



CITY OF TOPEKA

CITY COUNCIL COMMITTEE
MEETING MINUTES

SOCIAL SERVICE GRANTS COMMITTEE

CITY COUNCIL
City Hall, 215 SE 7th Street, Suite 255
Topeka, KS 66603-3914
Tel: 785-368-3710
Fax: 785-368-3958
www.topeka.org

Date: October 21, 2022

Time: 10:00 a.m.

Location: ECR; 3rd Floor City Hall 215 SE 7th Street (*virtual attendance option also offered*)

Committee members present: Councilmembers Karen Hiller (Chair), Hannah Naeger. Committee member Brett Kell was absent.

City staff present: Kalea Pauole (City Grants Administrator), City Manager Stephen Wade, Chief of Staff Bill Cochran, Housing Services Division Director Corrie Wright, Carrie Higgins; United Way vendor staff: Brett Martin, Jessica Lehnerr, Joyce Katzer, Juliet McDiffet

1) Call to Order

Chairwoman Hiller called the meeting to order at 10:00am. Committee members, City Staff, and United Way staff introduced themselves.

2) Approval of September 15, 2022 Minutes

Committee member Naeger made a motion to approve meeting minutes. Chairwoman Hiller seconded the motion. Motion approved 2-0-0. Committee member Brett Kell was absent at the time of this vote.

3) 2024 Process Planning

Chairwoman Hiller stated that the purpose of the meeting was to plan the 2024 SSG Process cycle. This may be able to be completed in one meeting or may require additional meetings. Items to be discussed at the current meeting will be to review the 2023 process, and to suggest any changes for the 2024 process scoring sheet, priorities and process timeline, and to set next steps.

Chairwoman Hiller set out some assumptions that would be open for input, and then the Committee would work through the specifics from there. One of her assumptions is that the Committee would continue the general process as it has been, with the requirement that an agency have a three-year history, or at least be in its third year, for a program to be considered; and that there would be consideration to look at the demonstrated outcomes and performance to make decisions. Committee member Naeger sought comments from United Way as to

their thoughts on the assumption. She felt that, from a Council perspective, this went smoothly and everything was very clear, and overall a successful process. Brett Martin, United Way, agreed that the three-year history requirement was a good addition that was made, and felt that with the types of dollars that are being used, this requirement works well for the process.

Mr. Martin stated that, in terms of process, United Way went through and did a process review with their team and felt significant progress had been made over their tenure as a third-party vendor. There had been a few tweaks made, which have received positive feedback from agency partners and City staff. At this time, United Way was not proposing any changes for the 2024 process. He noted that the Community Health Improvement Plan (CHIP) and Community Health Needs Assessment (CHNA) had been reviewed at the last meeting, and noted that those areas are outlined in the SSG priorities, in addition to the two agencies with the higher maximum threshold grant amounts, and are very much in line with the CHIP and CHNA. With that in mind, United Way was not seeking any changes to the priorities or requirements and did not have any suggestions for the Committee.

Chairwoman Hiller sought input from City staff and the agencies in attendance as well, no additional suggestions or comments were recommended.

Chairwoman Hiller inquired with Mr. Martin as to if a Gap Analysis had been completed, in terms of identifying something that is missing or is not being covered within the community? Mr. Martin responded that there were some system-level changes that needed to be looked at which identified barriers related to language barriers. However, those changes extend above the local-level and program-level capabilities. There are potentially some program and agency training pieces that the local-level could look at for investing in, but otherwise the dollars that are available here fall in line with what the community said in the round table sessions and the feedback provided from the stakeholder meetings.

Chairwoman Hiller noted that there was some language in the Priorities that inquired about the use or availability of alternate language supports.

Chairwoman Hiller stated that one thing that was new for 2023 was to score based on budget. She asked if there was any particular feedback from anyone on that. Mr. Martin noted that, if there was any extensive discussion in the grant review

process it was related to the budget. He stated that when the language on the application was changed, it allowed for more discussion and he felt that was a positive thing, not something to see as negative. The reviewers, in particular, had done this process in the past so they were getting used to that language, so they needed to parse some of that out and needed to define some of the terms; but Mr. Martin felt that it only improved the grant review process.

2024 Priorities

Chairwoman Hiller read through the Priorities sheet. The Mission Statement says “Outcome based, quality, cost-effective social services to handle vulnerable citizens with care, minimize victimization and crime, minimize turnover in neighborhoods, and optimize success”. The particular target sectors are:

- Senior Citizen neighborhood-based programming
- Medical assistance for LMI
- Programs for at-risk youth
- Emergency housing and utility assistance
- Neighborhood and Independent living based services for persons with severe and persistent mental illness
- Support services for residents who are non-English speaking

There is a minimum grant amount of \$10,000 and a maximum grant amount of \$25,000; with two agencies that have a higher maximum threshold. Chairwoman Hiller noted that there had been some past conversation about possibly moving those two agencies back into the general pool and sought further conversation. She noted that any answer was fine, but asked whether the Committee would recommend adding dollars to this program in the future. Committee member Naeger stated she would be in favor of having that conversation in the future to see how that infrastructure could be built. She inquired if that would be a Committee-level discussion with a recommended proposal then being sent to the Governing Body, or if it would be discussed at the Governing Body level first and deferred to the Committee to work on? Chairwoman Hiller responded that the Committee would propose it when they sent it forward to the Governing Body, which would put it on deck for consideration when the 2024 Budget is considered. Committee member Naeger voiced support for that.

