

SNCTF COMMITTEE Meeting
November 6, 2019
Dunbar Recreation Center
Recorded By: Program Managers

The meeting was called to order at 6:06p.m.

Attendance:

Sherise Brown

John Helton

Jane H. Ridley

Elsie Lee Sullivan

Rick Hudson

Travis Parks

Mary D. Gay

Ann Marie Shields

Sheronde Glover, PM

There was a motion to adopt the agenda with a modification to add two items under new business. Ms. Jane will discuss Tiny Houses and Sherese will discuss the article pertaining to surplus properties. John also requested that the training and approval process be moved under operations as opposed to governance. The committee reviewed the October meeting minutes. One typo was acknowledged and corrected and there was a motion to approve by all.

Chair Report

- **Committee Terms**

- The committee terms have been an ongoing discussion. John spoke with Corrine, the clerk for the CDHD committee of the City Council who shared the finals for the committee's terms, which was distributed to the committee. John provided a list of the dates when the committee was appointed as well as when the terms expires. Mika, Anne-Marie, Ms. Jane, and Travis were in the 1st Round. John, Semaj, Mary, Elsie, David and Sherese were in the 2nd round. Rick was the last one to be appointed. The lists reflects when the committee was appointed. Some communities voted on committee members and some were solicited
 - *Concerns:* What does it look like when the term ends? The committee has developed a relationship with the council and can we go in with a reasonable request. Some members will want to stay on and some won't. The committee agreed fresh blood with institutional knowledge is the best makeup for a board. The committee might also suggest moving from a 3 year term to a 2 year term or staggered appointments.
 - *Mika's Seat:* John spoke with Mika and she plans on sending her resignation letter next week. The committee will then figure out how to add a new board member.

- **Onboarding 7 Grantees**

- Depending on the amount of the proposal, an initial distribution will be provided, but it will depend on the type of proposal and type of request (Some will need to get quotes, some will get 50% up front, and others will vary). The distribution cycle will be a little different for each proposal depending on the amount.
 - *Question:* When will the grantees get their funding and how can we find a shorter process? Concern: Some of the proposals and requests are time sensitive. A review of the proposals and a conversation with Kerry from AFCRA will help determine the reporting requirements. The PM's have prioritized onboarding grantees and will review each proposal again to develop an appropriate distribution cycle.

Program Manager Report

- ***RFP Launch, Grants Overview, Proposal Process Updates***

- The RFP launch went very well. There were 30 to 40 attendees. The audience was very calm and questions were held to the end. Each of the questions were compiled into a FAQ document, which was provided to the committee for review. John presented at the NPU-V forum and also attended the ONS meeting and received positive response to the RFP.
 - *Question:* Are we tracking the number of views on the website? Yes. Website views have gone up as well as the subscriber list.
- The PM's held the first Grants Overview session. There were 7 participants in attendance. Another grant overview session is scheduled for November 7th.
- We've received approximately 6 submissions for the community reviewers. The committee was encouraged to continue to share that opportunity with residents as a way to get involved. John highlighted that individuals that are unable to serve this cycle will be added to the database pool for consideration for future grant cycles and other opportunities such as site visits, ribbon cuttings, etc. as a way to stay engaged.

- **Mini Bio and Photos**

- PM shared that mini bios and individual photos along with a group picture will be added to the website. It was suggested that individual professional photos be taken.

Sub-Committee Reports

John asked if anyone had heard from David. Ms. Jane shared that David's father recently passed.

- **Governance**

- **Stipend Payments**

- How stipends are paid is a decision for the committee. John shared that the ordinance included \$50 for meetings. The ordinance doesn't state how and when stipends can be paid. John noted that the committee needs to be careful with community perception and that stipends are not common when serving on committees in his opinion. The committee would need to vote on how and when they get stipends.

- Training Approval was deferred and added to policy development.
- Domain renewal - It was recommended to keep the .com extension since it is forwarding to the .org site. This allows the Trust to maintain ownership of both domains so it can't be taken and mimicked by someone else.

New Business

- **Surplus Property** - Surplus property money was moved off the hold list to go forward through the procedures to the community, council, mayor, etc. There are 3 properties that have been appointed to move forward, but they are not in the Trust fund communities. Sherese forwarded an email to the committee, which includes a list of city owned properties. The list is broken down into 3 categories -- parks, vacant lots and others. The workforce development building and the Dunbar Recreation Center are listed as "other". The ordinance states if rent is being paid to the city on these buildings the rent goes to the Trust for 10 years. The email outlines the relationship between the Trust fund ordinance and the affordable housing ordinance. The CFO is supposed to report back on property sales. John will send a letter to the CFO on the committee's behalf to ask what revenue has been received from any city owned properties. Ms. Jane made a call about the property at 820 Metropolitan earlier in the year to find out if the property was sold and if the funds were routed back into the community. The property is now The Promise Center.
- **Tiny Houses** - Ms. Jane talked to HouseProud and asked them when they apply again to apply for extra money ---\$150K to include single people and women with children. HouseProud will look at single people and women with children as long as they meet the income level.
- **The Trust Submitting Proposal** - Ms. Jane asked if the committee could submit a proposal. It was originally stated by the PM's that the committee could not submit a proposal. Ms. Jane went to Carla, who asked the city attorney's who says the committee can submit a proposal as long as they don't vote on what they're presenting.
 - *Question:* If the committee is submitting a proposal who will vote on it?
Clarification: Individuals can submit a proposal.

The committee suggests working with another organization to submit a proposal or work directly with developers as opposed to individual committee members submitting proposals. Otherwise it is a conflict of interest and a very thin line. Ms. Jane suggests the community work together to identify a developer. John suggested the committee advocate for the proposal with developers and/or community members.

Motion & Votes

- Travis made a motion to accept Mary's suggestion to create a policy for stipends. Lee seconded the motion. A motion was approved that a policy should be created and sent to the sub-committee.
- There was discussion on whether the stipend policy falls under operations or governance. It was determined it should be addressed by operations. There was a motion to amend the motion to go to the operations committee for policy development. All agreed.

The meeting was adjourned at 7:33 p.m. Motion to adjourn. All agreed.

Action Items:

- PM's will review 7 grantee proposals and determine the distribution cycle.
- The operations committee will create a policy for stipends.
- PM's will add to the RFP that only one proposal per organization can be submitted per grant cycle.
- Mary will connect with PM regarding payment for the .com website domain.
- John will send a letter to the CFO on the committee's behalf to ask what revenue has been received from any city owned properties.