City of Denton

Meeting Minutes

Human Services Advisory Committee

Wednesday, November 7, 2018	**11:00 AM**	**City Hall East**
		Second Floor Conference Room

Members Present: Pamela Barnes, Gretchen Busl, Stephen Coffey, Hannah Garcia, Rhonda Love, Amy Morgan, Roy Onyebetor, Christie Wood

Members Not Present: Angela Bennet-Engle, Laura Mauelshagen, Jane Upshaw

Staff Present: Danielle Shaw

A Quorum was established. Hannah Garcia, Chair called the meeting to order at 11:04 a.m.

1. ITEMS FOR CONSIDERATION

B. HSAC18-002   Consider approval of the minutes of March 9, 2018.

Chair Garcia, asked for consideration of approval of the minutes from the March 9, 2018 meeting. Member Onyebetor requested the time the meeting was called to order be corrected to read 12:18 p.m. not 12:18 a.m. No additional requests were presented.

> **Pam Barnes moved that the minutes be approved as corrected. Roy Onyebetor seconded the motion. The motion carried.**

A. HSAC18-001   Elect a Chair and Vice-Chair for the Human Services Advisory Committee.

Chair Garcia, asked for consideration for nominees to serve as HSAC Chair and Vice-Chair. Member Wood nominated Hannah Garcia to serve as HSAC Chair. Garcia accepted the nominations. No additional nominations for Chair were received.

> **Christie Wood moved that Hannah Garcia be nominated as HSAC Chair. Pam Barnes seconded the motion. The motion carried.**

Chair Garcia, asked for consideration for nominees to serve as HSAC Vice-Chair. Members discussed potential nominations. Garcia asked if any member present wished to serve. Shaw provided members a brief overview of the Chair and Vice-Chair responsibilities. Member Coffey volunteered to serve as HSAC Vice-Chair. No additional nominations for Vice-Chair were received.

> **Hannah Garcia moved that Stephen Coffey be nominated as HSAC Vice-Chair. Pam Barnes seconded the motion. The motion carried.**

C. **HSAC18-003** Receive a presentation and hold a discussion regarding the role and responsibilities of the Human Services Advisory Committee.

Shaw provided an overview of the HSAC General Procedures packet. HSAC members reviewed the Rolls and Responsibilities within the document. Shaw highlighted the purpose of the HSAC, importance of Quorum, and the authority and responsibilities of the committee regarding the Human Services Grant application process. Shaw shared that this year, the Committee's final recommendation session will be recorded live and be available for public viewing. Shaw detailed the need for recommendations to be completed by March in order to support the Community Development Department's need to complete required reporting to the Department of Housing and Urban Development (HUD). Members were informed of available Community Needs Assessments to support the member's ability set priorities for funding recommendations.

Members inquired about upcoming application training dates. Shaw provided explanation that application training dates will be scheduled once the HSAC approves the application for release. Shaw added that training is typically done in the first week of December prior to the holidays to give applicants sufficient time to complete the application before the January due date.

Members asked for clarification regarding HSAC member Oath and open meeting training requirements. Members asked for more information regarding their current terms. Shaw projected the HSAC roster for a list of members and terms.

D. **HSAC18-004** Receive a report, hold a discussion, and give staff direction regarding the 2019-2020 Human Services application and presentation process.

Shaw projected the 2018 Human Services Grant Application from the previous year on the overhead for members to review and make recommendations for final development and approval of the 2019-2020 grant application. Shaw reviewed the current application formatting and then members reviewed the application, making recommendations by sections. Members were reminded to consider what questions are the most important to the member and any questions that may not be necessary for funding decisions. The following revisions were made:

- **Certification Tab** - No changes were recommended.
- **Agency Info Tab** - No changes were recommended.
- **Objectives Tab** - No changes were recommended.
- **Funding Request 1 Tab** - Members asked for revisions to include moving from Outcome Statements to Impact and revising "Achieving" to "Target" when seeking information on the program's benefits and goals. Members would also like to ensure agencies receive training for the expectation that impact, measurement and target.
- **Funding Request 2 Tab** - Staff explained the Last, Current, and Next column titles allows agency flexibility for the variety of fiscal years across different agencies. Members asked for clarification on the request for household versus individual. Members discussed different options. Staff was asked to retain people and households for total number served, and to add households to the City of Denton residents served for consistency. No changes were recommended to the portion for "How funds will be used". The Service Units questions were reviewed and discussed. Staff provided and overview on how agencies report data in this portion of the application. A sample was reviewed. No additional changes were recommended. Members requested that agencies be reminded to send staff knowledgeable in the program and data to presentation.
- **Narrative-Community Need Tab** - No changes were recommended.

