

**DRAFT MINUTES**

**Committee Members Present:** Leslie Anderson, Commissioner Jasmine Beach-Ferrara, Philip Belcher, Christy Cheek, Kit Cramer, Jane Hatley, Rick Johnston, Chavaun Letman, Dr. Susan Mims, Commissioner Robert Pressley, Mistie Reising-Cogbill, Commissioner Al Whitesides, Kidada Wynn

**County Support Staff Present:** Rebecca Brothers, Angelyn Johnson, Keynon Lake, Rasheeda McDaniels, Rachael Nygaard, Max Taintor, Trish Wallin, Burnett Walz

**Welcome**

Rachael Nygaard welcomed everyone and presented the agenda.

**Approval of June 4<sup>th</sup> and June 6<sup>th</sup> minutes:** Philip Belcher will email some typo corrections/sentence structure edits to Rachael. Kit Cramer moved approval with these corrections, and Dr. Mims seconded the approval of June 4<sup>th</sup> and June 6<sup>th</sup> minutes. Approval was unanimous.

**Update on grantee orientation and contracting process:** Rachael presented the list of FY2020 Funding Allocations in meeting packet. 11 organizations, 19 projects, \$3.6 million. Grantee orientation was held on June 26, 2019. Performance based contracting process underway. Everyone is set up for quarterly reporting on activities, budget and performance measures. Reporting to Committee is anticipated to be quarterly via an online dashboard.

**Consideration of Draft by-laws:** Rachael gave an overview of the by-laws including a summary of the following points. Two year terms. Initial member terms would expire June 30, 2021. Will be a Chair and Vice-Chair appointed by committee. Secretary role delegated to staff. Will hold regular monthly meetings following procedural actions and rules of order.

Discussion and suggested edits:

- I. Purpose section – include language from ECE need/strategies.
- Section II. C. 1. –stagger terms so everyone doesn't rotate off at the same time: initially mix of 2 years and some 3 years then 2 years afterwards. Ask committee members for their preference of 2 or 3 initial term. If not enough mix based on volunteer, randomly pick members for 2 and 3 year terms. Maximum of three successive terms. Include attendance clause.
- II. D. 2. Change Secretary to be a member of the committee with support from staff.
- Section II. E. 1. A. – meetings are the first Tuesday of each month, not the third. Can this be changed to "monthly meetings" and use the website for notifications?
- II. E. 6. committees participating electronically count toward quorum with prior notification to staff. Change quorum to 9.
- II. E. 7. – Include language to include telephone or other electronic means. Remove 2<sup>nd</sup> bullet.
- Add "conflict or potential perceived conflict of interest" section.
- Be on the lookout for training on by-laws, open meetings, public record laws, etc.
- Philip will email Rachael with a list of typo corrections/sentence structure edits.
- Staff to bring revised version of by-laws next month.
- Committee members should be thinking of who they would like to nominate for chairperson, vice chairperson and secretary.

**Debrief/Reflection on funding process:**

- **Things to build on – What went well?**
  - Level of organization
  - Fast process/ambitious timeline
  - Good communication
  - Clarity of expectations
  - Ease of use for evaluation scoring process
  - Support received from staff – always a quick response
  - Commissioner leadership/investment/commitment to funding
  - Community response and readiness
  - Flexible, nimbleness
  - Getting the word out, open meetings
  - Committee engagement , collaborative approach
  - Passion and commitment
- **Things to improve – What worried or concerned you?**
  - Comments during process were distracting
  - Not all groups were here to be able to comment
  - Scoring of dots – needs to be better informed before scoring. Some had already placed their scoring dots before new information was given.
  - Committee members visited sites between Tuesday and Thursday scoring meetings, and they had inside information that other members didn't
  - Political components/context
  - Got clarifying information from some organizations and not all organizations.
  - Consistent method of soliciting additional information
  - Additional clarifying information came through different methods and was shared in different ways at different times
  - Need clarity for when audience may participate in the committee discussion
  - Not ideal to split vote meeting into 2 separate days
  - Scoring was geared toward grant writers
  - Budget template wasn't consistent, and hard to identify how funds would be utilized
  - Renewals should be considered in the same manner as new applications
- **Ideas for Improvement – What would you like to see happen next?**
  - With more time, seek input/allow organizations to do presentations with consideration for different types of organizations
  - Set deadline for when changes will no longer be accepted/additional clarifying info and how
  - Schedule for deadline and follow up questions and strictly adhere to it
  - Communication from applications after grant submission should come to staff
  - Consider blind review process
  - Streamline evaluation system with fewer criteria to score by/simplify
  - Mimic Community Foundation's online grant system
  - Need to reach more minority organizations through different communication methods
  - Host community meetings at times and locations that include more organizations

- Consistent budget template for grant; Would like to have a project budget and an overall budget that clearly shows where grant funds are applied
- Expand timeframe so it isn't so rushed
- Education throughout the year for committee members
- Training on online software/how to view each other's comments/scores
- Research best practices around fairly evaluating programs for equity to not prioritize programs

**Topics for future meetings:**

- Revised by-laws
- Election of Chair, Vice-Chair and Secretary
- "Roadmap" for Committee FY2020 including funding timeline, committee education, site visits, contract oversight/project monitoring, technical services
- NC Early Childhood Foundation - Family Forward would like to present to the Committee

**Public Comments:**

There were no public comments.

**Announcements:**

County entering strategic planning process. Initial Commissioners sessions scheduled for July 29<sup>th</sup> and 30<sup>th</sup>. Process will include public engagement. Information available at [www.buncombecounty.org/commissioners](http://www.buncombecounty.org/commissioners)

US Women's Soccer team is leading 2-1 in the World Cup semi-final as of the end of the meeting.