



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: July 8, 2022

Time: 9:00 a.m.

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

Committee members present: Councilmembers Karen Hiller (Chair), Brett Kell, Hannah Naeger

City staff present: Corrie Wright (Housing Services), Carrie Higgins (Housing Services)

1) Call to Order

Chairwoman Hiller called the meeting to order at 9:00am. Committee members, City Staff, and United Way staff introduced themselves.

2) Approval of April 5, 2022 Minutes

Committee member Naeger made a motion to approve meeting minutes. Committee member Kell seconded the motion. Motion approved 3-0-0.

3) Presentation of Scoring and Funding Recommendations

Brett Martin with United Way introduced the scoring and funding recommendations sheet and explained the information found in each of the columns. There were 30 applications. During the score review process, it was discovered that an agency had submitted two applications for the same program under two names. This was caught during the review process, and the agency was contacted about it. The agency felt that both programs were different. United Way allowed both of the applications to be submitted, but when it came before the Scorers, the Scorers were very clear in their review of the applications that it was in fact the same program. United Way allowed the Scorer to determine that, and they did, and only scored one of the applications. The applicant will be informed of this decision and the reasoning in the award letter that they will be receiving. There were 32 applicants last year. In last year's cycle, the cutoff was 81. This year the cutoff was 77, which allowed for the lower funding threshold to be set.

Chairwoman Hiller asked Mr. Martin to explain the qualifications of the Reviewers, and the preparation that they receive prior to reviewing these applications. Mr.

Martin responded that all of the Reviewers received a one-hour training from United Way of Greater Topeka on the City of Topeka's Grant Process. On the application, on the score sheet, and were able to ask questions. They also received training on the E-Impact application software. Once they received the training, the applications were opened to them and they were able to go in and review the applications. Each of the volunteer Reviewers have served on the scoring panel and have multiple years of grant review experience. A few of them also have grant writing experience. All of them have, in excess, of five years of experience in terms of the amount of experience they have with grants, and particularly grant review. Some of the Reviewers have served in this capacity for the City's SSG process in prior years, so they have that experience with the City of Topeka process. There were four Reviewers.

Chairwoman Hiller stated that the system, which was set up years ago by the City, uses a point system so that the scores are based on outcomes and outputs and agency history to keep the process as empirical as possible, and that the scores are based on performance of the agencies and programs themselves, because none of these programs are new and are at least two years old to be eligible to apply. During the application process, United Way is available to provide any consults to any of the applicants along the way.

Chairwoman Hiller inquired if there were any particular issues or questions that the Reviewers or United Way saw this year that emerged? Mr. Martin confirmed and stated that when United Way worked with applicants in terms of technical assistance, there is a lot of work that continues to be done in the areas of outputs and outcomes. He reminded that an output is in terms of what that quantity is and the outcomes and how they are different, and trying to bring those into line so that they meet the language of the score sheet in terms of being strong and measurable and related to the identified need. And that they are for outputs that they are described in great detail and that they are achievable for the program.

Chairwoman Hiller appreciated hearing that applicants did reach out and receive assistance from United Way about the process. Mr. Martin reminded that they provided a presentation to the SSG Committee [*this presentation was given on September 17, 2021 and can be found on the Committee's webpage at: <https://www.topeka.org/citycouncil/social-service-grants>*] and that the presentation is also available as a resource within E-Impact, and applicants are referred to that in the beginning of the process, as it provides some basic online

training. Then, Juliet McDiffet and Joyce Katzer (United Way) provide technical assistance along the way.

Chairwoman Hiller noted there had been a few minor changes to the questions between the 2022 cycle and the 2023 cycle, and asked if there were any other issues that had come up. Mr. Martin stated there had not been.

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

Juliet McDiffet and Audrey Mott, United Way, will provide the scoring results on Wednesday, July 13th. Applicants will be given one week to indicate to United Way as to whether or not they wish to appeal. This cutoff will be by 12:00pm on July 20th to review those scores and comments, and to communicate to United Way if they will be appealing. United Way will provide the intent to appeal letters to the Committee and City staff by 5:00pm on the 20th. The appeals process is scheduled for July 22nd.

4) Other Items

Chairwoman Hiller shared that for the calendar of the Committee, there would be a session with United Way, following the 2023 process and prior to planning the 2024 process, to discuss the status of the needs gap analysis. Mr. Martin added that United Way would be prepared to review a high-level review of some assessments that have been conducted with stakeholders and the community over the last year. This will be new data that is able to be shared to help indicate where the community has identified those needs and what is being heard from people across the community. This will also help the City to be able to review where and how they are investing in the community, and to see how those mesh with one another.

5) Adjourn

Chair adjourned the meeting at 9:20am. The Committee will meet on July 22, 2022 at 10:00am in Classroom A of the Law Enforcement Center. Additional details can be found on the City of Topeka's website.

Meeting video can be viewed at: <https://youtu.be/blfaHyu3X4M>