



**City of Loveland**

**HUMAN SERVICES COMMISSION MEETING MINUTES**

**MAY 27, 2010**

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The Special Allocation meeting of the City of Loveland Human Services Commission was held at the Loveland Municipal Building in the City Manager's Conference Room on May 27, 2010

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**PRESENT AT THE MEETING**

**Staff Liaison:** Darcy McClure

**Commission Members:** Jackie Elliott, Lorna Greene, John Allison,  
Luis Castellanos, Keely Sudhoff, Kevin Boyle  
Jennifer Bohlander, and Rosanne Carroll

**Council Liaison:** Donna Rice

**Guests:** Geoff Hamilton, President of Zoom Grants  
Lindsay Nichols, Neighbor to Neighbor  
Alison Hade, Alternatives to Violence  
Eric Santi, Partners Mentoring Youth  
Emily Dawson-Petersen, Larimer Center for Mental Health

**ABSENT FROM THE MEETING**

**Commission Members:** Kallan Christensen and Dell Rae Moellenberg

*These minutes are a general summary of the meeting.*

**CALL TO ORDER**

Chair Elliott called the meeting to order at 6:00 p.m.

**APPROVAL OF APRIL 29TH MINUTES**

A motion to approve the minutes was made by Vice Chair Bohlander and was seconded by Commissioner Greene, which passed unanimously.

**PUBLIC COMMENTS**

Chair Elliott acknowledged the guests in attendance and invited them to address the commission.

Lindsay Nichols with Neighbor to Neighbor expressed her organizations appreciation for the commission and all that they have done in support of their agency.

Alison Hade with Alternatives to Violence voiced her appreciation of the Letter of Intent's easy one page format and the usefulness of the HSC's grant process to her.

Emily Dawson-Peterson with Larimer Center for Mental Health appreciates the feedback from the process so they can better their applications in future years.

Eric Santi with Partners Mentoring Youth read a letter from his agency voicing their disappointment on not receiving funding this year.

Chair Elliott thanked them for their comments and stated, It's with a great deal of anguish that we go through this process knowing we can't fund everyone.

1       **CITY COUNCIL LIAISON UPDATE**

2       Councilor Rice stated that they are in the search for a new City Manager and Airport Manager and there  
3       will be an opportunity for public input especially for the City Manager position and she would like the  
4       commissioners input.  
5

6       **ZOOM GRANTS DISCUSSION**

7       Geoff Hamilton and Andy Smith with ZoomGrants presented upgrades to ZoomGrants' website. New  
8       features include new tabs across the top, a budget form and a pre-application option. Discussion  
9       regarding the pre-application being used as the Letter of Intent. The program level budget option can be  
10      turned on or off if you want to use it or not. Another new feature is the Reporting Questions tab. A  
11      discussion regarding asking agencies questions on ZoomGrants ensued whether or not to have it as an  
12      option for commissioners to ask questions online and agencies to answer online or at their presentation.  
13      Scoring with weighted questions is another new option available. The voting option will still not be used  
14      with our grant process however.

15      Commissioners also commented on their frustration for downloading documents, we can require the  
16      attachments be uploaded as a pdf. Another comment regarding the attachments was that the budgets  
17      didn't have the name of the agencies on them.  
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19      **CONFLICT OF INTEREST MEMO**

20      Staff Liaison McClure handed out Article 5 of the Code of Ethics regarding Section 5-1 and the section in  
21      the Boards and Commissions Handbook on page 5. Staff is hoping to have a memo from the City  
22      Attorney's Office for the June meeting.  
23

24      **2011 GRANT PROCESS**

25      At the June meeting the commission will discuss the 2011 grant process. Chair Elliott stated that she will  
26      invite Councilor Klassen to attend the meeting because of the statements he made at the City Council  
27      meeting to approve the grant recommendations last year. He had stated that the process was flawed.  
28      Chair Elliott went over the list of items to discuss at the June meeting, after discussion some items were  
29      tabled for a meeting closer to the new grant year and some items were already discussed during the  
30      ZoomGrant presentation. A new list will be sent to commissioners with the Agenda for the June meeting.  
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32      **NEW BUSINESS**

33      No new Business.

34      **ADJOURNMENT**

35      Meeting adjourned by Chair Elliott at 7:40 p.m.  
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37      Respectfully Submitted,  
38      Beverly Walker