



CITY OF TOPEKA

CITY COUNCIL COMMITTEE
MEETING MINUTES

SOCIAL SERVICE GRANTS COMMITTEE

CITY COUNCIL
City Hall, 215 SE 7th Street, Suite 255
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Date: June 30, 2023

Time: 10:00 a.m.

Location: Executive Conference Room; 3rd Floor City Hall 215 SE 7th St. *Virtual attendance option via zoom also available*

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

City staff present: Housing Services Division Director Carrie Higgins, Planning Director Rhiannon Friedman, United Way of Kaw Valley Vendor Team: Brett Martin, Joyce Katzer, Audrey Mott

1) Call to Order

Chairwoman Ortiz called the meeting to order at 10:00am.

2) Approval of March 24, 2023 Minutes

Chairwoman Ortiz stated there had been information left uncorrected on the draft minutes regarding the election of the Committee chair. She recalled that she had made a motion to self-nominate for the position of Chair, and that Committee member Hiller had seconded. She would like to have that changed. Committee member Hiller agreed.

Chairwoman Ortiz made a motion to approve the March 24, 2023 minutes, with noted corrections to be made. Committee member Hiller seconded. Motion approved 2-0-0. Committee member Kell was not yet present during this portion.

3) Presentation of Scoring and Funding Recommendations

Brett Martin with United Way of Kaw Valley (UWKV) provided some information to the Committee regarding the scoring and award recommendations that were provided to them. The award recommendation formulation is created by taking the score and multiplying it by the amount requested. The sum is the amount rewarded per the instructions in the RFP.

The number of outputs and outcomes achieved makes up a significant portion of the score in the application, so UWKV decided to include that information on the spreadsheet for the Committee to see as well.

The final column on the spreadsheet shows the total amounts. The total amount of available funds was \$434,904. That amount tapers down until \$0, to help show how those awards were calculated.

Some programs were new to the SSG process in 2024, and were noted on the spreadsheet in gray. As those programs did not have a 2023 history to show, so the 2023 amount will appear as a zero. This helps to identify those programs who have returned from 2023 to 2024.

Mr. Martin pointed out a note at the bottom of the spreadsheet that states outputs are evaluated by number, and outcomes will be evaluated by percentage. An output is a whole number, where an outcome is a percentage of success. Mr. Martin referenced some color coding found within the outcomes and outputs columns on the spreadsheet, and noted that it identified the source of the data if it was not available from the current 2023 grant year. For the historical piece, some of the information was able to be pulled from other City of Topeka grant applications, United Way grant applications, or were emailed to staff based on the request that was made.

There was a tie at 86%, so the total amount requested between the two programs was added together and that total amount was applied to the amount that was available. One program had roughly 53% of the ask, the other program had roughly 57% of the ask, so the total was applied to the remaining funds and the award recommendation was made based on that. This is something that has been done in the past, and it was continued for this process.

Chairwoman Ortiz voiced appreciation for the color coding and notes at the bottom of the spreadsheet, saying it was helpful for her to better understand.

Chairwoman Ortiz stated the spreadsheet and recommendations looked good to her.

Committee member Hiller sought clarification with reviewing the spreadsheet, that the funding appeared to run out after the program application on line 19, and asked the awards proposed would then only be for programs on lines 1-18? Mr. Martin stated the award would go through the program found on line 19 of the spreadsheet. Mr. Martin caught a mistake on his end, noting that there is a bold

line found after line 19, and that the other numbers below that line should have said “0”. The numbers were auto calculated.

Committee member Hiller referenced being involved in some discussions about achieving outcomes and outputs during COVID-19, and stated an appreciation for having the outcomes and success listed. She inquired if Mr. Martin would have any commentary for the Committee related to this? Mr. Martin stated that it did not appear that the outcomes were COVID effected numbers, and stated that they were all from 2021 and beyond. COVID had a strong impact during 2020 and 2021, however most of the reports received were from 2021 and 2022.

Committee member Hiller referenced one program application that had requested funding for less than the established minimum amount. Her question was whether there was consideration to reject the application, based on that, or to leave it in? Mr. Martin confirmed that the decision was made to leave it in, however noted the score was low enough that it did not make the cut to receive an award.

[Committee member Brett Kell joined the meeting at 10:10am]

Committee member Hiller and Chairwoman Ortiz discussed whether to make a motion at this time to allow the draft award recommendations to move forward, or to wait until Committee member Kell could have time to review and ask any questions that he had. It was during this conversation that they realized Committee member Kell had joined.

MOTION: To provide preliminary approval of the scoring and funding recommendations, as presented, authorizing United Way of Kaw Valley to report to the applicants. Motion made by Committee member Hiller, and seconded by Committee member Kell. Motion approved 3-0-0.

Chairwoman Ortiz inquired about next steps. Mr. Martin stated that with this preliminary approval by the Committee, United Way would send out the award notices to applicants at 5:00pm today (June 30th). The applicants then have seven business days to respond with an intention to appeal. If there are appellants, the Committee will move forward with the scheduled July 10th meeting.

Other Items

No additional items.

4) Adjourn

Chairwoman Ortiz adjourned the meeting at 10:18am.

Meeting video can be viewed at: <https://youtu.be/iMxh1CPlc-U>