



# CITY OF TOPEKA

CITY COUNCIL COMMITTEE  
MEETING MINUTES

## SOCIAL SERVICE GRANTS COMMITTEE

CITY COUNCIL  
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**Date:** December 21, 2021

**Time:** 11:00 a.m.

**Location:** Virtual meeting only, via Zoom

**Committee members present:** Councilmembers Karen Hiller, Christina Valdivia-Alcalá, Tony Emerson

**City staff present:** City Manager Brent Trout, Corrie Wright (Housing Services Director), Carrie Higgins (Housing Services) **United Way Vendor:** Brett Martin, Jessica Lehnerr,

### 1) Call to Order

Chairwoman Hiller called the meeting to order at 11:00am. Committee members introduced themselves. Staff from the City of Topeka and from United Way introduced themselves.

### 2) Approval of December 10, 2021 minutes

Committee member Valdivia-Alcalá made a motion to approve the December 10<sup>th</sup> minutes. Committee member Emerson seconded the motion. Minutes approved 3-0-0.

### 3) 2023 Process Timeline, Priorities, and Scoring/Rating, Vendor Retention 2023 Calendar/Timeline

Chairwoman Hiller noted that there had only been one change to this document, which is now the last section "Post Approval Prep Work". This sets a reminder for the Committee to hold a meeting in September or October to review the gap analysis information that United Way will have.

**MOTION:** Committee member Valdivia-Alcalá made a motion to approve the 2023 Process Timeline and recommend approval by the Governing Body. Committee member Emerson seconded. Motion passes 3-0-0.

### 2023 Priorities

Chairwoman Hiller noted that this document had remained unchanged for the past couple of meetings. It identifies the priorities for funding, the minimum and maximum application and grant amounts, dollars that the Committee

recommends are set aside for the program, and some parameters for what would be funded.

MOTION: Committee member Valdivia-Alcalá made a motion to approve the 2023 Priorities and to recommend approval by the Governing Body. Committee member Emerson seconded. Motion passes 3-0-0.

### 2023 Score Sheet

Chairwoman Hiller noted a couple of changes had been made to this document earlier on in the process, however there were no additional recommended changes at the last meeting, and the Committee had simply wanted to see the final version of the document for a final review. There were no additional comments or concerns.

MOTION: Committee member Emerson made a motion to approve the 2023 Score Sheet and to recommend approval by the Governing Body. Committee member Valdivia-Alcalá seconded. Motion passes 3-0-0.

### United Way Vendor Retention

Chairwoman Hiller suggested that the agreed action could be for the Committee to recommend to continue with the vendor, United Way, with a note that the vendor had requested additional funding and that the City Manager and Staff had already negotiated contract amendments. There was no further comments or concerns.

MOTION: Committee member Valdivia-Alcalá made a motion to recommend continuation with the vendor, to include a note that contract compensation changes have been negotiated, to the Governing Body for approval. Committee member Emerson seconded. Motion passes 3-0-0.

City Manager Brent Trout stated this item would be set before the Governing Body in January, although he did not have that date yet. The Council Assistant, Liz Toyne will follow up with the Committee, Staff, and United Way when this moves forward.

## **4) Adjourn**

Chairwoman Hiller adjourned the meeting at 11:10am.

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