



**Human Services Advisory Committee Minutes
City Hall East Second Floor Conference Room
City Hall East, 601 E. Hickory, Denton, TX
Friday, February 02, 2018, 11:30a-1:30p**

Members Present: Ryan Appleton, Pamela Barnes, Stephen Coffey, Hannah Garcia, Laura Mauelshagen, Roy Onyebetor, Jane Upshaw, Christie Wood

Members Not Present: Angela Bennet-Engle, Meredith Buie,

Staff Present: Danielle Shaw, Sarah Kuechler

I. Call to Order

A Quorum was established. Hannah Garcia, Vice Chair called the meeting to order at 11:35 a.m.

II. Introductions

Sarah Kuechler, Director of Public Affairs was introduced.

III. Approval of Minutes from March 3, 2017

No Quorum was reached for November 8, 2017. The meeting minutes for March 3, 2017 were submitted again for approval.

Stephen Coffey moved that the March 3, 2017 minutes be approved as submitted.

Christie Wood seconded the motion. Hearing no other discussion, a vote was called.

The motion carried.

IV. Conflict of Interest Disclosure

Pam Barnes disclosed that she is Chief Financial Officer at Health Services of North Texas, a current recipient for FY 2017-18 and is a current applicant for the 2018-19 grant.

V. Chair and Vice Chair Elections

No Quorum was reached for November 8, 2017 so annual election of the Chair and Vice-Chair was not voted. Current Vice-Chair Hannah Garcia opened the floor to nominations. Garcia was nominated to serve as Chair. Garcia accepted the nomination. In addition Laura Mauelshagen put forward interest for the Vice Chair position. The nomination for Mauelshagen was accepted. Hearing no other nominations, Garcia closed the nominations.

Stephen Coffey moved to approve Hanna Garcia as Chair and Laura Mauelshagen as Vice-Chair to the Human Services Advisory Committee for this year effective immediately. Pam Barnes seconded the motion. Hearing no other discussion, a vote was called. The motion carried.

VI. Review of late Application for Denton County Friends of the Family.

Chair Hannah Garcia ask staff, Danielle Shaw to provide a brief summary for Item VI. Shaw provide the Human Service Advisory Committee (HSAC) with a brief overview of the training and application requirements for all agency. Shaw then provided a timeline from the application deadline of January 11, 2018 at 4:00 p.m. to final submission of the application for Denton

County Friends of the Family (DCFOF) on January 23, 2018. Garcia opened the floor for discussion. Members considered the program and if there was any other agency providing the same services, the length of time the program has been funded and if the acceptance of the late application may set a precedent for other agencies not to submitted applications by the deadline. The members made clear that this should be viewed as a “one-strike, you are out” policy. Members then reviewed additional questions that would be presented to the agency during its scheduled presentation and under what conditions the application would be accepted.

Stephen Coffey moved that the application be accepted with no guarantee that funding would be recommended. Christie Wood seconded the motion. Hearing no other discussion, a vote was called. The motion carried.

Members directed staff to inform DCFOF that the application would be accepted with the stipulation that accepting the application did not guarantee that the agency would be recommended for funding.

VII. Human Services Applicant Presentations

The following notes from the agency funding presentations are provided for committee information and review.

TAB	Applicant Organization	Guest(s)	Presentation Time
16	Retired Senior Volunteer Program- RSVP (1)	Diana Corona, Executive Director	12:00p - 12:10p

The agency was provided with five minutes to present information to support its funding request.

Agency started presentation with introductions and to quickly mention that it is a very structured federal program with specific requirements and MOUs with partners. Agency shared new programs. First, it is working with Denton County Public Health on a Grand Parenting 101 program provided by Texas Health Resources to help new grandparents refresh care taking skills. Agency is also helping address the opioid crisis by supporting medication collection drives called DEA Take Back Days. The program is planning to help seniors with medication review and coordinating with Denton PD for a possible program DEA Take Back Day program. Finally, agency is increasing veteran recruitment to add more veterans to its volunteer corp.

HSAC members took five minutes to ask the agency questions.

