



## Draft- Human Services Advisory Board Action Minutes

**Meeting Date/Time:** Virtual Meeting, January 5, 2021/6:30pm

**Members Present Chapel Hill:** Carolyn Fanelli (Chair), Amy Liu (Vice-Chair), Mary Andrews, Kate Henz, Josh Ravitch, and Mychal Weinert

**Members Absent:** Katina Welch

**Staff and Others Present:** Jackie Thompson

Agenda Item	Discussion Point	Motions	Votes/Actions
<b>OPENING</b>			
Call to Order	The Chair called the meeting to order at 6:30 p.m.		
Roll Call	All members of the Chapel Hill Humans Service Advisory Board were in attendance except Katina Welch.		
Approval of Agenda		Mychal Weinert made, and Mary Andrews seconded a motion to approve the agenda.	The motion was adopted (5-0).

Welcome	The Chair welcomed members to the meeting. No petition from the public.		
Approval of Minutes	November 12, 2020 Draft Action Minutes	Josh Ravich made, and Mychal Weinert seconded a motion to approve the minutes.	The motion was adopted (5-0).
Staff Update	<p>Jackie Thompson reported that a virtual Q&amp;A session was held on December 9<sup>th</sup> from 9:00am to 11:00am for human services agencies to ask specific or general questions about their specific application. There were approximately 20 participants and staff from Chapel Hill, Carrboro and Orange County in attendance. A second Q&amp;A session will be held tomorrow morning from 9:00am-11:00am.</p> <p>Application are due January 14<sup>th</sup> before 5:00pm. We will be sending out a reminder notice prior to January 14<sup>th</sup>.</p> <p>Staff from Chapel Hill and Carrboro will be meeting to work out the logistics for the public hearing process.</p> <p>Mary Andrews asked do we know when the hearings will begin. Jackie stated that the hearings normally start the third week in February, but it depends on the number of applications that are received. She will send out the schedule once it is completed.</p>		

	<p>Josh Ravitch asked will the hearings be on Monday nights. The hearing will be held on Monday nights at 6:00pm.</p> <p>Kate Henz asked do we know if there is a budget to allocate out this year. Jackie reported that we do not have a budget number, so we will use the same budget number as last year. She does not foresee us receiving an increase. Kate stated that she does not know if anyone on the committee has heard updates about tax revenues coming into the Town. Do we know if there is a budget shortfall this year because of the severity of COVID on our small businesses or business within the Town of Chapel? Jackie stated she does not know but will check with management.</p> <p>Kate thinks that it important that we don't communicate to our stakeholders that there is resources to allocate out if there is indeed none. Now more than ever these resources are needed for our community. Want to make sure we are in a good place to advocate early and often of for continued funding for our work but can only image what the strain looks like on the town budget.</p> <p>Carolyn asked were there any different types of questions asked by participants at the Q&amp;A session. Jackie stated participants asked questions about the Community Impact Awards, How much applicant should applicants be writing, Do they need to tell the full story. Also went over</p>		
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Old Business	<p>the guidelines. There were several new agencies that had applied with Orange County or Hillsborough but did not give an indication if they would be applying to Chapel Hill.</p> <p>None</p>		
Agenda Item	Discussion Point	Motions	Votes/Actions
<p><b>New Business</b></p> <p>Overview of Public Hearing Process</p>	<p>Jackie reported that Public Hearings will be virtual this year. We will schedule 5-8 agencies per night fifteen minutes apart. Agencies will have received the guidelines prior to the hearing and should come prepared to answer questions outlined in the guideline. If agencies have a PowerPoint presentation we will ask them that they be sent to us in advance, so that it may be sent to board members in advance, so that it does not take away from the Q&amp;A session.</p> <p>The Board does not think that during the hearing process the question should be limited to the questions set-out in the guidelines. Some of the questions in the guidelines should be captured in the application. The Board ask that staff offer guidance and assistance to the agencies. The</p>		

<p>Overview of Scoring Workbook</p>	<p>Board would like for the agencies to tell them things that are not outlined in the application.</p> <p>The Board will review logistic of the hearing process at the February 2<sup>nd</sup> meeting.</p> <p>Carolyn reviewed the workbook and addressed several observations that have been made during the process. Hearing dates were added, Community Impact Award have been added to the main page, there column will be highlighted in green, If an applicant chooses more than one sector a multiple category has been added, feasibility and impact definition has been added to the instruction sheet one the first tab, an analysis sheet has also been added.</p> <p>The Board members like the new scoring workbook and thinks that it is very helpful. Carolyn and Jackie will work on adding the worksheets once the hearings are over to combine into one workbook.</p> <p>Carolyn ask that we not delete or change the formulas.</p> <p>Josh asked will there be a Q&amp;A of the workbook. Jackie stated that it might be helpful to populate last years funding request and then Josh can perform the Q&amp;A.</p>	<p>Kate Henz made and seconded a motion to approve the scoring workbook.</p>	<p>The motion was adopted (6-0)</p>
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<b>ADJOURNMENT</b>	<p>The meeting adjourned at 7:19pm</p> <p>The next Board meeting will be a joint meeting with Carrboro Advisory Board Commission on February 2, 2021.</p>	<p>Kate Henz made, and Mychal Weinert seconded a motion to adjourn.</p>	<p>The motion was adopted unanimously (6-0)</p>
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