



City of Denton

City Hall
215 E McKinney St.
Denton, TX 76201
www.cityofdenton.com

Meeting Minutes

Human Services Advisory Committee

Friday, March 1, 2019

11:00 AM

City Hall East
Second Floor Conference Room

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

Members Not Present: Angela Bennet-Engle, Stephen Coffey, Jane Upshaw,

Staff Present: Danielle Shaw, Sarah Kuechler

A Quorum was established. Hannah Garcia, Chair called the meeting to order at 11:20 a.m.

1. ITEMS FOR CONSIDERATION

- A. **HSAC19-019** Consider approval of the minutes of the February 22, 2019.

Chair Garcia, asked members to consider approval of the minutes from the February 22, 2019 meeting. Hearing no changes a motion to approve was called.

Rhonda Love moved that the minutes be approved as presented. Laura Mauelshagen seconded the motion. The motion carried.

- B. **HSAC19-020** Hold a discussion and give staff direction regarding Committee Evaluation Forms, Human Services Grant applications received from agencies, applicant presentations, and funding options.

Staff member, Shaw referred committee members to the two exhibits and then Shaw projected the 19-HS-HSAC-Application Review form with recommendation sheets submitted by members Garcia, Love, Mauelshagen, Morgan, Upshaw, and Wood. The form then combined those submissions and calculated the average of the recommendations submitted.

Member Wood asked to review how much was available to award. The total of \$479,000 listed in the form was displayed. Member Barnes suggested as a first step to round each average recommendation. Chair Garcia then recommended the committee review the previously awarded amounts to identify any variations from the previous year. A consensus was to round amounts to the nearest \$100. This process was completed in the order as listed on the summary tab in 19-HS-HSAC-Application Review form and listed below:

CASA - Court Appointed Special Advocates	\$31,400.00
City of Denton- Parks and Recreation	\$29,000.00

Communities in School	\$29,200.00
Denton Christian Preschool	\$28,600.00
Denton City County Day School	\$38,700.00
Denton County Friends of the Family	\$35,000.00
Denton County MHMR Center	\$18,000.00
Giving Hope, Inc.	\$34,800.00
Health Services of North Texas	\$47,000.00
Interfaith	\$9,000.00
Monsignor King Homeless Center	\$49,400.00
Our Daily Bread	\$22,800.00
Pedi Place	\$7,700.00
RSVP: Serving Denton County (2)	\$6,300.00
Special Programs for Aging Needs (SPAN)/ Meals on Wheels	\$24,200.00
The Salvation Army of Denton	\$25,500.00
Fred Moore Nursery School Inc.	\$41,700.00
Set-Aside HMIS Licenses	\$10,500.00
TOTAL	\$488,800.00

Member Wood asked about the request to fund the Homeless Management Information System [sic HMIS] Licenses. Shaw stated that this request is being presented to the committee for consideration through a staff recommendation as support to the overall Housing Crisis Response System. Member Mauelshagen asked why it was not included in the funding requests for the FY2018-19. Staff explained that in FY2017-18, the grant was not fully expended because the United Way did not need to reimburse salaries as originally approved. In FY2017-18 the HMIS funding was used just for licenses. An amendment to the FY2017-18 Service Agreement extended the term through FY2018-19 to cover licenses this year with the remaining balance. Shaw added that the \$12,000 amount will cover both existing license holders as well as add additional licenses for new agencies requesting use of the shared database. Chair Garcia commented that this means less of a financial burden to agencies using HMIS by having the cost of the license covered by the Human Services Grant. Shaw affirmed the comment and shared that by being able to purchase in bulk there are additional cost savings. Chair Garcia asked what would happen if the committee did not recommend full funding to HIMS. Shaw explained that each licenses is about \$375. Any reduction in funding would mean the grant funds would just cover a lower number of licenses. Member Morgan asked if it was one (1) license per agency. Shaw explained that the licensing is annual per person. Because HMIS collects sensitive data on clients participating in services, and the user agreements include legal protections for those clients, which require each individual license holder, not an entire agency, to agree to protect the sensitive data. Member Barnes asked for clarification if the licenses are for clients. Shaw clarified that the licenses are for staff, like case managers. Barnes asked if a staff member leaves is the license transferrable. Shaw confirmed that it is. Member Wood asked how the license works with Monsignor King and Our Daily Bread sharing a case worker. Shaw explained that just one license is required. Wood commented that it is another nice way costs are reduced. Shaw offered that since licenses are for individuals, agencies typically have more than one licenses improving data collection. Shaw shared an example of how this benefits the bi-weekly Case Conferencing and that having more people reporting in HMIS and sharing data is a good thing.

