

**Notice of Meeting for the
Strategic Partnerships for Community Services Advisory Board
of the City of Georgetown
June 16, 2021 at 2:30 PM
at City Hall Community Room, 808 Martin Luther King Jr. St., Georgetown, Texas
78626**

The City of Georgetown is committed to compliance with the Americans with Disabilities Act (ADA). If you require assistance in participating at a public meeting due to a disability, as defined under the ADA, reasonable assistance, adaptations, or accommodations will be provided upon request. Please contact the City Secretary's Office, at least three (3) days prior to the scheduled meeting date, at (512) 930-3652 or City Hall at 808 Martin Luther King Jr. Street, Georgetown, TX 78626 for additional information; TTY users route through Relay Texas at 711.

The City of Georgetown Strategic Partnerships for Community Services Advisory Board is now meeting in person. A quorum of the Strategic Partnerships for Community Services Advisory Board will be in attendance on Wednesday, June 16, 2021 at 2:30 p.m. at the City Hall Community Room, located at 808 Martin Luther King, Jr. St., Georgetown, Texas 78626.

It is possible that one or more board members may attend via video Conference using the Zoom client.

To allow for as much citizen participation as possible, citizen comments are accepted either in person or via the Zoom client.

Face masks are encouraged. Use of profanity, threatening language, slanderous remarks or threats of harm are not allowed and will result in you being immediately removed from the meeting.

If you have questions or need assistance, please contact Shirley Rinn at shirley.rinn@georgetown.org or at 512-930-3723.

To participate virtually, please copy and paste the following weblink into your browser:

**[https://georgetowntx.zoom.us/j/91224280322?
pwd=eWdPWitseUpsa3FWTGRQT0VHczFPQT09](https://georgetowntx.zoom.us/j/91224280322?pwd=eWdPWitseUpsa3FWTGRQT0VHczFPQT09)**

Meeting ID: 912 2428 0322

Passcode: 162649

Or by phone, 888-475-4499 US Toll-free, 833-548-0276 US Toll-free, 833-548-0282 US Toll-free, or 877-853-5257 US Toll-free

Citizen comments are accepted in the following formats:

- **Submit written comments to shirley.rinn@georgetown.org by 12:00 p.m. on the date of the meeting and the Recording Secretary will forward your comments to the board before the meeting.**

To join a Zoom meeting, click on the link provided and join as an attendee. You will be asked to enter your name and email address (this is so we can identify you when you are called upon). To speak on an item, click on the “Raise your Hand” option at the bottom of the Zoom meeting webpage once that item has opened. When you are called upon by the Recording Secretary, your device will be remotely un-muted by the Administrator and you may speak for three minutes. Please state your name clearly, and when your time is over, your device will be muted again.”

Regular Session

(This Regular Session may, at any time, be recessed to convene an Executive Session for any purpose authorized by the Open Meetings Act, Texas Government Code 551.)

- A Roll Call --Paul Secord, SPCS Advisory Board Chair
- B Call to Order--Paul Secord, SPCS Advisory Board Chair
- C Nominations and election of Vice-Chair and Secretary of the SPCS Advisory Board. – Paul Secord, SPCS Advisory Board Chair
- D Consideration and possible action to approve the Minutes from the May 27, 2021 SPCS Advisory Board Meeting—Paul Secord, SPCS Advisory Board Chair and Shirley Rinn, SPCS Advisory Board Liaison
- E Discussion and possible action to review all of the Strategic Partnerships for Community Services Grant Applications that were received for FY 2021-22 for completeness -- Paul Secord, SPCS Advisory Board Chair and Shirley Rinn, SPCS Advisory Board Liaison
- F Discussion and possible action regarding the process for reviewing the Strategic Partnerships for Community Services Grant Applications that were received for the FY 2021-22 Grant Cycle--Paul Secord, SPCS Advisory Board Chair and Shirley Rinn, SPCS Advisory Board Liaison
- G Discussion and possible action related to review of the Annual Reports submitted by Grant Recipients who received a Strategic Partnerships for Community Services Grant in FY 2019-20-- Paul Secord, SPCS Advisory Board Chair and Shirley Rinn, SPCS Advisory Board Liaison
- H Consideration and possible action to set dates and times for FY 2021-22 Partnerships for Community Services Advisory Board Meetings--Paul Secord, SPCS Advisory Board Chair and Shirley Rinn, SPCS Advisory Board Liaison

Certificate of Posting

I, Robyn Densmore, City Secretary for the City of Georgetown, Texas, do hereby certify that this Notice of Meeting was posted at City Hall, 808 Martin Luther King Jr. Street, Georgetown, TX 78626, a place readily accessible to the general public as required by law, on the _____ day of _____, 2021, at _____, and remained so posted for at least 72 continuous hours preceding the scheduled time of said meeting.

Robyn Densmore, City Secretary

City of Georgetown, Texas
Strategic Partnerships for Community Services
June 16, 2021

SUBJECT:

Nominations and election of Vice-Chair and Secretary of the SPCS Advisory Board. – Paul Secord, SPCS Advisory Board Chair

ITEM SUMMARY:

Per the Bylaws of the Strategic Partnerships for Community Services Advisory Board (SPCS):

“Section 3.1 – Officers. The Board Officers are Chairman, Vice-Chairman and Secretary. The Chairman is appointed by the City Council during the annual appointment process. The other Board Officers are elected by a majority vote of the Members at the first meeting after the annual appointment process.”

The Chair of the Board, Paul Secord, will take the nominations from the floor, for position of Vice-Chair and Secretary.

FINANCIAL IMPACT:

N/A

SUBMITTED BY:

Shirley Rinn for Paul Secord, SPCS Advisory Board Chair

City of Georgetown, Texas
Strategic Partnerships for Community Services
June 16, 2021

SUBJECT:

Consideration and possible action to approve the Minutes from the May 27, 2021 SPCS Advisory Board Meeting—Paul Secord, SPCS Advisory Board Chair and Shirley Rinn, SPCS Advisory Board Liaison

ITEM SUMMARY:

FINANCIAL IMPACT:

None

SUBMITTED BY:

Shirley Rinn for Paul Secord, SPCS Advisory Board Chair

ATTACHMENTS:

| | Description | Type |
|---|--------------------|-----------------|
| 📎 | DRAFT Minutes | Backup Material |

**Minutes of the Meeting of the
Strategic Partnerships for Community Services Advisory Board
City of Georgetown, Texas
May 27, 2021**

The Strategic Partnerships for Community Services Advisory Board of the City of Georgetown, Texas, met on Thursday, May 27, 2021, at 4:00 p.m. in the City Hall Community Room located at 808 Martin Luther King Jr. St., Georgetown, Texas 78626

Members Present: Andy Webb, Paul Secord, Natalia Ornelas, Jerry Haecker, Stacy Mading

Members Absent: None

Staff Present: Shirley J. Rinn, Executive Assistant to the City Manager

Visitors: Christopher De Los Santos, Williamson County Sun Reporter

MINUTES

Regular Session

(This Regular Session may, at any time, be recessed to convene an Executive Session for any purpose authorized by the Open Meetings Act, Texas Government Code 551.)

A Roll Call -- Shirley J. Rinn, SPCS Advisory Board Liaison

All members were present.

B Call to Order--Paul Secord, SPCS Advisory Board Chair

Meeting was called to order at 4:09 p.m.

C Welcome and Introduction of New Board Members – Shirley J. Rinn, SPCS Advisory Board Liaison

The new and current board members introduced themselves to each other, as well as the staff liaison.

D Review and discussion regarding the By-Laws for the Strategic Partnerships for Community Services and the City Council Attendance Policy for Board Members-- Shirley J. Rinn, SPCS Advisory Board Liaison

Rinn went over the current by-laws and addressed the requirements of the City Council Attendance Policy.

- E Consideration and possible action to approve the Minutes from the August 6, 2020 and August 10, 2020 SPCS Advisory Board Meetings—Shirley J. Rinn, Liaison for the SPCS Advisory Board

Motion by Haecker second by Mading to approve the Minutes from the August 6, 2020 and August 10, 2020 SPCS Advisory Board Meetings. **(Approved 5-0)**

- F Discussion and possible action related to review of the Annual Reports submitted by Grant Recipients who received a Strategic Partnerships for Community Services Grant in FY 2019-20-- Shirley J. Rinn, SPCS Advisory Board Liaison

Rinn provided an overview of the Annual Reports of the Grant Recipients who received a Strategic Partnerships for Community Services Grant in FY 2019-20. She also told them that she was preparing a summary of the reports and would get that summary to the board members at a later date.

She told them board that they could also use these reports as a resource as they begin reviewing the applications for FY2021-22 Grant Applications.

- G Overview regarding the review of the grant cycle timeline, the Policy, Guidelines, Application, and Evaluation and Recommendation Process for the FY 2019-20 Strategic Partnerships for Community Services Grant Cycle--Shirley J. Rinn, SPCS Advisory Board Liaison.

Rinn told the advisory board members that in the essence of time she went ahead and made the Grant Applications for FY2021-22 available. She told them that normally the advisory board would meet in advance of that happening, but with COVID, etc. the advisory board has not been able to meet yet.

There was a brief discussion regarding whether or not incomplete applications would be accepted. Rinn told the advisory board they could discuss that topic at the next meeting we have when we are vetting the applications for completeness. She told them that the applications are due back by June 12, 2021. Rinn told the advisory board that the agencies have 5-6 weeks to get the applications turned in by the deadline. Rinn told the board she would remind the agencies to provide complete applications.

Rinn provided an overview of the history of the Strategic Partnerships for Community Services grant program.

