



Human Services Advisory Committee Meeting Minutes

Renton City Hall
Council Conference Room, 7th Floor
February 18, 2014, 3:00 p.m.

CALL TO ORDER: Chair Shannon Matson called the meeting to order at 3:07 p.m. A quorum was present.

ATTENDANCE:

In Attendance: Shannon Matson, Chair ; Linda Smith, Vice-Chair; Leslie Anderson; Elyn Blandón; Len Aron; Ryan McIrvine; Brook Lindquist; Chad Beuchler; Amy Koehl. **Excused:** Dorothy Capers.
City of Renton Staff: Karen Bergsvik; Dianne Utecht; Katie McClincy; Jennifer Jorgenson.

Shannon welcomed two new members: Chad Beuchler and Amy Koehl. Introductions were made.

1. APPROVAL OF PREVIOUS MINUTES

Shannon asked for a motion to approve the January 21, 2014, minutes. Elyn moved for approval of the minutes as presented; Linda seconded. Motion carried.

2. RESIGNATION OF ZENOVIA HARRIS

Karen explained Zenovia had recently married, and was now living outside the Renton city limits and she had subsequently resigned her position.

3. YEAR-END PERFORMANCE REPORT

Dianne went over the purpose of the Agency Report and the agencies' 2013 year end performance requirements. Hero House did not meet the performance measure of unduplicated residents served, but they were paid because of their marketing and outreach efforts. Therapeutic Health Services failed to submit an invoice for the fourth quarter, and did not get paid for that quarter.

4. 2014 FUNDING PROCESS

Dianne reviewed the funding process of other suburban cities. Shannon described the use of rating tools and scoring. It was noted that Renton has the most extensive and objective rating process.

The reverse time line was discussed, so that members understood the strategic dates, and what event(s) triggered the date(s).

Shannon went over the objectives in determining the best way to serve the needs of Renton residents. She noted that in some circumstances it might be better to fund two separate agencies with similar goals at a lesser amount, as opposed to funding just one agency at a larger dollar amount.

The City has identified seven of the nine Renton Results areas for funding. It is not known how many applications there will be, or what Result area they will be in.

Shannon clarified that several decisions had to be made at this meeting. The first decision is whether the members want to read the applications electronically or have hard copies printed. The group decided that they wanted hard copies printed.

Karen clarified the *Community Needs Assessment* and *Strategic Plan* would not be used during this funding cycle. We are waiting for the Executive Summary of the *Needs Assessment*, before Mayor Law and the City Council are briefed. The *Strategic Plan* will be completed in 2014/15.

There was discussion about the pre-screening of applications. It was asked if staff would do any pre-screening of the applications. Karen responded it is up to the Committee members whether they would like them to be pre-screened. Shannon would like to have a guideline for screening out applications. Karen clarified that the Committee has the ability to set the parameters for what must be included to be considered a complete application and/or the absence of items that might make an application incomplete, and therefore not be reviewed and considered for funding. Any items that we want agencies to take notice of that are specific to Renton, is done in the *City Supplemental Notice*.

There was much discussion as to what is considered a complete or incomplete application. Examples were given of: If an attachment is required, but no information is available, a page must be submitted stating that no information is available. Late submittals will not be accepted.

Brook made a motion that Renton will:

- A. Not accept late applications – based on Pacific Northwest Daylight Savings Time of 4:30 p.m. (KB's note: this was 4 p.m. originally and was changed to 4:30 p.m. after the HSAC meeting was held.)
- B. Not review incomplete applications. There must be an upload for every required document. If the document requested does not exist or is not applicable, upload a page with the name of the required attachment with a brief explanation why it is not included.
- C. Not review applications that are less than the minimum level of requested funding, which is set at \$5,000.

Elyn seconded the motion. Motion carried.

The second decision that needs to be made is if the members read all the applications, or some of them. In the last funding process, the different Result areas were assigned to teams composed of 2 or 3 members. The teams read and rated them. The teams then got together, negotiated, and approved the level of recommended funding, which was subsequently forwarded to the City Council.

There was much discussion about different scenarios in reading and rating the applications. Elyn thought that there were four options to rating the applications: 1. Each member reads and rates all of the applications; 2. Each member reads and rates one Renton Result area; 3. Each member reads and rates two Result areas, and, 4. Each member reads and rates one result area – but reads the applications in the other result areas that are not assigned to that member. A fifth option of splitting the group and applications in half – and each group would read and rate half the applications – was added as a possibility.

It was asked if there were key parts of an application that could be read – to get the essence of the application, without reading the entire application. It was clarified that pages 1-3 contain the key information. It was suggested that if people are assigned a subset of applications to read, that everyone read these pages of all the applications, to be familiar with them for discussion purposes.

A member felt that all applications should be read and most of the time should be spent on the rating process. Other members felt that reading fewer applications was better – for it would take a lot of time and concentration to read them all at a quality level of review. Members discussed the concept of reading and rating half the applications, and generally the group favored this option. Elyn reminded members that reading and rating are two entirely different things.

It was noted that certain sections of the application should be read by everyone – the Needs Statement, the Ask, and/or the Justification.

Ryan moved, and Brook seconded, a motion that the Advisory Committee be split in two, with each group reading and rating half the applications – and for all applications – those parts that are deemed critical, as decided by the Chair, Vice-chair, and staff. Motion carried.

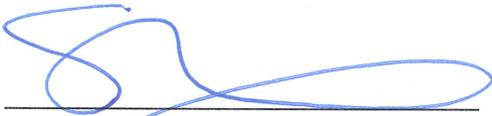
The third decision that needs to be made is if the funding for new programs should remain or \$5,000 or not. There was clarification as to if this was for new agencies or new programs. It was clarified that it is for new programs, meaning ones that had not been previously funded by the City of Renton during the last funding cycle.

Brook made a motion to raise the limit for funding a New Program to \$10,000 for this funding cycle. After discussion, Brook amended her motion to raise the funding limit to \$7,500. Elyn seconded the motion. Motion carried.

Karen gave a brief summary about the Severe Cold Weather Shelter. It had been activated from February 4 through February 10th. Catholic Community Services was very involved as the site supervisor, and they managed to place three people into temporary housing situations.

Brook moved and Linda seconded to close the meeting. Motion carried. Meeting adjourned at 5:03 p.m.

Respectfully submitted,



Shannon Matson, Chair

NEXT REGULAR MEETING:

MARCH 18, 2014, 3:00 p.m. Council Conference Room 7th Floor Renton City Hall