



# CITY OF TOPEKA

CITY COUNCIL COMMITTEE  
MEETING MINUTES

## SOCIAL SERVICE GRANTS COMMITTEE

CITY COUNCIL  
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**Date:** December 14, 2020

**Time:** 10:00 a.m.

**Location:** Classroom A; Law Enforcement Center 320 S. Kansas. And virtual attendance via Zoom platform

**Committee members present:** Councilmembers Karen Hiller (Chair), Christina Valdivia-Alcalá, Michael Padilla

**City staff present:** Corrie Wright (DNR), Rachele Vega-Retana (DNR), City Manager Brent Trout

### 1) Call to Order

Chairwoman Hiller called the meeting to order at 10:00am, and described the goal of this meeting.

### 2) Approve minutes from November 23, 2020 meeting

Committee member Padilla made a motion to approve the November 23<sup>rd</sup> minutes. Committee member Valdivia-Alcalá seconded the motion. Minutes approved 3:0.

### 3) 2022 Cycle: Review & Action

Chairwoman Hiller noted this has been reviewed in pieces at previous meetings, and there is a hope the committee will be able to approve these items.

Chairwoman Hiller noted there was a mistake on item 3a of the committee agenda, it should say "Outsource" rather than "Outcome".

#### a. Outsource [*video 2:35 minute mark*]

Committee member Valdivia-Alcalá made a motion for approval to recommend to the Governing Body to affirm maintaining United Way of Greater Topeka as the outsourcing vendor for the 2022 process.

Committee member Padilla seconded the motion. Motion approved 3:0.

Committee member Valdivia-Alcalá expressed appreciation for the way United Way managed the process this past year and stated she had been skeptical before, but has been impressed with their customer service and attention to detail during the process. Committee member Padilla also thanked United Way and thinks they have been doing a great job.

Chairwoman Hiller also voiced appreciation for the networking and

collaboration of services. She stated there is always a reason to pause when spending money, but feels this has been a good resource for this Social Service Grants process.

**b. Priorities [video 6:10 minute mark]**

Chairwoman Hiller inquired if the changes have been synched up on e-C Impact. Corrie Wright, Housing Services, confirmed that the changes would be made once approved.

Chairwoman Hiller ask for input from the committee with regard to the continuation of two agencies, Shawnee County Medical Society to receive a maximum of \$50,000 and Positive Connections to receive a maximum of \$35,000, and whether or not this should remain the same. Committee member Valdivia-Alcalá would recommend leaving Shawnee County Medical Society with \$50,000. She would like to reduce the maximum for Positive Connections to \$25,000. There was additional conversation between Chairwoman Hiller and Committee member Valdivia-Alcalá to identify final suggestions. Committee member Valdivia-Alcalá feels Positive Connections deserves to remain in the section they are in, but feels that the current maximum of \$35,000 is too much. Chairwoman Hiller noted that if Positive Connections was removed from the “grandfathered” list, they would still be eligible for the \$25,000 with the other programs, but would no longer be guaranteed higher than \$25,000. After further conversation, Committee member Valdivia-Alcalá rescinded her initial suggestion and would recommend leaving Positive Connections at a maximum threshold of \$35,000. Chairwoman Hiller stated there would be no change to this section. Committee member Padilla stated he appreciated the questions brought up regarding this area by Committee member Valdivia-Alcalá. He would like to see a full year of the outsourced cycle, and have the next committee take another look at it at that time.

Chairwoman Hiller reintroduced the idea of placing a cap on the amount of funding allowed to an agency that submitted applications for multiple programs. There are a few agencies that receive more than \$25,000 because they have multiple programs that receive funding. Committee member Valdivia-Alcalá stated she would be interested in reviewing that, or having the next committee review that during the next year. She also noted there had previously been conversation regarding a safety net for senior centers.

Chairwoman Hiller stated there had been a meeting to dig deeper into the needs of the senior centers and what services from other community agencies were being provided to the senior population. However, that may be something to revisit again next year.

Chairwoman Hiller reintroduced the revised language regarding the New Untested Programs. There were no additional comments from the committee.

Chairwoman Hiller also noted that there had been no change to the dollar amount recommendation, and asked the committee if she understood that to be correct. There were no additional comments.

Committee member Valdivia-Alcalá made a motion to accept the revisions, and present the Priorities sheet to the Governing Body for a recommendation of approval. Committee member Padilla seconded the motion. Motion carries 3:0.

