Community Investment Partnership (CIP) – Meeting Minutes  
March 12, 2018   1:00 PM - 3:00 PM

Committee Members in Attendance:

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
<th>Attendance</th>
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<tbody>
<tr>
<td>Gary Edwards for John Hutchings</td>
<td>Thurston County</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>Renata Rollins</td>
<td>City of Olympia</td>
<td>X</td>
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<td>Rachel Young</td>
<td>City of Lacey</td>
<td>X</td>
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<td>John O’Callahan</td>
<td>City of Tenino</td>
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<td>Robert Shaw</td>
<td>City of Rainer</td>
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<td>Alan Carr</td>
<td>Town of Bucoda</td>
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<td>JW Foster</td>
<td>City of Yelm</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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<td>Lee Wojnar</td>
<td>United Way</td>
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<td>Chris Wells</td>
<td>United Way</td>
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• Gary Aden & Tom Webster: Thurston County PHSS
• Carolyn Cox, City of Lacey

Welcome

The meeting began at 1:00 pm.

Evolution of the CIP: Faith asked the CIP to share three words as their thoughts about the evolution of this group.

Minutes from the February retreat were approved and the agenda for today’s meeting was approved.

2018 Application Review Process:

The application review schedule and tasks for the day were shared. The definition of basic needs in the RFP was discussed and housing is not defined as a particular category.

Gary Aden referenced a FAQ document that is posted on the RFP website that consists of answers to questions raised at the recent bidder’s conference.

Responses to the reduction of 40% funding was not well received by Together and service expansion of support services to Rainier and other outlying areas will possibly need to be
reassessed. CDBG funds are available to Tumwater so that could be an option - Joan shared that 15% of the total award for basic needs school district funding.

Applications will need to be reviewed between April 9 and May 14. Tom Webster provided information to the group about ZoomGrants and asked that they decide how to plan and structure themselves to review applications. Tom provided a ZoomGrants overview and he will be providing a full training at the April 9 CIP meeting. Applications are about 3-5 pages in length. Tom will investigate the concept of designating everyone as Chairpersons in the system.

**Motion:** Rachel Young motioned to review all applications and John O’Callahan seconded the motion.

**Motion carried.**

Tom explained that application ranking needs to occur within ZoomGrants during the review process. The following conversation occurred and decisions were made as follows:

- **Review team:** The CIP members are the review team and group consensus is to review all applications and rate them with a point value – total possible points is 80.
- **Conflict of interest:** There is a statement on each application that needs to be checked to ensure no conflict of interest will occur if their project is funded.
- **Questions about applications:** Follow up questions probably won’t be necessary but it may be necessary to ask applicants how they will fund their project if they don’t receive the full amount of the award. Tom reminded the group about their decision at a recent meeting where it was decided no follow up questions would even though that was the process last year. There are 2 notes sections in ZoomGrants for ‘individual’ and ‘group notes’. Notes should be added to the ‘group notes’ section by April 27 during the review process as questions arise and the group will then decide if contact will need to be made to the applicant for clarification. Gary clarified that the scoring process will need to be completed in Zoom grants by May 11.

Faith Trimble clarified that when organizations are requesting a specific amount of funding based on specific outputs that we honor that and when we cut funding, something in the scope has to be cut. There is concern that non-profits historically inflate what they are asking for in the event the funding is reduced.

**CIP - 2018 and Beyond:** Moving towards a single application process coordinated with multiple funders - there are 4 types of applications consolidated into 1 application. Example: if Tumwater funded a project that the CIP also funded, communication would be necessary or else overlapping of funding could occur. It was decided that the funder’s conference will be the communication avenue prior to final decisions being made.
The application process includes a section about whether there are other funding sources for both committed and uncommitted outside funding sources. Leveraging of funds is not a category in ZoomGrants as Tom clarified although committed outside funds is a form of leverage. Ron asked if all the funding information could be put into a database in order to track funding and funding sources – Tom said we can do that next year.

Commissioner Edwards shared that the Olympia, Lacey and Tumwater mayors sent a letter to the Board of County Commissioners asking for funding reconsideration and a meeting. Faith clarified that the Housing Action Team will decide about how the housing dollars are allocated. Faith asked if the CIP favors a funding conference to communicate about processes, leveraging funds, etc.

- JW Foster stated that given the limited amount of money available the CIP review process shouldn’t be impacted by other funding sources although he supports the idea of a funding conference.
- Chris stated a funding conference would be helpful in order to identify gaps and stressed the importance of identifying a purpose for bringing everyone together.
- Ron requested that the chairs have a conversation about the funding cycle.
- Rachel suggested looking at other communities to determine best practices and supports the idea of a funding conference.
- Chris said it is important that applications list other funding sources and if those funds are committed or uncommitted.

2 representatives from the CIP will attend the funder’s conference on April 30 from 3-5pm. Ron suggested inviting local businesses to provide an educational opportunity so they understand the process – this can occur in the future but not at this year’s conference.

**Other Business:** Commissioner Edwards asked why United Way is the only non-profit represented at the CIP. Faith clarified that the CIP partnership is between United Way and the HHSC which is made up of all the local jurisdictions. 4 reps are from United Way and 1 representative from each of the jurisdictions. Others could be invited in the future.

Gary shared that the projected revenue for sales tax changed and is $6,175 less than expected. This affects Thurston County’s contribution to the HHSC. $72,000 is the new contribution with a new total amount of $154,498 - this is still an increase from last year.

Chris shared about the United Way Worldwide program and the adoption of an accountable funding process. 18% of United Ways have made the transition to the new model. She will share more about funding cycles at a future meeting.

**Adjourn**

The meeting adjourned at 2:59pm.