

HUMAN SERVICES COMMISSION

The meeting of the City of Loveland Human Services Commission was held at the Loveland Municipal Building in the City Managers Conference Room on
September 26, 2013

PRESENT AT THE MEETING:

Commissioners: Penn Street , Rebecca Paulson, Lorna Greene, Stan Taylor, Tim Hitchcock,
April Lewis, Amy Olinger, Audra Montoya, and Alex McKenna

Council Liaison: Ralph Trenary

Staff Liaison: Alison Hade

Guests: Alouette Greenidge, Bill Cahill, City Manager and Judy Schmidt, Deputy City Attorney

ABSENT FROM THE MEETING:

Commissioners: Ally Miller, Marcy Yoder, and Melody Bettenhausen

These minutes are a general summary of the meeting.

CALL TO ORDER

Chair Street called the meeting to order at 6:00pm.

APPROVAL OF THE PREVIOUS MEETING MINUTES

Commissioner Greene requested changes to the minutes. She added, to the Community Partnership Office Update, her stated concern, “after a year or more in the program participants may not have housing when they return to the community.” Under Moving the HSC Meeting Day of the Month, she had made the comment, “It would assist in physically establishing the roles as well as present the commission in a formal setting.” She also requested that it be noted, “Votes to the motions on the spreadsheet were made after discussions.”

Commissioner Greene made a motion to approve the August 22nd meeting minutes with revisions. Commissioner Hitchcock seconded and passed unanimously.

PUBLIC COMMENTS

Alouette Greenidge, a former commissioner, attended the meeting to say “goodbye” and thanked the commissioners for the experience.

CITY MANAGER AND CITY ATTORNEY – 1996 RESOLUTION

The City Manager, Bill Cahill, commented that he appreciates the important work that the commission does. Mr. Cahill stated that the boards and commissions are created by the City Council for specific duties and responsibilities, carry out the direction of the Council and provide advice. Regarding the 1996 resolution, it still applies along with the Municipal Code which states: The purposes of the Human Services Commission shall be to serve as an advisory body to the City Council on all matters pertaining to human services offered by the city. In addition to any other duties as may be delegated to it by the City Council, the commission shall: 1. Review all grant applications made to the city for human services commission grant funds and for all community development block grant funds except for “bricks and mortar” applications that are housing related...” When the council gets funding requests from human service related agencies, Mr. Cahill asked the commissioners, “If not you, then who can council ask to act as an advisory board?”

Deputy City Attorney, Judy Schmidt, stated that an ordinance governs over a resolution, it is an entire charge and they aren’t directly in conflict with each other. The HSC will be asked to provide

advice to the council on things that are human services related. Not everything fits into the grant process or the grant time frame.

Some of the concerns that commissioners had:

Requests will expand the work the HSC does beyond the grant process.

The integrity of the annual allocation process wouldn't be maintained.

Agencies could plead their need directly to City Council instead of going through the grant process.

If information about an agency is needed, the Community Partnership Office can provide information regarding the services.

Mr. Cahill stated that if a request is referred to the HSC the range of recommendation is wide open, it doesn't mean you have to say "yes" or the HSC could say, "The HSC isn't willing to consider this request outside of the grant process." The recent requests have been larger than the grant funding limit.

Ms. Schmidt stated the value in the HSC's recommendation isn't so much in the size or scope, but in the service that is provided by the organization.

Councilor Trenary commented that City Council members with a lot of experience with boards and commissions would be very critical of anything that came to them that wasn't looked at by the appropriate board or commission. As new councilors learn what each commission does, they won't let them be by-passed. He encourages the commission to lend their experience, thoughts and commitment.

Vice Chair Paulson stated, "We sincerely want to fulfill our duty."

Mr. Cahill clarified the roles of the commission and staff. The role of staff is to inform and recommend: accurate, timely, unbiased professional analysis and recommendation. The role of the board is to give policy direction: consider technical recommendations, but make a policy decision based upon broader community factors and values. He stated direction is an action of the body in open session. The staff acts on the body's direction, no direction is given by an individual member of the body.

Open meetings law requires that policy direction is not done through email. It is best to reply only to staff, replying to all is not recommended as it can easily become an illegal meeting. Ms. Schmidt stated that any time three or more members meet to discuss HSC business without noting the meeting publicly, it is an illegal meeting. Three or more members may socialize, but must make a conscious effort not to discuss business. Three or more commissioners conducting a site visit will need to notice the date, time and place 24 hours prior to the visit.

