

**Longmont Housing and Human Services Advisory Board
Minutes of July 11, 2019 Meeting**

- Members Present: Ann Baldwin, Jake Marsing, Graham Steers, Polly Christensen (Council Liaison), David Spencer, Brian Coppom, Sarah Holt
- Members Absent: Madelyn Woodley, Daniel Brewington, Camilo Pineda
- Staff Present: Karen Roney, Nicole Blair, Eliberto Mendoza
- Guests Present: None Present
- Agenda Item 1: ***Call to Order:*** LHHSAB Chair Brian Coppom called the meeting to order at 7:05 p.m.
- Agenda Item 2: ***Public invited to be heard:*** No public present.
- Agenda Item 3: ***Approve minutes from the June 13, 2019 meeting:*** David Spencer called for a motion to approve the minutes; Sarah Holt seconded the motion. Passed unanimously.
- Agenda Item 4: Finalize funding hearing schedule: Eliberto Mendoza reviewed input he received from the Board about the 2019 process: start the hearings earlier in the process (start in September, not in October); start earlier in the evening and not go past 8:30; and not hold hearing back to night nights if possible. Weekdays and weekend times were brought up as well. Karen Roney shared that it really is a Board preference; we've tried a variety of scheduling options over the years. Depending on the number of applications received, we need to schedule approximately 15 hours of hearings. The Board reviewed last year's schedule and spent time discussing different options and Board Members availability and schedule preferences. The Board decided on the final hearing schedule:
- Thursdays: 9/12, 9/19, 9/26, 10/3
- Saturday: 10/5
- Time: 9-Noon for all days.
- Agenda Item 5: Training session: Evaluating human service agency funding application according to Principles and Practices for Nonprofit Excellence in Colorado.
- For the session, Eliberto Mendoza focused on the questions that the Board will use to score the agencies and connected the questions to the appropriate sections of Principles and Practices document. Staff reviews portions of the application regarding business operations, finances, and leadership; the Board reviews how agency delivers its services, improves the community and serves the community. There were numerous questions and discussion around the information presented. The Board requested Eliberto Mendoza to send out last year's application to walk through it, even though some of the questions have changed in the 2020 application. Staff will schedule that for the August agenda. Karen Roney said that the Evaluation Form can be changed; each funding entity uses its own form. There was a lot of discussion around the evaluation questions as many felt the questions could be clearer. The Board suggested that staff work on simplifying the questions and bring back a revised form for review in August.

Agenda Item 6: Other business: The Board inquired about the site visit process and how that information is shared among Board members. Karen Roney reminded the Board that, this year, they decided to spread out the site visits over the entire year, rather than cram them into a 2 – 3 month period right before the funding hearings. We have not consistently shared this information in the past, and the Board requested that we set up a system to do that. After some discussion, the Board decided to informally share highlights of each site visit at the monthly Board meetings, starting next month with the Mother House site visit.

Staff clarified that it completes a desk audit along with the site visit that the Board members complete. The Board said it would be helpful to know of specific issues coming up, and if there was a way to get information to the Board from the desk audit. Staff stated that they have provided that in past, but earlier this year the Board and staff decided to differentiate between the desk audits and the Board site visits. The desk audit is more evaluative and the site visit will focus on strengthening the relationship with the agencies and the Board having more knowledge about what the agencies do. The site visits will be more of a supportive role as opposed to a critical role.

Agenda Item 7: **Adjournment:** There being no other business to conduct the meeting adjourned by consent at 8:27 p.m.