Member asked for additional information on the medication review program. Agency explained that Denton County has the largest number of senior residents. Because of increased medication distribution common in that age group. Agency hopes to get pharmacists to review medications. Agency cited statistics on the number of life threatening medication interactions and duplications. Member asked how seniors are identified to participate in the program. Agency provided description of the DEA Take-Back Program. The agency also discussed conversation with recycling staff. Agency wants to replicate a similar effort in Flower Mound adding the medication review component. In process of negotiation with senior living facility and coordination with law enforcement. Agency was ask to clarify outcomes reported in application. The agency hopes to get 75% of the 750 people total to participate. 75% will increase enjoyment of reading.

Agency transitioned immediately into the next presentation.

TAB	Applicant Organization	Guest(s)	Presentation Time
17	Retired Senior Volunteer Program VISTA (2)	Christina Penland, VISTA Project Director	12:15p - 12:25p

The agency was provided with five minutes to present information to support its funding request.

Agency provided overview of VISTA program, Volunteers in Service to America. The Corporation for National Community Service (CNCS) VISTA grant has been in operation in Denton since 2013. Agency provided a brief overview of the program. VISTA is a national program dedicated to ending poverty. VISTA members serve one year of full time service with a nonprofit agency to help them build new programs. Agency explained City of Denton funds in 2016-17 supported three nonprofit agencies paying a portion of the \$12,000 annual stipend for a VISTA member. Agency pays for 6 out of the 25 VISTAS and each agency pay \$6,500 of the cost. Grant funds help agencies with the cost sharing portion. Agency provided an example of a VISTA doing development services for a nonprofit including grant writing, donor recruitment and communications. Additional examples were shared. Agency provided recent statistics for Denton, Dallas, Colin and Grayson County VISTAS. In 2017 there were 21 nonprofits with a VISTA. There were 34 VISTAS contributing 28,000 hours of service saving the nonprofits more than \$724,000 in capacity building service costs. They recruited more than 629 new volunteers and a total of 1,315 volunteers were managed contributing more than 45,000 hours of service saving an additional \$1,144, 589. They leveraged through grant writing \$943,399. VISTA created the capacity to bolster nonprofits and help them grow. Agency added the planning and program development success like curriculum for job preparedness and housing plans for homelessness.

HSAC members took five minutes to ask the agency questions.

Agency was asked about what happens the work once the VISTA leave. Agency explained that the programs stay with the agency for use long after the VISTA departs service. There are multiple year projects and the VISTA act in a train the trainer function so that programs can be sustained after the VISTA member leaves. Member ask for clarification of funding amount requested. Agency clarified that the \$12,000 is not for one VISTA total but the nonprofits cost share for 2 VISTA. Agency shared how it can be flexible to let agency just ask for only what it needs of the \$6,500 cost share resulting in more funds to be shared. Member asked for explanation of program funding over the last few years with the clarification of why this agency has had two requests since 2016 instead of just the one. Agency explained the VISTA program was newly added and did not exist in the agency prior. Member complimented the application especially Part 5. Funding Narrative. Agency was asking if there was a demand for more VISTAS than the Agency can provide. Agency explained that it is only awarded a certain number of VISTA from CNCS and there are other situations that cause some ebb and flow in the program. Additional discussion about program continued briefly.

There was a brief transition to the next presentation.

	Break		12:30p - 12:40p
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TAB	Applicant Organization	Guest(s)	Presentation Time
2	Court Appointed Special Advocates (CASA)	Sherri Gideon, Executive Director	12:45p - 12:55p

The agency was provided with five minutes to present information to support its funding request.

Agency representative offered an introduction. Agency shared highlights from its strategic plan and action items. Agency also provide follow up to previous year presentation regarding it work on a program to support teens aging out of the foster care system. Curriculum was finalized and they started delivering

program in 2017 with a plan on how to deliver the program throughout the year. Yeah agency then shared funding goals not included in the application including rebuilding the agency's reserve funds reduced from 2105 and 2016 due to decreased fund raising. The agency goal is 45 days but it had dipped to 15 days at the end of 2016. The agency had a good fundraising year in 2017 restoring to the 35 days with the goal in 2018 to get it back to the 45 day reserve. Agency shared that if it weren't taking care of the communities' children with this program who would. It is saving tax payers a lot of money by doing the work typically assigned to attorneys. Agency shared that the board raises 25% of their budget and staff support fundraising with grant writing making them a great investment partner.