Members reviewed each agency's average allocation in order.

The Court Appointed Special Advocates (CASA) request is \$35,000.

Member Mauelshagen shared her rationale for a full funding recommendation recognizing the committee is consistently recommending full funding every year. Shaw added that this is the first year CASA has increased their overall request. Member Mauelshagen asked to verify if we have always funded them fully. Shaw affirmed. Shaw directed members to the HSAC Recommendation Form if they were interested in what each agency received in the last three years. Member Mauelshagen commented that it would be helpful to also see the difference in request versus funding for those years as well.

Chair Garcia asked how much would the total recommendation need to adjust in order to meet the overall total recommended allocation amount for all agencies. It was discussed and members agreed it is about a \$9,000 difference right now. There was a general comment that the lower number of requests has made the allocation process easier.

CASA's average was recommended to be adjusted to \$31,000.

Member Love asked if the difference is \$9,000 and there are 16 total requests, can it be just be averaged and reduced across the board. Garcia mentioned that due to the overall difference in total requests that an average adjustment may impact some agencies more than others. Shaw recommended that members continue to review each agency individually and have members discuss how they came to each recommendation first. Then the committee could recommended overall adjustments as needed later.

The City of Denton - Parks and Recreation request is \$64,002.

Member Mauelshagen commented that the previous allocation have not been for full funding but the scholarship program is needed. Member Love asked if the program has alternative funding sources. Members discussed. Shaw shared how the program would have to be funded through the general fund for any amount not covered by the grant. Member Mauelshagen asked if fees would be increased. Shaw explained that the fees and the number of youth served by the program have been the same regardless of how much was awarded in the past. Shaw added that the HSAC has provided around 50% of the request for most years. Member Barnes asked if the committee gave more would they serve more. Shaw responded no, that more grant funds would simply offset more of the cost. A consensus was to leave the average at \$29,000.

Member Onyebetor joined the meeting

The Communities in Schools request is \$32,000.

Member Mauelshagen commented on being impressed by the agency's presentation and is recommending the full amount. Other members agreed. Chair Garcia asked if there was any member who would not recommend the full amount. Member Wood shared that the only reason why she did not was to stay within the overall budget and after a review of the unit cost. Shaw shared that this was the first time in a few years that this agency had requested more funding than in previous years. Member Onyebetor shared that he did not submit his form but does have it completed. Onyebetor explained that his recommendation is for the full amount because the agency has a good vision, can multiply in any direction and is flourishing. Chair Garcia added that the agency seems to leverage funds well. Member Wood affirmed. The consensus was to increase the average to \$30,000.

The Denton Christian Preschool request is \$35,305

Chair Garcia expressed appreciation for this agency's growth, staff longevity, transportation option and the need for the program but some general concerns regarding all the pre-school program's dependency on this grant. Member Barnes added that not much has changed in any of the programs for many years while adding that some growth is seen. Members generally discussed a desire to see more innovation and more growth in all three of the pre-school programs.

The discussion shifted from Denton Christian Preschool to other include pre-school program applicants. Member Mauelshagen offered comparisons to the other program expressing a need to see some improvement from that agency and also stating that she made a lower recommendation to the other program specifically to make it clear to that it needs to seek other funding opportunities and that this will be a factor in considering any future requests. Members Love and Wood asked for clarification regarding which other programs she was referring. It was clarified that it was Denton City County Day School (DCCDS). Member Mauelshagen shared, as an example, DCCDS's response when asked during the presentation what it would do if they did not receive funding

was that it did not know. Chair Garcia and Morgan added that DCCDS [sic. the agency] also reported raising rates again. Member Busl added that the agency reported its primary fundraising comes from its own families.