Chairwoman Hiller reintroduced the revised language under “Recommended Social Services Funding” that removed some language.

**c. Calendar [video 28:35 minute mark]**

Chairwoman Hiller noted there were two pieces that had been left outstanding:

- Application cycle ran from April to July. In the past, the cycle has run from February to May. Ms. Wright stated the City had no preference. Tawny Stottlemire, Community Action, typed in the chat box that her agency had no preference. Brett Martin, United Way, stated the proposal process is close to the timeline that United Way uses for their two major grant cycles. Joyce Katzer and Jessica Lehnerr, United Way, stated the timeline used this past year worked well.
- Chairwoman Hiller inquired if there were suggestions for the Outcomes Discussion to be added. Ms. Lehnerr suggested placing it in the forth quarter of the year, possibly October. Chairwoman Hiller noted that October and November would be when the committee reviewed the process and began setting up the process for the upcoming year, and

noted the Outcomes process could certainly be added to that time. Ms. Lehnherr stated preference for this timeframe. There was discussion regarding whether to place language to allow the committee to hold two meetings in October and November. Mr. Martin agreed this would allow flexibility.

Committee member Padilla made a motion to approve the timeline sheet for recommendation to the Governing Body. Committee member Valdivia-Alcalá seconded the motion. Motion approved 3:0.

**d. Process (RFP Language) [video 42:45 minute mark]**

Ms. Wright noted the only changes made to the RFP were related to the score sheet. If the score sheet were approved by the Governing Body, Ms. Wright would change the language in the RFP to reflect that change. Ms. Katzer inquired about Resolution 7580 [This resolution can be found at: <https://www.topeka.org/cityclerk/ordinances-resolutions/resolutions>]. Ms. Wright noted that as long as the language was correct, she could upload the document into the application which would save a step for the agencies.

Committee member Valdivia-Alcalá requested Ms. Wright resend the RFP.

Chairwoman Hiller noted that with the updates, they will be able to remove the 7580 form, and the RFP language that reconciled the minimum ask. Ms. Wright confirmed that the revised Priorities will be uploaded to the RFP.

**e. Applications [video 45:28 minute mark]**

Chairwoman Hiller noted there had been a disconnect between language that had previously only been seen on the RFP, has also now been added to the score sheet. The language states “The SSG Committee may choose not to recommend any agency or program(s), any new program(s), or may fund programs with provisos”. It was felt that this information was important for the committee and for the applicants, and that by placing it on the score sheet, it could eliminate the need for the committee to see the full RFP.

On the applications, the Board Participation needed to be corrected on the score sheet. Ms. Wright noted it had been changed in the information that was sent out earlier that day to the committee members, but confirmed it would also be reflected in the RFP.

Chairwoman Hiller noted there had been discussion regarding the agency budget. Ms. Wright noted she had kept those notes and the changes would be reflected in the completed RFP.

**f. Scoring & Recommendations [video 47:55 minute mark]**

Chairwoman Hiller read the changes on the score sheet that included:

- United Way adding language to improve the outcomes section. Change would include “Outcomes are strong, measurable, and related to the identified need”. The scoring cascades from moderate and measurable to weak and not related.
- Board Representation will not change what is in current Score sheet, but will change the language in the application to reflect the current language.
- The total points possible remains 100. There were no other changes.
- The only change discussed by Chairwoman Hiller to Ms. Wright was with regard to the language, discussed above in section 3e.

A motion to approve the score sheet, as amended, and recommend to the Governing Body was made by Committee member Valdivia-Alcalá. Seconded by Committee member Padilla. Motion approved 3:0.

Chairwoman Hiller thanked City staff, United Way staff, and the committee on their work to help improve the process for next year.

City Manager Brent Trout noted the report and recommendations from the Social Service Committee will be on the January 12, 2021 Governing Body agenda.

**g. Next Steps**

Committee member Padilla inquired if a document would be prepared by Chairwoman Hiller prior to the final report being provided to the Governing Body. Chairwoman Hiller confirmed this could happen.

**4) Other Items**

Chairwoman noted she had participated in LULAC’s Holiday Wreath/Spray fundraiser and thanked them for the beautiful spray she had purchased for her door.

## **5) Adjourn**

Chairwoman Hiller adjourned the meeting at 11:00am.

Meeting video can be viewed at: <https://youtu.be/SoFK0VFkymg>