



Human Services Advisory Committee

Meeting Minutes

Renton City Hall
Council Conference Room, 7th Floor
April 15, 2014, 3:00 p.m.

CALL TO ORDER: Chair Shannon Matson called the meeting to order at 3:02 p.m. A quorum was present.

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

1. APPROVAL OF PREVIOUS MINUTES

Shannon asked for a motion to approve the March 18, 2014, minutes as presented. Ryan moved for approval; Elyn seconded. Motion carried.

2. VISITORS

Shannon greeted Mayor Law and Community Services Administrator Terry Higashiyama and Committee members introduced themselves. The Mayor thanked the members for their generosity and efforts on behalf of the citizens of Renton.

3. FUNDING PROCESS DECISIONS

- A. 1. Dianne reviewed the financial/budget score sheet that is worth 15 points. Members had no changes to the sheet, and agreed that staff should complete that section of the sheet.
- A. 2. The purpose of the community impact section of the rating tool was discussed. Discussion took place about what specific criteria are used to evaluate the agencies. Several members felt it needs to be more structured – some would like to see if a program “fits” with the needs of Renton’s residents. Community access was brought up, and it was discussed whether accessibility would be in this section or under accessibility and diversity. Members agreed that the concept of how the organization and program fit in Renton was a criterion to use in the rating in this section. Dorothy, Elyn, Shannon and Chad volunteered to come up with proposed wording changes to the rating tool.
- B. After the last funding process, members recommended adding the rating of zero to the 1, 3, 5 scale; members agreed to add the zero.
- C. Soft funding targets: Dianne gave a brief re-cap of the history behind the targets for the last two funding cycles. There was discussion as to the merit of having the targets or doing away with them. Members decided to keep the soft funding targets, knowing that there is flexibility to move the funds between the different Result areas. The proposed soft targets were accepted as a starting point for funding discussion.
- D. Dianne and Karen went over the Confidentiality and Conflict of Interest Statement form. Members completed the form and they were given to Dianne. The primary purpose was to identify potential conflicts of interest when assigning members to the two rating teams. There was discussion as to what was considered confidential in the funding process. The ratings are provided to the agencies upon request, but not which member gave them which score.

- E. Dianne reviewed the questions that she is proposing that all the members read, in the applications that they are not rating. The members agreed with Dianne's recommendations.
- F. Additional Meetings: Staff anticipates receiving approximately 100 applications for funding, which are roughly 50 applications per team. Presuming that ten applications are discussed at each meeting, a total of five meetings will be needed to discuss the applications. Three additional meetings need to be scheduled, in addition to the two regular HSAC meetings.

After each team has completed their ratings, one full day meeting may be needed, either July 21 or July 28th. This is when the committee as a whole reviews all the recommendations, and the final recommendations will be determined. All meetings and deliberations need to be completed by the end of July.

Dianne will schedule the additional meeting options via Doodle. Members requested three different times: 9 to 11 a.m.; 3 to 5 p.m.; and 6 to 8 p.m. It was agreed that meetings will not be held on Saturday.

The meeting adjourned at 4:52 p.m.

Respectfully submitted,

Shannon Matson, Chair

NEXT REGULAR MEETING: MAY 20, 2014, 3:00 p.m. **3rd Floor TRAINING ROOM** Renton City Hall