



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: April 1, 2024

Time: 2:00pm

Location: 1st Floor Conference Room; Cyrus K. Holliday Bldg 620 SE Madison
virtual attendance option also available

Committee members present: Councilmembers Sylvia Ortiz, Brett Kell, Neil Dobler

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

Committee member Dobler called the meeting to order at 2:00pm. Committee members introduced themselves.

2) Approval of April 1, 2024 Minutes

Committee member Kell made a motion to approved the minutes from the previous meeting. Committee member Ortiz seconded. Minutes approved 3-0-0.

3) Review Scoring and Funding Recommendations

Chairman Dobler sought a motion to approve the funding of \$492,000 to be allocated by the City of Topeka in the 2025 Operating Budget for the Social Service Grants program.

MOTION: Committee member Ortiz made a motion to approve. Committee member Kell seconded. Motion approved 3-0-0.

Brett Martin with United Way of Kaw Valley provided a high-level overview of the scoring recommendations. These recommendations were scored by volunteer Reviewers, who review each application. It is a requirement that each individual have significant grant experience in order to become a Reviewer. They then meet with the United Way staff to go through the applications. The review process includes each of the Reviewers scoring the applications, then coming together with United Way staff to discuss each point within each application and agreeing upon a common score. Once the scores were tallied, per the instructions within the RFP from the direction of the City of Topeka, the score is multiplied by the requested amount and that becomes the suggested award amount.

Mr. Martin referenced a spreadsheet that had been provided to the Committee which listed the programs and the recommended scoring and funding allocations. Looking through the list, he noted that some agencies provided multiple applications for different programs. There were three programs that were not scored as they did not meet the criteria of the RFP. Those agencies have been notified.

Committee member Ortiz noted there only appeared to be one program that scored 100%. She inquired if the other programs had been informed as to their scoring percentages, and if there would be additional explanation provided to them letting them know the exact reasons for being docked? Mr. Martin confirmed that the applicants will all receive their scoring tomorrow (June 25) and that will include comments and explanations as to why certain criteria had been scored as such.

Committee member Ortiz inquired about whether the committee members would receive the applications and reviewer comments prior to the appeals process? Mr. Martin confirmed that that information would be forthcoming to the committee.

Chairman Dobler commented that there were 26 total applicants, and that 23 of them had received funding. He noted that the first 16 programs on the list are recommended to receive at least 80% of their request. He feels that a lot of good work will be done within the community with this money. The programs being offered serve a population that are in the most need.

MOTION: Committee member Kell made a motion to request United Way to provide preliminary approval of the scoring and award recommendations to the program applicants. Committee member Ortiz seconded. Motion approved 3-0-0.

4) Other Items

No additional items.

5) Adjourn

Chairman Dobler adjourned the meeting at 1:45pm. The next meeting will be Tuesday, July 9th at 1:00pm in Classroom A at the Law Enforcement Center, with a virtual attendance option also available.

Meeting video can be viewed at: <https://youtu.be/J1p7SaRPad4>