

Human Services Advisory Committee

Meeting Report

Renton City Hall
Council Conference Room, 7th Floor
April 19, 2016 3:00 p.m.

Chair Brook Dodd called the meeting to order at 3:06.

ATTENDANCE: Brook Dodd, Shannon Matson, Leslie Anderson, Henry Malphus, Ashley Wolfe, Joanie Howe, Sheila Houston, Krista Townsend. **Excused:** Amy Koehl, Tina Harris **Staff:** Karen Bergsvik, Dianne Utecht, and Jennifer Jorgenson. **Guest:** Maggie Patton, Human Services Intern

1. Approval of Previous Minutes – Joanie moved to approve the March 2016 minutes as written; seconded by Leslie; motion carried.
2. Applications – Karen went over the list of applications for the 2017/2018 funding cycle. Fifty-two (52) applications were properly completed and submitted. The rest were requesting funds below the minimum amount of \$7500, had not submitted the application, or had not uploaded a required document or documents.
3. Decisions –
 - a. Applications that were submitted for less than the \$7,500 minimum amount (15 agencies) - These will not be considered for funding, as per the instructions.
 - b. Applications submitted without City-specific supplemental information (17 agencies) or required documents (2 agencies) – It was agreed to give the agencies 48 hours to submit the required information. They will be penalized ten points for not following the directions. There was discussion whether or not the documents should be weighted in terms of points for what the agencies did not do, and it was decided to deduct ten points from all the applications.
 - c. Applications were started in the system, but not submitted (4 agencies) – These applications will not be considered for funding, since they were not submitted.
 - d. The City received applications for programs that are similar (Lifewire, Conséjo, and DAWN community advocacy programs), but in different need areas. There was discussion and the group decided to put domestic violence community advocacy programs under need area #3 (health and wellness).
 - e. Two applications for emergency assistance programs were in different areas of need. The group agreed that they will go under Need Area #2, Basic Needs.
 - f. There was discussion as to whether or not the Need Areas should be specific to the thirteen priority needs described in the Needs Assessment, or the broader five categories of needs. It was decided to use the broader five categories of needs (Economic Opportunities, Basic Needs, Health & Wellness, Neighborhood Opportunity, and Available Quality Housing).
 - g. Capacity Building – It was decided to not consider the application from South King Council of Human Services for funding for Capacity Building, as it does not fall into one of the five broad areas of need.
 - h. Several agencies did not complete a key column in a budget table, which is the specific budget expenses tied to the request for funding. There was discussion as to whether the application should not be considered for funding, or if the incompleteness of the table will be reflected in the rating of that question. It was decided to be reflected in the scoring. Five points would be deducted.

Shannon made a motion to approve all the proposed decisions noted above. The motion was seconded by Joanie. Motion carried.

4. Contracting 101 – Dianne gave an overview of the current contacting process. Monitoring is an area that the cities have worked on jointly. There is a common monitoring form that the cities use. Cities that fund the same agency/program try to do one monitoring visit, versus individual ones. Each program has an in-person monitoring visit every three years, and desk top monitoring every time an invoice is submitted. Advisory Committee members are welcome to go on monitoring visits, and a schedule of them will be shared with the members.
5. Financial Analysis –The committee has not met yet.
6. Performance Measures – In the future, agencies’ past performance will become part of the rating process and will be scored. Prior to 2016 the City did not track the timeliness and completeness of the quarterly and annual reports. See the attached handwritten sheet titled Future Performance for the proposed criteria.
7. Conflict of Interest Forms – Dianne handed out Conflict of Interest forms and asked each committee member to complete one, sign it, and turn it back in to her before leaving the meeting today.
8. Agreement with Habitat for Humanity/Housing Repair – Karen gave an overview of the condition of the mobile homes in the Vantage Glen neighborhood and the problems homeowners are experiencing with the siding failures and costly repairs. The City recently signed an agreement with Habitat for Humanity (Habitat) to share efforts to help these people. The City will provide up to \$4,000 for four homes over the span of a year to help with the siding. We will reimburse Habitat for the cost of materials, up to the maximum of \$4,000 per unit. Habitat will provide the project management and labor to do the work. They also agreed to cover any costs beyond \$4,000. The City and Habitat will mutually agree on the timeline, work to be done, and the budget.

In closing, Karen invited members to share the invitation to attend the June 8, 2016, event at Renton’s Carco Theatre – *The Long Night: 7 Lives Forever Changed by the American Sex Trade*. The event runs from 6:30 to 9:00 p.m. at 1717 SE Maple Valley Highway. “‘The Long Night’ gives voice and meaning to the minors who are forced and coerced into the American Sex Trade.” There will be a brief movie followed by a panel of experts that include a survivor, a prosecutor, a detective, a lobbyist, and a service provider.

Respectfully submitted,



Brook Dodd, Chair

Next regular meeting: May 17, 2016, 3rd Floor, ASD Training Room, Renton City Hall
Meet in the lobby area across the hall from the City Scene Café