Steering Committee Meeting Minutes
May 11, 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>Organization</th>
<th>Attendance</th>
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<tbody>
<tr>
<td>Virgil Clarkson</td>
<td>City of Lacey</td>
<td>X</td>
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<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>Bud Blake for 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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<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>
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<tr>
<td>Ben Morales</td>
<td>United Way</td>
<td>X</td>
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- Gary Aden, Linda Abell, Feather Wagner: Thurston County
- Sara Kukkonen: United Way

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

Agenda and Minutes Review
Dennis led the group through a review of the agenda.
Minutes from the March meeting were reviewed; there were no changes.
Virgil made a motion to adopt the minutes, the motion was seconded by Paul.

RFP Funding Summary
Gary shared that The United Way of Thurston County has added an additional $30,000 toward the CIP funding for 2015. Paul Knox would like to see the other jurisdictions combine efforts to contribute another $30,000. Virgil is disturbed by the reduced contributions and would like the Board of County Commissioners to renegotiate the CIP Memorandum of Understanding. Joan pointed out that the contribution from Thurston County was short by $30,000 this year. Bud will bring this up at the next BOCC meeting. Virgil will speak to the Lacey City Council about additional funding at the next council meeting in two weeks. Joan said the City of Tumwater is looking to their budget for available funds up to $10,000. Jeannine will be meeting with Olympia Council members in two weeks and will discuss the availability of additional funds.
Feedback Loop - CIP Member Reports

Financial & Residential Stability- Ben/Jeannine: Report that the process went well. Jeannine stated that since she served on both CIP and HOME review panels, she saw an overlap of requests. Some panelists felt that money was not really needed and they were unsure of roles about final decision making.

Virgil feels that members should not be serving on multiple review panels or sharing information about the overlap requests with review panel members.

Child and Youth Resilience- Paul/Joan: Felt there was excellent team work among the panel members. Panelists had good questions and Paul & Joan feel they clarified but did not influence panel decisions.

Healthy Choices and Behaviors- Faith/Virgil: Report that the process went well, and noted that some panelists had “agendas”. Also, there was confusion about if panelists were to recommend funding amounts or not.

A list of Parking Lot Issues for next year’s process was started:

1. Address the overlap of requests / funding same proposals
2. Create a common process for HOME and CIP ranking and review
3. Compare notes with other funding groups prior to releasing RFP
4. Create one RFP just for Coordinated Entry
5. Communicate with other funding sources during the review process
6. Screen proposals and refer to other funding sources (such as TST) if appropriate.

Review Team Recommendations

A spreadsheet of all proposals and their ranking was projected on the wall while members had hard copies to refer to. The spreadsheet was updated with the additional $30,000 from The United Way. Gary reminded members that the proposals are listed in order of ranking by the review committees. After members became familiar with the information a lengthy discussion followed about funding options given the amount available.

Paul made a motion: Fund all proposals which ranked #1 at 80% of the requested amount. Virgil seconded. Discussion followed.

Joan made an amendment to the motion: “…with the exception of CEILO, which would be funded at 95%”. Jeannine seconded. Discussion followed.

Jeannine made an amendment to the motion: “...reduce the funded amount for the Community Kitchen to $18,000”. Motion passed.
Discussion followed about the next group of proposals ranked at # 2, and of how many of the proposals could be funded with the remaining balance.

*Paul made a motion: Fund all #2’s at 50% of requested amount with the exception of Pizza Klatch Suicide Prevention, which would be funded at 100%. Joan seconded.* Discussion followed.

It was realized that all except the bottom four of the #2 proposals could be funded. Different funding scenarios were discussed including reducing the funding even further for all of the proposals ranked as “# 2” in order to fund all of them.

After more conversation, including the possibility of additional funding from the jurisdictions, Virgil made the following amendment to the previous motion:

*Fund all #2’s at 50% until the funds are used, leaving the bottom 4 ($20,000) with zero funding and leaving $3,000 remaining.*

*Motion passed, 6-2 (Joan / Paul against)*

In the event of additional funding, one scenario discussed would be to continue in the manner above, funding the #2 ranked proposals and to continue funding in the order of priority ranking until the funds are spent.

(Members pointed out that agencies will need to adjust logic models for receiving reduced funding.)

**Communication: Funding Announcement – Responses to Questions**

Paul would like a press release sent out making an announcement of the awards. Agreed by all once the final numbers have been determined. Gary and Dennis will draft a letter and share with members for review. Because the other jurisdictions may have additional funding, it was agreed to hold off sending award letters until the next meeting.

Dennis reminded the group that, as co-chair, he would be happy to speak to jurisdictions to explain the request for additional funding.

Sarah mentioned possible June dates for the Review Committee Celebration/Debrief. She will send a poll out and get a firm date.

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Next Meeting: June 8, 2015
Topics: Additional funding recommendations for 2015 RFP’s, frequency of meetings, communication to recipients.

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