



# CITY OF TOPEKA

## CITY COUNCIL COMMITTEE MEETING MINUTES

### ECONOMICS & COMMUNITY DEVELOPMENT COMMITTEE

CITY COUNCIL  
City Hall, 215 SE 7<sup>th</sup> Street, Suite 255  
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Date: September 14, 2017

Time: 3:30 p.m.

Location: 620 SE Madison, Holliday Conference Room 1

Committee members present: Councilmembers Sandra Clear (Chair), and Tony Emerson.

City staff present: Neighborhood Relations Director Sasha Haehn, Corrie Wright and Rachele Vega-Retana.

1. Councilmember Sandra Clear called the meeting to order.
2. The May 23, 2017 meeting minutes were approved.
3. Public Discussion from agencies for ideas on social service process

Council member Clear asked agencies to provide feedback in regard to the City of Topeka's Social Service grant process in order to aid in streamlining the process.

Four members of local agencies who are current grantees addressed the grant process and the pros and cons of the process as they understood it. Those notes have been attached below.

4. Discussion of priorities for 2019 process

Corrie Wright explained the current priorities and process used to tie the grant applications to the priorities chosen by ECD for the grant process.

Councilmember Clear inquired about the contracted services category and the reasoning for those organizations not being included in the appropriate department for management of the contracted service. Sasha Haehn noted that with typical contracts for service, a Request for Proposal (RFP) is issued every 3-5 years to ensure we are getting the best service possible and most competitive pricing. Discussion of how contracted services were moved to the ECD grant process followed. Sasha will follow up with the committee in regard to options of moving current contracted service organizations to

individual City departments to contract with those organizations from their annual operating budgets.

Councilmember Clear wants committee to review the scoring sheet to determine what changes can be made to better include organizations that were left out in 2018 process due to scoring.

Councilmember Clear also suggested changing the current Mission Statement of grant process to cover all services and in doing so, combine priorities 1 and 2. Sasha Haehn suggested dropping priority 2, and combining priorities 1 and 3 instead.

Councilmember Emerson made a motion to drop priority 2 and make the mission statement for the 2019 funding cycle to say “Quality, cost effective Social Services, non-profits that handle vulnerable citizens with care, minimize victimization and crime, minimize turn-over in neighborhoods and optimize success.” Councilmember Clear seconded the motion. The motion was passed 2:0.

Councilmember Clear tasked Sasha Haehn with approaching the City Manager in regard to contracted services and possible moving to appropriate City departments. Sasha will follow up with this at the next committee meeting.

Councilmember Clear stated that items to be addressed at the next Economic and Community Development Committee Meeting would include reviewing all of the input from the September 14<sup>th</sup>, 2017 meeting, and discuss making changes to the score sheet. The next meeting will be scheduled as soon as possible.

#### 5. Set Meeting Date

The next meeting will be scheduled as soon as possible.

#### 6. Other items before the committee

Mr. Henry McClure of McClure Real Estate spoke to committee members about the potential of the West Ridge Mall.

Meeting adjourned.

Meeting video can be viewed at: <https://www.youtube.com/watch?v=ZnjGQkqEags>

### **ECD feedback notes 09/14/17**

#### **Kathy Votaw - Lulac**

She is still uncertain of how our funding formula works; they have received the same amount over the past four years.

The scoring process is great, but can we look at the productivity of the agency as well?

It is too difficult to get a diverse board to meet the scoring criteria.

#### **Debbie Guibault - Positive Connections**

She likes the scoring process. She also likes the online, e-CImpact application process, but states the limitation on word count is challenging.

She is concerned about our definition of numbers served. Other grants measure the number of services to clients rather than just the numbers served.

She experiences some technical difficulty with the online quarterly reporting. The limitation on file size makes it a difficult process for her each quarter.

#### **Marilyn Stanley - HCCI**

The scoring process is very helpful. They would like more information on how funding allocations are determined related to the scores.

#### **Karla Hedquist - SNCO Medical Society HealthAccess**

Access to the comments and feedback from the application reviewers would help them improve their applications for the next year.

Board diversity is difficult to achieve. For their agency, the companies and agencies they partner with assign the board members so they have no control over who is sent for the board.

During the off grant season, reviewers do interviews/site visits with the agency to become more familiar with the agency/program.