

Wednesday, Mar. 16, 2016
Social Services Funding Committee Meeting
3rd Floor Tualatin River Rm
The Beaverton Building

Meeting Minutes

Committee Members Present: Laura Mitchell, Patricia Longua, Lisa Stiller, Erin Woolley, and staff liaison Megan Cohen.

The meeting was called to order at 6 p.m. Staff Liaison Megan Cohen reviewed the applications received before the March 11 (4 p.m.) deadline, thirty total. Two other applications were submitted late, and the committee discussed whether an exception should be made to allow late applications.

Chair Laura Mitchell made a motion to not accept late applications, Lisa seconded, and the motion passed unanimously.

Equity Outreach Coordinator Alexis Ball presented on Equity in Social Services, providing disparities data to the group to help frame the new equity ranking criteria for Social Services Funding applications.

Megan reviewed the city's conflict of interest policy, and asked committee members to declare potential and actual conflicts during the next meeting, before interviews. She then led the committee in a discussion of group norms for the organizational interviews, and the following list was drafted:

- Limit your ask to one question at a time (no 'multiple part' questions)
- Be aware of time limits (10 min. Q&A, don't ask a new question after 9 minute mark)
- Encourage organizations to keep answers brief (~2 minutes per question, staff liaison will provide time warning to organizations)
- Monitor your participation in the group (find a balance in asking questions, and allowing others to ask as well)
 - Let the committee know before interviews if there is a particular organization that you have prepared a question for
 - Limit personal experience in framing questions
- Come prepared, having read the material and noted any questions
- Be respectful of organizations, make eye contact during presentations

The meeting was adjourned at 8PM. Interviews with organizations will begin on Tues., April 12 from 5:30-8:45PM in the 3rd floor Tualatin River Room of The Beaverton Building.