



MEETING MINUTES
SOCIAL SERVICES COMMITTEE
Thursday, December 9, 2021 6:30 PM

Social Services Committee

Members Present: Councilmember Reid, Councilmember Burns, D. Cravens, S. Olds Frey, A. Ngola, D. Ohanian, S. Lackey

Members Absent: A. Sood

Staff: S. Flax, J. Wingader

Call to Order / Declaration of Quorum

Chair Olds Frey called the meeting to order at 6:34 pm.

Suspension of Rules

Mr. Ohanian moved approval, seconded by Ms. Ngola; a roll call vote was taken and the rules to suspend to allow for virtual participation were approved 6-0.

Approval of the Meeting Minutes for November 11, 2021

Councilmember Reid moved approval of the meeting minutes for November 11, 2021, seconded by Mr. Ohanian; a roll call vote was taken and the motion passed 6-0.

Case Management/Safety Net Reporting Structures

Staff reviewed definitions of case management and safety net categories and reporting requirements for each. There was discussion about the subjectivity of definitions and the challenges of unifying reporting requirements for agencies providing a broad range of safety net services. Staff confirmed that the reporting process could change in subsequent years, but that initial reports were needed to cover January 1, 2021, through October 31, 2021, and November 1, 2021, through the end of the year. Committee members briefly reviewed the City's monitoring process, discussed further definitions of categories and highlighted additional areas of information that should be captured in reporting including information about case plans and client involvement.

Staff noted that, given the late finalization of agreements and release of funds, the City was working to openly communicate with agencies and provide transparency around the reporting process and that it was necessary to capture information about numbers served prior to releasing any grant disbursements. Committee members agreed that further review of the report structure was necessary and recognized the challenges of reporting retroactively for FY 2021. Chair Olds Frey called for a working group to review reporting; she and Councilmember Burns agreed to participate in conversations that would be held in January with agencies to further discuss report requirements.

Staff suggested holding open discussions with funded agencies, potentially in January, to get additional input. A timeline for the working committee and receipt of agency input was established; after further discussion, the Committee agreed to delay the January meeting. Councilmember Reid moved to reschedule the January meeting to Thursday, January 20, 2022, seconded by Mr. Ohanian; a roll call vote was taken and the motion passed 6-0.

FY 2022 Anticipated Available Funds

Staff presented information about anticipated funds available for FY2022 and ways City funding could be layered with federal funding to disburse future awards efficiently. Staff explained how CDBG funds were estimated and provided suggestions as to how any additional funds could be applied either to categories or directly to agencies.

2022 Application Cycle

Staff presented information about the condensed application cycle for 2022 allocation recommendations including report deadlines and the reasoning behind the suggested process. Chair Olds Frey recognized the amount of work needed in order to hold a discussion about allocation amounts in March 2022. Staff reiterated the challenges agencies may experience in the initial reporting periods, but confirmed the need to adhere to the condensed timeline for 2022. Chair Olds Frey and Ms. Ngola spoke in support of the timeline and there was no further discussion.

Staff Report

Staff provided information about the public comment period for the Draft FY2022 Action Plan and Amended Citizen Participation Plan. Staff also reported that Metropolitan Family Services has declined the 2021 award due to reorganization; the agency recently acquired the Howard Area Community Center to become the Metropolitan Family Services Howard & Evanston Community Center.

Public Comment

Sue Loellbach, Manager of Advocacy at Connections for the Homeless, asked about reports capturing gaps in services and how funding could assist. Chair Olds Frey agreed that capturing input from case management agencies about services participants needed, but were unable to get, would help the Committee make informed decisions about safety net/support services.

Adjournment

There being no further business before the Committee, the meeting was adjourned at 7:44 pm.

Respectfully submitted,
Jessica Wingader
Senior Grants and Compliance Specialist