

Santa Clara County Child Abuse Council
Allocations Committee

I. Call to Order/Attendance

The meeting was called to order at 12:08 p.m. A quorum was present. Allocations Committee members present were Penny Blake, Steve Dick, Preeti Mishra, Ann Whyte, Nora Manchester, Dennis Wyatt and Christine Hagion Rzepka. Peggy Cathcart and Ramon Pena were not in attendance. Grants Task Force members included Debbie Lee (Child Advocates), Adolfo Pando (COE), and Melanie Daraio (First 5). Alfredo Nevius (SSA staff) was also in attendance.

II. Public Comment/Announcements

There was no public comment.

III. Approval of Minutes of the previous meeting.

Minutes of the Sept. meeting were approved unanimously without changes.

IV. Committee Business

Penny will send the minutes to the person who is posting them to the website. The hiring of the new CAC Coordinator position is still in process; they hope to have made a decision by next week. The RFP has not gone out yet: There was a delay as both May and Alfredo have been out sick.

A. Draft Report on DFCS Prevention Efforts

It was anticipated that Wendy Kinnear-Rausche, DFCS Administrative Program Manager, would give a report-back on the reconciliation of accounting for state and federally-funded CWS prevention funds; however, Wendy emailed that she could not attend. We hope to hear back at the November meeting.

B. Bidder's Conference

The Bidder's Conference will be on Nov. 2, 2011 from 8-12 pm at SSA Auditorium (first floor of 333 West Julian). The RFP is in draft form, and will be available on our website probably by the end of the week. The County wanted to change some of the language with regard to the protest process.

Last year, it was mandatory that all potential bidders attend the bidder's conference; those that did not were required to obtain a waiver. However, this year, Alfredo will work with new bidders who are unable to attend the bidder's conference to walk them through the process and explain the forms.

Penny asked which members of the committee will be at the bidder's conference. Nora and Penny will both be in attendance; Christine can likely only stay until 10 a.m. Alfredo will staff the event.

It was suggested that we serve refreshments at the Bidder's conference, but there is no budget for this as the regulations do not allow for the provision of food. Our budget was approved at the last meeting, minus the program monitor.

C. Distribution and Announcement of RFP.

The Letter of Intent (LOI) has already been submitted. Programs may apply even if they have not submitted an LOI. Pathways, Girl Scouts, and Sacred Heart (all of whom we are currently funding) did not send an LOI.

There will be conflict of interest statements for each member of the committee and Task Force to sign at the next meeting. Last year, if agencies did not submit a Concept Paper, they could not apply. Only the RFP is required this year, without a concept paper.

Applicants must register on BidSync (at no cost to the participants). All the attachments will be posted to BidSync.

Alfredo will also e-mail all currently-funded agencies to inform them that funding is available. Penny will send all the information from the state to all members of the committee and the Grants Task Force.

Once the RFP goes out, Penny will post the front page of it online. We are a little behind schedule. SSA is reviewing it, and it should go out on Oct. 20 or 21, 2011. The delay will not change our RFP calendar. It appears that if there are any appeals to the funding decisions, that SSA and the Allocations Committee will discuss them and come to a mutual agreement.

D. Report on Formation of Grants Task Force.

Penny reported that several potential task Force members were e-mailed about this meeting, but some did not attend. Currently, the Grants Task Force will consist of Debbie, Melanie, Adolfo, and Allocations Committee members Nora, Penny, Dennis, Steve, and Christine. Preeti and Ann of the Allocations Committee will not be serving on the Task Force. We will be having a meeting before we start reviewing the RFPs.

RFPs will be submitted Dec. 6, 2011. The proposal evaluation period will be between Dec. 10, 2011 and Jan. 26, 2012. Task Force members will be expected to read 18-20 funding applications and score them via e-mail. The Task Force's funding recommendations will be submitted to the CAC for review of the selection process on Feb. 10, 2012. Steve requested that the Task Force read hard copies of the funding proposals. Penny clarified that only hard copies will be distributed to Task Force members; no soft copies of the RFPs.

The Grants Task Force already has the funding priorities. Penny has requested the scoring sheet and a copy of the regulations from SSA for distribution to the Task Force. There will be a metric as previously used (e.g. local preference: 5 pts; budget: 20 pts). Matching funds cannot be in-kind contributions. If they cannot show matching funds, it's an automatic pass/fail.

Task Force member's names will go to the CAC in November (must go to Executive Committee first). The full council will be voting on members of the Task Force. Task Force members must submit a short bio (2-3 sentences) to Penny via e-mail.

F. Verbal report from SSA on present grantee contract compliance.

Alfredo reported that he has received all of the September reports for all of the current grantees. He went through their reports to determine whether any of the programs were providing childcare for parents to attend classes. Previously only the parents were counted, but the children who were being served concurrently should be included as well. Alfredo checked with the state to ensure that it was allowable to include them in the count. He clarified that the outcomes are for parents only, but we were undercounting by not including the kids. There are a total of 2,575 participants enrolled now (preliminary figures).

Alfredo will be meeting with Misha of Pathways tomorrow. They're only at 63% of their goals (113 out of 180 for component I). Pathways doesn't have any yet for component II (60 planned participants).

Alfredo is tracking expenditures for all funded agencies. Most agencies are on track with their performance. Friends Outside and Catholic Charities are just slightly under. Some agencies are exceeding their goals.

The sample of the funded areas will not be part of the RFP. A few changes were made in the funding priorities sheet, specifying that the Allocations Committee is a part of the Child Abuse Council; also, delineating the responsibilities of the CAC. (At 1:12, Preeti had to excuse herself, but we still had a quorum. At 1:15, Steve Dick also had to leave, but a quorum was still present.)

E. Standard Committee Operations for Allocations Committee.

Penny sent out a template for the CAC Standard Committee Operations via e-mail. Committee members were supposed to look it over and respond back via e-mail before Sept. 30th regarding operations specific to the Allocations Committee. Penny gathered e-mail and synthesized them; a hard copy was distributed at the meeting. (E-mail responses will not be problematic with the Brown Act, as no voting will be taking place online.) Dennis suggested a change to the draft of the Standard Committee Operations for Allocations Committee, to include the statement, "This is done in collaboration with SSA" following the end of the second paragraph on page one, regarding monitoring of funded agencies.

Ann began working on monthly, quarterly, and yearly activities of the Committee Operations for Allocations Committee, and even those that occur only every 3 years; however, she has not yet sent them to Penny. Penny will incorporate these responses into what she has already.

V. Adjournment

The meeting was adjourned at 1:20 p.m. The next meeting will be on Nov. 17, 2011 from 12-1:30 p.m. in the Treasury Room, 2nd floor of the SSA building at 333 W. Julian Street in San Jose.