

**HUMAN SERVICES BOARD**  
Minutes of Meeting, April 2, 2009

**CALL TO ORDER:** 6:35 p.m.

**MEMBERS PRESENT:** Carrie Healy, Ron Lambe, Bill Lenehan, Marc Meulman, Jason Sims, Mike Thomson, Joanne Willson, Logan Wessendorf (Youth Advisory Committee Liaison)

**MEMBERS EXCUSED:** Elma (Pat) Maye, Amy Tuley

**STAFF PRESENT:** Vicki Georgeau, Deputy Director of Neighborhood Services

**APPROVAL OF MINUTES:** Minutes of the March 5, 2009 meeting were approved as submitted, 7-0.

**OLD BUSINESS:**

1. Human/Public Service Funding – Annual Process – Board Discussion: Staff reviewed the communication from the Community Development Director, which summarizes the annual funding process. Willson inquired why the city does not publish a request for proposals (RFP) similar to request for bids. Staff explained that request for bids are different than the requests for grant applications, and an effort to balance outreach with funds available is undertaken each year. Meulman presented a Continuous Quality Improvement process that would involve review of four elements of the process: 1) selection/evaluation criteria; 2) development of the RFP; 3) distribution of the RFP; and 4) process for review of proposals and funding allocations. Thompson and Lambe indicated additional meetings and/or time is needed for the annual review process, especially between applicant presentations and development of funding recommendations. Lenehan noted due to time constraints, some elements of the process recommended by Meulman should be combined or additional Board meetings may be needed. Staff concurred, noting the process begins in early November each year. Thompson noted that the Board should focus on part 4, the process for review of proposals and funding allocations, as this has been the most difficult part of the process. Lambe and Healy indicated that the evaluation tool is about as good as it can be, but the most difficult part of the process is making funding recommendations based on applicant scores and ranking. Lambe asked if the process could be started earlier next year. Staff indicated there should be time in the schedule for an additional Board meeting in late January each year, but could not confirm if the annual process could be moved back by one month. In addition, based on observations over the years, staff noted it is apparent the Board has had most difficulty with the actual funding recommendations once applicants are ranked, rather than the evaluation tool and other parts of the process. After lengthy discussion, a motion was made by Meulman, supported by Healy, to focus discussions on part 1, the selection/evaluation criteria at the April 20<sup>th</sup> Board meeting, and subsequently review parts 2-4. Upon voice vote, the motion was approved 7-0.

**NEW BUSINESS:**

1. Public Hearing for FY 2009-10 Draft CDBG Annual Action Plan: Bill Lenehan, Vice-Chair, opened the public hearing. Staff provided an overview of the final draft of the FY 2009-10 Annual Action Plan and proposed activities with the funding estimated from the CDBG program over the next fiscal years. As no written or public comments were received, the public hearing was closed. Staff explained the next steps in the process were City Council budget workshop on May 5<sup>th</sup> and City Council review and approval of the Annual Action Plan on May 12<sup>th</sup> and submission to HUD by May 15<sup>th</sup>.
2. Draft Board communication to City Council regarding FY 2008-09 Goals: The Board reviewed the draft communication to City Council. A motion was made by Lambe, supported by Healy to transmit the memo as drafted to City Council. Upon voice vote, the motion was approved 7-0.
3. Metro Transit ADA Advisory Board Committee/County Transit Authority: Lenehan indicated that during the last ADA Advisory Board meeting, there was a notable increase in Metro Van and Care-A-Van ridership reported. Lambe indicated similar trends have been seen in the fixed route bus service as well. Lambe indicated a number of endorsements for the millage have been received, and Friends of Transit continue to carry out activities to educate citizens regarding the millage proposals.

**STATEMENT OF CITIZENS:** None.

**ADJOURNMENT:** The Board meeting was adjourned at approximately 7:50 p.m.

Respectfully submitted,

Vicki Georgeau, Deputy Director of Neighborhood Services