

**Caregiver Funding Task Force
Meeting Minutes
March 22, 2018
6:30 – 8:00 p.m.
Rockville City Hall**

Members Present:

- **Theresa Fritz:** Human Services Provider Not Currently Funded by the City of Rockville
- **Brigid Howe:** Nonprofit Advocacy Alliance
- **Joel Nantais:** Human Services Advisory Commission
- **Sylvia Pacher:** Financial Advisory Board
- **Mark Pascu:** Non-City of Rockville Local Government Organization
- **Julie Pelletier:** Human Services Advisory Commission
- **Agnes Saenz:** Caregiver's Coalition
- **Rachel Werner:** Community Member-at-Large

Members Absent:

- **Melanie Coffin:** Community Member-at-Large

Staff Present:

- Councilmember Beryl Feinberg
- Carlos Aparicio, Community Service Manager and Caregiver Funding Task Force staff liaison.

Guests Present:

- None

Meeting Commencement:

The Meeting was convened at 6:40 p.m.

Welcome:

Carlos Aparicio, Community Service Manager, welcomed the members of the Caregiver Funding Task Force (CFTF), and, on behalf of the City of Rockville, thanked them for their interest in participating in this process.

Mayor and Council Remarks:

Councilmember Feinberg welcomed the members of the CFTF and thanked them for their interest and commitment in working to improve the City's human services grant process. As part of her opening remarks, Councilmember Feinberg noted that the overall process last had comprehensive, full-scale review in 2006.

When this information was coupled with staff briefings and a recommendation from the Human Services Advisory Commission (HSAC), the Mayor and Council directed staff to change the grant cycle from one year to a two-year process. As part of their directive, they also tasked staff with drafting a charter for a

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task force that would bring together qualified individuals from the community to review the grant process and provide recommendations to the Mayor and Council. When the charter was ultimately adopted, the Mayor and Council decided to provide the CFTF with 12 months to complete the process.

Councilmember Feinberg stated that the hope from the Mayor and Council is that those recommendations would be provided to the body by way of a presentation and a formal report. These deliverables would allow the Mayor and Council the opportunity to analyze the CFTF's findings, evaluate the recommendations, and, based on the elected body's process, direct staff on how to modify and improve the process. Councilmember Feinberg closed by thanking the members for their time, and encouraged everyone to use their best thinking to help improve this very important process.

Introductions:

Carlos thanked Councilmember Feinberg for her remarks and initiated the introductions for the members of the CFTF.

Agnes Saenz, Caregiver's Coalition representative, stated that she is the chair of the Rockville Caregiver's Coalition and has worked on several coalitions over the course of her career. As the Executive Director of Community Ministries of Rockville, she has provided testimony at various levels of government on behalf of nonprofits. She also served on the City of Rockville HSAC for over 20 years, and, coupled with her agency's experience in receiving funding through City grants, is very familiar with the materials included in the CFTF binder she received. Agnes stated that the City is doing well, but there is an opportunity to increase the amount of funding provided as well as the number of nonprofits that receive funding.

Julie Pelletier, Human Services Advisory Commission representative, stated that she was nominated and selected by the commission to represent the body on the CFTF. In part due to her career in working with children and families, she is very interested in opportunities to advocate to improve the lives of children in our community. She also stated that she has served on the review panel for the City's human services grants, and welcomed this as an opportunity to dig deeper into the process. Julie also mentioned that as part of her role on the HSAC she has been able to attend several site visits to see the programs' operations first hand.

Mark Pascu, Non-City of Rockville Local Government Organization representative, began by speaking of his experience in the federal government and in public policy. Mark spoke about having a general interest in the opportunity to help improve people's lives at the local level and in learning more about this process. He stated that he was struck by several discussion points about these grants, including the criteria used for eligibility, the scoring system used to assess the applications, and the performance measures used by the programs. He is particularly interested in the outcomes achieved by the programs and their clients.

