



**MEETING MINUTES**  
**SOCIAL SERVICES COMMITTEE**  
Thursday, April 13, 2023 7:00 PM

**Social Services Committee**

Members Present: S. Olds Frey, D. Ohanian, A. Ngola, K. Rolling, Councilmember Burns

Members Absent: Councilmember Reid, K. Hayes, S. Lackey

Staff Present: M. Johnson, J. Wingader

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**Call to Order / Declaration of Quorum**

Chair Olds Frey called the meeting to order at 7:09 pm.

**Suspension of the Rules**

Mr. Rolling moved approval to suspend rules to allow for participation electronically or by phone, seconded by Vice Chair Ohanian; a roll call vote was taken and the motion passed 5-0.

**Approval of Meeting Minutes for March 9, 2023**

Vice Chair Ohanian moved approval of the meeting minutes for March 9, 2023, seconded by Mr. Rolling; a roll call vote was taken and the motion passed 5-0.

**Public Comment**

No public comment.

**Best Practices and Assessment Measures**

Staff summarized the National Association of Social Workers Standards for Social Work Case Management and explained how those standards provided the foundation of the ZoomGrants application for case management services and how information can be compiled in the Case Management Services Summary form; templates provided for application and report summaries. Staff also outlined criteria used to review safety net services and how that information, in applications and reports, could be presented for review using the template Safety Net Services Summary form. There were questions and discussion about the information agencies submit and what information staff should capture, there was also discussion about ways the process captures information about community needs. Staff also reviewed assessment questions and key performance indicators. There was additional discussion about how information could be presented in a way that is consistent and easy to follow.

Members discussed information that would be important to capture; there was discussion about what was included in the evaluation sheets. Members asked about ways to score and weight questions and staff discussed past practices. There was discussion about ways to review assessment tools. Councilmember Burns noted that extensive evaluation as outlined would be burdensome for members, and that the goal

of the Committee would be to define criteria so staff can evaluate agency responses and provide information to the Committee. Members present discussed whether a working group or further discussion with the full committee would be more beneficial. Staff noted that the Committee could form a working group or discuss at another meeting. Councilmember Burns expressed interest in meeting with staff and there was discussion about the way community partners are involved.

Staff requested clarification about a working group; Councilmember Burns and Chair Olds Frey expressed interest in participating. Vice Chair Ohanian suggested checking in with members not present to see if others were interested in participating and staff agreed to check in with those not present.

**Assessment of Third Party Ranking Organizations**

Staff presented a brief review of the ranking organizations and highlighted gaps in agency representation. Vice Chair Ohanian noted that Charity Navigator did have the most complete information. There was general consensus that the input of a third party ranking organization would be beneficial, provided agencies weren't charged a fee to participate. Staff agreed to find out if Charity Navigator charged any fees and if agencies not represented could enroll.

**Public Comment**

No public comment.

**Adjournment**

The meeting was adjourned at 9:23 pm.

Respectfully submitted,  
Jessica Wingader  
Senior Grants and Compliance Specialist