



CITY OF TOPEKA

CITY COUNCIL COMMITTEE
MEETING MINUTES

SOCIAL SERVICE GRANTS COMMITTEE

CITY COUNCIL
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Date: July 19, 2021

Time: 9:00 a.m.

Location: Virtual meeting only via Zoom

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

City staff present: Corrie Wright (DNR), Rachele Vega-Retana (DNR), City Manager Brent Trout, Bill Cochran (Chief of Staff)

1) Call to Order

Chairwoman Hiller called the meeting to order at 9:00am, and described the goal of this meeting. The purpose of the special meeting was to convene for an update from the United Way with a return and review of the scoring and recommendations for the Social Service Grants for this year.

Chairwoman Hiller noted that agencies had been numbered in order to maintain confidentiality, and asked that the numbers be used to identify a particular question associated with an agency, rather than using the agency's name.

2) Discuss - Follow-up Review of Scoring

Brett Martin, United Way, provided a revised recommendation of scoring a few minutes prior to the meeting. The sheet was reviewed.

Mr. Martin reminded everyone that at the July 9th meeting, United Way had been asked to go back and review the scores that had received a total possible score of 90 points, for those that did not have a past grant administration history with the City, and also to review those that were out of 70 total points possible, which would include those programs that did not have a past grant administration history with the City nor have outcomes listed in their application due to not having the numbers entered into the City's database. Mr. Martin noted that upon recommendation from the Committee, United Way had gone back and contacted agencies, and had been able to gather past grant administration effectiveness information and scored it according to the rubric. They were also able to go back and verify outcomes from programs and ensure they had been entered correctly

and then scored. They felt comfortable with these scores, because they were based on hard data.

With this, United Way was able to get the total to \$434,904. They found the threshold for those who received dollars and those who did not receive dollars remained the same. The cutoff threshold is 81%. Mr. Martin noted there were some changes based on the dollar amounts.

Mr. Martin stated he would begin referring to programs in column A to identify programs, to allow the Committee to see the differences, without directly naming the programs or agencies. There were 30 applicants. Mr. Martin pointed out additional columns, J, K, L, and M. He stated that the Committee should pay particular attention to column M, as it indicates the change in dollar amounts based on the taking of every score out of 100. Mr. Martin walked through the programs and the funding changes.

Committee member Emerson referenced a program and inquired how it would be possible for them to drop on the scoring, if their information had not changed from the prior recommendation to this one. Mr. Martin stated that initially, the program had received 86% and then dropped to 70%. There had been an error on the other form, and the 70% is showing the corrected form now.

Mr. Martin noted that having the revised instructions implemented, two of the programs that would have been recommended for grant dollars, when we were scoring at 100, 90, and 70, fell just below the threshold. One program moved up into recommendation for grant scoring. When United Way was able to contact programs, they were able to gather information based on past grant administration as well as outcomes. They were able to send outcomes that had been submitted for prior grants, so that it was not simply sending a basic email, it came from official documentation.

Committee member Emerson inquired about the scoring on one agency. Mr. Martin elaborated on how the final scoring had been figured for that program.

Chairwoman Hiller inquired about next steps with the Committee. The Committee could vote to approve the recommendations now, or could review again at an additional meeting. Mr. Martin noted that if the Committee approved the

recommendations today, the applicant agencies would receive notice perhaps today.

Mr. Martin drew attention to two award amounts that were under the \$10,000 threshold. As a result, they had a discussion and determined that the request amount would be a minimum of \$10,000 and then would take a look at those programs that fell below that to see if it would be worth it, for them. An example provided was a program that had scored to receive \$9,100 and that their request had been \$10,000. For that program, the \$9,100 would still be an impactful award. The other one is a fairly significant amount, over \$6,000; that Mr. Martin felt was reasonable to move forward with making that award as well.

Chairwoman Hiller stated she felt comfortable with that information and sought input from the Committee. Committee member Emerson agreed with the reasoning.

Chairwoman Hiller sought a motion to approve the recommendations as presented and to notify agencies. Committee member Emerson made the motion, seconded by Committee member Valdivia-Alcalá. Motion carries 3:0.

Chairwoman Hiller inquired as to when applicant agencies would receive their scores. Mr. Martin stated that notification could be made by the end of the day Wednesday, July 21st. With that information, Chairwoman Hiller inquired if there would need to be an adjustment to the calendar, stating a meeting had been set for August 11th. She asked if that meeting date would be appropriate to hold the appeals meeting, if it is needed. Mr. Martin stated that the agencies would have one week from the time they receive their scores to send a letter notification and that August 11th would be enough time for the meeting and to also allow United Way Staff to get the appeal letters sent to the Committee ahead of time for review.

3) Adjourn

Chair adjourned the meeting at 9:32am.

Meeting video can be viewed at: <https://youtu.be/a1Bhb66nQf8>

