



Andy Schor, Mayor

City of Lansing HRCS Advisory Board Meeting Summary
Tuesday, February 21, 2023
4:30 p.m. - 6:00 p.m.
HRCS Conference Room
4th Floor – City Hall

Attendance: Paul Dripchak, Ron Embry, Frank Lee, Melissa Horste, Jody Washington, Versey Williams, and Thomas Woods

Staff: Kimberly A. Coleman, Toni Young, and Renee Morgan Freeman

The meeting was called to order at 4:38 p.m. by Chair Ron Embry.

R. Freeman conducted a roll call. A quorum was established.

J. Washington moved to approve the agenda with flexibility. It was seconded by F. Lee. Motion carried.

January 24, 2023, minutes were read silently. T. Woods moved that the minutes be approved as read, seconded by M. Horste.

There was no public comment.

Chair Embry asked that the Director's Report be presented after reviewing and discussing General Fund Agency Scores and Recommendations. There were no objections.

T. Young asks board members to share feedback regarding the Wizehive software, applications, and scoring process. Board members expressed that it was easily accessible and noticed that some applicants missed the second budget page, which should be brought to their attention. Additional clarification should be provided on some of the definitions and terminology. Once the scoring was submitted, there was no opportunity for reviewers to reopen to make adjustments. There was difficulty navigating to get to the budget. Hybrid links that were embedded in applications were not accessible or when the link was clicked it directed the person scoring out of the Wizehized system. This is an area that can be reviewed to see if embedded links should be permissible within the application. It was great that a certain number of applications were assigned to each board member instead of them having to score all applications. Overall the system was outstanding. It was reported that a few agencies encountered issues with their application submission. This may be attributed to too many users on the system at once. However, HRCS was able to troubleshoot. They also inquired about clarity regarding some of the definitions. Agencies could also share and ask questions at the in-person and virtual Community Forums.

Chair Embry provided kudos to the staff for the exemplary work done to implement the new process. Director Coleman indicated that in the future, there might be a federal component added to Wizehize.

The discussion was then directed to board members' thoughts on applying a score threshold. Responses included 75/80, 85 for full funding vs. 70 for partial funding, 75, 80, 70, and perhaps an average of 71. Mercy and grace should be extended on an individual basis. It was noted that some applicants are not grant writers, which could affect the score received. There was a discussion about whether applicants could provide letters of support or emphasize collaborations. T. Young stated that this was asked in the past but was

excluded in this process. It was expressed that caution should be taken on how much weight a letter of support should receive. Attention was directed to the last page of the scoring document, which presented some questions: What if funding re: full recommendation vs. an 85 score; is the program one that the City needs to be funded? These areas need to be considered based on the determination of available funds, which is not known until March.

The HRCS Advisory Board consensus was that HRCS Staff should make the final funding decisions on funding allocations submitted to the Mayor based on actual dollars, the scenario of 85 plus scores, and consider basic needs.

Director Coleman reported that HRCS has to address those agencies that are non-compliant with submitting their quarterly reports. If there is no report(s), should funds be issued? There must be an alternative plan established when reports are not submitted timely. There was extensive discussion in this regarding how much grace should be permitted before issuing grant funds. It was concluded that HRCS staff would develop a policy for presentation at the March HRCS Advisory Board meeting.

The meeting was adjourned at 6:16 p.m.

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