



City of Denton

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

Meeting Minutes

Human Services Advisory Committee

Thursday, November 7, 2019

6:00 PM

City Hall East
Second Floor Conference Room

Members Present: Patricia Barrington, Gretchen Busl, Hannah Garcia, Rhonda Love, Amy Morgan, Roy Onyebetor, Jane Upshaw, Christie Wood

Members Not Present: Pamela Barnes, Angela Bennet-Engle, Laura Mauelshagen

Staff Present: Anja Taylor, Grants Program Coordinator, and Danielle Shaw, Community Development Manager

A quorum was established. Hannah Garcia, Chair, called the meeting to order at 6:07 p.m.

1. ITEMS FOR CONSIDERATION

A. HSAC19-031 Elect a Chair and Vice-Chair for the Human Services Advisory Committee

After a brief overview of roles and responsibilities, Taylor asked for consideration for nominees to serve as HSAC Chair and Vice-Chair. Member Wood nominated Hannah Garcia to serve as HSAC Chair. Garcia, Chair, accepted the committee nominations. No additional nominations for the Chair were received.

Christie Wood moved that Hannah Garcia be nominated as HSAC Chair. Roy Onyebetor seconded the motion. The motion carried.

Garcia, Chair, asked for consideration of nominees to serve as HSAC Vice-Chair. Members discussed potential nominations. Member Barrington volunteered to serve as HSAC Vice-Chair. No additional nominations for Vice-Chair were received.

Roy Onyebetor moved that Patricia Barrington be nominated as HSAC Vice-Chair. Hanna Garcia seconded the motion. The motion carried.

B. HSAC19-032 Consider approval of the minutes of March 8, 2019

Garcia, Chair, asked for consideration of approval of the minutes from the March 8, 2019 meeting. Member Busl presented grammatical corrections to staff. No additional requests presented.

Christie Wood moved that the minutes be approved as corrected. Jane Upshaw seconded the motion. The motion carried.

C. HSAC19-033 Receive a presentation and discuss the role and responsibilities of the Human Services Advisory Committee.

Taylor provided an overview of the HSAC General Procedures Packet. Taylor highlighted the purpose of the HSAC, quorum requirements, and the authority and responsibilities of the committee regarding the Human Services Grant application process. Taylor also informed the committee about the Community Needs Survey scheduled to be released on November 18, 2019, as well as the upcoming Public Hearings.

Taylor shared that for the 2020-2021 Grant Year, the CDAC and HSAC funding applications were combined. This transition will help streamline processes within Community Development and is consistent with other city funding applications. Taylor presented the proposed funding timeline, which included an application release date, application submission deadline, application presentations, and CDAC/HSAC recommendations.

Shaw informed the committee about two additional funding sources approved by City Council: Street Outreach and Rapid Re-Housing. Community Development has released the applications for Street Outreach and Rapid Re-Housing. Shaw explained that the City would like the HSAC to consider the applications. Chair Garcia asked if a motion to consider the additional funding sources is required. Shaw explained that no further action is needed. Members expressed interest in consideration of the grant applications for Street Outreach and Rapid Re-Housing and notified staff that the committee would review future City Council initiatives if needed.

Taylor directed members to the updated excused/unexcused absence policy published by the City Secretary's Office. Members discussed what would be considered an excused/unexcused absence based on the guidelines provided by the City Secretary. It was decided that members who are unable to attend a meeting notify Taylor, the Staff Liaison for the HSAC, before the meeting with a reason for their absence. Taylor will then present the explanation to the committee for review to determine if the absence is excused or unexcused.

Taylor encouraged members to review the most up-to-date committee roster and explained the term "holdover" after a question proposed by Member Onyebetor. Based on the excused/unexcused absence policy adopted by the committee, the HSAC determined that Member Angela Bennet-Engle would be recorded as absent-unexcused. Members Pamela Barnes and Laura Mauelshagen were both recorded as absent-excused.

Members provided staff with contact information updates. Taylor noted the changes and stated that a revised roster would be sent out to all members by the end of the week.

D. HSAC19-034 Receive a report, hold a discussion, and give staff direction regarding the 2020-2021 Human Services application and presentation process.

Taylor projected the 2020-2021 Combined Grant Application on the overhead for members to review and make recommendations for final development and approval. Taylor provided an overview of the format of the application, and members had the opportunity to provide feedback and recommendations to staff by section.

- **Certification Tab:** No changes recommended.
- **Agency Information Tab:** No changes recommended.
- **Objectives Tab:** Members requested that the wording for *Presumed Benefit* be changed from "Check ONLY One" to something easier for applicants to understand. Based on committee feedback, staff revised the *Presumed Benefit* wording to read "ONLY in Eligible Categories Below."
- **Funding Request 1 Tab:** No changes recommended.

- **Funding Request 2 Tab:** Garcia, Chair, stated that this section of the application appeared to be more organized than in previous years. Members had no further changes to recommend.
- **Narrative – Community Need Tab:** No changes recommended.
- **Narrative – Impact Tab:** No changes recommended.
- **Revenue Tab:** Shaw explained that the *Revenue* section of the application provides an overview of the various funding sources the applicant/department receives. No further changes recommended.
- **Expenses Tab:** No changes recommended.
- **Beneficiaries – Income Qualifications Tab:** Members asked if Income Limits could be modified. Shaw explained that Income Limits by the Department of Housing and Urban Development (HUD), and therefore could not be revised. No further changes recommended.
- **Beneficiaries – Demographics Tab:** No changes recommended.
- **HR – General Tab:** Shaw informed the committee that this section of the application includes questions recommended by the committee in the 2019-2020 Grant Year. No changes recommended.
- **HR – Staff Tab:** No changes recommended.
- **HR – Board List Tab:** No changes recommended.
- **Risk Analysis Tab:** Member Wood inquired about the evaluation criteria for the *Risk Analysis* compared to the previous award year. Shaw explained that the majority of the evaluation criteria are the same and include questions recommended by the committee. Member Onyebetor asked why the *Risk Analysis* does not apply to departments. Shaw explained that this information is not required of City departments because of the types of projects funded. Garcia, Chair, recommended that “Departments” be revised to “City Departments” for additional clarification.
- **Public Improvements Tab:** No changes recommended.
- **Housing Project Tab:** No changes recommended.

Members were allowed to provide feedback and initial thoughts on the combined application. Shaw and Taylor reminded members of the purpose of the combined application and explained that this transition would help applicants become more aware of the different funding resources available.

Staff informed members about the Neighborly Software recently acquired by Community Development. Neighborly will serve as the new application portal for the 2021-2022 Grant Year. Staff will continue to update members about Neighborly once the implementation process begins.

Staff recommended that the application be approved today with the recommended changes and released around November 18, 2019. Members agreed to move forward with the approval of the combined application.

In consideration of the Street Outreach and Rapid Re-Housing Grant applications, members discussed a meeting schedule. It was determined that the next meeting for the HSAC would be held on Monday, November 18, 2019, at 6:00 p.m.

With no other business to discuss, the meeting was adjourned at 7:15 p.m.

Minutes Respectfully Submitted by Anja Taylor, Staff Liaison for the Human Services Advisory Committee

Minutes Approved:

