Committee Members in Attendance:

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
<th>Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rachel Young</td>
<td>City of Lacey</td>
<td>X</td>
</tr>
<tr>
<td>Renata Rollins</td>
<td>City of Olympia</td>
<td>X</td>
</tr>
<tr>
<td>Joan Cathey</td>
<td>City of Tumwater</td>
<td>X</td>
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<tr>
<td>John Hutchings</td>
<td>Thurston County</td>
<td>X</td>
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<td>John O’Callahan</td>
<td>City of Tenino</td>
<td>X</td>
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<tr>
<td>JW Foster</td>
<td>City of Yelm</td>
<td>X</td>
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<tr>
<td>Alan Vanell</td>
<td>Town of Bucoda</td>
<td>X</td>
</tr>
<tr>
<td>Chris Wells</td>
<td>United Way</td>
<td>X</td>
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<tr>
<td>Faith Trimble</td>
<td>United Way</td>
<td>X</td>
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<td>Ron Bruchet</td>
<td>United Way</td>
<td>X</td>
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<tr>
<td>Lee Wojnar</td>
<td>United Way</td>
<td>X</td>
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<tr>
<td>Absent:</td>
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<tr>
<td>Alan Carr</td>
<td>Town of Bucoda</td>
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<tr>
<td>Robert Shaw</td>
<td>City of Rainier</td>
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Welcome and Introductions

The meeting began at approximately 9:10am.

Review of the Agenda and Meeting Purpose:

Karen led the group through a review of the agenda and action items and three decisions to be made today and Joan Cathey welcomed the new members. Karen shared her views that she described as her biases about access and transportation. She hopes that in the future the CIP group can make housing decisions as well.

Commissioner Hutchings welcomed the group and noted the important work that this group does.
**Elect Health and Human Services Council (HHSC) Chair and Vice Chair:**

Karen asked for recommendations for Chair and Vice Chair of HHSC. Commissioner Hutchings nominated Joan Cathey to be Chair of HHSC, JW Foster seconded the motion.

Vote was unanimous.

***Councilmember Joan Cathey will remain the Chair of the HHSC.***

Joan asked if anyone would like to be the Vice Chair of the HHSC. John O’Callahan volunteered, sharing his vision about preventing homeless issues before it becomes a bigger problem. Joan clarified that the vision of the group is to do just that. John withdrew his request to be a vice chair.

JW Foster nominated Commissioner Hutchings to be the HHSC vice chair.

Vote was unanimous.

***Commissioner Hutchings will remain as the HHSC vice chair.***

**Elect CIP Co Chairs:**

The CIP annually elects co-chairs, one from HHSC and one from United Way to manage administrative tasks. The current co-chairs are Faith Trimble and John Hutchings. Ron nominated Faith and Chris seconded the motion. Joan nominated John Hutchings to be the co-chair and John O’Callahan seconded the motion.

Vote was unanimous.

***Faith Trimble is the CIP Co Chair (United Way Board member).***

***Commissioner Hutchings is the CIP Co Chair (HHSC).***

**CIP 2017 Evaluation Report:**

Multi-year reports, contract expenditures and performance were reviewed. Community Action Council (CAC) and Together spent less than expected, Behavioral Health Resources (BHR) spent their year’s funding within the first 4 months. John O’Callahan shared with the group that he has a janitorial business that serves two (2) of the buildings owned by CAC and asked if that was a conflict of interest. JW Foster clarified that major expenditures wouldn’t go to a cleaning service.

Gary Aden reviewed the single year award reports of contract expenditures and performance. Discussion occurred about ROOF funding, spending and the status of expenditures. Commissioner Hutchings said their work is considerable given the size of the Rochester community, serving 235 families.

This is the first year the county staff was asked to evaluate CIP expenditures. If funds are not spent then it comes back to the CIP to reallocate. Karen asked the group if these semi-annual reports at 6 months are helpful. The group agreed that the reports are helpful.

The group discussed if Together should be contacted by staff before a decision is made to understand their challenges, since they received the largest amount of funds and are a recipient of the collective impact award. John O’Callahan spoke about the rural cities in Thurston County in that they are not broadly thought of as a part of Thurston County, yet they are in Thurston County. Boundaries are blurred when we talk about having one common goal as a county, less about jurisdiction.
Collective Impact Presentation:

Faith and Larisa gave a presentation about Radical Wisdom and Collective Impact. Collective Impact is the commitment of a group of important actors from different sectors to a common agenda for solving a specific social problem. Some social problems are not being solved because we are making isolated impacts.

