CONVENE PUBLIC MEETING

The meeting began at 8:00 am.

Introduction/Attendees:

Committee Members:
John Hutchings, Chair
Faith Trimble, Chair
Joan Cathey, City of Tumwater
Renata Rollins, City of Olympia
Rachel Young, City of Lacey
John O’Callahan, City of Tenino
Alan Vanell for Alan Carr, Town of Bucoda
JW Foster, City of Yelm
Lee Wojnar, United Way
Paul Larsen, United Way

Other Attendees:
Carolyn Cox, City of Lacey

Thurston County Staff:
Gary Aden
Tom Webster
Deanna Lewis

2) APPROVAL OF MINUTES

Minutes from the April meeting were approved.
The agenda for the meeting was approved.
3) OVERVIEW OF 2018 RFP APPLICATIONS

Documents in the meeting packet were reviewed:

- 2018 CDBG Funding – City of Tumwater
- Draft letter for all applicants announcing funding awards – Faith suggested outlining that applications were prioritized by basic needs
- Housing Programs – HOME, CHG, 2060, 2163 and HEN for 2017/2018
- 2017 CIP award and 2018 CIP budget

Faith asked about the 2018 amounts on the Housing Programs list that are different than what was awarded in 2017 – Gary clarified that the differences are those agencies covered by the capital pipeline program. Faith also asked about the unknown organization name for the day center. Gary clarified that this is a request made through the Housing Action Team process and that group has not decided on a project as of yet. No final decisions have been made. Correction to the project list: SideWalk dollar amount is $120,000 not $12,000.

4) REVIEW DECISION MAKING PROCESS

A 2018 funding grid was shared listing scores submitted for each applicant ranking them by highest to lowest average rating score. The group decided that decisions would be made using a consensus decision-making process.

5) 2018 FUNDING DECISIONS

Discussion took place about funding for basic needs and related personnel costs to carry out the services and various scoring methodologies used by the committee members. Gary clarified that when funding personnel costs that is payment for delivery of services. Historically, funds have gone toward personnel costs.

Motion: Lee made a motion to fund the 5 agency projects that scored the highest at 70% and give the remaining funds to Catholic Community Services as they were the next highest scoring applicant:

- Rochester Organization of Families – Emergency Needs
- YWCA – Other Bank
- Thurston County Food Bank – Food Bank Collaborative
- Community Youth Services – Basic Needs Items and Supportive Services
- Senior Services of South Sound – Senior Nutrition Program
- Catholic Community Services – The Community Kitchen
Rachel asked why Safe Place was not ranked higher in the scoring process. Joan clarified that Safe Place received a $500,000 grant recently and Faith also clarified that their application was primarily for referral services not basic needs.

Paul asked how the unfunded applicants will be notified what they could have done better in their application process. Gary responded that agencies are sent a notification letter showing who was funded and agencies always are given an opportunity to ask about their scores. The questions about their applications have been addressed by the Co-Chairs in the past. Only one agency has asked about their scoring in the past.

Discussion occurred about funding needs for Community Youth Services.

**Motion:** Faith asked for consensus not to fund the following applicants:

- Mercy Housing
- SafePlace
- Family Support Center
- Together
- Crisis Clinic
- Panza

**Motion carried.**

**Friendly Amendment:** Rachel motioned a friendly amendment to Lee’s original motion from to fund the highest scoring applicants at organization’s minimum funding amounts, with reduced amount to the Food Bank and remaining funds to CYS, which did not specify a minimum amount. Lee accepted the friendly amendment and Rachel adopted the friendly amendment.

**Amended motion:** Faith asked for consensus - all were in favor of the amendment for funding at the following amounts.

- Rochester Organization of Families – Emergency Needs - $10,000
- YWCA – Other Bank - $15,000
- Thurston County Food Bank – Food Bank Collaborative - $55,000
- Community Youth Services – Basic Needs Items and Supportive Services - $17,384
- Senior Services of South Sound – Senior Nutrition Program - $32,000
- Catholic Community Services – The Community Kitchen - $25,000

Discussion continued regarding the funding levels for various projects.

**Motion:** Renata motioned a second friendly amendment to fund the 6 projects at the following amounts:
Amended motion: All were in favor of the amendment to the original motion as Lee accepted the friendly amendment.

Final motion: Faith motioned to approve the funding levels.

Motion carried.

Alan asked about the minimum rate for in-kind contributions for non-profit volunteer compensation because one application had an incorrect amount for the rate.

6) NEXT STEPS AND FUNDING AWARDS ANNOUNCEMENT

Equity issues for race, gender, economic prioritization will be addressed and clarified during the next funding cycle as well as lessons learned about how future RFPs should be written to encompass application criteria. Alignment and definition of what is advertised in the RFP, what we are asking and how we are scoring basic needs need to be well defined and communicated at the bidder’s conference.

Paul spoke about suggestions for non-profits coordinating with other organizations in order to carry out their missions. MOUs can be created for service delivery.

Discussion took place about the content of a draft award letter that will be finalized by staff and sent to all applicants announcing funding awards, letting them know that the group used a rigorous scoring process to determine projects that will receive funding allocations based on the needs of the county. The Board of County Commissioners will approve CIP contracts in the agenda item summary process in June.

Lee Wojnar’s term is up at United Way therefore he will no longer be a member of the CIP and this was his last meeting.
7) FUNDER’S CONFERENCE

A letter of regret will be sent to those invited to the recent Funder’s Conference that had to be cancelled, notifying them that the conference will be rescheduled to the fall. A draft letter with a statement of purpose for the funder’s conference will be shared at the July meeting.

8) ADJOURN

The meeting adjourned at 10:10 a.m.

Next meeting:
July 9
1:00pm – 3:00pm
Room 280 – Building 1