



City of San Marcos
Human Services Advisory Board (HSAB)

February 15, 2022 at 7:00 pm
Virtual/San Marcos Public Library

Special Meeting – Minutes

Members Present: JoAnn Parsons, Board Chair
Mary Earls, Board Co-Chair
Alfretta Lee, Voting Member
Eleanor Owen-Oshan, Voting Member
Malena Pinjuv, Voting Member
Monica Gonzales, Voting Member
Gloria Quinn, Voting Member
Megan Campbell, Non-Voting Advisory Member

Member(s) Absent: None

Staff Liaison: Carol Griffith, Planning & Development Services, Housing and Comm. Dev. Manager

Recording Secretary: Lorena Escobar, Planning & Development Services, Housing Coordinator

- I. **Call to order:** The meeting was called to order by JoAnn Parsons at 7:02 pm.
- II. **Roll Call:** Parsons called the roll. At the time that roll was conducted six voting members were present, forming a quorum.
- III. **30 Minute Citizen Comment Period:** No comments were received.
- IV. **Consideration of Minutes for November 16, 2021, Human Services Advisory Board Meeting.** Monica Gonzales moved for approval of minutes. Gloria Quinn seconded the motion. Motion carried unanimously.
- V. **Action Items:**
 1. **Hold a staff-facilitated discussion among board members as an after-action review on the FY 2021-2022 Human Services Advisory Board application review process to discuss best practices and areas of improvement and provide direction to staff.**

Carol Griffith opened the discussion and asked the board to provide ideas and thoughts of what worked and what did not during the past year, including what could be done differently.

Parsons stated that the process of sending courtesy emails should be more defined, and that it is up to each agency to do their due diligence and ensure timely application submission. She stated that applications not submitted on time should not be considered and no time should be spent voting on whether to consider agencies that did

Earls also asked if Griffith would be the only one who could communicate with the agencies directly. She stated that thinks its fair that the board members can contact agencies themselves to ask questions, and that voting should not occur until all questions about an organization had been answered Griffith stated she would check to see if there is anything that would prohibit a board member from contacting the agencies directly.

Gloria Quinn that she stated that she believed the agencies should address the same four questions both in the written format of the application and in the presentation. Parsons recommended that presentation guidelines be created so agencies can follow them when presenting.

Quinn also asked whether the agencies were aware of the scoring process and said that should be made more clear for the board as part of the presentation process.

Campbell stated that an optional information session for applicants could be really helpful, including what the board is looking for in the application and presentation.

Gonzales agreed that some sort of template for the presentation is needed. She recommended posting a sample presentation on the website, maybe the one by Owen-Oshan's organization.

Gonzales expressed concern about having multiple people contact an organization with questions, stating that messages can become conflicting, which creates another issue. She said maybe the board should designate two people to ask questions to ensure consistency.

Gonzales stated she thought it was great that the board had a scoring system but that it might need to be fine tuned. For example, each of the five scoring topics had 25 points, but one of them had three questions under it. She stated it would be better to have each question have its own maximum amount.

Gonzales appreciated the opportunity to change scores after the board had discussed the applications but suggested that the process might be streamlined and subjectiveness reduced if applicants grouped. First all applicants with a specified level of risk could be removed from consideration. Then the ones that are considered for funding could be considered for a certain percentage of the funding based on their scores. Some could be eligible for no more than 25% of their funding if their scores are a certain level, whereas others could received up to 75%. That is, she recommended a funding cap for each score range. Owen-Oshan clarified that Gonzales was talking about tiers, and Parsons expressed support for the idea.

Carol asked the board what worked well, was particularly effective or was really helpful. Gonzales liked the presentations to everyone versus the site visits so that everyone received the same message. Gonzales, Owen-Oshan, and Campbell all expressed

Campbell stated her role was intended to be for someone who had trade knowledge about non-profit and social services and human services. The idea was that this non-voting member could speak to their experiences in their field. Griffith stated the official document where this can be found is in the bylaws. Campbell said one possibility would be to keep the requirement for a social worker on the board but maybe they could have a vote. She stated that she just thinks it is worthy of discussion as the board is reviewing these policies. Quinn agreed.

5. Discuss and take action on Resolution 2022-02R to approve the 2022 Calendar for the Human Services Grant application process.

(tabled above)

- VI. Reports:** No reports were provided.
- VII. Future Agenda Items:** No items were received.
- VIII. Question and Answer Session with Press and Public.** No questions were received.
- IX. Adjournment:** Earls moved to adjourn the meeting. Quinn seconded. Motion carried unanimously.


There being no further discussion, the meeting was adjourned without contest at 8:40 pm.

The minutes for the February 15, 2022, meeting of City of San Marcos, TX; Human Services Advisory Board are respectfully submitted on February 22, 2022 by:



Carol Griffith, Staff Liaison

Approved By:



JoAnn Parsons, Board Chair