Human Services Advisory Committee Agenda
City of Denton Civic Center
321 E McKinney St, Denton, TX 76201
Friday, February 3, 2017, 11:00a-1:30p

I. Call to Order

II. Introductions

III. Oath of Office (if needed)

IV. Approval of Minutes from November 14, 2016

V. Human Services Advisory Committee

a) Conflict of Interest Disclosure

VI. Human Services Applicant Presentations

VII. Adjourn

NOTE: The City of Denton Civic Center is accessible in accordance with the Americans with Disabilities Act. The City will provide sign language interpreters for the hearing impaired if requested at least 48 hours in advance of the scheduled meeting. Please call the City Secretary's office at 349-8309 or use Tele-Communications Devices for the Deaf (TDD) by calling 1-800-RELAY-TX so that a sign language interpreter can be scheduled through the City Secretary's office.

CERTIFICATION

I hereby certify that the above notice of meeting was posted on the bulletin board at City Hall of the City of Denton, Texas, on the _____ day of _____, 2017, at _____ o'clock (a.m.)(p.m.)

_____

City Secretary

Human Services Advisory Committee Minutes
City Hall East Second Floor Conference Room
City Hall East, 601 E. Hickory, Denton, TX
Monday, November 14, 2016, 6:00p

Members Present: Ryan Appleton, Pam Barnes, Sheryl English (CHAIR), Hannah Garcia (VICE CHAIR), Laura Mauelshagen, Sarah Swanson, Jane Upshaw, Christie Wood

Members Not Present: Meredith Buie, Stephen Coffey, Connor Morgan

Staff Present: Danielle Shaw

A Quorum was established. The meeting was called the meeting to order at 6:03p.

The committee conducted the annual election of Chair and Vice Chair.

As a result of the discussion of member interest in volunteering for the positions, Sheryl English was nominated for HSAC chair and Hannah Garcia for HSAC vice-chair.

A motion was made by Pam Barnes to approve Sheryl English for Chair and Hannah Garcia as Vice-Chair. Christie Wood seconded the motion. The motion carried.

Sheryl English, Chair, brought forward the March 4, 2016 minutes for approval. Members took a moment to review the minutes.

Hannah Garcia moved to approve the minutes as presented. Pam Barnes seconded the motion. The motion carried.

The committee reviewed its role and responsibilities. Danielle Shaw, staff liaison to the committee, reported that all members present had completed the required Oath of Office. Shaw provided a review the *City of Denton Handbook for Board, Commissions, and Council Committees September 2015 Edition*. Shaw highlighted member requirements; attendance page 11, annual election page 13, conflict of interest page 15, open meeting training page 17, guidelines necessary for a quorum to conduct meetings page 27, and the HSAC description page 34.

Related to conflict of interest policy as covered in the discussion of member requirements, Pam Barnes disclosed her relationship with Health Services of North Texas. As there is a potential for the appearance of conflict, she will voluntarily abstain from any funding related conversation related to the agency.

Shaw provided an overview of the supporting documents included in the member meeting packet. Members asked questions and held a discussion on the monthly performance report. Member's requested additional information regarding monitoring and the monthly report. Shaw provided an explanation of the monitoring process that includes, desk, informal and formal on-site monitoring of agencies. Shaw showed how the desk monitoring status is reported. Details were provided regarding

concerns and findings issued as a result of the monitoring that was conducted on-site at four agencies in 2016. Members requested that Shaw provide copies of those monitoring reports to the members.

Members examined the 2016-2017 Human Services Funding Application proposed by staff. Shaw provided a page-by-page overview of the instruction packet and application. Members made recommendation for three formatting and typo corrections. Also, the committee asked that the question description on page 8 Part 6.b. be revised to include the following additional information, "*and if there is someone in the community doing the same service, please explain what makes you different. What sets you apart?"* to elicit additional information to help members more easily identify when there is a duplication of services in the community. Shaw indicated that the training dates listed in the documents would be updated to account for a change in dates due to the Civic Center not being available for one of the dates originally listed. Staff proposed the application deadline be January 12, 2017.

Christie Wood moved that the application and instructions as presented and amended be approved for distribution. Hannah Garcia seconded the motion. The motion carried.

Shaw explained all members would receive a binder with the applications. Members can expect binders will be available starting on the afternoon of January 13, 2017. Shaw shared that application documents, including the items that agencies only submit electronic versions, will be made available online for real-time access and download by members.

English asked Shaw to present the next item, the request from 2016-17 award recipient Health Services of North Texas (HSNT). Pam Barnes excused herself from the further consideration of this agenda item. Shaw directed members to a copy of the request provided in the meeting packet. Shaw explained that HSNT submitted a letter requesting a revision to the award allocation for two of its programs.

The members discussed the request made by Health Services of North Texas (HSNT) to move $5,000 of funds from HSNT's Prescription Assistance Program (PAP) approved for a $6,180 grant award to HSNT's Medical Clinic Program (Clinic) approved for a $25,000 grant award. Agency indicated that the funds would not be expended in PAP in the amount awarded. There was a consensus to approve the request.

Committee members held further discussion on HSNT's previous request for revision to award allocations in 2015-16 resulting in the reductions of funding for its programs and reallocation of funds to other programs. Shaw was asked to provide additional training to applicants during the application training regarding the importance of making requests for funding evidenced based programs and that applicants understand the importance of proposing programs that will able to expend funds in the program year.

Christie Wood moved that $5,000 of the $6,180 award to the Prescription Assistance Program be reallocated to Medical Clinic Program reducing the Prescription Assistance Program award to $1,180 and increasing the Medical Clinic Program award from $25,000 to $30,000. Hannah Garcia seconded the motion. The motion carried.

