

SNCTF COMMITTEE Meeting
December 4, 2019
Dunbar Recreation Center
Recorded By: Program Managers

The meeting was called to order at 6:14p.m.

Attendance:

Sherise Brown

John Helton

Jane H. Ridley

Elsie Lee Sullivan

Rick Hudson

Travis Parks

Mary D. Gay

Semaj Blaine

Ann Marie Shields

David Holder (via Zoom)

Sheronde Glover, PM

Natasha Harrison, PM

Welcome, Call to Order and Adoption of Agenda

John asked that before the approval of the minutes that the agenda be modified. John proposed that after the approval of minutes, he will do his chair report, then the committee reports, which will save time for the PM's to speak, with the exception of the PM's 2020 scope of work, which will be moved to the end. There was a motion to approve, a second, and all agreed to the changes. Travis shared that he will be leaving a little early and wants to discuss the stipend policy prior to his departure. Lee suggested that visitors introduce themselves. Future agendas will include the introduction of guests after the Welcome and call to order. Guest Introduction: Columbus Ward, NPU Chair.

There was a review of the November minutes. Motion to approve by Semaj, Travis seconded. All approved.

Chair Report

- Mika's Resignation and New Committee Member Appointment Update
 - John shared Mika's response via text. John asked Mika again to send resignation email. Resignation is still pending. If Mika does not send it by the January meeting, the board will take action to remove her, although they prefer not to do that. Travis does not see the rush if there is no one to replace Mika. John believes that the committee should be thinking about neighbors in Peoplestown and if you know someone, identify them to go to the council (Carla).
 - Question: What is the process? Travis will reach out to Chris to see if he has any knowledge of anyone that wants to participate. Sherese suggests they come to a meeting and announce. Sherese has mentioned the need at meetings she's attended. Some have asked questions about what it looks like to serve on the board and what are the responsibilities.
 - Question: There isn't a database to pull from? John will check. Rick thinks Carla may have something, but every community selected members differently. John suggests the committee be ready to move forward with good people that are knowledgeable, good to work with and committed to the work.

- **Holiday Cheer & Year End Reflections**

- **Holiday Cheer**

- John asked if the PM's had any suggestions for the holidays. PM shared that some boards/advisory councils host an end of year gathering or event outside of business. John offered his home for a holiday social. John spent 4.5 hours hanging lights and wants everyone to see them. Ms. Jane suggested January 12th, her birthday, as an option. The week between Christmas and New Year's, maybe a Monday or Tuesday evening, was offered for consideration.

- **Year End Reflections**

- Ms. Jane - Doesn't understand the splitting of the money. Ms. Jane also reflected that she was glad we had the retreat. She learned things about people in the room that made her feel closer to the group. It was a good thing to do.
 - Rick - Ms. Murray's house was done between the last meeting and this meeting. Rick will bring pictures. Ms. Murray was a little anxious with so many people around, but she's doing okay and she likes the repairs. Her daughter is very appreciative and was there throughout the whole process and they are very thankful. This has been a heart project for Rick. Semaj suggested this is a good success story for the website.
 - Sherese - Thinking back from where the committee started to now. It was a rough start. Some of the group was thrown together as a committee. The committee has come a long way, reached some hurdles and got past them. There still needs to be more transparency and clarity. When we're here some things are decided and then they are changed. John stated that this is an important discussion but may not be the right time to discuss it. John agreed to get back to this business item.

- **Sub-Committee Reports**

- **Governance - David**

- The only thing that is falling under governance on an ongoing basis for tonight is the meeting schedule. John asked if the group was okay with the same meeting date. The committee was in agreement to keep the meeting schedule the same (1st Wednesday of the month), except in January which falls on the 1st. The January meeting is scheduled for January 8th. Ms. Jane will set the dates with the Dunbar Center. Ms. Jane and the PM's reviewed the 2020 schedule for any additional holiday conflicts. There were none and no additional items for governance from David.

- **Program Management - Semaj**

- I am complete.

- **Operations - Travis**

- Stipend Policy - Travis emailed a draft policy stipend to the committee and read the policy to the committee. Based on the policy, regular meetings continue to get a \$50 stipend. Anything else requires a vote. The committee agreed that the policy was sufficient.

- **Program Manager Report**

- Proposal Updates, Next Steps and Committee and Community Proposal Review Process

Intake

- 33 proposals were received. The total of the sum requests was a little over \$3.5 million. The average was a little over \$106,000. \$9,600 was the lowest request and \$380,000 was the highest request.
 - Question: Didn't the committee agree to limit the amount to \$1 million? No. At the retreat the committee made a decision not to cap the amount. There was a request to review the notes from the retreat. The PM shared the notes from the retreat specific to the limit. Based on the amount of requests coming in the committee now agrees that in the future there should be an annual cap of how much will be awarded.
- The PM shared the Work Plan document, which gives the committee real time updates on all proposals and what is happening. Every application was reviewed to ensure that all requirements were submitted and to determine what neighborhoods the proposals are looking to serve. The committee has a link to the work plan.
- Some applications were received that didn't have the required documents, specifically the financial statements/financial audits. PM's corresponded with applicants that they had until December 2nd to submit their documents to give people some grace. Applicants at the tier 2 or 3 level that did not submit documents by the 2nd are only eligible for the max at Level 1, which is \$25,000. Proposals have been reviewed 3 times to ensure the basic information was included.
 - Question: Where is this information? The information is included in the Work Plan. The PM's will resend the link to ensure everyone has access to the Work Plan and the information on the proposals.
- This cycle gives the committee an opportunity to consider how to approach the next cycle. We may need to cap. Some applicants have already eliminated themselves because they didn't submit the required documents. We have to be mindful if proposals are actually serving the community. This is something the committee should pay attention to. PM's shared that is a part of the review process.