Regarding agencies that can't accommodate a site visit by the deadline, Chair Street commented that agencies need to be treated equally, so extending a deadline for one, should extend them for all. It was the opinion of Commissioner Greene that you don't have to meet at the agency; a site visit can be conducted off-site.

No action was taken regarding the rules of site visits.

A motion was made by Commissioner Paulson to extend the meeting time to 8:00, seconded by Commissioner Greene and passing unanimously.

MOVING THE HSC MEETING DAY OF THE MONTH

Motion to move this discussion from item 8 to 5 on the agenda was made by Commissioner Greene and seconded by Commissioner Taylor passing unanimously. Commissioners were concerned with having enough room for the public. The City Council Chambers would have more formality. After discussion, Councilor Trenary stated that he wouldn't be available to meet on the first Thursday of the month; he would have to ask another councilor to trade commissions with him. Motion to move the HSC regular meeting to the first Thursday of the month and into the City Council Chambers was made by Commissioner Greene and seconded by Commissioner Olinger, passing with 7 ayes and 1 nay.

Discussion ensued about having enough time to finish changes to the grant. Commissioner Greene motioned to schedule a special meeting on October 3rd in the Council Chambers. Seconded by Commissioner Lewis and passing unanimously.

CITY COUNCIL LIAISON UPDATE

Councilor Trenary stated that the flood side-tracked City Council's normal business.

COMMUNITY PARTNERSHIP OFFICE UPDATE

Staff Liaison Hade commented on the flood and the Disaster Assistance Center. There have been 1,200 volunteers at the donation center.

CHANGES TO THE GRANT GUIDE

See attached.

Discussion regarding the question: Does the pre-app list of populations served eliminate Q7 on the application? Commissioner Greene motioned to eliminate Q7 on the application, seconded by Vice Chair Paulson and passing unanimously.

Discussion on Budgets: Commissioner Greene motioned to add to question 24 on the application, "How did you derive the information used for this budget?" with no commissioner score (as is) and look at it again in a year to see if one is needed, seconded by Commissioner Hitchcock and passing unanimously.

Propose New or Change Application Question: Discussion on tracking permanent outcomes. Vice Chair Paulson motioned to not include this question in the grant application, seconded by Commissioner Greene and passing unanimously.

Discussion over the question: Would funding for this program create new hire opportunities/increase employment? Commissioner Greene motioned to not add this question to the application, seconded by Commissioner Taylor and passing unanimously.

Commissioner Hitchcock made a motion to start the October 3rd meeting with Grant changes (items in orange on the attachment), seconded by Vice Chair Paulson and passing unanimously.

NEW BUSINESS

None

ADJOURNMENT

Chair Street adjourned the meeting at 8:00pm

Respectfully Submitted,
Beverly Walker

Pre Application Checklist

The Human Services Grant Program Goal is to financially support services that value diversity, foster self-sufficiency, treat people with dignity, build self-respect, address issues of safety, and allow people to live free of fear through the provision of food, shelter, physical and mental health care as well as services that prevent crises and assist in sustaining independent living.

_____ Amount of grant funding requested?

_____ What percentage of your clients are Loveland residents?

_____ Do you have an office in Loveland or must clients travel to receive your services?

_____ Are you a 501c3 with a minimum of one year's history of operation? Or, are you part of a collaboration that includes an IRS-designated 501c3 agency with at least one year's history of operation that will serve as the fiscal agent?

Which population do you primarily serve? (Check one)

- _____ Seniors
- _____ Persons with Disabilities
- _____ Homeless
- _____ Battered Partners
- _____ Abused/Neglected Children and Youth
- _____ Persons Living with HIV/AIDS
- _____ Persons Accessing Meal Programs
- _____ Youth Programs
- _____ Legal Services
- _____ Rent or Housing Assistance
- _____ Mental or Physical Health Assistance
- _____ Education/Literacy

(if we use HUD's categories we could distribute HUD funding to those groups that are presumed eligible: seniors, severely disabled adults, homeless, battered spouses, abused/neglected children and youth, illiterate adults, migrant farm workers, persons living with HIV/AIDS, and person who use food banks and meal programs.)

_____ Do you have an intake form?

_____ Is answering a question about income mandatory to receive services from your agency?

_____ Is income verified?

_____ Can you show that at least 51% of your clients fall at or below 80% of the area median income, including clients who do not provide financial information?