Chair Garcia asked how much Denton Christian Preschool received last year. Shaw displayed the form data, reading the total \$26,000. Member Wood clarified the award was \$26,000. Member Morgan added the request was \$36,805 last year. Members Mauelshagen, Morgan, and Wood expressed agreement with the average recommendation of \$28,000. Garcia asked if all members were in agreement with adjusting from the average to \$28,000. There was a consensus. Member Barnes asked which agency shared the shadow box in its presentation. She was informed it was the next agency up for consideration, DCCDS.

The Denton City County Day School request is \$53,148.

Member Mauelshagen expressed agreement with the average recommendation amount of \$38,700 which is lower than last year but not so much to immediately harm their overall budget. Member Barnes asked about \$38,000. Member Busl asked about the reasoning. Members discussed a reduction in funding is intended to alert an agency that it has not shown improvement. Member Wood asked to clarify that the request is for salaries. Member Onyebetor asked if this was the agency that expressed a wish for a grant writer. Members discussed that this need was shared in a few agency presentations.

Member Barnes asked if agencies receive the comments shared by the HSAC. Shaw explained that the minutes provide are the commentary but staff can share any information as directed by the HSAC. Chair Garcia, asked that this agency be notified that the HSAC is recommending the agency diversify its funding strategy. Mauelshagen agreed. Barnes added that the agency be notified that fundraising not be from within its client population. Member Onyebetor expressed that because of the HSAC [sic. its] perspective it should make recommendations to agencies so that families can benefit from the advice offered by the committee. Onyebetor added that the HSAC [sic. it] should not be on the onus of this grant to be held responsible if a reduction of funding results in an agency serving less people. Chair Garcia, asked what a difference in \$2,000 would make in services. Member Onyebetor reiterated that the agency must seek to diversify. Member Busl shared that the agency's fundraising is only \$8,000. Members engaged in general discussion. Member Wood reported additional comments made by the agency during the presentation demonstrating an awareness for their fundraising need but not providing a clear solution when questioned. Member Mauelshagen added that when compared to other organizations, there is difference in how this agency prioritizes fundraising. Member Onyebetor used this agency as an example of a program that if unfunded would have a significant impact on the community.

Chair Garcia pointed out that the agency received an increase in FY2018-19 but it still increased its rates to families so much that it lost enrollment in a program. Member Barnes wondered if the agency was writing any grants stating that in reviewing the budget some common funders who provide funding to youth programs are not listed. Members engaged in general discussion on best practices in grant writing, grant training, work study, and internships opportunities. Chair Garcia recommended a resource packet be made available. Member Onyebetor expressed an interest in the HSAC taking a leadership role offering resources to help organizations make a greater impact in the community. Garcia asked if it was possible to offer a directory or "yellow pages" type tool. Member Wood suggested it be a proactive tool provided before the funding application. Members brain-stormed topics including grant writing, UNT Foundation Library, Internship opportunities, and other foundation center type lists. Member Wood, asked if it could also be made available online. Member Love mentioned the two universities have grant writing resources. Member Barnes added that the students at universities are a resources. Member Onyebetor asked how to give clear direction to this specific agency beyond the minutes. Shaw explained that the HSAC may give staff direction to provide this directly to an agency. Chair Garcia asked if all members were in agreement with the adjusted amount of \$38,000. Members agreed.

The Denton County Friends of the Family request is \$35,000.

Members generally commented that this agency does a good job. Chair Garcia asked if there were any objections to the draft recommendation of \$35,000. Chair Garcia reminded the committee that this agency did submit a late application for FY 2018-19 funding but that no other issues occurred this year.

The Denton County MHMR Center request is \$20,000.

