

**SNCTF COMMITTEE Meeting**  
February 5, 2020  
Dunbar Recreation Center  
Recorded By: Program Managers

The meeting was called to order at 6:15 p.m.

**Attendance:**

Ann Marie	Elsie Lee Sullivan	David Holder
Sherise Brown	Semaj Blaine	Sheronde Glover, PM
John Helton	Travis Parks	Natasha Harrison, PM
Jane H. Ridley	Mary D. Gay	

**Welcome, Call to Order and Adoption of Agenda**

Motion to approve agenda. Mary motioned. Sherise seconded. All approved with 1 abstention.  
Review of January minutes. Motion to approve minutes with 2 abstentions.

**Chair Report**

- Consensus Meeting & Next Steps
  - PM's shared the consensus meeting notes and the presentation from the meeting will be shared by the PM's during the PM report.
- New Committee Member Candidate Update
  - Sherise forwarded a letter to Chris (Peoplestown Association President) regarding the new committee member. One person in the community has been identified. John forwarded Mika's referral to be included in the process. The next association meeting will be mid-February. Peoplestown will utilize its process, identify someone for the committee, get it to John and then it will be forwarded to Carla.
- Peoplestown Revitalization/555 Fiscal Agent
  - Clarification: There was some misinformation that went out regarding the check to Peoplestown Revitalization Corporation (PRC) for 555. An administrative error occurred on the part of AFCRA when writing the 1st check.
  - Process for initial grantees: All received an initial grant disbursement form along with reporting requirements and guidelines on expenditures and how to draw money down. The original check was made out to 555 erroneously. PRC contacted the PM and AFCRA reissued a new check. PM was later notified that the check had not been cashed. The bank was contacted and the check was cancelled.
    - i. The 2nd check was made out to PRC with attention to the PRC contact and a SNCTF committee member. This happened because the names were listed as the contacts on the disbursement form. The check was never made out to these two individuals, but to their attention (on the notes line of the check).

- ii. John made it clear that the check was never made out to a committee member and under no circumstance would it be appropriate for a check to be made out to committee members with the exception of stipends or an authorized expense.
  - iii. Due to the 2nd error, PRC was asked to send their ACH information. PM's were not contacted with the ACH information. PM needs to confirm that the money has been wired to PRC who is the legal entity for 555's money disbursement.
  - iv. PRC has since submitted a letter to the PM's regarding their role as fiscal agent for 555.
  - v. **Next Steps:** The discussion around PRC as the fiscal agent for 555 will continue with SNCTF co-chairs and PM's.
- **Moving Forward:** In any situation where there is misinformation, an error, etc:
    - Grantees should contact PM's immediately if they have any problems.
    - If the committee hears something they should contact and make PM's aware immediately.

John recognized Carla Smith and Sheryl Bennett's attendance at the meeting.

- Carla wished everyone a Happy New Year.
- Asked if the committee wants to do another ethics training. The committee is in agreement.
- Carla is the Chair of Zoning and on the Public Safety and CDHS committee.
- Carla is proud of the committee and is always around. Wanted to give the committee cheer for what they've accomplished.

## Program Manager Report

- **Grant Cycle 1 Report Presentation**
  - 1st Competitive Grant Cycle Completed - PM's asked the committee to give themselves a round of applause for completing the process, which included a listening session, FAQ's, putting the RFP out, overview sessions, community reviewers, and a consensus meeting..
    - What does that feel like?
      - Proud, complete, great relief, long time coming, hopeful, happy about how it turned out, the democratic process, seeing it come to fruition. The committee got a lot of work down which came from having a passion for the community. Reflective moment - Committee is responsible for putting \$1million in the community and did their part.
      - Anytime you create something you have some ups and downs until you find a mechanism to make it right. Because you have a stumble it doesn't make the process wrong. Do the best you can with what you got.
  - PM's reviewed the timeline --- slightly behind, but new dates set for getting the packages to Carla and Council. All those that applied have been notified of the updated timeline.
  - Official award announcements will not be sent until after the Council Resolution.
  - Carla explained the process --- There will be a first read and full council meeting, then the committee meeting. Packages have to be sent to Caral in enough time so she can put the resolution out at the 1st council meeting, then the committee meeting. Carla will get packages this week.

- PM's shared the breakdown of categories that were awarded money, the neighborhoods that were awarded, the percentage of money and the percentage of proposals awarded based on the proposals that were received. No official award announcements/letters will be made until we have the resolution from the Mayor, however information will be public because it's going to the city council.
  - Considerations for the next cycle can focus on areas where fewer proposals were received or awarded (ex. Job training and affordable housing). The committee is educating themselves on what the needs are and what the what's actionable for the committee.
  - Mary is working on list of information relevant to job training in the community
  - There will be a Tiny Houses event on April 4 & 5th.
- **2020 Budget**
  - PM's reviewed the budget which usually falls under Operations. PM's were asked to start the budget since the committee is currently operating outside of one.
  - Semaj acknowledged that there should be 11 versus 12 committee members. PM's will correct this and recalculate the budget.
  - Marketing assets can be included under the Website budget.
  - John suggested to the body that the committee operate under a continuing 2019 budget until the 2020 budget is authorized.
- **Committee Reports**
  - Operations Committee Follow-up - Recommendation to extend committee terms or stagger terms. There was a suggestion to go back to the council to extend terms for those that are interested in staying on the committee.

### **Committee Reflections:**

**Travis** - Don't discount the work that we've been able to do.

### **Motion & Votes**

- Mary motioned to operate under the existing budget. Travis second. All agreed. The committee is operating under a budget.

Meeting was adjourned at 7:30 p.m.

### **Action Items:**

- Committee will send any feedback on the grant application process, questions that were asked, page length for narrative, etc. to PM's.
- PM's will update the budget to reflect 11 committee members.
- The operations committee will work with PM's to determine how to address updating the website hosting.
- PM's will bring an updated 2020 budget and report from AFCRA to the March meeting.
- Mary will check on getting available tickets to the Tiny Houses event for the committee to attend.
- John will have a conversation with Carla about committee terms to get some guidance.