_____ What percentage of your clients fall at or below 80% of the area median income?

2014-2015 Grant Guide Changes

Issues	Change/Revision/Addition	Agree/ Disagree	Action	Motion/Passing	Motion/ Failing
<u>Eligibility</u>					
Pre App	Do we need one?	Yes	Checklist.	Motion Commissioner Greene to keep pre-app. Seconded by C. Miller passing with 7 ayes, 2 nays	Motion C. Greene to change format to an LOI. 2nd by C. Miller failing with 6 nays, 3 ayes
Change the pre-application questions to pass the eligibility test.	What target population do you serve? (Check all that apply) Persons with Disabilities_____ Low Income(51% AMI or below)_____ Seniors_____ Children_____ Domestic Violence Victims_____ Homeless_____ etc.	Yes	CPO will create a checklist.	Motion C. Greene to develop a checklist. 2nd by C. Taylor passing unanimously.	
Pre App, Q7 on App	Does the pre-app list of populations served eliminate Q7 on the application?	Yes	Remove Q7	Motion C. Greene to eliminate Q7 2nd by Vice Chair Paulson passing unanimously.	
Application	Move pre-app Q5, 6, 7 to application.	Yes		Motion C. Miller to move Pre-app Q5,6,7 to app. 2nd by C. Hitchcock passing unanimously.	

Application	Merge Q7 with app Q1.	Yes		Motion C. Taylor to merge Q7 & Q1 in app. 2nd by C. Miller passing unanimously.	
Eligibility	Should the description of types of projects funded be spelled out more clearly? Should it just be the check boxes or should the description be strengthened?	No vote needed.	Part of checklist.		
Eligibility	The CPO will likely need to keep Q2&3 in some form (application?) to meet HUD guidelines. Will look for regulation and update.	No vote needed.	Part of checklist.		

Attachments

Not using ZoomGrants would change this issue for agencies with multiple applications	Depending on the program we use, we wouldn't want more than one 990, Roster, P&L, and Agency Budget		Address in October.		
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Budget

Agencies are confused about what the Program Budget is for: the program in Loveland or the low income clients in Loveland.	How did you derive the information used for this budget? (What are your sources?) or How did you arrive at the dollar amounts used in this budget? (What are your sources?)	Yes	How did you derive the information used for this budget? (What are your sources?) No Comm. Score for one grant cycle.	Motion by C. Greene to add to Q24 on the application 2nd by C. Miller passing unanimously.	
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Propose New or Change Application Question

<p>Additional Question? Would it be scored?</p>	<p>Is it possible to track permanent outcomes from your program? i.e. clients 'graduating' to no longer requiring assistance from human service organizations.</p>	<p align="center">No</p>		<p>Motion by C. Paulson to not include this question in the grant application. 2nd by C. Greene passing unanimously.</p>	
<p>Additional Question? Would it be scored?</p>	<p>Would funding for this program create new hire opportunities/increase employment?</p>	<p align="center">No</p>		<p>Motion by C. Greene not to add this question. 2nd by C. Taylor passing unanimously.</p>	
<p>Change to question 1, Additional Question or an eligibility question?</p>	<p>What would you say is your agency's PRIMARY category of service? From a list of services; perhaps Disabled, Education, Family, Food, Health/Physical, Health/Mental, Homeless, Housing, Multi-Faceted (more than three of the above, Seniors, Youth, Other</p>	<p align="center">No vote needed.</p>	<p>Part of checklist</p>		
<p>Q4</p>	<p>An agency rep asked if it is okay for written objectives to be written without indicating an increase.</p>				
<p>Q15-17</p>	<p>An agency rep commented that she thought that the use of volunteers would not be scored. Should this be changed or just better explained to agencies how to provide information? Some agencies called to ask if this includes board hours.</p>				

MPA

Change question 4?	Do we want to ask 'How would this partnership make the project more efficient?' OR 'How is this more efficient in terms of time, effort, cost?'				
Model Partnership Award purpose:	Could successful MPA's be meant to be 'seed money' to jump start new projects, or are they meant to 'reward' collaborations for good work already happening?				

Other comments

Quality control:	Do we need to emphasize/express that for scoring purposes agencies need to be aware of the weight/value/quality of the grant proposal and grant presentation?				
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