Member Mauelshagen shared that the program is innovative and utilizes volunteers well. Chair Garcia added that the funding would support the staff member doing that work. Members Mauelshagen and Wood stated they recommended full funding. Members discussed that it was an increase over previous year. The consensus of the members was to keep the average of \$18,000

The Giving Hope, Inc. funding request is \$40,000.

Chair Garcia shared positive comments for the agency. Member Mauelshagen recommended the same funding as the previous year. Member Wood commented positively on the quality of the application paperwork. Chair Garcia asked if the funding average could be adjusted to \$35,000.

The Interfaith request is for \$16,000

Garcia drew comparisons stating that while looking the same on paper there is difference in impact between the two. Garcia offered that the difference is a factor in the funding consideration. Because the programs are the same, members continued to discuss Interfaith's application and Giving Hope, Inc.'s at the same time. Member Wood stated that Interfaith's ask is an increase over last year. Member Love indicated she allocated each \$2,000 less, simply because of budget limits. Member Mauelshagen referred to the previous year's request stating, that last year Interfaith asked for \$24,000 and this year they only asked for \$16,000 which is less than last year. Shaw asked to clarify if there was consensus to increase the average recommendation for Giving Hope, Inc. up to \$35,000 as suggested earlier. Member Barnes asked what the difference in the two programs is. Staff provided clarification that it was generally the length of assistance provided and the requirements for documentation of the need for assistance varies.

Staff asked the members to clarify if they wished to continue to discuss both requests at the same time. Chair Garcia affirmed they would discuss both together. Member Morgan discussed how the Interfaith's program is administered, the board composition and size of the staff as factors for consideration. Shaw provided information about other funders. Morgan discussed the conflict if giving more funding to would help or would not actually solve issues. Member Love ask what are the issues with Interfaith. Different members offered considerations such as minimal staff, board stagnation, and lack of referrals, tracking clients, and less assets as concerns. Additional comments offered by members were that Interfaith does offer good service but has not changed their systems or funding. Members Wood and Garcia mention HMIS participation. Member Wood highlighted financial losses over the last few years. Member Busl pointed out the salary rates compared to overall budget and number of staff supervised. Member Barnes asked about the limited connections to other agencies. Member Morgan noted the inability to administer grants was listed as a reason they do not apply for more grants. Shaw added that this is a limitation many agencies face. Members continued to discuss the difficulty in this funding consideration. Member Busl highlighted the budget ratio of for salaries and direct assistance. Member Wood commented on that ratio. Member Barnes discussed that the difference in the ratio would be expected when the service is people. Chair Garcia commented on short term outcomes versus long term outcomes. Member Mauelshagen noted that this is about housing and housing is a huge community need. Chair Garcia asked what they could do with \$7,500. Garcia suggested flat funding. Members Mauelshagen and Wood agreed. Shaw asked if that was consensus. Member Love asked what "flat" means. Shaw clarified that meant level funding or the same as the previous year. A consensus of the members is for \$7,000.

Member Onyebetor asked that these recommendations be provided to Interfaith. Shaw encouraged members to include these in the final recommendation meeting next week. Member Mauelshagen shared that we would like to see them connect with other organization and utilize other resources such as volunteers. Member Barnes added that the HSAC [sic they] have seen other Executive Directors be a service provider, grant writer, and reporter. Barnes added that it is expected that after all this time there would be movement one way or the other.

Shaw highlighted members adjustments made include Giving Hope, Inc. adjusted to \$35,000 and Interfaith adjusted to \$7,000 asking for consensus. Members agreed.

The Health Services of North Texas request is \$60,000.

Member Barnes abstained from this funding discussion and left the room during the deliberations. Members Mauelshagen and Wood indicated recommendations in the amount of \$50,000. Member Love indicated a recommendation of \$47,000. Member Love requested clarification on all the medical related applications asking what is included when an agency lists medical services specially asking if they are talking about an M.D. Shaw advised that the reimbursement is for a medical visit. Member Wood added that her experience is that a visit can be an M.D., nurse practitioner, or other service provider based on testing needs. Member Love added additional clarification that her question was to ensure the agencies are not using the highest priced personnel

only. Members offered additional references in the applications to help explain what is included in the cost of a medical visit such as personnel budget, the HR list and more. Member Love asked in future applications that the applicants make it clear what type of services are offered during a medical visit. The average recommendation of \$47,000 was not adjusted.

Member Barnes rejoined the meeting.

The Monsignor King Outreach Center request is \$65,500

Member Mauelshagen noted the significant increase over the previous year, recommending \$37,000. Mauelshagen added that the agency has been a good steward of the funding awarded and noted the collaboration between MKOC and ODB. Member Morgan stated making a higher funding recommendation due to the increasing demand. Member Onyebetor asked about the relationship to the ODB application for the collaborative case manager. Members again discussed both agencies together. Member Mauelshagen shared making a recommendation to ODB for \$27,000 because it is also a good steward of the funds. Chair Garcia noted \$40,000 of the MKOC request is for Security Guard and indicated a preference for at least funding for that be recommended. Member Mauelshagen noted MKOC last year received \$32,000, just less than its \$34,800 requested. Member Morgan stated an interest in increasing MKOC funding. Members agreed. The average was adjusted to \$50,000.

The Our Daily Bread request is \$30,000

Members mentioned the request total. Shaw explained that last year was the first year this agency requested funding and that the committee did fully fund that request. Members discussed the budget as \$20,000 for the program manager and \$10,000 for the case manager. Member Barnes asked for clarification about the Monday night meal option. Shaw explained that ODB no longer offered Monday night but it does provide evening meals at MKOC for the nights they are open. Shaw also reminded members of the Salvation Army funding for meals and pantry as well. Member Mauelshagen noted the other services offered at ODB. Shaw added ODB's utilization of HMIS to assist other agencies and those benefits. Chair Garcia pointed out the current average, and the recommendation would only fund the program coordinator but could not support the case manager. Member Onyebetor stated an interest in increasing ODB funding to support the case manager. Members agreed. Onyebetor noted this will move the collaboration forward especially for ODB in its work with other organizations and providing resources. Our Daily Bread's average was adjusted to \$25,000.

The PediPlace request is \$10,000.

The average recommendation was \$7,500. Member Mauelshagen recommended \$8,000. Chair Garcia indicated while less than the total ask, the average is an increase over the previous year. Member Wood noted the agency saw an increase in services requested. PediPlace's average was adjusted to \$7,500.

The RSVP: Serving Denton County request is \$12,000.

Member Wood indicated a lower recommendation than average. Member Mauelshagen recommended \$8,000 but is fine with level funding. There was a consensus that level funding is the agreed recommendation. It was added that the service appear good but the program as presented is not viewed as needed in the community. RSVP: Serving Denton County's average was adjusted to \$5,000.

Special Programs for Aging Needs request is \$25,000.

Members noted this organization receives similar funding each year. Shaw noted that the average is close to the full funding request. It was suggested to be adjust to \$24,000. Shaw pointed out this would result in a reduction in funding. Having no concerns with the agency, members elected to adjust the average to \$25,000 and maintain level funding.

The Salvation Army of Denton request is \$35,000.

Shaw noted that the agency received a slight increase in funding last year and that the agency has increased its request this year over last. Member Mauelshagen asked members who were at the presentation to provide recommendations. Member Morgan pointed out some issues with the application numbers. Mauelshagen added that it was not clear what the funding would be used for. Shaw explained that the funding supports evening meals for both the community and shelter clients and a food pantry. Member Wood presented information from the application regarding the meals and pantry services described. The Salvation Army of Denton's average was adjust to \$25,000.

