Committee Members in Attendance:

<table>
<thead>
<tr>
<th>Member Name</th>
<th>Organization</th>
<th>Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Virgil Clarkson</td>
<td>City of Lacey</td>
<td>X</td>
</tr>
<tr>
<td>Jeannine Roe</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>
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<tr>
<td>Faith Trimble</td>
<td>United Way</td>
<td>X</td>
</tr>
<tr>
<td>Ben Morales</td>
<td>United Way</td>
<td>X</td>
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- Gary Aden, Linda Abell: Thurston County
- Sara Kukkonen: United Way

Welcome
The meeting was called to order at 2:10 PM by Co-Chair Sandra Romero.

Agenda and Minutes Review
Sandra led the group through a review of the agenda.

Minutes from the February meeting were reviewed; there were no changes. Dennis made a motion to adopt the minutes, the motion was seconded by Jeannine.

RFP Reminder and Review of Timeline
Gary reminded the group that the 2015 RFP has been released and the deadline to submit is on Friday March 13th at 4pm. Staff report that one application has already been received.

Panel Members and Orientation Process
Gary shared that the 2015 Review Panel Chairs, which consists of most members at the table today, will be meeting in Room 280, on Monday, March 23rd at 3pm for a meeting. He briefly described the review tools that will be handed out at that meeting. Jeannine stated that she is not available on the afternoon of the 23rd and that Cheryl Selby will attend in her absence.
Sara provided a breakdown of the panelists and panel members. It was noted that the number of members was not evenly distributed as was previously agreed. Sara will contact members to move them to another panel which will even things out to 5 members on each panel.

- **Child and Youth Resilience**: Paul Knox / Joan Cathey + 4 members
- **Financial and Residential Stability**: Ben Morales / Jeannine Roe + 5 members
- **Healthy Choices and Behaviors**: Faith Trimble / Virgil Clarkson + 6 members

Dennis led a discussion about the Threshold Review which is included in the proposed CIP Review Process. Members asked for clarification on what would constitute **not** meeting the threshold review. One example offered was submitting the RFP application package after the published deadline. All agreed the 4pm deadline on March 13th is firm. Discussion followed about easily corrected situations such as an RFP application missing a signature or a page. Gary asked members for guidance. Some members feel that the 6 week time frame is sufficient to submit a complete and correct document. Other members prefer to err on the side of compassion and kindness. The group consensus was to call out any simple corrections up to the 4pm deadline on March 13th. This decision gives staff the opportunity to be accommodating without bending the rules. Sandra pointed out that this process may need to be reviewed in the future. Gary will report any irregularities at the next meeting.

### 6 Month Status Reports

Gary explained the reason for agencies to submit 6 month Status Reports. Each of the 34 funded agencies were required to submit a 6 month Status Report which was then reviewed by the original 2014 Review Committee panel members. Today’s meeting packet contains progress reports from each agency, by panel listing any comments or concerns, positive and negative. Members had questions about the agencies with listed concerns. Sara provided some background and clarification. Members would like to see consistency in the reporting documents and rating criteria used by the review panels in the future. Members have requested additional details about agencies and also how the CIP Committee will know when the corrections have been made. Sara will bring the related information to the next regular CIP meeting. Members agree that agencies need to be told about concerns and that feedback must be provided. Gary mentioned that he received a phone call from one agency asking how they did with their report. Dennis reminded members that this committee has the ultimate authority to decide to either withhold or discontinue funding. Virgil stressed the importance of accountability.

It was decided that all agencies would receive a letter which would be drafted by Gary with review panel comments inserted and then be signed by Dennis.

### Next Steps and Next Meeting:

**Next Meeting:** April 13, 2015  
**Topics:** Summary of 2015 RFP’s received, follow-up to 6-Month Progress Reports  
With no further business, the meeting was adjourned by Co-Chair Dennis Mahar at 4:00 p.m.