

HUMAN SERVICES COMMISSION

The regular meeting of the City of Loveland Human Services Commission was held at the Loveland Municipal Building in the City Manager Conference Room on August 4, 2016

PRESENT AT THE MEETING:

Commissioners: JoAnne Warner, Amy Olinger, Carolyn Benson, Stan Taylor, Melody Glinsman, Rebecca Thorp, Maren Soreide.

ABSENT FROM THE MEETING:

Commissioners: Krystal Rowland, Tim Hitchcock,
City Council: Rich Ball
Staff: Alison Hade

These minutes are a general summary of the meeting.

CALL TO ORDER

Chair Olinger called the meeting to order at 6:02pm MT.

APPROVAL OF THE PREVIOUS MEETING MINUTES

Commissioner Taylor motioned to approve the minutes of the July 7, 2016 meeting. Commissioner Thorp seconded. Motion passes unanimously.

PUBLIC COMMENTS

None.

COUNCIL UPDATE

None. Councilor not present.

COMMUNITY PARTNERSHIP OFFICE UPDATE:

- Late 2015 Human Service Grant reports- Habitat for Humanity, Turning Point, Respite Care, Matthews House, Goodhealthwill, NCAP, Elderhaus.
- Will bring it up at agency meeting that the commission is informed of late reports.
- Gaps in services are seen in Loveland. CPO working on a survey to local agencies.

GRANT GUIDE Review

Commissioner Warner made a motion to ask for cash financials/financial procedure policy and separation of duties when we ask for other attachments in pre-application. Commissioner Glinsman seconded the motion. Passed unanimously.

Commissioner Taylor made a motion to remove the example in the Budget narrative question (#20). Commissioner Warner seconded the motion. Passed unanimously.

Commissioner Glinsman made a motion to change the budget column titled "pending, confirmed, or both" to "amount confirmed". Commissioner Taylor seconded the motion. Passed unanimously.

Staff Callies will move the intake documents from the pre-application to the proposal.

Commissioner Warner made a motion to remove the scoring descriptions from all questions except the budget percentage question (#19) in the grant guide and instead insert "Low=1, High= 5" into the grant

guide. Commissioner Taylor seconded the motion. Passed unanimously.

Commission discussed making minimal changes to the grant guide for the upcoming year. Commission and Staff Callies discussed the concept of "customer service to a poverty culture" which is outlined in "Bridges out of Poverty" curriculum. There are concepts and service delivery considerations that could be applied to future grant questions. More will be discussed on this in future meetings.

Remaining items to consider for the 2017-2018 Human Service Grant Guide:

1. Weighting of last three questions.
2. Allocations- cap amount per agency? Change current maximum per program? Small requests vs. large requests?
3. Presentation structure- client life cycle?
4. Site visits- quality assurance component?

Commissioners are asked to submit thoughts on these remaining items prior to the next meeting.

NEW BUSINESS:

- Still need a youth commissioner. Commissioner Thorp suggested contacting local teachers of Civics classes.
- Need update on whether or not CDBG Public Service funds were re-assigned to the Affordable Housing Commission.

ADJOURNMENT

Chair Olinger adjourned the meeting at 7:45 pm.

Respectfully Submitted, Deb Callies