- **Narrative-Impact Tab** – Members asked for an edit to correct the line, "How does your organization evaluate program effectiveness" to be a question mark (?) at the end. No additional changes were recommended
- **Revenue Tab** – Staff explained training for this page in the application. Staff reviewed Last, Current, and Next as discussed before and explained how they are trained to provide agency and program financial data. No changes were recommended.
- **Expenses Tab** – No changes were recommended.
- **Beneficiaries-Income Qual Tab** – Staff explained that this section is also important in verifying if an agency can meet the reporting requirements of the grant. If an agency cannot report here then they will have difficulty reporting for the grant. No changes were recommended.
- **Beneficiaries-Demographics Qual Tab** – Staff and members discussed reporting for Female Head of Household and Disabled. No changes were recommended.
- **HR – General Tab** – Staff explained the rationale for questions like "Number of Board & Volunteers who provide Professional Services in place of Professional Staff". Members asked if volunteer gender has been reported in the past. Members asked to have it included in the application. Members asked for it to be a consideration in the Beneficiaries-Demographics. Following discussion, Members recommended merging the capacity questions into a certification/affirmation statement.
- **HR – Board List Tab** – staff reviewed the history of this section's format. Members affirmed interest in having agencies share where board members reside to ensure Denton representation on the board. Members discussed the term date and members recommended start and end dates and to add questions that clarify any board tenure that is longer. Training will be also be provided.
- **HR – Staff List Tab** – Members discussed understanding how information is reported in this section. Staff clarified the process when range can be provided for job descriptions that are the same. Members explained a desire to clearly see the highest and lowest paid and that annualized is important. Members asked to be able to identify FT/ PT. Members asked to know if the agencies offer benefits, medical specifically as a check box by position. Members recommended that it be added to the Application
- **Risk Analysis Tab** – Staff explained the wording is that that if an agency answers "yes" that it is an increased risk. Members discussed the questions and weighting. Members questioned the waitlist question. Members recommended moving it to the Funding Request 2 Section where targets are also asked. Members also asked to include a question about if the agency did not expend its funding in the previous year.

Staff was asked if applicants can ask questions before the application is submitted. Members also ask how agencies are notified regarding application acceptance and funding approval. Follow-up questions related to if the agency can ask for feedback if they are not funded. Staff explained the process is to respond directly in writing with any comments the committee provided that were included in the minutes. A copy of the applicable minutes are included and the HSAC Chair is copied on the response.

Staff recommended that the application be approved today with the recommended changes and released around November 15, 2018.

> **Stephen Coffey moved that the application be approved with changes as recommended and released. Hannah Garcia seconded the motion. The motion carried.**

Members asked about late applications. Staff shared that the HSAC has made it clear that there is a one strike policy. The agency, Denton County Friends of the Family, who did submit a late application for 2018-19 funding was notified that the application would be accepted but that any future late applications would not be accepted.

Members asked about the possibility of reducing the number of applications funded to allow for increased funding per application rather than fund the same applications year after year. Staff recommended that the members schedule a meeting in advance of the presentation to consider how it will prioritize and allocate funding for 2019-20.

Staff displayed the funding history in support of the discussion.

Members ask for City Council priorities. Staff provide members with history of funding priorities by categories. Members discussed limited resources and how best to put funding where it makes the greatest impact. The funding does imply a reasonable expectation to be funded year-to-year. Performance based grant processes were discussed. Making it clear that this is important to the members. Members asked that the training set the clear expectation that just because an agency was funded in the past does not mean it will be funded in the future. Staff will include this possibility of changes to funding allocations during application training to prepare agencies in advance of them submitting applications. Staff will emphasize the committee is asking hard questions about performance and highlight the importance of the agency showing impact and continuous improvement. In addition, staff will make it clear that just because an agency was funded in the past does not guarantee funding in the future. The members will consider process questions prior to the first presentation sessions. Members discussed that some applications last year seemed to just be copied and pasted from the prior year.

In consideration of the process, members discussed the meeting schedule. It was discussed and consensus from members is to hold meetings over lunch each Friday in February and March with the final recommendation session scheduled on March 15th.

The next meeting of the committee will be February 1, 2019 at 11:00 a.m.

Having no other business, the meeting was adjourned at 12:58 p.m.

Minutes Respectfully Submitted by Danielle Shaw, Staff Liaison to the HSAC

Minutes Approved: _____February 1, 2019_____