

**HUMAN SERVICES COMMITTEE
MINUTES
April 27, 2020**

I. CALL TO ORDER

The Human Services Committee meeting was called to order by Committee Chair, Jason Berry, at 4:03 pm on Monday, April 27, 2020 via Zoom.

Committee Members present: Jason Berry, Barb Derda, Janeane La Casse, Carmen Goers, Tammy Gouridine, Kelly Lindberg, Sue Miller, Shawn Parkhurst Paton,

Staff present: Community Services Manager- Joy Scott,
Human Service Program Coordinator- Kyla Wright

Absent: JoAnne Walters

II. APPROVAL OF MINUTES

- Committee Member Carmen Goers moved to accept the March 23, 2020 meeting minutes; Committee Member Barb Derda seconded the motion. All committee members were in favor of adopting the minutes as amended.

The March 23, 2020 meeting minutes were approved.

III. MISCELLANEOUS

- Kyla reviewed the updated timeline for the application review. Because the application due date was extended for agencies due to Covid-19, the timeline for application review has shifted to accommodate the changes. The first batch of application will be read by June's meeting, the second batch of applications by July's meeting and the final batch by August's meeting. Each of these meetings will be two hours long. September's meeting will be a 3 hour meeting to finalize the Committee's recommendations to City Council.

The expectation is for all Committee Members to read the full application for each program and rate the application using the City provided scoring tool. Staff will look into developing an electronic portal to access applications and scoring tools.

- Kyla and Joy introduced a draft version the scoring sheet which breaks the review categories into sections based on the application. Committee Members are able to utilize review prompts to assign a numerical score to each of the four sections of the application.

The Committee requested that the prompt regarding duplication of services be rephrased to accommodate more than yes/no answers.

Staff noted that programs input their own program outcomes but that there is the possibility and opportunity for staff to work with the agencies before contracting to refine the service units and outcomes to something that still falls under the scope of service but might be a better fit and more manageable to collect reporting data for.

The Committee Members will receive the program budget information to review from the agency application but are not expected to complete a thorough examination of the agency's financial state. Supplementary review of agency viability will be considered by City Staff. The focus of the application review of the Program Budget Detail is to note if the budget and costs per service unit seem reasonable.

There was a question from Committee Members regarding the level of detail that will be included in the program budget regarding salary of program staff and leadership roles, volunteer hours, in-kind donations. Staff explained that there will be a breakdown of total salary costs, and number of FTEs but not a breakdown of each staff person's salary. There is a more complete breakdown of employee salary during the monitoring process.

Committee Members asked whether federal financial relief programs such as the Paycheck Protection Program would factor in to the review process. Since PPP funds are specific to 2020 employee costs, it would not be a factor in 2021-2022 program costs.

- Joy gave an update on CDBG funding. The City of Auburn is has been allocated \$371,805 of CDBG funds to prevent, prepare for, and respond to the coronavirus. These funds are categorized as CDBG-CV funds. There is likely to be a total CDBG-CV allocation of approximately \$630,000.

To allow these funds to be dispersed quickly, federal regulations have been adjusted such as removing the 15% cap on allocation to public services and reducing the public comment period from 30 days to 5 days, and an amendment to have a virtual public hearing.

Possibilities for distribution include funding for rental assistance to be paid for residents through a third party, health services and expansion of local COVID-19 testing, and micro-enterprise business technical assistance and stabilization grants.

There will need to be additional discussion by the Human Services Committee to make a recommendation to City Council about use of funds. A Special Meeting is suggested for the middle of May.

- Kyla gave a quick update on Quarter 1 Agency Reports that most agencies have met 25% of their annual targets and that there was no change to the agreement to pay agencies who completed the report for Q1 would be paid given the challenges with coronavirus.

- Kyla will reach out to Committee Members to schedule a day and time for the Special Meeting.

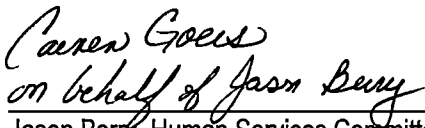
IV. ANNOUNCEMENTS

- Regular May Meeting canceled due to Memorial Day. Special Session mid-May, date and time TBD.

V. ADJOURNMENT

The meeting was adjourned at 5:05 p.m.

APPROVED THE 29 day of June, 2020


on behalf of Jason Berry

Jason Berry, Human Services Committee Chair



Jeff Tate, Director of Community Development

City of Auburn
Human Services Committee

April 27, 2020
4:00-5:00 p.m.
Virtual Meeting via Zoom
<https://zoom.us/j/831065591>
888-475-4499
Meeting ID: 831 065 591

Agenda

4:00 PM Welcome & introductions

Minutes

Jason

Miscellaneous

- Updated Application Review Timeline Kyla
- Introduction to Scoring Sheet Kyla/Joy
- CDBG Funding Update Joy
- Agency Quarter1 Update Kyla
- Questions/Discussion All

5:00 PM Adjournment

Additional Information

Notes:

Reminders:

May Meeting Canceled: Memorial Day
Next Meeting: June 29, 2020