Rachel Werner, Community Member-at-Large, stated that she is an independent consultant and grant writer who is familiar with many of the programs that receive funding from the City of Rockville. She stated that she has written several grants over the course of her career, and has also served as a

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reviewer at the County and Federal levels. Her interest in the CFTF lies in reviewing process, with a focus on impact and how success is measured. Based on her experience, she stated that she can provide perspectives from both sides: the applicant and reviewer.

Brigid Howe, Nonprofit Advocacy Alliance representative, stated that she works for Nonprofit Montgomery, an advocacy group that is made up of 147 member agencies. The agency works to strengthen the nonprofit sector serving Montgomery County, through development, organizational capacity building, advocacy, and networking and support. She has served as a reviewer for grants at the federal level, and feels that she has viewpoints from the perspective of both the funder and applicant. Brigid spoke about her interest in the overall process, and feels that equity should be a focus of the CFTF's work.

Theresa (Terri) Fritz, Human Services Provider Not Currently Funded by the City of Rockville representative, stated that she works for Montgomery Hospice, an organization that has applied for funding from Rockville in the past. She has experience working as a researcher and grant writer, and has also written grants for the Montgomery County Community grants process. Terri noted that it is her understanding the Montgomery County grant process is undergoing a review that appears to be parallel to the CFTF's charge from the Mayor and Council. In reviewing the materials in the binder and online, she had a favorable opinion of the items. Terri indicated that like other members, she is process-oriented and is interested in equity in funding.

Joel Nantais, Human Services Advisory Commission representative, began by discussing that he is one of the newest members of the commission, serving for less than twelve months. As a resident of the City of Rockville, he welcomes the opportunity to work on the task force and improve process. Joel works for the State Department and has over 15 years of experience working in government and public policy. He is interested in evidence-informed processes, and is interested in the criteria used for the grants, how the outputs and outcomes are determined, and overall process.

Sylvia Pacher, Financial Advisory Board representative, stated that she has worked many years in budgets and contract management, including review, evaluation, and auditing. She has worked on grant processes at the state and federal level. Sylvia also stated has also worked on matters related to children and health care. Her interest in the City's grants is partially from the financial standpoint, but she also wants to look at all aspects of the grants, including entry point qualification, performance measures, including quantitative and qualitative points, and financial reporting.

Purpose of the CFTF:

Carlos reviewed the charter with the members, including the CFTF's seven core objectives. Councilmember Feinberg suggested that the review should also include reviewing the eligibility criteria, confidentiality, and the reporting requirements. Joel asked about the purpose of the grants, the needs that they fulfill, and about the will of the Mayor and Council. Councilmember Feinberg stated that the Mayor and Council first see the recommendations provided by the City Manager as part of his or her budget recommendations. To her knowledge, the Mayor and Council have not provided funding

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priorities for specific service areas. Joel asked if there was a reason why Mayor and Council priorities wouldn't be a part of the budget process in the future. Councilmember Feinberg noted that she did not see a reason.

Sylvia asked if the Mayor and Council were provided with data, needs assessments, demographics, or similar information. Councilmember Feinberg stated that they were not presented with this information prior to the budget process for this specific purpose, and the Mayor and Council were only presented with the funding recommendations. Members then asked about sole source contracts, procurement processes, and the funding history for some of the programs. When the topic of County grants and procurement process was discussed, Agnes stated that it is important to look at other processes, but it is also important to consider the difference between the City and the County. This includes noting the percentage of the program's budget that is supported by each government entity: in other words, whether the grantor provides funding to supplement the program, or whether it provides most of a program's budget.

Considerations and Process:

After review of the charter, the members of the CFTF noted a short timeline for this work to be completed in time for the FY 2020 budget. As a result, members stated the following:

- Sylvia indicated that some of the work can be done in small groups, to be brought back to the larger group.
- Joel noted that the timeline requiring a report for the FY 2020 budget process would likely require prioritizing certain deliverables. But, even with prioritization, the process would be squeezed into a very tight timeline.
- Agnes noted the language in the charter of a 12-month period following the first meeting. Based on the scope of work associated with this process, she believes that the time available is short and would rush the process. She asked if perhaps it would be preferable to extend the current grant cycle to allow the CFTF to complete its process.
- Rachel agreed with other members regarding their concerns around the timeline. She further stated that the shorted timeline may interfere with the integrity of the process. As it stands, having a report ready for the FY 2020 budget would likely require a change in the scope of the charter, including reduced deliverables.
- Brigid introduced the following motion and was seconded by Mark. By a unanimous vote of the members present, the CFTF approved the following recommendation:

