



City of Loveland

HUMAN SERVICES COMMISSION MEETING MINUTES

AUGUST 26, 2010

The regular meeting of the City of Loveland Human Services Commission was held at the Loveland Municipal Building in the City Manager's Conference Room on August 26, 2010

PRESENT AT THE MEETING

Staff Liaison: Darcy McClure

Commission Members: Jackie Elliott, Lorna Greene, John Allison, Kevin Boyle, Dell Rae Moellenberg, Jennifer Bohlander, Rosanne Carroll, and Keely Sudhoff

Guest: Stan Taylor, potential commission member

ABSENT FROM THE MEETING

Council Liaison: Donna Rice

These minutes are a general summary of the meeting.

CALL TO ORDER

Chair Elliott called the meeting to order at 5:55 p.m.

WELCOME AND INTRODUCTIONS

Staff Liaison McClure introduced Stan Taylor, new commissioner being appointed by city council on September 7th, she also informed the commission that youth Commissioners Christensen and Castellanos have resigned, due to college scheduling conflicts.

APPROVAL OF JUNE 24TH MINUTES

Motion to approve the minutes was made by Commissioner Allison and was seconded by Commissioner Greene, which passed unanimously.

PUBLIC COMMENTS

No Public Comments

CITY COUNCIL LIAISON UPDATE

This item was not addressed due to Councilor Rice being absent.

SURVEY RESULTS

Staff Liaison McClure went over the survey with the commission. One comment on the survey regarding the scoring system and the score based on the percent of clients that are Loveland residents, the agency felt they were being "discriminated against" and they stated, "Although only 10% of clients served were from Loveland, we far exceeded our projected numbers from the previous years and have worked

1 extensively to create new opportunities for Loveland residents.” Chair Elliott stated that we will need to
2 clarify in the grant guide that funds come from city of Loveland taxpayers and they need to be used for
3 city of Loveland residents and scoring will reflect that. A sub-committee will address any issues and
4 provide feedback to unfunded agencies.
5

6 **GRANT PROCESS FINAL CHANGES**

7 Chair Elliott led the commission in the grant process ballot questions (attached). The commission will
8 vote again on item 2 on the list at the September 23rd meeting, Chair Elliott will get proxy votes. After
9 extensive discussion regarding item 2 on the ballot, Staff Liaison McClure suggested that an additional
10 question be added to the grant proposal for agencies submitting more than one application regardless of
11 how many proposals may be submitted, “If the agency is submitting more than one application, explain
12 how each program is different.”
13

14 **STUDY SESSION UPDATE**

15 Chair Elliott informed the commissioners that the city council study session will be Tuesday, November 9th
16 at 6:30pm in the council chambers. The intent of the Human Services Commission’s presentation to the
17 city council is to provide information on the grant process, how the decision making works and remind
18 the council of the amount that is requested by all the agencies and how much money the commission has
19 to fund with. The subcommittee members will be: Chair Elliott, Vice-Chair Bohlander, and Commissioners
20 Boyle, Greene, and Moellenberg.
21

22 **FINAL REPORTS**

23 Staff handed out the Final Report books to the commissioners and explained that these reports from the
24 agencies are good information for the upcoming grant year as well as, the agencies’ accountability of the
25 grant funds.
26

27 **SITE VISITS**

28 Chair Elliott and Staff Liaison McClure went over the site visit report form and the list of agencies that are
29 priority for a site visit. Commissioners picked the agencies they would visit in the next couple of months.
30

31 **NEW BUSINESS**

32 Training the new commissioners on the grant process, a subcommittee was designated to outline and set
33 up the training. Commissioners on the committee are Chair Elliott, and Commissioners Sudhoff, Boyle,
34 and Greene.
35

36 The Loveland Alliance of Non-profits will meet September 8th with a panel to discuss ballot issues:
37 amendments 60 & 61 and proposition 101.
38

39 Staff will provide information to the commission for drafting a resolution on Amendment 60 &
40 Amendment 61 and Proposition 101.

41 **ADJOURNMENT**

42 Meeting adjourned by Chair Elliott at 7:50 p.m.
43

44 Respectfully Submitted,
45 Beverly Walker

	Vote	Changes to the 2011 Grant Process
1.	Motion to not limit the number of guests an agency may invite as part of their presentation, made by Commissioner Greene and seconded by Vice-Chair Bohlander, passing unanimously.	Limit the number of guests an agency may invite as part of their presentation. (If majority vote "Yes," what will be the maximum number?)
2.	Motion to put a cap on the number of applications an agency may submit, made by Commissioner Greene and seconded by Commissioner Carroll with a deadlock 4 to 4 vote.	Cap on number of applications an agency may submit. (If majority vote "Yes," what will be the maximum?)
3.	Motion to add to question 3 in the grant proposal, made by Commissioner Greene and seconded by Vice-Chair Bohlander, passing unanimously.	Q 3. What is the agency's goal for this program? ADD? (Goal: the end toward which effort is directed) see instructions on page (#) in the Grant Guide.
4.	Motion to eliminate question 8 in the grant proposal, made by Commission Greene and seconded by Commissioner Boyle, passing with 7 ayes and 1 nay.	Q 8. What is the program's average cost per client ? Eliminate this question?
5.	Motion to add to question 19 in the grant guide, made by Commissioner Greene and seconded by Commissioner Allison, passing unanimously.	Q 19. List the three agencies that this program coordinates with the most often. ADD? Specify how the coordination takes place for each agency listed.
6.	Motion to change question 23, made by Commissioner Greene and seconded by Commissioner Carroll, passing unanimously.	Q 23. What is the average number of hours per volunteer annually ? Change question to: What is the total number of volunteer hours annually?
7.	Motion to add a question: How are volunteers trained..., made by Commissioner Greene and seconded by Vice-Chair Bohlander was not passed with 3 ayes and 5 nays.	Add question: How are volunteers trained specific to their duties and what are their qualifications, if applicable? And <u>add a separate score question to the score sheet?</u>
8.	No need to vote on this since #7 didn't pass.	If you vote no on #7: Instead of adding question and scoring item, encourage commission use of questioning agencies about their specific practices and process for volunteer use.
9.	Motion to change budget question: When city grant funds are requested to pay for salaries..., made by Commissioner Greene and seconded by Commissioner Allison, passing unanimously.	How many FTE's or equivalent does the agency employ? What is the average salary ? Change question to: When <u>city grant funds</u> are requested to pay for salaries, describe specifically the positions, salaries for those positions and the percentage of funds used for each position.

