

**MASON COUNTY PUBLIC HEALTH & HUMAN SERVICES
HOUSING AND BEHAVIORAL HEALTH BOARD**

415 N 6th STREET, SHELTON, WA 98584

Zoom Meeting held

**Special Meeting Minutes
March 15th, 2023**

1. CALL TO ORDER

Special meeting was called to order at 11:02 am by Commissioner Shuttly

2. ROLL CALL:

Board Members:

- Kevin Shuttly, BOCC
- Peggy VanBuskirk, MC Board of Health
- Eric Onisko, Mayor City of Shelton
- Amanda Gonzales, Citizen
- Mark Freedman, BH Administrative Service Organization (ASO)

Staff Members:

- Todd Parker, MC Public Health
- Melissa Casey, MC Public Health
- Haley Foelsch, MC Public Health
- Christina Muller-Shinn, MC Public Health
- Jamie Ellertsen, MC Public Health

Guests/Public: None

3. PUBLIC COMMENTS: None

4. APPROVAL OF THE AGENDA:

Motion was made by Eric Onisko and seconded by Peggy Vanbuskirk to approve the agenda. Motion carried unanimously.

5. APPROVAL OF THE MINUTES:

Motion was made by Peggy VanBuskirk to approve February and January minutes with the correction suggested from January. Kevin said as there are no minutes to adopt today there can be a motion to adopt at next regular meeting. Agreed.

6. Meeting Topics:

a. Introduction/RFP Timeline

Melissa stated that we are looking in good shape for RFP, sharing a timeline of Friday April 21st being the due date for applications in order to give ample time for screening. She said it is expect by the following Monday, the 24th, to send the applications out to HBHAB to start reviewing. She stated to the group to start your scoring upon receiving, so by the time we have our April meeting on Wednesday, April 26th, any questions you

have can be ready for a brief discussion. She said that we can probably expect that we may need one additional special meeting after that to really go over the scoring together and decide who we want to select for funding. Once due in April, we will review, score, and select applications. For award notifications, the expected timeline is by May 31st.

b. Scoring Rubric (Walkthrough)

Todd shared his screen with the group and did a walkthrough of the Scoring Rubric that will be used for applications. He stated that the way an agency intends to implement funding and their previous contract performance were decided to be the 2 most important factors. This means that a new applicant with no history would not be rated on the previous contract performance category. Kevin said, there were requirements for buy in for organizations, does that apply to these organizations as well? Todd said that's a great question, the buy in for it came in through ERAP and TRAP which is more federal funds, and commerce was able to get a more permanent one so the buy in for designation has went further in that. Kevin asked to explain what buy in for is for purposes of group understanding, Todd said the organization is buy in for people they serve or representative for people they serve. For example, if they are looking for mostly Hispanic, the director and employees would also be mainly Hispanic if that's the population they were mostly serving for example. This is just a preview today so remember that Haley, Melissa, and I are here for you when those applications come in and we need to spend more time answering questions that come up.

c. Full Application (Walkthrough)

Haley shared her screen with the group and went through the Full Application with them. She showed that in the first tab we have the timeline that Melissa briefed on. The first tab covers application information including contact information, business information, and then at the bottom you will find collaboration questions, racial equity, and the questionnaire is the risk assessment so it will have a score. She went over the inclusion of the program budget and the budget will be based on what they're applying for i.e. permanent housing, HEN program, addiction prevention program, emergency shelter, diversion and coordinated entry, etc. There are some great calculations in there so for emergency shelter for example it kind of shows you based on the number of beds the max annual budget. Mark asked, for someone making an application, for the budget piece, do you show what percent of the total available budget is available for that category? He added, if someone is applying for something, they're showing what their budget is, how would someone know what's available to them and what percent of that they're getting, or asking? Haley showed the percent calculator built in to the form. Mark noted that he is asking if people are applying for 100% or partial of the funding to leave funding for other agencies. Todd asked Haley to scroll down to emergency shelter section and put in 35 to reflect an example of what would display in the application. Todd said they will take a look at the percentages section.

Haley continued the walkthrough and went to the program section. Eric asked, on the other funding questions, you have committed and uncommitted funding, is there a place to show other grants the applicant may have received, like 1- or 2-year grants. Haley said yes, they did include that, in the outside commitment funding and outside

uncommitted section. Christina is curious how this application compares to the prior applications. Todd said they are very similar, one difference is priorities in the annual report this year, so they did shift focus to the funding and resources in housing and emergency housing due to results of the annual report. Beyond that, the application is very similar to what was done in the past. Mark asked under the employee FTE, other organization duties FTE section, he did not exactly understand what that is responding to. Todd said I could move those headings down and kind of block out on the administrative. For example, half time this grant, half time another grant, so does other organization duties, does that make that distinction clear enough? Mark said you want someone to show, of this budget, how many FTE's are you purchasing, how do these FTE's apply versus others, and I'm thinking of, how do you best show that? I'm not sure at the moment. Mark expressed that it is kind of interesting for them to show how many FTE's are being funded through administration versus direct service. Mark says he likes that you are trying to pick up on braided funding and how they are braiding to make this program work in this application, as he thinks there is some value in the ability to be able to do that. Mark asked, is there a narrative section for applicants to explain their program structure? Todd said, if there's a budget narrative, we only have a comment section, for the program narrative it would be answered in the tabs. Mark asked, would it serve to start out with them explaining the budget and then filling out the table? Todd said we have a tab on how they are going to implement the program but not phrased like that, so we can look into that.

Kevin asked, who all would be filling this out? How would you know you're going to fill this out versus the short application? Haley said, everyone will fill out this one, not 2 like last year, it's like a fresh start, everyone will fill out the same one. Amanda asked, is there somewhere on the application that shows if they've gotten funding before? Todd says not on the application itself, but it's questions more on how long they've operated on different types of funding or type of program but not so much from our county. So, let's say they've applied in Thurston and applied there but not here, we may be able to cross reference, or another way is we can fill in a previous contract score and if they didn't have a score it means they haven't received funding from us in the last couple of years. Kevin said, Todd, it may also be good when this comes back to us to provide a list who the current recipients are and the levels just for context and that would help with the other question.

d. Closing/Questions

Melissa emphasized between now and when members receive the final applications for scoring, do not hesitate to reach out to me, Todd and Haley, or all of us with questions. The request for proposals will be going out soon, and I will be briefing that on Monday. Todd added that we have our county applications that are due to commerce on April 28th. Melissa confirmed this gives us a tight timeline with not much room to prolong the process so please be open with questions and bring them sooner than later with no hesitation. It was reiterated that applications are due to us by April 21st, and we will get them to you the 24th, and before our regular April meeting we will send out a doodle to schedule another special meeting to do the scoring together. The group had no additional questions.

7. **GOOD OF THE ORDER:** Called by Commissioner Shutt
8. **CLOSURE-** Meeting adjourned at 11:40 am.
9. **NEXT MEETING—** Regular meeting scheduled March 22nd, 2023

DRAFT