

Human Services Advisory Committee

Meeting Report

Renton City Hall
Council Conference Room, 7th Floor
February 16, 2016 3:00 p.m.

Brook Dodd called the February meeting to order at 3:04 p.m.

ATTENDANCE: Brook Dodd, Amy Koehl, Leslie Anderson, Henry Malphus, Ashley Wolfe, Joanie Howe, Krista Townsend, Tina Harris.

Excused: Shannon Matson, Sheila Houston, Monica Mendoza-Castrejon

Staff: Karen Bergsvik, Dianne Utecht, Jennifer Jorgenson.

1. Approval of Previous Minutes

Leslie moved to approve both the November 15, 2015, and the January 15, 2016, minutes as written; motion was seconded by Joanie; motion carried.

2. Overview of Funding Process – timeline

Brook and Karen went over the Key Dates for Funding – 2016 (Agenda Item 2, attached) and provided a broad overview of the upcoming application process.

- a. Karen explained how capacity building funding for the last cycle was handled for six of the agencies. Some of the main issues were:

CryOut! This organization mentors kids through music. A point of concern is the high pay along with the lifetime appointment for their Executive Director.

Margie Williams Helping Hands No end of year report was provided; they have a very limited board of directors; they are very difficult to connect with.

Somali Youth Is an agency that serves South King County, and is based out of SeaTac. The main concern is the Executive Director is under-staffed.

Karen will email the consultant's report to the committee members.

There were four options presented for the \$7,000 that is budgeted for capacity building:

- Helping the six continue to develop capacity or are they ready to be competitive?
 - Use it to hire Alford and Associates to help the agencies with the application and/or review the application prior to submittal.
 - Do nothing. The funds can be rolled into the allocations.
 - If Renton decides to participate in the regional capacity building, the \$7,000 can be rolled into whatever funds are set aside for this.
 - After discussion, a fifth option was added: Split out the \$7,000 and share it with those agencies that are doing well – if they met the benchmarks. It was agreed to table this item until the March meeting.
- b. Regional capacity building – As a region we are looking at what can be done in terms of making our funding process more equitable, and fair to all agencies. It would be a pilot program and optional for cities. The committee that is working on this will have more details in the next couple of

months. There was some discussion as to the benefit of Renton participating in this or not. It was agreed to table this item until more details are known, which will hopefully be by the April meeting.

- c. The question is should funding to agencies be unrestricted or limited to what is in their budget request? Karen explained this must be determined today as we include this in the supplemental application. In Renton, agencies have had to choose between personnel or non-personnel in their budget. There was much discussion as to the pros and cons of restricted versus unrestricted funding. The rationale behind unrestricted funding is that as an agency meets the needs and provides the services, unrestricted funding makes it easier for the agencies as a whole. Either way, agencies are required to submit performance reports. Dianne reviews and approves their reports, and authorizes the payment of the invoice.

An application was distributed, so that members could see the budget pages, and how agencies currently submit their budget.

It was decided to continue with the restriction of what the agencies put in their budget, and choosing between personnel and non-personnel.

- d. Minimum contract amount: The current minimum amount of funding is \$5,000 and \$10,000 is being suggested. One reason for this is the large number of contracts that the City currently administers, and the staff time to do this. (The City currently has 54 programs that it funds.) Another reason is to give the agencies more funding so that they can do more with it, and make more of a difference.

If we go with a \$10,000 minimum, with no increase in funding, some agencies would not receive funding.

There was discussion regarding the \$5,000 minimum. New agencies that applied to Renton could get no more than \$7,500 the first time that they receive funding from Renton.

It was decided to keep the \$7,500 limit for the first time agencies applying to Renton for new programs, and to have a \$7,500 minimum level of funding.

- e. To have the analysis of the budget to be part of the rating tool. Dianne currently scores the financial section of the applications, and it is being suggested that the members score it as part of their rating. If we can identify red flags to look for, or good accounting practices so that it is easy for members to do it, which is the preference of the members? Brook, Amy, Ashley and Leslie volunteered to help come up with the rating criteria. This will be discussed at the March meeting. Funding to agencies is unrestricted or limited to what is in their budget request – Karen explained this question must be determined today. The point was made that as long as an agency meets the needs and provides the services, unrestricted funding makes it easier for the agencies as a whole.
- f. The Supplemental Application is what additional information Renton wants to ask, beyond what is in the application. Under funding criteria, agencies will have to self-identify which of the five key needs they are applying for. The five needs are in the Community Needs Assessment and are:
 - Basic Survival Needs
 - Health and Wellness
 - Economic Opportunity
 - Available, Quality Housing
 - Neighborhood Opportunity

- g. Performance Measures – the question is how cities use this as part of their funding process, and how accountability is measured. After discussion, it was decided that this would take more time than we had at this meeting. It was tabled until March meeting. Dianne will send a blank contract to the members.

- h. Timeline of Funding Process – It was decided to wait until more members were present, as it impacts the whole group. There was discussion as to whether whole days should be scheduled in July or a series of half-days, and whether it was better to have the whole day on Monday and/or Tuesday.
3. One Night Count – Karen gave a brief report on the activities of that night. There is a 100% increase in the count of the homeless in Renton from 2015.
4. It was asked that we postpone the work we were doing with social equity, until the City Council and Administration decide on the direction that the City is going. It was asked if members still wanted to do the internal bias training with Benita, and it was decided not to do it at this time. Members feel that the group has a lot of work ahead of it, and that the social equity work can be done in the future.

Respectfully submitted,



Brook Dodd, Chair

Next regular meeting: March 15, 2016, Council Conference room 7th Floor, Renton City Hall