

**SNCTF COMMITTEE Meeting**  
May 6, 2020  
Zoom Meeting  
Recorded By: Program Managers

The meeting was called to order at 6:17 p.m.

**Attendance:**

Ann Marie	Semaj Blaine	Sheronde Glover, PM
Sherise Brown	Travis Parks	Desiree Smith, CBV
John Helton	Mary D. Gay	Project ASSOCIATE
Jane H. Ridley	David Holder	
Elsie Lee Sullivan	Rick Hudson	

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

The meeting started with a review of the agenda. There was a motion to adopt by Ms. Jane. 2nd from Sherise. There was no opposition and the agenda was approved. Review of April minutes. Motion to approve by Mrs Jane. 2nd by Mary. All approved.

**Chair Report**

- Emergency Fund Update
  - Carla was able to get Legislation adopted the first time circumventing the long process and allowing Chris180 and Emmaus House to be fast tracked. Each organization has completed a grant application which includes their scope of work specific to COVID-19. The grant agreement and disbursement forms were updated and sent to Kerry for review.
    - Question: Are food services included in the scope of services Emmaus House offers? Yes. Ms. Jane shared how Chris 180 has responded to Mechanicsville by delivering food in the area. The scope of work and what services each organization will provide will be sent out to the committee.
  
- New Grantee Status Update
  - We're in the process of having all the grant agreements executed. There have been conversations with Kerry (AFCRA) to ensure the grant agreements are as they should be. Twelve grant agreements have been processed. There are a few that need to get the updated addendums. Everything is moving along well. John shared that with everything going on with COVID-19 grantees may need to modify their scope of work and to share those modifications with the committee. This is something that can be addressed at the next committee meeting and that the Programs and Projects committee can make recommendations on. Modifications will still need to be within the original scope of work as approved by legislation, but may affect time lines.

- PM's have already heard from grantees that need changes and the PM's have extended offers to the grantees to meet if needed. There are several organizations that will need to modify their time tables. Projects will be reviewed separately.
- Retreat
  - The original dates suggested for the retreat was June 13th or June 20th from 9 a.m. - 3 p.m. The committee had concerns about trying to conduct an extended retreat virtually. It is unlikely that a face-to-face retreat can occur by mid June. The consensus of the committee is to delay the retreat if it has to be virtual.
- Financial Report
  - PM reviewed the financial report which was taken from AFCRA and broken down into various revenue and expense categories.
    - Question: Have grantees submitted their mid-cycle program reports? Reports are due on May 15th and grantees will be reminded to submit those.
    - Question: Is the interest accrued standard? John shared that the interest is pretty consistent.
    - Question: What are the bank fees for? PM will need to check with AFCRA about bank fees to determine the services that are being provided.
  - Due to COVID-19 some organizations have spent very little money. Reports are still due. Extensions can be granted based on the programs.

## **Sub-Committee Reports**

- Governance
  - David shared that due to COVID-19 the process for the new committee member, Greg Brunson was slowed down. Carla will have to introduce the nomination back to council to get him confirmed to the board.
  - Sherise would like the committee to revisit the bylaws to make sure communication with the council is transparent. Suggests committee members be cc'ed on email communication to stay transparent and inclusive.
- Programs and Project Development
  - A piece of policy was introduced by John in regards to a change of fiscal agent. John reviewed the policy with the committee and shared an example of when a change might be appropriate and the steps needed to make a change. The committee would like to table the conversation and vote on the policy at a later date since they did not have an opportunity to review the policy prior to the meeting.
    - There was a request to vote on a fiscal agent change with ONS. It was pointed out that other agencies are also requesting fiscal agent changes as well. Ms. Jane doesn't want to set a standard based on 1 community.
    - Travis suggested that the PM's should have some level of autonomy with decisions around execution, mechanisms and operations of administering grants so the committee doesn't get bogged down.

- Sherise wants to ensure the committee has oversight and there is complete transparency.
  - Travis suggested that in the future these situations are given to the committee best suited to handle it who can then provide a report to the committee.
  - The policy was tabled to the next meeting, but there was a motion to approve ONS.
  - John shared that it is never his intention to not be transparent, but to avoid shotgun emails he tries to include the chairs of committees which it applies to.
- Operations
  - No updates

### **Final Thoughts**

- Ms. Jane - Has a lot of experience with things getting out of hand when things are not said. Must have full clarity and transparency on any thing that we do.
- Travis - Be blessed.
- Mary - Although these are trying times, excited about the changes in her life, organization and community. Have been able to feed families and help so many and be a community.
- Sherise - Let's keep moving forward; praying that everyone stays safe and is blessed; let's stay transparent and in communication with one another. We love our communities and this is community driven.
- Ms Jane - Fulton County is giving out money to organizations. Not sure if the Trust can apply. Suggested it to the President of the NPU to share with the community. Some have received grants.

### **Motion & Votes**

- There was a motion by Ms. Jane to approve the ONS fiscal agent change and that any others requesting fiscal agent changes are approved unless stopped by AFCRA; Sherise 2nd the motion, Travis, David, Anne Marie, Lee and Mary voted yes; John abstained.

Meeting was adjourned at 7:35 p.m.

### **Action Items:**

- Send committee emergency grantees scope of work.
- Reach out to grantees to determine if they anticipate changes.
- PM to reach out to AFCRA to get clarification on the breakdown of bank fees and what services are being provided.
- Check on Fulton County funding and if The Trust is eligible.