“The Caregiver Funding Task Force recommend to the Mayor and Council to consider extending the current Caregiver grant period from two to three years, in order to allow the group sufficient time to complete the tasks outlined in the charter. Further, the members believe that the additional year would provide them the time to do a comprehensive review as tasked in the charter, and provide the Mayor and Council with well thought-out recommendations for the future of this funding.”

Task Force Roles:

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Carlos introduced the next item in the agenda by discussing the roles that are outlined in the CFTF charter, including the Task Force Leader (chair), Recorder, and Staff Liaison. After some discussion, the group agreed with Brigid's assessment that a set Task Force Leader would be best for the group, with the addition of a vice-chair in the event that the chair is unavailable for a meeting. Mark added that a co-chair could also help to divide the work. Brigid added that it may be best if the individual who filled that role is not one of the individuals representing current or potential grantees. After some discussion, the group agreed to wait until the second meeting to select the chair while members considered their willingness to serve in the role.

When discussing the role of Recorder, Brigid commented that the minutes should be a summary of the actions of the group, and did not have to be overly detailed. Agnes suggested that the role could be rotated among the members. The group agreed, with Rachel volunteering to be the recorder for the second meeting and Brigid volunteering for the third. Carlos commented that he would work on setting up the format. Rachel asked if it would be possible to type the notes as the meeting progressed, perhaps using OneNote or SharePoint. Carlos stated that he will bring the laptop for notes to the following meeting, and would check on what technology avenues are available to help make the process more efficient.

Meeting Structure:

The group agreed with the guidelines proposed in the agenda and the CFTF charter. When discussing the decision-making process, Carlos asked if the group would be interested in learning more about Robert's Rules of Order: a guide commonly used among a diverse range of groups and organizations for parliamentary procedures. Carlos will send out the "Robert's Rules Cheat Sheet" to the group for review.

Communication:

The members briefly discussed strategies for communication and agreed to the following:

- Materials can be sent in electronic format; members will request paper materials as needed.
- The whole group should be cc'ed if the email communication includes policy discussions and/or administrative decisions. Individual conversations which do not influence process won't require the inclusion of the whole membership.
- If available, the members would like to utilize cloud based storage solutions such as Dropbox, OneDrive, or Google drives.

Carlos will work on setting up a shared cloud storage folder, if available.

Meeting Schedule:

Based on the information provided to Carlos by the CFTF members, Carlos informed the members that there were limited days available for meetings. After some discussion, it was decided that the meetings would take place on the first Thursday of the month, for the next 12 months. However, due to

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scheduling conflicts, the second meeting will take place on May 1st. Meetings are expected to run from 6:30 to 8:00 pm.

Background Materials:

Carlos opened this portion of the meeting by asking the members if there were any background materials they would like as they begin the group's process. Julie requested information on Rockville's demographics and assessment of needs. Rachel asked for trends and needs in the community, and for any budget priorities or recommendations from the Mayor and Council. Brigid commented that the demographic information is important to learn more about Rockville and the type of needs present in the community. Mark asked to review the grant application and grant scoring sheets.

Based on the group's discussion, Carlos will send the following documents/links to the group:

- FY 2018 Mayor and Council Budget Surveys
- 2017/2018 Youth Needs Assessment
- 2006 – Urban's Institute's "Developing Community Wide Outcome Indicators for Specific Services"
- Link to the Mayor and Council Briefing on Caregiver Grant Process
- FY 2018-2019 City of Rockville Human Services Nonprofit Grant Application and associated documents
- Demographic information and trends
- Robert's Rules of Order Cheat Sheet

Next Steps:

The members will review the background information Carlos will send via email.

Adjourn:

Brigid moved that the meeting be adjourned, and Mark seconded the motion. The meeting was adjourned at 8:25 pm.