



CITY OF TOPEKA

CITY COUNCIL COMMITTEE
MEETING MINUTES

SOCIAL SERVICE GRANTS COMMITTEE

CITY COUNCIL
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Date: January 27, 2020

Time: 10:30am

Location: Holliday Building 1st Floor Conference Room; 620 SE Madison

Committee members present: Councilmembers Karen Hiller, Christina Valdivia-Alcalá, Michael Padilla

City staff present: Brent Trout (City Manager), Sasha Haehn (Director of Neighborhood Relations), Corrie Wright (DNR), Rachelle Vega-Retana (DNR)

1) Call to Order

Committee member Padilla called the meeting to order at 10:30am.

2) Elect Committee Chair

Committee member Valdivia-Alcalá nominated Chairwoman Hiller to serve as the committee chair. Committee member Padilla seconded the nomination.

Councilmember Karen Hiller elected chair 3:0.

3) Staff Update on Outsourcing Process & Status of Documents to Governing Body

Chairwoman Hiller requested Staff update on the RFP, and Staff's expectations of what information is still needing to go to the Governing Body.

Sasha Haehn, Director of Neighborhood Relations, stated the RFP was issued Friday (January 24), and will be published in the newspaper this week. The RFP will be open through February 3rd. Recommendations of 2022 funding totals as part of the normal process relates to 2021 Budget and 2022 Social Service Grants program, and the priorities sheet have been from Committee to Governing Body. Score sheet and management of program still needed from Committee at this point.

Chairwoman Hiller stated she felt there were two ways to move forward.

Chairwoman Hiller stated concern that the Governing Body was unaware that the Priorities Sheet included the Grandfathering provisions and funding process decisions, which will mean fewer programs will be able to receive funding, if left as is.

Options:

1 | Social Service Grants Committee

Minutes Taken: 1/27/2020

Minutes Approved: 2/4/2020

- A) Make decisions on score sheet, issue of appeals, funding for fees to outsource vendor and schedule another meeting to cover all other issues.
- B) Defer all items to a meeting in the near future.

Committee member Valdivia-Alcalá would like to schedule another meeting before making a decision.

Discussion on scheduling next meeting. Meeting will be Tuesday, February 4th. Details and agenda to be posted to City website and public calendar.

Ms. Haehn commented:

- Specific questions regarding RFP from Committee members should be shared with Staff prior to next meeting.
- Staff can provide applications to compare to score sheet.
- Staff provided their recommendation for appeal process. Next step is decision by Committee.
- 2020 Outsourcing vendor fee will be provided by Neighborhood Relations Department Budget. City Manager has ideas for 2021 Outsource funding but nothing has been set yet, and more information would come during Budget time.

Committee member Valdivia-Alcalá requested time to review the RFP packet prior to being able to make a well-versed decision.

Chairwoman Hiller noted the packet that needs to be considered includes the score sheet. Would like to have the application form and guidelines that will be sent to applicant agencies, and to view the language of the RFP to better understand the process and duties of the Committee/Vendor/Staff.

Ms. Haehn defined duties:

- Committee (and Governing Body):
 - Create/Approve/Amend Priorities Sheet
 - Control application and scoring sheets
 - Decision of what to fund and how much to spend, the Policy Piece.
- Vendor: Administration of program to include
 - Issuance of applications
 - Training workshop
 - Receive applications and score
 - Present recommendation of funding to Committee

- Collect quarterly reports
- Submit request for payment from City to agencies based on quarterly report and funding request.

Chairwoman Hiller asked a few additional questions:

- Who answers questions while prepping apps? Vendor or separate the process for oversight?
- What is the process for changing numbers and who would make the call for that decision being allowed?

Ms. Haehn responded:

- Agencies have been allowed to change outcomes/outputs based on funding levels that are awarded. If agency will not receive funding they had requested, they will not be able to meet outcome that was stated on application. This process has historically been allowed, and unless Committee states differently, the contract would request the vendor to continue to allow it.
- The Contract is between the third-party vendor and applying agency. The City will have a contract between the vendor and the City which outlines who is responsible for what.

Chairwoman Hiller would like Staff to provide a calendar. Ms. Haehn stated a calendar still needs to be approved by the Committee, however Staff had been waiting for a decision by the Governing Body on the outsourcing before moving forward with the Calendar.

Committee member Valdivia-Alcalá inquired if the appeal process would continue to be overseen by the Committee. Chairwoman Hiller stated it was.

Questions by Chairwoman Hiller and answers:

- The two agencies that had been Grandfathered in at higher allocations, were those discussed at a committee level? Ms. Haehn, stated the Committee had voted to leave those in place for the 2021 funding cycle.
- Once the scores were completed, how was that applied to determine the funding? Ms. Haehn stated the mechanism is geared to the dollar amount based on the funding available. Chairwoman Hiller understood, but inquired if the process had been moved outside of the Committee-level? Ms. Haehn responded that Staff provides the Committee with a couple of funding

scenarios, and the Committee provides direction and feedback based on that information regarding the funding threshold.