The Fred Moore Nursery School, Inc. request is \$90,000

Members Morgan, Garcia, and Mauelshagen made recommendations for \$40,000 in funding. Shaw indicated that this would be level funding with last year. Shaw responded to a question about any issues staff see in regular reporting stating that there are three agencies that have timeliness reporting issues and Fred Moore is one. When asked a follow-up, Shaw clarified who submits the reporting each month for the last few years. Member Barnes stated that the fact that they did not submitted the application on time and that the Board Chair stated that the application was submitted late and that the person responsible has left are indications that the agency does not have a system in place. Member Onyebetor asked if this was the agency looking for a bookkeeper. Barnes affirmed. Barnes added that it is a risk for the agency has one person responsible for all steps of a financial transaction. Chair Garcia noted that there are three different organizations serving children in pre-school and all do a good job using resources but there is a disparity in what is awarded to each. Members discussed student ratios. Member Onyebetor asked about expenditure of last year's allocation reported in the application Risk Assessment. Member Wood shared that she had also asked that question previously and staff had clarified that they did expended 96.8% of the funds awarded.

Member Barnes pointed out the size of the board in comparison to the level of fundraising. Member Morgan affirmed having the same question. Member Love asked what that means. Morgan explained that a large board is not necessarily a bad thing. Barnes added that the consideration is the size of the board in relationship to amount funds raised. Members Mauelshagen and Garcia noted the overall size of the organization and numbers served compared to the other programs.

Member Wood suggested a funding recommendation lower than the previous year due to the late application submission. Members discussed if a similar action was taken for Denton County Friends of the Family's (DCFOF) late application last year. Shaw provided that DCFOF was recommended for \$30,000 which was lower than both the original ask and the final \$35,000 award. The final \$35,000 recommendation amount was because members had made a stipulation in the motion that if additional funding were to be made available, it would first go to DCFOF. Additional funding did come available in CDBG that allowed for the increased award. Member Wood suggested the committee be consistent.

The Fred Moore Day Nursery School's average was adjusted to \$35,000. Member Mauelshagen recommended the same verbiage related to the "one-strike and you are out policy" be utilized in the final recommendation. Members noted that DCFOF did provide clear information in the presentation that year regarding how they corrected the problem that was not provided by Fred Moore this year. Member Wood pointed out page nine (9) in the application shows fluctuations in fundraising. Shaw explained one difference in a single one line item was a result of CDBG capital projects done last year that are now complete.

Member Mauelshagen suggested recommendations be provided such as no future late reporting, building redundancy in staff, more diversity of funding and better leveraging of the board. Wood pointed out additional differences in fundraising such as a decreases in private and foundation funding. Chair Garcia asked staff for any information regarding the reduction in United Way funding. Staff explained that because the City and United Way are funding the same agencies, what the HSAC and staff experience with agencies is often the same for the United Way. Members engaged in general discussion related to application requirements for board approval.

The HMIS set-aside request is \$12,000

Members Morgan, Wood, and Mauelshagen suggested full funding for this request. Mauelshagen added that it supports multiple agencies. Chair Garcia stated agreement to fully fund. Shaw asked if there was a consensus. Members agreed the HMIS Set-Aside draft recommendation is \$12,000.

At final calculation, the current draft recommendations total is \$482,500. This is \$3,500 over the estimated allocation. Member Wood asked if that can be the final request. Shaw indicated the committee recommends to City Council the amount that they determine is needed. Members reviewed again, line by line, the current draft recommendations and discussed ideas of how to prioritize reductions should the final funding approved not be as recommended. Shaw indicated that the HSAC will complete the final recommendation using the HSAC Recommendation Form. At the recommendation of staff member Kuechler the draft totals discussed will be listed.

Kuechler discussed the final meeting is being recorded in order to increase the transparency of the recommendation process. Shaw added that the recommendations are tentatively scheduled to be made to City Council on May 7, 2019. Chair Garcia pointed out that now the committee can have this week to consider the draft recommendations before convening next week to finalize with the opportunity for members not present today to add to the final recommendations.

The next meeting of the committee will be March 8, 2019 at 11:00 a.m.

Having no other business, the meeting was adjourned at 12:41 p.m.

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

Minutes Approved: March 8, 2019