Pam Barnes rejoined the meeting. Members discussed options for the schedule for upcoming training, HSAC meetings, and other applicable dates for the 2017-2018 application process. The committee discussed meeting dates for agency presentations and deadlines. Dates proposed:

Agency Application Trainings

December 7, 2016 9:30 a.m. – Civic Center
December 8, 2016 11:30 a.m. – Civic Center

HSAC Meetings and Deadlines

- Application Deadline: January 12, 2017
- Binders Available to Committee Members: January 13, 2017
- HSAC Meeting - Agency Presentations: Friday, February 03, 2017 11:30-1:30 – Civic Center
- HSAC Meeting - Agency Presentations: Friday, February 10, 2017 11:30-1:30 – Civic Center
- HSAC Meeting - Agency Presentations: Friday, February 17, 2017 11:30-1:30 – Civic Center
- HSAC Meeting - Agency Presentations: Friday, February 24, 2017 11:30-1:30 – Civic Center
- HSAC Meeting - Recommendation: Friday, March 3, 2017 11:00-1:30 – City Hall East

Shaw shared that the Recommendation Report and Presentation to City Council is typically in April.

Hannah Garcia moved to accept the dates for the Human Services Grant Application Trainings, the Human Services Application due date and the Human Services Advisory Committee's 2017 meetings. Jane Upshaw seconded the motion. The motion carried.

The next meeting of the committee is Friday, February 3, 2017 at 11:00a – Civic Center

The meeting was adjourned at 7:32p.

Minutes Respectfully Submitted by Danielle Shaw, Staff Liaison to the HSAC

Minutes Approved: _____

CITY OF DENTON

COMMUNITY DEVELOPMENT DIVISION

601 E. HICKORY STREET • SUITE B • DENTON, TEXAS 76205 • 940.349.7726 • FAX 940.349.7753

MEMORANDUM

To: 2017-18 Human Services Funding Applicants
From: Danielle Shaw, Human Services Coordinator
cc: Human Services Advisory Committee (HSAC) and
Barbara Ross, Community Development Administrator
Date: January 13, 2017
Re: NOTICE OF APPLICANT PRESENTATIONS

Thank you for submitting your 2017-18 Human Services application. This memo is to provide the applicant presentation schedule and presentation guidelines.

Each applicant organization will appear before the Human Services Advisory Committee (HSAC). **No more than two (2) representatives are asked to present.** It is requested that the representatives be either staff or board members. Organizations will have five (5) minutes to present the information detailed below. Committee members will ask questions for up to five (5) minutes following your presentation.

Organizations will present the following information:

1. Brief Introduction: Name & Position
2. Organization and Program Data NOT in Application
3. Strategic & Funding Goals NOT in Application
4. Why your agency should be funded?

Additional handouts are not required and do not increase chances for a favorable recommendation. The HSAC requests that handouts not be distributed during the presentation. If providing a handout, please forward to staff via e-mail prior to meeting or they can be left on the table for later distribution. Applicant representatives should bring a copy of your own application for reference.

Presentations will take place on Friday, February 3, 10, February 17 and February 24, 2017. **Representatives should arrive early.** Please accept your presentation time and provide your representative(s) names and titles via e-mail at Danielle.Shaw@cityofdenton.com before or on Friday, January 27, 2017.

Please see the scheduled presentation times on page 2.

Friday, February 3, 2017 - CIVIC CENTER - 321 E McKinney St. Denton, TX 76201

TAB	Applicant Organization	Guest(s)	Presentation Time
15	Health Services North Texas		11:30a - 11:40a
11	Denton County MHMR		11:45a - 11:55a
22	Woman to Woman		12:00p - 12:10p
	Break		12:15p - 12:25p
7	Denton Community Health Clinic (1)		12:30p - 12:40p
8	Denton Community Health Clinic (2)		12:45p - 12:55p
9	Denton Community Health Clinic (3)		1:00p - 1:10p

Friday, February 10, 2017 - CIVIC CENTER - 321 E McKinney St. Denton, TX 76201

TAB	Applicant Organization	Guest(s)	Presentation Time
19	Retired Senior Volunteer Program- RSVP (1)		11:30a - 11:40a
18	Retired Senior Volunteer Program VISTA (2)		11:45a - 11:55a
21	Special Program for Aging Needs (SPAN)		12:00p - 12:10p
	Break		12:15p - 12:25p
23	Youth and Family Counseling		12:30p - 12:40p
3	City of Denton PARD		12:45p - 12:55p

Friday, February 17, 2017 – CIVIC CENTER - 321 E McKinney St. Denton, TX 76201

TAB	Applicant Organization	Guest(s)	Presentation Time
5	Denton Christian Preschool		11:30a - 11:40a
6	Denton City County Day School		11:45a - 11:55a
12	Fred Moore Nursery School		12:00p - 12:10p
	Break		12:15p - 12:25p
1	Boys and Girls Club		12:30p - 12:40p
2	Court Appointed Special Advocates (CASA)		12:45p - 12:55p
4	Communities in Schools		1:00p - 1:10p

Friday, February 24, 2017 – CIVIC CENTER - 321 E McKinney St. Denton, TX 76201

TAB	Applicant Organization	Guest(s)	Presentation Time
17	Monsignor King Homeless Center		11:30a - 11:40a
10	Denton County Friends of the Family		11:45a - 11:55a
16	Interfaith Ministries		12:00p - 12:10p
	Break		12:15p - 12:25p
20	Salvation Army – Denton		12:30p - 12:40p
13	Giving Hope – Transitional Housing (2)		12:45p - 12:55p
14	Giving Hope – HMIS (1)		1:00p - 1:10p