Chairwoman Hiller and Staff conversed about the language found on the bottom of the Priorities Sheet regarding the non-negotiable process. Chairwoman Hiller expressed concern over the lack of discussion at the Committee and Governing Body level over the matter, and stated that if it was too late to make a change for the 2021 funding cycle, it is a topic she would like to review in the future for the 2022 funding cycle. Committee member Valdivia-Alcalá agreed with Chairwoman Hiller's request to review in the future.

Committee member Valdivia-Alcalá stated there had been statements in previous meetings regarding the Vendor Fee that contradicted the understanding of the Vendor Fee not coming off of the top, and inquired as to the final decision.

Brent Trout, City Manager, clarified that statements made regarding the original plan to take the Vendor Fee from TPD contracts with contracted agencies would no longer be used, and the Vendor Fee for 2020 would come out of Neighborhood Relations Budget. Committee member Valdivia-Alcalá asked for confirmation that the decision was made internally and not on a Committee-level. Mr. Trout confirmed.

Chairwoman Hiller outlined goals for the Committee moving into the 2021 funding cycle conversations:

- Understand the outsourcing process so that it goes as smoothly as possible, while keeping the best interests of the City and the agencies in mind.
- Learn the process.
- Set the process for the next year.

OTHER ITEMS:

Committee member Valdivia-Alcalá would like to bring consideration for the three senior center agencies to receive additional funding to the \$10,000 that the Governing Body had previously approved (see Minutes from the July 23, 2019 Governing Body meeting), citing a concern of unmet financial needs for these agencies and the programs they provide to a vulnerable population. Chairwoman Hiller stated it would be added to the agenda.

Mr. Trout addressed the committee to discuss the role of Staff and the Committee in creating the language of the RFP. Staff will craft the language. There is an

understanding that committee members will need to have an understanding of information in the RFP so that they are able to address agency concerns that are brought forward, as well as to be involved with the process they are supporting.

Ms. Haehn inquired if Chairwoman Hiller was suggesting that the contract be sent to and approved by the Governing Body. Chairwoman Hiller responded “no”, however would like more information regarding Staff guidelines, qualifications and expectations that will be presented to the third-party vendor.

Committee member Padilla stated that following an earlier committee meeting, he had inquired with Ms. Haehn about the level of oversight that the Committee would have with regard to the outsourcing process. He would like to have Staff provide as much information to the Committee as possible, even if it is too much.

Committee member Padilla agreed with Committee member Valdivia-Alcalá with regard to the Senior Center funding. He is pleased that the City Manager is working to provide some funding. Committee member Padilla stated he would not be in a rush to increase the funding to the Senior Centers during this current funding cycle, however, would like to see increased support in the future if possible.

Committee member Padilla stated that in an earlier committee meeting, he had asked Ms. Haehn to discuss the reasons as to the recommendation to delete the scores for agency grant management. Ms. Haehn noted that Staff would like to be completely removed from the scoring and application processes for the 2021 application cycle and recommended removing Past Grant Administration. Ms. Haehn stated as the process moves forward and a vendor becomes established in the review process, the question could be added back into the scoring sheet. Ms. Haehn noted that if the Governing Body decides not to outsource to a third-party vendor in the future, Staff would resume with the process as they had done in years prior. Ms. Haehn stated that some of the concerns addressed at the meeting could be added to the contract, rather than the RFP, and asked the committee to bring additional suggestions or concerns to the upcoming meeting to discuss how it could be included in the contract.

Questions and answers between Chairwoman Hiller and Staff:

- Could Staff bring a 5-year funding roster for reference? Ms. Haehn stated a request had been made by Councilmember Lesser to add that information to the Priorities Sheet. The funding history will be provided.
- Does application now ask for program budget as well as full agency budget? Yes.
- Are we getting sources? Yes, but only for that program. The agency provides overall full agency budget, but not a breakdown. Ms. Haehn commented that a full budget with a breakdown had been requested in the past, but agencies were not responsive to that request. Chairwoman Hiller stated that with a full-disclosure, it would make decisions for funding and understanding requests for funding easier to review.

Committee member Padilla stated that regardless of going through third party vendor, we (Committee and Governing Body) don't want to completely wash our hands of the process, as there is a duty for overseeing aspects of the process. Committee member Padilla urged the committee to send questions or concerns to the Neighborhood Relations staff.

4) Approve Minutes from January 3, 2020 Meeting

Committee member Padilla made a motion to approve the minutes. Committee member Valdivia-Alcalá seconded the motion. Minutes approved 3:0.

5) Set Next Meeting

Next meeting will be Tuesday, February 4, 2020. The City Council Executive Assistant will post confirmed meeting plans to the City of Topeka Public Calendar, City of Topeka website, and City of Topeka e-notification system.

6) Adjourn

Chairwoman Hiller adjourned the meeting at 11:21am.

Meeting video can be viewed at: <https://youtu.be/7GScvuF7Pec>