Steering Committee Meeting Minutes  
February 9, 2015  2:00 - 4:00 PM  
Thurston County Courthouse  
Building One, Room 280  
Olympia, WA  98502

Committee Members in Attendance:

<table>
<thead>
<tr>
<th>Name</th>
<th>Affiliation</th>
<th>Present</th>
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</thead>
<tbody>
<tr>
<td>Virgil Clarkson</td>
<td>City of Lacey</td>
<td>X</td>
</tr>
<tr>
<td>Cheryl Selby</td>
<td>City of Olympia</td>
<td>X</td>
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<tr>
<td>Joan Cathey</td>
<td>City of Tumwater</td>
<td>X</td>
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<tr>
<td>Sandra Romero</td>
<td>Thurston County</td>
<td>X</td>
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<tr>
<td>Paul Knox</td>
<td>United Way</td>
<td>X</td>
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<tr>
<td>Dennis Mahar</td>
<td>United Way</td>
<td>X</td>
</tr>
<tr>
<td>Faith Trimble</td>
<td>United Way</td>
<td>X</td>
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<tr>
<td>Ben Morales</td>
<td>United Way</td>
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- Gary Aden, Linda Abell: Thurston County  
- Sarah Kukkonen: United Way

Welcome
The meeting was called to order at 2:05 PM by Co-Chair Sandra Romero. Cheryl Selby is representing the City of Olympia in Jeannine Roe’s absence.

Agenda and Minutes Review
Sandra led the group through a brief review of the agenda. Some members had trouble with the Dropbox link to review the 6 month agency reports. Staff will send the reports directly.

Minutes from the January meeting were reviewed; there were no changes. Virgil made a motion to adopt the minutes, the motion was seconded by Paul.

RFP Release
Gary talked about the release of the RFP which was sent far and wide to well over 100 groups. Recipients were asked to forward the information on to anyone else who might be interested. Last year approximately 55 applications for funding were submitted. Some members asked what response they should provide if asked for the amount of funding available, since it was not published in the RFP. It was agreed to use last year’s funding, of $600,000 as an estimate.
Gary reminded members about the bidder’s conference to be held on Wednesday, February 18th, from 3:30 – 5pm at the Lewis-Mason-Thurston Area Agency on Aging. Sandra encouraged attendance by members.

There was discussion about the meeting for Review Panel Chairs, which consists of most members at the table today. It was agreed to hold the meeting at the Thurston County Courthouse. Gary confirmed the place and time: Room 280, on Monday, March 23rd at 3pm.

Virgil offered space in a conference room at the City of Lacey for the Review Panel Orientation. That meeting will take place on Thursday, March 26th at 5:30 with the exact location to be determined. Planning for refreshments will take place at a later date.

There was interest from both Rhodetta Seward and Timothy Stokes to participate on the Review Committee Panel. Paul will follow up with both by way of email and will copy Sandra.

There was a review of the timeline and discussion of the orientation and interview process.

**Review Panel Committee Members**

- **Child and Youth Resilience**: Paul Knox / Joan Cathey
- **Financial and Residential Stability**: Ben Morales / Jeannine Roe
- **Healthy Choices and Behaviors**: Faith Trimble / Virgil Clarkson

Sarah provided a breakdown of the panelists who will be working with each of the three groups. Each group will have 2 Steering Committee members and 5 additional panelists. CIP Steering Committee Co-Chairs Dennis Mahar and Sandra Romero will serve as the liaisons for Review Panels and the point of contact for agencies.

There was discussion about the overlap of RFP’s that are being released within the same timeframe. In the interest of making a collective impact, members talked about meeting with the leads of other funding sources to have dialog about funding requests before the decisions are announced. Timeline for making funding decisions with the other RFP’s are similar (June) so a meeting in May would be ideal. Members like the idea of a meeting in May to share notes.

In the spirit of collective impact, Sandra would like to work toward including the towns in the South County in the CIP.

Gary reminded the members that the Community Investment Partnership is scheduled to be reviewed (re-upped) every 2 years, which would be in May or June of 2015 so having conversations with other funders during this time is a great way to move forward to creating new partnerships.
6 Month Status Reports
Paul explained the review process for the 6 month Status Reports by the current (last year’s) Review Committee panels. The will review the reports and if there are concerns, the panel will make a recommendation to the CIP board, which may affect future funding. Members who are interested can read each of the 35 reports, but next month we will have the evaluations available from the review panels. If there are concerns, there will be action such as a sit down meeting with the agencies. Virgil stated that if the evaluation show non-performance then they should not be reimbursed. He pointed out that during this process with the HHSC some agencies did not submit reports and did not request reimbursement meaning they must not have needed the funds.

Next Steps and Next Meeting:

Next Meeting: March 9, 2015.
Topics: Review Panel Notes on 6-Month Progress Reports

With no further business, the meeting was adjourned by Co-Chair Sandra Romero at 4:00 p.m.