



City of Denton

City Hall
215 E McKinney St.
Denton, TX 76201
www.cityofdenton.com

Meeting Minutes

Human Services Advisory Committee

Friday, February 1, 2019

11:00 AM

City Hall East
Second Floor Conference Room

Members Present: Pamela Barnes, Gretchen Busl, Stephen Coffey, Hannah Garcia, Rhonda Love, Laura Mauelshagen, Amy Morgan, Roy Onyebetor, Jane Upshaw, Christie Wood

Members Not Present: Angela Bennet-Engle

Staff Present: Danielle Shaw

A Quorum was established. Stephen Coffey, Vice-Chair called the meeting to order at 11:06 a.m.

1. ITEMS FOR CONSIDERATION

- A. HSAC19-001** Consider approval of the minutes of the November 7, 2018.

Vice-Chair Coffey, asked members to consider approval of the minutes from the November 7, 2018 meeting. Hearing no changes a motion to approve was called.

Rhonda Love moved that the minutes be approved as presented. Pam Barnes seconded the motion. The motion carried.

- B. HSAC19-002** Receive a report, hold discussion, and give staff direction regarding acceptance or denial of the Human Services Application submitted by Fred Moore Day Nursery School after the application due date.

Vice-Chair Coffey, open the floor for members to receive a report, hold discussion, and give staff direction regarding acceptance or denial of the Human Services Application submitted by Fred Moore Day Nursery School after the application due date

Staff member, Danielle Shaw provided a report that the Human Service Grant Application was due by January 10, 2019 at 4:00 p.m. as approved by the HSAC. Fred Moore Day Nursery School (FMDNS) did not submit an application by the deadline. The Executive Director Dinora Padilla did request a meeting with City staff. Shaw did meet with Padilla who explained FMDS missed the deadline but would like to request to submit the application late. Shaw notified Padilla at that meeting that FMDS could submit a completed application but that the HSAC would have to vote to accept or deny it since it was not submitted by the due date. Members inquired if this was the same agency that submitted a late application for grant PY2018-19. Shaw provided that it was not the same and members offered that it was Denton County Friends of the Family submitting late last year. Members discussed that they had set a precedent and should consider accepting the application with the same stipulations as previous including a "one-strike and you are out policy" as well as making it clear that while they would accept the application, funding would not be guaranteed. The consensus of members is that the HSAC would take the late submission into account when making final recommendations for funding. Other considerations were shared. The agency was funded in the past. Onyebetor asked what reason was provided for the late application. Staff offered that the executive director apologized explaining that the deadline was

just missed. Upshaw asked how late it was received. Staff reviewed the application submission chart and reported that it was received January 16, 2019 at 3:25 p.m. Members affirmed that a precedent was set and consensus was a preference to be consistent.

Chair Garcia, joined the meeting. Vice-Chair Coffey turned the meeting over to the Chair. Coffey reiterated that if approved, the agency be advised it will be reviewed, lateness will be taken into consideration and that future late submissions will not be accepted.

Pam Barnes moved that the late application be accepted this one time. Jane Upshaw seconded the motion. The motion carried.

C. HSAC19-003 Receive a report, hold a discussion, and give staff direction regarding submitted Human Services applications

Staff reported that the supplemental information and the Application Binder inform this section of the meeting. At this time, members have the opportunity to discuss all applications prior to going into the agency presentations session to ask any clarifying questions, arrange how the members will approach the presentations in upcoming meetings, and give staff direction to seek any additional clarification from agencies on application items. Member Love asked for clarification from staff on the Risk Analysis section of the application document. Staff explained that this section is primarily useful to staff in determining what level monitoring the agency may or may not need if funded. Staff offered that members benefit by seeing what risk each agency has in defined operational areas like audit and IRS 990 filings. Love asked what the threshold for risk used by staff Staff explained that application at 25 points or higher will alert staff to seek enhanced documentation. Risk assessments with a score of 50 or higher may result in staff providing recommendations to the HSAC for additional considerations prior to funding recommendations. Chair Garcia further explained that the presences of risk item is not a reason not to fund just a guide to members in fact finding. Staff provide examples of how each risk item affects staff response. Love asked if there is a cut off amount where funding would not be considered. Staff shared that it would not be a staff decision but a HSAC decision regarding any funding recommendations based on Risk Analysis scores.

