

SNCTF COMMITTEE Meeting
October 2, 2019
Dunbar Recreation Center
Recorded By: Program Managers

The meeting was called to order at 6:10 p.m.

Attendance:

| | | |
|--------------------|------------------------|-----------------------------|
| Sherise Brown | Rick Hudson (by phone) | Ann Marie Shields (by Zoom) |
| John Helton | Travis Parks | Sheronde Glover, PM |
| Jane H. Ridley | Mary D. Gay (by Zoom) | Natasha Harrison, PM |
| Semaj Blaine | David Holder (by Zoom) | |
| Elsie Lee Sullivan | | |

There was a motion to adopt the agenda, all in favor. Review of September minutes. Semaj motioned to approve the September meeting minutes, seconded by Sherese; all in favor.

Chair Report

● ***Listening Session Responses & Next Steps***

- The listening session went very well. John thanked the committee for their participation. There were a lot of mixed reviews-and opinions from the community. How the committee responds sets the tone for how to move forward. The next step is to get responses back to the community.
- PM's will send response document to the committee for review and feedback. Any additional emails or feedback the committee has received from the community should be sent to the PM's to be added to the document. All responses will be addressed.
- John received a lot of good comments and feedback from the listening session. There were some that felt the listening session was not being responsive to the community. The committee has to point out that the purpose for getting public comment is to be transparent.
- Must stress to constituents that the committee is being transparent, this is a collective effort, committee members are voting based on their conscious, principals and in the interest of the community. The city has entrusted the board to divest to those in need in different areas.
- Funds cannot be allocated to neighborhoods, but specifically to projects.
- The committee will develop a set of talking points to clarify how funds are distributed.

● ***RFP Updates***

- The RFP release date was initially scheduled for October 7th, but was delayed because the committee must present back to the City Council on October 15th at 12 noon. The presentation is informational.
- A new release launch date will be established to share with the community how their feedback was incorporated into the RFP. External reviewers will be recruited from the launch event. This gives the community a voice and serves as an engagement strategy. This doesn't replace the role of the committee but adds transparency. It was suggested that two members from each community will serve as a reviewer. The committee makes the final decision on proposals.
- **Thoughts/Questions on External Reviewers and RFP**
 - External reviewers will give feedback and share considerations on project proposals
 - The committee must specify what we're looking for from the reviewers. This will be shared during the orientation.
 - Reviewers will not approve proposals.
 - Questions:
 - Will applicants be a part of the reviewer session? Applicants will not be a part of that process. Non-related people will serve on the panel. Committee members can potentially serve on community resident panel depending on the number of proposals received.
 - How will proposals be given to reviewers? Will approved proposals be put on the website? If application was not approved, applicants can get general feedback on their proposal. A grant orientation will be provided.
 - How do you think communities will feel about having 30 days to complete the application? The committee believes this is enough time. External reviewers will get the RFP when the public does.
 - How will we provide justification to the community on what has been approved? Who has been funded will be included on the website.
 - Can the committee do a proposal, such as Tiny Houses? It would be a conflict of interest. If committee decided to leverage funds, is there a way to fundraise or advocate for monies outside of current fund? Would be much cleaner to identify a 3rd party that has infrastructure to develop and the committee support them. The conversation was tabled.
- **RFP Dates**
 - October 15th - Presentation to Council
 - October 23rd - Launch Event in the evening (RFP, FAQ's & Feedback)
 - November 22nd - Proposals Due
 - Week of December 2nd - Peer Review Community Training

Question: Is the timeline too ambitious? PM's will review the timeline and figure out the additional details, then report back to the committee.

Applicants won't get decisions until after the Council meets.

Sub-Committee Reports

Due to time, instead of breakouts, each item was addressed with the committee collectively.

- **Governance**

- Committee Re-appointment

1. John has been looking at the different resolutions appointing the committee. Rick was the last appointment. His resolution states from the date you're sworn, which was April 2018. Based on these dates the committee may be in place longer than they had thought originally. John will check with Carla to clarify.
2. Upcoming meetings and training needs
 - a. Over the past year, committee members have asked for specific trainings. The committee can authorize John to approve; has not previously had the mechanism to approve requests. It is in the budget. Question: Should more than one person approve? This falls under Operations. It was recommended that the Operations committee propose some parameters for how the committee accesses training and then come up with a request form, which will go to the committee then John for final approval. Action: Have Operations committee propose how that works. Travis will address.

- By-Laws

1. Finally got by-laws to legal. Two minor changes --- added citation for legislation. Added Georgia Open meetings act paragraph as an additional section. Ms. Jane made a Motion to amend by-laws, Travis seconded. All approved.

- **Program Management**

- Process for Grantee Awards - No additions

- **Operations**

- Marketing and Communications

1. Promotional Items - Does the committee want to get business cards or polos? It would help identify committee members when out. The committee was in agreement with some form of promotions such as a shirt or card. PM suggested a group photo to be added to the website. The Operations committee will look at a budget and submit a proposal with a few options. .
2. Budget Allocations - The committee will need to review the budget at the November. Need to consider the budget to keep PM's on. \$30,000 was budgeted for 6-months since there was so much work to do. The committee has to consider what the budget will be for the next year. The

PM didn't come on until July. The contract ends in December. The committee would like to review a year-long agreement for Program Management.

New Business

- Review of LCI map and Grant Park area to confirm Ms. Murray's address is in the area. Her home is at the corner of Orman Street and Cherokee, which is in the LCI stadium neighborhood area. It was confirmed that HouseProud can move forward with the repairs. John will call Lisa to confirm.
- PM's would like to add a segment to the agenda for a PM report (to share updates, announcements, recommendations, etc.). The committee agreed with this request.

Reflections

- Sherese - Commend group for working together as a team and moving forward. Going forward, do best to be transparent, fair and inclusive. Make sure we get money out. Time is of the essence.
- Ms. Jane - Had code enforcement attacking on Iris Street. Asked Lisa to try to save home due to gentrification.
- Lee - HouseProud is excellent, but it focuses on seniors. Younger people, single women can't get that money.
- David - Question: Was the consultant fee for program managers?

Motion & Votes

- Ms. Jane made a Motion to amend by-laws to include changes by legal, Travis seconded. All approved.

Motion to adjourn. The meeting was adjourned at 7:24 p.m.

Action Items:

- Response document from listening session forwarded to committee for any feedback - PM
- Distribute response document to community and upload to website when complete - PM
- Operations committee propose how to access training requests - Travis
- Speak with Carla to clarify committee appointments - John
- Confirm Ms. Murray's repairs with Lisa (HouseProud) - John
- Review new RFP dates and clarify specifics - PM's
- Create proposal for logo, polos, and business cards - Travis and Operations committee