



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: December 11, 2023
Time: 11:00 a.m.
Location: Virtual Meeting via Zoom

Committee members present: Councilmembers Sylvia Ortiz (Chair), Karen Hiller, Brett Kell

City staff present: Carrie Higgins (Division Director Housing Services), United Way of Kaw Valley vendor staff: Brett Martin, Jessica Lehnerr, Joyce Katzer, Juliet McDiffet, Audrey Mott

1) Call to Order

Chairwoman Ortiz called the meeting to order at 11:03am Committee members, staff and staff from United Way introduced themselves.

2) Approval of November 20, 2023 Meeting Minutes

Committee member Kell made a motion to approve the November 20th minutes. Committee member Hiller seconded. Motion approved 3-0-0.

3) 2025 SSG Cycle Items

Brett Martin, United Way of Kaw Valley, reviewed the Priorities sheet, scoring sheet, calendar and RFP. These items were discussed at the November meeting, and the items today reflect changes in language that had been discussed at that time. Changes include the following:

- Priorities Sheet:
 - Minimum & Maximum Grant Amount – the word “Request” was inserted. Language now says “Minimum Grant Request Amount” and “Maximum Grant Request Amount”
 - The grant maximum request amount was raised from \$25K to \$27K.
 - The recommended funding total and General Fund amounts were updated to reflect the increased amount that the Governing Body had previously approved (August 15, 2023). The total is \$491,904. The increase in the General Fund was raised to \$424,047.
- Calendar: The only changes that had been made on the calendar were adjustments on the dates from 2023 to 2024 to accurately reflect deadlines and schedules.

RFP/Scoring Sheet

The language related to Emergency Services and Preventative Services has been stricken from the RFP, per request by the Committee. Mr. Martin noted there was currently a large space on the page. This is something that will be corrected after reformatting.

MOTION: Committee member Hiller made a motion to approve the 2025 process items, to include the 2025 Priorities, the 2025 RFP/Scoring Sheet, and the 2024 Calendar/Timeline. Committee member Kell seconded. Motion approved 3-0-0.

4) Vendor Contract Renewal for 2024

Housing Services Division Director Carrie Higgins reviewed the Contract information. She had sent the contracts for 2022 and 2023 to the Committee following the November meeting. Part of the 2022 contract has an additional page that goes over the amended schedule of service fees for United Way. The contract was approved with 2022 fees being \$40K, 2023 fees being \$45K, and then 2024 fees being \$50K. Staff is seeking a vote by the Committee for the renewal of one final year. After that, the contract would need to go out for an RFP and bids before moving forward again.

MOTION: Committee member Brett Kell made a motion to approve a final renewal of the contract for United Way of Kaw Valley. Committee member Hiller seconded. Motion approved 3-0-0.

5) Adjourn

Chairwoman Ortiz thanked staff and the United Way team for their work with making this process smooth, and operate efficiently. Committee member Hiller echoed sentiments, and stated she felt moving toward the grant management partnership with UWKV has helped to relieve some of the stress from City staff. They are quick to respond.

Chairwoman Ortiz wished everyone a happy holiday season. She adjourned the meeting at 11:14am.

Meeting video can be viewed at: <https://youtu.be/hNwoM7-NASc>