Chairwoman Hiller inquired with staff if there was any anticipation that the dollar available for Community Development Block Grant (CDBG) of \$67,857 would change? Carrie Higgins, Housing Services, responded they are expecting those to

remain about the same. Chairwoman Hiller noted that the other amount of \$367,047 from the General Fund was not changed, and asked if this would change or remain the same for the 2024 process year. City Manager Wade responded it would be expected to remain the same.

Chairwoman Hiller continued reading about the SSG process not accept new untested programs. There were no additional comments regarding this section, or the Priorities Sheet.

2024 Scoring Sheet

Chairwoman Hiller sought any questions or comments from others on the proposed scoring sheet. There were no additional comments.

2024 Process Timeline/Calendar

Mr. Martin reviewed the process timeline and noted United Way had reviewed conversations from the past related to the City and City Budget, prior process and recommendations made by the Committee in prior years. They maintained the current timeline structure.

In the “Communication” box, it lays out the Committee will review the outcomes and develop testimony, develop priorities and a budget recommendation for the next funding cycle. The date listed is today. The next step is for the Governing Body to adopt the Priorities, Process, and Budget Recommendation prior to December 31st, 2022. Training for the SSG Committee on the grant process will occur upon appointments in March 2023. The 2024 Request for Proposal will be released by April 17, 2023 and an Application Workshop will be held by United Way on April 24, 2023.

Mr. Martin explained that looking on the timeline, and moving back from August 1st recommendation to the Governing Body, with that date in mind, applications will be due through the E-Impact grant management system by 5:00pm on May 26, 2023. United Way will then look over the proposals to ensure they have met the minimum requirements for submission. They will then notify applicants by June 7th. This will give staff time to look over those.

In terms of the review, United Way will secure three to five Reviewers, based on the qualifications that have been provided by the Committee. Those will be secured by May 12, 2023. The applications will be scored by June 23, 2023. A

year-end report for prior year grants will be presented to the Social Service Grants Committee by United Way at that time as well. At that time, United Way will have all year-end performance, except for CDBG which is the same that we had this year. That will change in the future, however right now, United Way will have everyone who receives all City dollars, but CDBG.

The Committee will meet to review the scoring recommendations. Any agency wishing to appeal will have the opportunity to submit their letter to appeal to United Way by July 10th and present their appeals to the Committee shortly after that date and then the appeal process will close. By August 1st, the Committee will have their final recommendation ready. The Governing Body will adopt the City Budget by October 1st. Mr. Martin referenced some language that had been highlighted and sought confirmation from the Committee as to if they felt it was correct. It references that after the City Budget has been adopted in late August, the Committee will affirm or adjust recommendations based on the adopted budget. Chairwoman Hiller confirmed this was okay and suggested “if needed” could be added; because if there is no change, then the recommendations could go through. Chairwoman Hiller inquired with City Manager Wade as to what he anticipated for the budget process. City Manager Wade responded he was confident that the Budget would be adopted earlier than the October 1st date that Mr. Martin had proposed, noting that the Budget is likely to be adopted on September 12, 2023. Mr. Martin noted the language could be changed to reflect that change.

Chairwoman Hiller noted that, for the past two years, the Committee has held a “post-approval prep work” or study session to allow the Committee to complete a focused review on a topic. The topic of this year’s meeting was Gap Analysis, and the year prior was Senior Services. She felt space should be provided in the timeline for another such meeting, even if the topic was not specified. She inquired with Committee member Naeger and the others in attendance if there were any topics they felt would be timely for the Committee to review next year? There were not topics identified, but Chairwoman Hiller requested a space be allowed in the timeline for next year. She noted that having that meeting space available would also allow time within the process for a review or conversation if a specific topic was identified that the Committee or others wanted to spend a longer amount of time working through.

MOTION: To make a recommendation for approval to the Governing Body of the 2024 SSG Process and budget recommendation, pending concurrence by the third Committee member. Committee member Naeger made the motion to approve. Chairwoman Hiller seconded. Approved 2-0-0. Committee member Kell was absent.

Post meeting edit: Council member Kell was sent all items of the meeting to include the draft minutes to review. He approved the items on 11/17/2022, with a recommendation to move forward to the Governing Body.

4) Other Items

There were no additional items.

5) Adjourn

Chairwoman Hiller adjourned the meeting at 10:27am.

Meeting video can be viewed at: <https://youtu.be/i8Z5eZasS1I>