Member Morgan asked about the application formatting with some packets having additional pages. Staff explained that due to the application format in MS Excel, sometimes an agency's own device may treat the formatting differently.

Member Barnes ask if there was one standard question to ask every agency. Members discussed the diversity of members results in a broader range of the types of questions that are asked. Chair Garcia discussed an interest in asking all agencies about whether agencies pay a living wage. Members asked if any feedback was received from agencies during the training regarding changes to the application or any issues with completing the application as well as how the application training went. Staff provided that the training did go well. Staff shared that HSAC feedback was included in the training.

Chair Garcia inquired about the service unit calculations and suggested reviewing a sample of the applications and discuss. Member Love asked a question regarding how certain data in the application might be used. Staff explained that some parts of the application serve to identify if an agency will be able to meet the grant reporting requirements stating further that if an agency is unable to complete application questions like Race and Ethnicity, it would have trouble meeting the reporting requirements if funded.

Members asked for the list of agencies schedule to present next week. A list was read to the members.

Member Barnes disclosed at this time that she does have a conflict of interest serving as a staff member for Health Services of North Texas and that she will abstain from any presentations by and discussion of the agency.

Love inquired if anything had been done to analyze the application data that is gathered about staff and volunteers. Love recommended that it would be an interesting Seniors Honor Paper or Masters Level Thesis. Garcia offered that discussion in the

past has also involved the possibility of analyzing how many staff are also eligible for services and how that can impact human services in the community.

Member Wood joined the meeting. Chair Garcia provide a brief summary of the meeting prior to her arrival.

Members noted other general observations regarding the applications. Member requested information from staff about how different agencies are meeting current reporting requirements asking if any agencies have any hardships, ongoing reporting issues, etc. Staff suggested the members receive a PY2018-19 First financial and performance quarterly report. Staff will send out to members prior to the next meeting. General discussion focused on other community efforts around emergency shelters and homelessness. Members continued to discuss specific items related to the different applications. Chair Garcia referenced the spreadsheet tool she created. Staff shared that the existing tool will be made available with updated information for this application cycle. Member Wood expressed positive remarks regarding improvements in agencies responses to this year's applications.

Member Mauelshagen asked for additional information on the different types of monitoring. Staff explained that the City of Denton utilizes several methods to monitor organizations including desk monitoring which is an evaluation of monthly documents submitted like monthly reports, requests for reimbursement, financials, and governance documents; informal monitoring involves routine record requests by email, phone, and letter; and formal monitoring involves telephone interviews, required meetings and an on-site monitoring visit where staff arrive on-site to see the program and review all documentation at the agency's office and/or program site.

Members expressed ongoing concern for boards that do not have Denton representation but wish to receive City of Denton funding. Member Busl asked specifically for clarification on the PediPlace goals wanting to understand how the agency determines its annual goals and what the goals are based on. Members discussed different methods possible including historical, research based, industry standard, or some accreditation requirement. Members asked that this question be requested from all agencies. Staff asked for additional direction. Does the HSAC want the question asked prior to the presentations or would they ask the question during the scheduled presentation. Members recommend it be included in future application. Shaw was directed to ask in advance of all agencies.

Member Mauelshagen asked for clarification on RSVP application regarding the Volunteer Hours description that was left blank. Members discussed it was likely the cost of volunteer administration, recruitment, etc. Members reviewed the application document and suggested clarification be provided by the agency. Staff asked for additional direction if the HSAC wanted that asked prior to the presentations or they would ask during the presentation. Members consensus was they would ask during the presentation but staff can send a notice to the agency in advance to be prepared to answer. Members discussed the agency's financials.

