Date: June 1, 2018  
Time: 3:00 p.m.  
Location: Holliday Building - 1st Floor Conference Room; 620 SE Madison

Committee members present: Councilmembers Karen Hiller, Sandra Clear (Chair) and Sylvia Ortiz

City staff present: Sasha Haehn, Director of Department of Neighborhood Relations; Corrie Wright, Division Director of Housing Services; Rachelle Vega-Retana, Department of Neighborhood Relations Grants Administrator; and Nick Hawkins, Budget and Performance Manager

Call to Order  
Councilmember Clear called the meeting to order.

Approve Minutes from May 21, 2018 meeting  
Councilmember Hiller moved to approve the minutes. The motion was seconded by Councilmember Ortiz and carried unanimously (3-0-0).

2019 Social Services Grant Appeal Considerations  
Councilmember Clear reported the Committee received appeals from the following eight organizations. She commented on the scoring process in which grants are awarded to organizations that scored 89 or above on their application and noted organizations would be allowed three minutes to present their appeal.

- CASA of Shawnee County  
- TDC Learning Centers, Inc.  
- Doorstep, Inc.  
- YWCA Northeast Kansas  
- Community Action-The First Tee of Shawnee County  
- Midland Care  
- East Topeka Senior Center  
- Kansas Children’s Service League (KCSL)

Corrie Wright, Division Director of Housing Services, reported the scoring of KCSL and East Topeka Senior Center has been reviewed due to miscalculation of points and
scoring has been amended to reflect KCSL achieving a score of 91% and East Topeka Senior Center 89%. She stated these organizations have achieved the scoring threshold; therefore, staff recommends approval of the requested funding levels (KCSL at $22,750 and East Topeka Senior Center at $17,998). She reported staff would provide additional assistance and clarification on the application process to all organizations to help eliminate the same issue in the future.

Nick Hawkins, Budget and Performance Manager, reported the updated total funding allocation would be $440,273 ($398,344 Social Services; $41,929 Emergency Aid Services). He stated staff would work with Department Directors to locate the additional funds needed to finalize the 2019 City budget.

Councilmember Ortiz asked if KCSL and East Topeka Senior Center were notified of the changes. She expressed the importance of allowing organizations sufficient time to present their appeal.

Councilmember Ortiz moved to allow applicants four minutes to present their appeal. The motion seconded by Councilmember Hiller carried. Councilmember Clear voted no. 2-1-0

Shelley Ramos, CASA of Shawnee County, reported the agency has increased scoring in many areas from the past year; however, because of past practices and numerous changes in staffing this year’s scores were low. She stated CASA remains confident they have made the necessary steps to continue to grow and move forward in assisting the community. She expressed her appreciation to the Committee for allowing an appeal process.

Committee members commented on the areas where CASA received low scores and the need for the organization to continue with the administering of better business practices and reporting to increase scores for grant funds next year. They expressed their support of CASA and the important role the organization has in the community.

Terry Isles, Community Action-The First Tee Shawnee County, submitted the appeal and believes collaboration with many other local organizations should have been counted towards the application scores. He listed the core values of the agency and how the services provided by the program directly relate to the needs of the community. He reported the grant funds account for 25% of the agency’s budget ($25,000); therefore, if the appeal was not approved the program would be cut. He suggested reviewing agencies on an individual basis to make a determination based upon how the program was structured to work with other organizations in the community.

Committee members expressed concern with the lack of information listed on the application relating to the many collaborations and partnerships the organization has established and the impact those partnerships have made on the community. They expressed the importance of the grant application process and the need to consider each question on the application to ensure detailed information was included.
Councilmember Ortiz moved to overturn the panel recommendation for the East Topeka Senior Center by amending the application scores and approving the requested funding based on the recommendation provided by staff. The motion was seconded by Councilmember Hiller.

Councilmember Hiller made a substitute motion to approve the change in application scoring for East Topeka Senior Center. The motion was seconded by Councilmember Clear. Councilmember Hiller requested staff review the budget to ensure funds would be available to support increasing the grant funding approved by the Committee.

Sasha Haehn, Director of Department of Neighborhood Relations, reported the 2019 City Operating Budget includes $400,000 to be used for grant funding allocations.

The substitute motion to approve the change in application scoring for East Topeka Senior Center carried. Councilmember Ortiz voted no. 2-1-0

Gail Cozadd, KCSL, asked for clarification on if an applicant was denied funding in one year would they be considered a “new applicant” and denied funding the following year. She thanked the Committee for allowing the appeal process and the opportunity to review the application scores.

Sasha Haehn stated agencies that have been funded within the last three years of the current application date would not be considered new applicants.

Councilmember Hiller moved to approve the change in application scoring for KCSL. The motion seconded by Councilmember Clear carried. Councilmember Ortiz voted no. 2-1-0

David George, TDC Learning Center, expressed concern with the scoring sheet released in February and noted there were some technical errors regarding points per category that he believes should not have been used. He suggested starting over with the process if the wrong application has been used.

Corrie Wright reported the review panel received and used the correct scoring sheets in making their decisions.

Kjrsten Ruch, YWCA Northeast Kansas, reported YWCA scored 87 out of 89 points because the Service Areas and Outcomes section was vague and noted qualitative data can be hard to report. She stated numbers were overestimated because YWCA staff did not know the numbers could be changed throughout the process to reflect more real numbers in the e-CImpact system. She noted YWCA continues to work to broaden the program and requested approval of the appeal.

Councilmember Hiller asked if training has been conducted with organizations so the application and process was clear and if the YWCA received a copy of the review panel scoring sheet. She commented on the statistics listed in the application as well as the reviewer’s comments and noted the Outcomes portion of the application was thorough.
Kjrsten Ruch stated they have not received a copy of the completed scoring sheet.

Corrie Wright reported training sessions have been conducted in the past resulting in attendance by several organizations; however, Sheena Smith, Senior Grants Program Administrator, could provide additional training. She also reported agencies have access to the e-CImpact system online to change the numbers providing agencies the opportunity to change numbers when contracts are issued and throughout the program year.

Councilmember Clear stated the new total was taken from actual amounts requested; however, last year the grant total was based on the assumption that all organizations that applied would score above the threshold. She spoke in support of recommending the revised amount of grants totaling $440,273.

Councilmember Hiller spoke in support of maintaining the 89 points or above scoring threshold for awarding grants.

Councilmember Hiller moved to adjust the funding recommendation based on the updated spreadsheet distributed at the meeting to reflect $398,344 for Social Services and $41,929 for Emergency Aid Services for a total of $440,273. The motion seconded by Councilmember Clear carried unanimously. 3-0-0

Councilmember Clear stated the Economic and Community Development Committee would schedule a meeting in September 2018 to discuss the 2020 Social and Emergency Aid Services grant application process.

Upon no other items being presented to the Committee for consideration, Councilmember Clear adjourned the meeting at 3:55 p.m.

Meeting video can be viewed at https://youtu.be/Kc6ztN0MlzA