

COMMUNITY AND SUPPORT SOCIAL SERVICES ADVISORY COUNCIL
MEETING MINUTES

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

Agenda

1. Welcome & approval of March 15th meeting minutes..... *Lloyd Alexander*
 - a. Documentation of committee electronic correspondence regarding funding scenarios
2. Continued discussion on committee priorities for final funding scenario..... *Committee*
3. Finalize recommendations for Mayor
 - a. Tentative award recommendations based on methodology of final funding scenario.
 - b. Committee clarification to staff - criteria to use for any adjustments necessitated by variances between estimated available funding and final federal budgets, and funding source assignment.
4. Debrief of FY18 review 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.
5. Plan for next meeting: *Karen Kuipers*
 - a. Adopt final funding recommendations to be forwarded to Mayor
 - b. Discuss public hearing format
 - c. Continue debrief of FY18 review process if necessary.
6. Adjourn

Next Meeting March 29th, Room S2-950

Topics	Discussion	Motions & Action Items
Welcome	<i>The Chair welcomed members.</i>	
Approval of the March 15th Minutes & Documentation of committee electronic correspondence regarding funding scenarios	<i>The Chair asked if the minutes were ready to be approved. The Chair had asked staff to document in the minutes the prior electronic correspondence that was conducted via email regarding funding scenarios. In order to ensure the transparency of the process, a full transcript was distributed of all email and texts between committee members and staff related to preferences for funding scenarios.</i>	Minutes were approved as presented.

	<i>The Chair discussed the need to finish the discussion and vote on the funding scenarios prior to the end of the meeting, so that the committee would be able to finalize the official recommendation to the Mayor.</i>	
Continued discussion on committee priorities for final funding scenario	<i>Staff explained the need to clarify the criteria used for any adjustments which will be necessitated by variances between the initial recommendations and the final amounts to be available within each of the three funding sources. The thoughts and opinions behind the methodology must be documented for the Mayor's reference. There was a lot of discussion that led to the scenarios presented, and it was recognized that each individual voice on the committee was valid and representative of important insights and perspectives.</i>	
Finalize recommendations for Mayor a. Tentative award recommendations based on methodology of final funding scenario. b. Committee clarification to staff - criteria to use for any adjustments necessitated by variances between estimated available funding and final federal budgets, and funding source assignment.	<p><i>Staff reviewed the information in the NACCED handout which was passed out to members regarding the status of the the budgets for Affordable Housing and Community Development in the FY 2018 Omnibus deal. Due to the significant increases in HUD programs, and the LIHTC improvements, it is believed by housing and community development advocates that the budget deal is a huge win for communities across the country. It was anticipated that it would be known by Friday whether the bill will pass through Congress and get signed by the President.</i></p> <p><i>Staff reviewed the spreadsheets which were provided to the committee members. The methodology and the reasons behind each scenario was summarized and documented. The votes which were submitted by members electronically were stated, as well as the reasoning behind the votes. Committee members provided additional clarification and suggestions. Staff emphasized that the final decision should be based on a consistent, justifiable determination of award amounts that factored in the scoring and ranking, as well as the additional rationale of the committee.</i></p> <p><i>The suggestion was made to rule out the least favorite scenarios, and to take a fresh vote on the remaining most popular approaches. After further discussion, it was determined that Scenario #5 factored in the priorities of the majority of the committee. Staff confirmed that members were comfortable with the discussion and the methodology as stated.</i></p>	<p>Michele made a motion to recommend scenario #5. Matt seconded. Staff reaffirmed the methodology, and which applicants would be recommended for funding based on scenario #5. Motion approved.</p>
Debrief of FY18 review 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 debriefing. d. Review of status of committee appointments and terms	<p><i>Members suggested providing a graph to applicants during the debriefing process to help them visualize how their scores compared to the scores of projects that were and were not recommended for funding.</i></p> <p><i>A suggestion was made to communicate to the applicants next year if a cap amount is to be considered or implemented within the RFA process</i></p> <p><i>Once the final funding has been worked out based on the scenario which was voted on earlier in the meeting, staff will finalize the recommendations and email it in a formal document to CSSAC members so that they are prepared for a vote on recommended award amounts.</i></p>	
Plan for next meeting: a. Adopt final funding recommendations to be forwarded to Mayor b. Discuss public hearing format c. Continue debrief of FY18 review process if	<p><i>Staff will create a summary of the comments and suggestions given by members to give at the individual agency debriefings.</i></p> <p><i>Members gave suggestions on how they would like to improve the process next year:</i></p> <ul style="list-style-type: none"> • <i>Suggestion to limit the amount of applications to review each week to less than 6.</i> • <i>Suggest starting a week earlier if necessary to accomplish the goal above.</i> 	

<p>necessary</p>	<ul style="list-style-type: none"> • <i>Suggestion to limit the components in the instructions for each narrative question that applicants are asked to respond to, in order to make it simpler to enter the responses. Although it is suggested to applicants during training to copy & paste the components of the narrative questions that are found in the instructions to provide a template within the narrative box, not all applicants have followed the recommendation, which makes it difficult for reviewers to follow.</i> • <i>Suggestion to further emphasize the importance of demonstrating need and associated gaps in funding, in order to justify the amount asked for. May need to weight that section heavier, or make sure that the sub-committee that focuses on need next year considers the appropriateness of the amount of the request related to the demonstrated gaps.</i> • <i>The videos are appreciated, especially those that educate the committee more on the specific project that the funding is requested for.</i> • <i>Grammar, spelling and punctuation can impact the way that some reviewers score the application.</i> • <i>Some committee members would like to limit the number of pages in the application in Zoomgrants™; although some members felt that a few applicants did not provide enough information.</i> • <i>Committee would like to be able to have hard copies that are printed in a larger font size.</i> • <i>Staff reviewed the CSSAC Membership roster, and verified which members had terms that would be expiring in September of this year.</i> • <i>Staff is working on providing the opportunity for the inclusion in the RFA process of individuals with different life experiences who are served by the programs funded by CSSAC. The initial focus is those who are homeless or formerly homeless.</i> • <i>There will also be outreach for people with different experiences and for individuals to be able to have the opportunity to be a part of the committee process.</i> • <i>There will be 4 vacant seats on the committee for next year due to expiring terms.</i> 	
<p>Adjourn</p>	<p>1:10</p>	

<p>NEXT MEETING</p>		
<p>Date/Time March 29th, 2018 11:30 AM</p>	<p>Location County Government Center 2001 South State Street Ste. S2-950</p>	<p>*Action Items</p> <ul style="list-style-type: none"> • Staff will email the final version of the scenario that reflects the committee recommendation for funding, once the funding sources have been applied. • Members will email staff any further suggestions or ideas for next year's process. • Staff will email a summary to CSSAC members of the information to be included in the agency debriefings.