Achieving large-scale change through collective impact involves 5 key elements:

1. Common agenda
2. Shared measurement
3. Mutually reinforcing activities
4. Continuous communication
5. Backbone support

Continuous improvement routine:

1. What are we trying to achieve and why? How will we know if it’s improving?
2. Where are we today? What have we learned so far?
3. What’s in our way? Who can help? Who will take what step and by when?
4. When and how will we learn the results of that next step?
5. What is the story to be told, and to whom? Who else needs to know?

2018 Funding:

Karen shared a copy of Maslow’s hierarchy of needs for reference in the discussion about basic needs and the process to determine 2018 funding levels.

The goals of the group discussion were as follows:

- Identify priority areas of focus – outcomes and definitions
- Determine single year vs multi-year funding allocation
- Decide how to reduce multi-year grant awards if needed

Funding is for outcomes, not programs. Basic needs in education and job futures, economic vitality and health are priorities of the CIP to distribute funds.

CIP funding for 2018 was discussed. Faith stated that despite the funding reduction from United Way, they are committed to funding at the reduced amount. Ron asked about additional funding from other sources, Gary said cities can contribute more but what is listed is what is available for distribution.

Discussion around the various non-profit organizations’ funding for 2018 occurred, based on reduced amounts available for 2018. Page 11 of the retreat packet was referenced which illustrates various scenarios for funding possibilities.

Karen asked staff if there is a requirement to collaborate and refer when a person goes to a single entry point. Tom and Gary clarified that there were questions in the 2017 application about partnerships and collaborations. Karen said perhaps that could be a measurable criteria in the report.
JW Foster stated Together should be held accountable to ensure they are working with all the non-profits they list in their application.

The group had lengthy discussion and formulated a few proposals and decided that $160 is available for funding. One option is to take funds proportionally from all the three year projects or we could take more from Together or take less from Together and spread out the reduction to others. Faith suggested reducing from Together and asked if anyone has had conversations with the school district. Chris said in Tumwater they have been preparing to start supporting the work of Together with community capacity from districts to off-set.

Commissioner Hutchings proposed not reducing all the projects at the same percentage - he also suggested combining two of the proposals during the discussion into one and supported reducing funds from Together and leaving the others intact.

The group came up with the following two proposals:

**Proposal #1 – vote: 4**  Fund the 2 year projects and take the difference ($100K) from Together. $160K is then available for basic needs. Then fully fund the other multi-year projects – which brings funding distribution to the $160K goal.

**Proposal #2 – vote: 7**  Fund Together at 75% (a 42% reduction) and fund other projects at 90% - a reduction of 10%.

Proposal #2 had the most votes so the new funding amounts takes effect on July 1. Notification to Together will take place in person via Commissioner Hutchings and Faith Trimble over the next two (2) weeks.

Staff will draft a letter to send that communicates the CIP’s vote and decision about the agencies’ funding levels prior to the March 12th CIP meeting.

**2018 RFP Application Process:**

The 2018 RFP and funding application process was discussed. It was decided that applicants will list desired outcomes and objectives illustrating basic needs and priority areas in their work with other organizations for the following categories:

- Access (transportation)
- Food and meals
- Childcare
- Utility assistance
- Personal hygiene and
- Emergency needs

This year’s application scoring/rating process was discussed. Last year’s scoring criteria for the applications for basic needs was reviewed – this is on page 19 of the retreat material. Tom noted that in prior year’s there were review panels and individual adjustments were made based on prior knowledge. Scoring criteria should be followed closely since the specific scoring criteria is decided upon. There will be no review panels this year and CIP members will make decisions. Applicants will not attending interviews as in prior years. Faith suggested incorporating the type of basic need they are applying for in the application.

Attendance at the 2018 Bidder’s Conference for this funding cycle was discussed.
Gary suggested that two (2) CIP members attend the conference where a Zoom grants process and basic needs overview at Public Health will occur (tentatively) on February 27. (After the retreat it was decided that the Bidder’s Conference will be on March 7.)

Review and reporting process of the contracts and monthly invoicing was discussed.

A vote occurred to approve the release of 2018 RFP - by vote the group approved release of the RFP.

**Next CIP Meeting**

March 12  
1:00 to 3:00pm  
Olympia, WA 98512  
Conference Room 280

**Next Meeting Topics:**

- Future of CIP  
- Role of United Way

**Adjourn**

The meeting adjourned at 2:55pm.