10.	Motion to change scoring question regarding salary information, made by Commissioner Greene and seconded by Vice-Chair Bohlander, passing unanimously.	Scoring salary information: 1-Inadequate info provided re: salaries & staffing levels 3-Adequate info provided re: salaries & staffing levels 5-Thorough info provided re: salaries & staffing levels
11.	Motion to change question 3 on the Model Partnership Award proposal, made by Commissioner Boyle and seconded by Commissioner Greene, passing unanimously.	Model Partnership Award: Q 3. How does the partnership serve Loveland specifically? How are the services provided unique to the need? Change question to: How many Loveland residents will benefit from the partnership's services?
12.	Motion to change question 4 on the Model Partnership Award proposal, made by Commissioner Greene and seconded by Commissioner Boyle, passing unanimously.	Model Partnership Award: Q 4. Explain how the partnership increases efficiency in service provision and/or increases benefit to the community. Change question to: Describe how this is a partnership. How does this partnership maximize efficiency of administration and delivery of services? What can the agencies do better together that can't be done as well separately?
13.	<p>a. Motion for staff to correct scores with calculation errors, made by Commissioner Greene and seconded by Commissioner Carroll, passing unanimously.</p> <p>b. Motion for commissioner to give a "3" for missed presentations made by Commissioner Moellenberg and seconded by Commissioner Greene, passing unanimously.</p> <p>c. Motion to take out letter c. and have a sub-committee review scores for accuracy and completeness, made by Vice-Chair Bohlander and seconded by Chair Elliott.</p>	<p>Protocol for scoring:</p> <p>a. Scores with incorrect calculations will be corrected by staff.</p> <p>b. If commissioner misses a presentation, "3" will be given.</p> <p>c. Blank scores will be left blank and counted as "0"</p>
14.	Motion to appoint a sub-committee to review scores..., made by Vice-Chair Bohlander and seconded by Commissioner Greene, passing unanimously.	Sub-committee to be appointed to review commissioner scores with staff prior to allocation meeting.
15.	Motion to not have a consensus discussion prior to submitting final scores was made by Commissioner Greene and seconded by Commissioner Allison, passing unanimously.	Consensus Discussion: Commission to meet to discuss scores prior to submitting final scores.

HSC Site Visits

Applicant	2008		2009		2010	
Alternatives to Violence	Jennifer Bohlander	Done	Dell Rae Moellenberg	Done		
AIN - Radio Reading Service			Jennifer Bohlander	Done		
Boys & Girls Club	Kyle Ryan	Done	Steven Schafer	Done	Stan Taylor	
Care A Van - SAINT	Jim Smith/Lorna Greene	Done			Dell Rae Moellenberg	
Catholic Charities Northern - The Mission	Gayle Brawner	Done			John Allison	
Catholic Charities Northern - Senior Outreach					Kevin Boyle & Stan Taylor	
Center for Adult Learning	Jackie Elliott	Done			Jennifer Bohlander	
Community Kitchen			John Allison	Done		
Court Appointed Special Advocates	Ann Brunk / Jackie Elliott	Done	Steven Schafer	Done		
Elderhaus	Ann Brunk	Done	John Allison	Done		
Food Bank for Larimer County			Keely Sudhoff	Done	Dell Rae Moellenberg	
House of Neighborly Service			Jim Smith	Done		
Larimer Center for Mental Health - Counseling Connections			Luis Castellanos	Done	Kevin Boyle	
Loveland Interfaith Hospitality Network			Jennifer Bohlander	Done		
Loveland Youth Gardeners	Jim Smith	Done			Rosanne Carroll & John Allison	
Matthews House					Jennifer Bohlander & Keely Sudhoff	
Meals On Wheels			Lorna Greene	Done	Stan Taylor	
Neighbor to Neighbor			Lorna Greene	Done		
Northern Colorado AIDS Project	Lorna Greene/Aaron Hanna/Gayle	Done			Lorna Greene & Jennifer Bohlander	

HSC Site Visits

Project Self-Sufficiency	Jackie Elliott	Done			Dell Rae Moellenberg	
Rehabilitation and Visiting Nurses Association	Gayle Brawner	Done			Kevin Boyle	
Respite Care			Jennifer Bohlander	Done		
Teaching Tree - UDCC	Claudia DeMarco	Done	Jennifer Bohlander, Kallan Christensen	Done		
Thompson Valley Preschool	Claudia DeMarco	Done			Lorna Greene & Jackie Elliott	
United Way - 211			Jackie Elliott	Done		
Wings	Joe Lloyd	Done			Lorna Greene & Keely Sudhoff	
Women's Resource Center	Jennifer Bohlander	Done			Rosanne Carroll	

Agencies not funded for that year
 Agencies that are first priority