5. Discussion Review Group #7 Applications (Substance Abuse Including Alcohol Abuse: *First Step House – Employment Prep & Placement Program; Helping Hand dba The Haven – Residential Substance Abuse Treatment & Transitional Housing/Sober Living; Journey of Hope – HER Case Management Program; Odyssey House – Parents with Children Program; Odyssey House – Transitional Living Services* )

Application Section(s)	Question #'s	Sub-Committee
➤ Justify the Need (Need)	➤ 21-22	Glenda, Stephen & Rocio
➤ Help us to Understand the People Served	➤ 23-24	
➤ Logic Model – Agency Narratives (Scope of logic model is for entire program)	➤ 4-9	Stephanie T, AJ & Stephanie W
➤ Logic Model – HCD Worksheet (Scope of logic model specific to selected performance indicators)	➤ 10-20	
➤ Help us to Understand Programming (Program Design)	➤ 25-35	Lloyd, Jen & Matt
➤ Budget & Leverage	➤ 44 (+tables)	Syd & Troy
➤ Help us to Understand the “System” (Coordination, Cooperation & Collaboration)	➤ 36-37	Michele, Tyler & Stephanie H
➤ Management Ability & Agency Capacity	➤ (Tab #2) 6-15	
➤ Executive Summary & Agency Overview	➤ 1-3	ALL
➤ Overall quality of application	➤ Full application	

*\*Videos to be viewed by committee prior to discussion: First Step House (Employment Prep & Placement) – 2:51; The Haven (Residential & Transitional) – 4:06; Journey of Hope (HER Case Management) – 3:09.*

6. Identify staff follow-up / Review Group #7
7. Plan for next meeting: Review of Group #8 Applications (Refugee & Immigrant Programs and ESL).
8. Adjourn

**Next Meeting March 1<sup>st</sup> Room S2-950**

<b>Topics</b>	<b>Discussion</b>	<b>Motions &amp; Action Items</b>
<b>Welcome</b>	<i>The Chair welcomed members.</i>	
<b>Approval of the February 15<sup>th</sup> Minutes</b>	<i>The Chair asked if the minutes were ready to be approved. Karen K. reviewed two minor changes made to the copy of the minutes which were sent via email prior to the meeting.</i>	<b>Michele motioned to accept the minutes as changed. Syd seconded. Minutes were approved.</b>
<b>Proposed amendments to CSSAC Operating Procedures and Member Responsibilities</b>	<i>The chair asked members if they were ready to recommend the proposed changes to be submitted to the Mayor.</i>	<b>Matt motioned to recommend approval of the changes. Stephanie Tobey seconded. Motion passed.</b>
<b>Follow up on issues, questions, concerns from February 15th</b>	<i>The requests for follow up questions were asked but were not yet received. Karen will provide this to members when they are available via email.</i>	
<b>Intent to abstain/ recuse from any of Group #7 Binder Tabs 19 to 23</b>	<i>Stephanie White disclosed a past relationship with Odyssey House, which was determined to be a non-restricted conflict of interest.</i>	
<b>Discussion Review Group #7 Applications Substance Abuse Including Alcohol Abuse</b>	<p><i>Members reviewed the applications in review Group #7 – Substance Abuse including alcohol per their assigned sections. A video was shown for First Step House; The Haven; and Journey of Hope.</i></p> <p><i>The applications that were discussed were:</i></p> <p><i>First Step House – Employment Prep &amp; Placement Program; Helping Hand dba The Haven – Residential Substance Abuse Treatment &amp; Transitional Housing/Sober Living; Journey of Hope - HER Case Management Program; Odyssey House – Parents with Children Program; Odyssey House – Transitional Living Services</i></p>	
<b>Identify staff follow-up / Review Group #7</b>	<p><i>Staff will follow up with questions members had for review group #7</i></p> <p><i>*(see action items below)</i></p> <p><i>Question was raised whether applicants should provide additional information regarding the demographics of the people that are served by the programs. Some committee members felt it would be helpful in-order to evaluate the effectiveness of programming, through an understanding of whether the program design was culturally responsive to the populations being served. Karen said this question could be included in future RFA's, but that it went beyond the scope of clarification for individual proposals, and the question would need to be asked of all applicants.</i></p> <p><i>Karen will give all the applicants in Review Group #7 the opportunity to provide clarity as to program and budget factors which have resulted in a significant variance between the costs-per-client for Substance Abuse Including Alcohol Abuse proposals.</i></p> <p><i>Karen will request clarification from the First Step House regarding how the funding works for the Pay for Success program.</i></p>	
<b>Plan for next meeting: Review of Group #8 Applications (Refugee &amp; Immigrant Programs and ESL)</b>	<p><i>Members will review Group #8 applications for Refugee &amp; Immigrant Programs and ESL next week.</i></p> <p><i>The option of splitting up Review Group #8 applications into two weeks was raised, as an effort to balance out the number of applications that will be discussed at the next two meetings. It was determined that members would prepare to discuss all six applications in Review Group #8 on March 1<sup>st</sup>, and adjustments would be made if necessary in the interest of time at the March 1<sup>st</sup> meeting.</i></p>	

Adjourn	1:30	
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### NEXT MEETING

<p><b>Date/Time</b> March 1st, 2018 11:30 AM</p>	<p><b>Location</b> County Government Center 2001 South State Street Ste. S2950</p>	<p><b>*Action Items</b></p> <ul style="list-style-type: none"> <li>□ <b>JOURNEY OF HOPE</b> Request clarification regarding whether the proposed 2 new full-time positions would be filled with the current volunteers.</li> <li>□ <b>FIRST STEP HOUSE</b> Request clarification regarding the Pay For Success Program, specific to the reimbursements from Pay For Success and other County reimbursements such as Community &amp; Support Services grants. (Question asked on the First Step House Case Management Program application.)</li> <li>□ <b>ALL REVIEW GROUP #7 APPLICANTS</b> Give opportunity to provide clarity as to program and budget factors which have resulted in a significant variance between the costs-per-client for Substance Abuse Including Alcohol Abuse proposals.</li> </ul>
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