HSAC members took five minutes to ask the agency questions.

Agency was asked if it had any new strategies for 2018 from the strategic plan. Agency explain that it is not significant. The goal is still to serve 100% or children but they have further defined that to set the rate of volunteers need as the rate of service needs grows. Agency provide data on the growing need with 583 kids served in 2016 at a rate of 94% and 604 in 2017 at a rate of 89%. Agency was asked to project need in 2018. Agency shared they want to reach the goal by 2021 but they are also facing the challenge that to do so will require more staff but they are out of facility space to house staff limiting the ability to serve more children with more volunteers. Caseload best practices were discussed. Space requirement planning is also in the strategic plan. Agency owns it building. There was additional discussion of the facility and space need for staff and activities. Agency was asked about feedback about the new foster care curriculum. Agency indicated it would provide that information back to the HSAC. There was final discussion about the different needs of this population who are not yet prepared to be independent.

There was a brief transition to the next presentation.

During the transition staff provided additional guidance to the HSAC regarding the next applicants funding request. Staff notified the HSAC that one of the items in the request, \$10,000 for the purchase or lease of a van would be an ineligible expense and therefore cannot be recommended for funding. HSAC members discussed questions to help the agency identify other ways the money could be utilized for an eligible expense if funded. HSAC had additional discussion clarifying the location of the program site being at a Charter school. Members held discussion about the difference between Charter and Public School s Members then asked staff additional clarifying questions related to how different agencies complete funding and performance sections and how to compare how agencies report cost per client. Staff provided clarification. Members discussed other comparable services.

TAB	Applicant Organization	Guest(s)	Presentation Time
1	Boys and Girls Club	Babs Troutman, VP Finance/Grant Writer Shay Powell, Office Manager and Grant Administrator	1:00p - 1:10p

The agency was provided with five minutes to present information to support its funding request.

Agency introduced presenters. Agency provider overview of the organizational structure as a chartered member of the National Boys and Girls Clubs since 1992 with its own board of directors and responsibility for fundraising. The program has grown from one club site in 1992 to five now in Denton County. Denton location is in the North Texas Collegiate Academy Charter School. The charter school targets low-income and children at risk. Boys and Girls Clubs runs the schools after school program. Currently serve more than 500 at-risk kids in Denton County. Program focuses on three main things: Academic Success; Character; and Healthy Lifestyle. Agency shared client success story from Lake Dallas club member. Agency explained the Denton program is confined to the charter school due to limited funding for a vehicle restricting growth of the program.

Before beginning member question section, staff provided notification to the agency that the vehicle funding request would not be eligible under the HSAC grant program.

HSAC members took five minutes to ask the agency questions.

Members asked the agency to describe how clients are identified for service. Agency described the referral process through the school as a result of networking with school counselors, parent referrals, word of mouth and mailers to target neighborhoods. The agency also used Facebook and Website. Agency was ask if the Denton location had any of the 34 current participants from outside the charter school. Agency indicated that none were at this time. Members ask to focus questions and responses on just the Denton location. Members ask if it had the capacity to serve more kids from outside the charter school if there was demand. Agency indicated it could expand to over 100. Agency responded that it did not have a waitlist when asked. Agency shared note about expanding to a church to handle summer cam overflow. Members ask how many came to summer camp in Denton. Agency did not hold a summer camp in Denton because the charter school will not make the facility available in the summer months due to renovations. Members asked about how it will address the van issue since funding is not available in this request. Agency does not have a current demand but would add a van if schools requested. Agency was asked if it could increase program size without the vehicle funding. Agency said it would not be able to add kids without a vehicle and it could not add a vehicle without financial assistance. Members ask if the agency is duplicating services. Agency discussed CISNT was no longer in schools doing afterschool due to loss of funding. It mentioned Denton City County Day school but mentioned that it was childcare not afterschool for kids beyond preschool. Agency was ask why it selected the charter school for the site. Agency said the site was offered free of charge and served the target clientele. When asked if it was seeking other locations like at coordinating with DISD schools, agency shared that it was not at this time.

VIII. Adjourn

The next meeting of the committee is Friday, February 09, 2018 at 11:00a – City Hall East

Having no other business, the meeting was adjourned at 1:22 p.m.

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

Minutes Approved: February 9, 2018