Review Process

Community Review

- There were 11 applications for community grant reviewers; 10 applicants stated they could meet the requirements. The PM's reached out to everyone to provide information on the training. The information from the community reviewer questionnaire was used to pair reviewers into 5 groups to review 6 or 7 proposals each. Out of the 10, four showed up for the community reviewer training. The proposals were assigned across communities and at different fund request levels to continue to encourage the community to see how proposals fit not just for their neighborhood but for the stadium neighborhoods as a whole. Reviewers signed an agreement and shared any conflicts they had. There were some reassignments at the training. Reviewers received the cover sheet, narrative and budget from the proposal.
- PM shared the online form reviewers will use to submit their proposal feedback, which must be received by December 16th. Information on who's reviewing each proposal is in the work plan spreadsheet.
 - Question: What's the plan now without the additional reviewers? We will move forward. There are approximately 21 proposals being reviewed between the 4 reviewers, which leaves 12 to 14 that will not be reviewed by the community.

- For consideration: Reach out to the other grant reviewers to see why they didn't show up. PM's agreed, but due to the time frame for this cycle there is not an opportunity to go back to train them. PM's will add those that did not show up to the database for a future grant cycle. Although there were only 4, the committee did what they said, which was to get community input. It's still up to the committee to determine which proposals go forward. The committee should continue to share the information with the community so they see the efforts made to keep them engaged and involved.
- The PM's will meet with the community reviewers on December 17th & 18th to get feedback on their experience with the process and any additional feedback on the proposals.

Committee Review

- Committee members were assigned similar to the community reviewers. There will be pairs across neighborhoods to create a culture that these organizations are supporting the stadium neighborhoods and creating an infrastructure that supports all the communities. Ms. Jane shared that most of the committee are in the community and are aware of organizations that are actually serving the community. Semaj reemphasized that this is a holistic approach. As the committee goes through the proposals, members should make sure there is not a bias to their specific community but look at it as a whole. Committee members will review 6 to 7 proposals. If the committee would like to review all the proposals they are welcome to do so. However, they will score only the 6 or 7 they are assigned.
 - Committee members will get an email with a link to the proposals they are assigned to include a link to the electronic feedback form after the feedback from the community reviewers has been received. The committee will use the feedback from the community reviewers to support their reviews.
- Mary noted she has working relationships with 3 of the ones she's assigned. Ms. Jane is aware of some of the proposals she has been assigned. PM clarified if you have a proposal that you have a direct connection that feels like a conflict, then the PM's can make changes.
- Semaj clarified the process. A pair will review and score and present the proposals to the full board for input.
- Question: Have background checks been done on these businesses? No. One of the requirements is a Certificate of Organization through the Secretary of State. Lee stated that this does not mean that you have been doing business honestly. A certificate of liability was also required. John shared that the legal relationship between grantees is with AFCRA, who has a business checklist that is a part of their process which provides a stop-gap measure and some due diligence before contracts are executed.
 - The PM recommended the committee make note of any things that come up for them that might be considered for future grant cycles.

- The committee will have access to all the supplemental documents which will give a more comprehensive picture of what the organization is doing and can bring up potential red flags. Some of the red flags will show up in the proposals.
- Sherese shared that the committee must also be aware of legislation and how the proposals fit within the categories of what can be funded.
- John reminded the committee that the assignments that were provided at the meeting are drafted. Let you conscious be your guide and your reputation be your North Star.
- Grantee Distribution Cycles & Tracking
 - Grantee Payments - Sherese wants clarify on the distribution of funds and asked why grantees haven't received checks? All organizations with the exception for Center for Black Women's Wellness (CBWW). PM shared the form that the grantees had to complete to get their initial disbursement. There is one form for physical projects and you have to send in estimates. Sherese shared there needs to be a checklist going forward of what people need when applying.
 - Certificate of Liability - Question: Does everyone that applies needs a certificate of liability insurance? Yes. PM's will go back to AFRCA regarding the certificate of liability insurance because it is causing an infrastructure hardship. Everyone's information has been submitted for payment, except the Housing Justice League, who didn't have the certificate of liability insurance. The form was modified significantly from the original received from AFCRA.
 - Disbursement Schedule - Most of the grantees received 50%, but it depended on the request and the amount of money. Two organizations are on quarters (25%), the others received half, minus CBWW who must submit quotes. There was concern that the grantees should all receive 50% up front to complete their programs, especially if they are short-term (6 month) school programs.

PM's were excused while the committee discussed the PM 2020 Scope of Work.

Motion & Votes

- Ms. Jane made a motion that the stipend policy be adopted. Mary seconded. All agreed. 1 abstained.
- PM Scope of Work for 2020 - Motion to keep administrative staff at current rate of \$60,000 for the year. Mary made the motion. Rick seconded the motion. Passed by everyone.

The meeting was adjourned at 7:40 p.m.

Action Items:

- John will check to see if there is a database of community residents to be considered for a new committee member.
- John will let the committee know about the holiday gathering at his home.
- Ms. Jane will schedule 2020 dates at the Dunbar Center.

- PM's will resend the link to the work plan.
- The committee will review their list of proposals for any conflicts (for example neighbor, know too much, on their board, working relationship, if they can directly benefit, etc.) and provide that information to PM's by Friday 12/13
- PM's will make reassignments based on any conflicts and send back to committee.
- PM's will go back to AFRCA regarding the certificate of liability insurance.