In addition to what was actually funded in previous year, Member Coffey asked to also see what requested. Member Onyebetor asked about late reporting regarding if there are issues or other reason for not providing timely reporting. Members discussed all the variety of reasons late reporting might occur. Staff clarified the reason for monthly reporting deadlines are set to assist staff to be able to complete other required reporting. Staff added however that when agencies do not request funds in a timely manner, it can flag additional monitoring necessary to ensure the agency is financially stable, has the resources to complete required reporting, and to determine quickly if an agency will not expend the full grant award. Staff added that if an agency is behind at the 6 month benchmark they are required to provide a written plan or risk further discussion about reallocation of the funding award. Member Coffey discussed the consideration for the committee is if the agency is making the investment to generate the return on the investment or impact the City expects in return for the grant funds. Members discussed that they need to know if an agency is not asking for reimbursement but providing services because it has the financial resources, or if the agency is not asking because it is not doing what it agreed to, and further consideration if an agency does not have a need to regularly request reimbursement does it even needs the grant funds.

Member Onyebetor asked about 990 filing. Staff reported that all agencies are required to submit an IRS990 filing except City of Denton and Denton County MHMR. Member Coffey asked if funding has to be expended by a certain time. Staff affirmed that the grant terms is October 1 –September 30 and that funds have to be both incurred and expended in that term. Any expenses

incurred outside of that date range would be ineligible. Extension to the grant term are available but are rare. Member Coffey asked if agencies expend their money. Staff reported on the expenditure rates and is in previous documentation provided to the HSAC. Member Onyebetor asked specifically about RSVP's 990 filing. Staff will review and follow-up with the HSAC with the date of the most recent IRS990 filing for RSVP.

Members generally discussed other applications being presented next week. Members asked for additional staff feedback on the three (3) other agencies that are currently funded but did not seek funding in grant PY2019-20. Shaw provided a brief summary that the reason was unknown why two (2) of the agencies not to submit and the third indicated it would not make the deadline and therefore did not attempt to submit late.

Member Mauelshagen asked to discuss any urgent community needs like homelessness. Member Barnes discussed the need for Opioid training and awareness. Members discussed the link of mental health resources for many urgent needs like homelessness, substance abuse, health care, domestic violence, etc. Member Wood highlighted a narrative listing the 2018 PIT Count reporting increase in overall homelessness. Members discussed overall increase in collaboration among local agencies. Food Security services were discussed.

After review of a request for full salary funding, the HSAC discussed what happens if the committee does not award full funding. Members asked staff to alert agencies to be prepared to answer the question from HSAC if they do not receive full funding how will the agency cover the expense or what the impact will be to the program if full funding is not awarded. Members will also plan to hear more about collaborations and partnerships. Members held additional discussion on examples of collaborations and partnerships included in applications.

Members asked about the funding available this year to be awarded. Staff provided an explanation that HSAC members are appointed by City Council to advise City Council on the community's Human Service needs. Staff does prepare an estimated budget but it is under the HSAC's authority to make recommendations to City Council based on the overall community need. Once provided with HSAC recommendations City Council then has the option to accept the recommendations as presented, deny the recommendations as presented, or make line item changes to individual agency recommendations before approving. City Council approves CDBG funding when it approves the HUD Action Plan annually in June and it approves General Fund funding allocations when it approves the annual Program Services Budget annually in September.

Member Wood asked about HMIS funding. Staff offered assessment of the current HMIS funding and community need met by HMIS licenses supported by the grant. Member Busl asked about how the next meetings will be structured. Members shared past experience with presentation meetings and provided a summary of what typically happens.

The next meeting of the committee will be February 8, 2019 at 11:00 a.m.

There were guests present who requested as a part of their school project to ask the Human Services Advisory Committee Members questions. The HSAC did respond to the student questions.

Having no other business, the meeting was adjourned at 12:30 p.m.

Minutes Respectfully Submitted by Danielle Shaw, Staff Liaison to the HSAC

Minutes Approved: _____ February 8, 2019