There was additional discussion regarding placing an item on a future agenda regarding bias and advisory board member experiences, and how they play a role in determining funding recommendations for the agencies who apply for the grants. There was also an extended discussion regarding the grant application itself and whether or not it is successful in providing the specific information the advisory board is looking for to make those recommendations.

There was discussion regarding whether or not there was a directive from the City Council to fund all of the agencies who apply or how much they would get. Rinn told the advisory board that there was not a directive from the City Council to fund all of the agencies. She told them that the minimum grant was \$10,000 and the maximum is \$50,000. Rinn also clarified that the grant funds can be used for operational costs as well as programming. There was discussion regarding the operational expenses being part of the program. There was also clarification that the advisory board has recommended in the past that the funding the agencies received be used for a different purpose than what they applied

for. The advisory board also discussed some of the parameters and/or restrictions that have been put in place regarding the funding over the years, as well as the process for implementing them.

The advisory board also discussed the current application form and whether or not it was too complex of a form and whether or not it might hinder smaller agencies from applying for funding. They also discussed how the current form was formulated utilizing information from Seeds of Strength and Georgetown Health Foundation's application forms and that prior to finalizing the current application form, the advisory board had to determine whether or not all of the information that those two (2) agencies were requiring was absolutely necessary in our grant application form and whether or not it would actually be utilized to make our funding recommendations. There was also some discussion as to whether or not our current application form asks for redundant information.

Rinn told the advisory board that the city organization has implemented a process improvement program for all employees to look at their workload and programs to see if there are ways to improve that process. She told the advisory board that she is working with the city's Organizational & Operations Excellence Team to review the current process and make improvements. She told the advisory board that she would also like to include them as well as members of the non-profit group in our community for their input as well. She also told them that all of the items that were just discussed regarding the grant application form were items that could be addressed during this process.

Rinn told the advisory board that the grant applications are due on June 12, 2021. She also clarified that she intended them to be due on Friday, June 11, 2021, but that there was an error on the wall calendar she looked at while she was working on the grant application materials. June 12 is on a Saturday. She told the advisory board she was going to extend the deadline to Monday, June 14, 2021 since City Hall is not open for business on Saturday.

There was additional discussion and clarification regarding the total amount of funding (\$400,049) that is available for the FY 2022 grants, as well as the history of how that amount was determined.

- H Consideration and possible action to set dates and times for FY 2021-22 Partnerships for Community Services Advisory Board Meetings--Shirley J. Rinn, SPCS Advisory Board Liaison

There was discussion regarding possible dates to have our next meetings. Rinn will send potential dates to board members to schedule the next meetings.

Adjournment

Meeting was Adjourned at 5:15 p.m.

ATTEST:

Shirley Rinn, SPCS Advisory Board Liaison

Paul Secord, SPCS Advisory Board Chair

City of Georgetown, Texas
Strategic Partnerships for Community Services
June 16, 2021

SUBJECT:

Discussion and possible action to review all of the Strategic Partnerships for Community Services Grant Applications that were received for FY 2021-22 for completeness -- Paul Secord, SPCS Advisory Board Chair and Shirley Rinn, SPCS Advisory Board Liaison

ITEM SUMMARY:

The Advisory Board will review all of the Strategic Partnerships for Community Services Grant Applications that were received for FY 2021-22 to ensure that all of the grant applications include all of the required documentation in order to be considered for possible funding.

FINANCIAL IMPACT:

N/A

SUBMITTED BY:

Shirley Rinn for Paul Secord, SPCS Advisory Board Chair

City of Georgetown, Texas
Strategic Partnerships for Community Services
June 16, 2021

SUBJECT:

Discussion and possible action regarding the process for reviewing the Strategic Partnerships for Community Services Grant Applications that were received for the FY 2021-22 Grant Cycle--Paul Secord, SPCS Advisory Board Chair and Shirley Rinn, SPCS Advisory Board Liaison

ITEM SUMMARY:

The Advisory Board will determine a process for reviewing Strategic Partnerships for Community Services Grant Applications that were received for the FY 2021-22 Grant Cycle.

FINANCIAL IMPACT:

N/A

SUBMITTED BY:

Shirley Rinn for Paul Secord, SPCS Advisory Board Chair

City of Georgetown, Texas
Strategic Partnerships for Community Services
June 16, 2021

SUBJECT:

Discussion and possible action related to review of the Annual Reports submitted by Grant Recipients who received a Strategic Partnerships for Community Services Grant in FY 2019-20-- Paul Secord, SPCS Advisory Board Chair and Shirley Rinn, SPCS Advisory Board Liaison

ITEM SUMMARY:

FINANCIAL IMPACT:

N/A

SUBMITTED BY:

Shirley J. Rinn, SPCS Advisory Board Liaison

City of Georgetown, Texas
Strategic Partnerships for Community Services
June 16, 2021

SUBJECT:

Consideration and possible action to set dates and times for FY 2021-22 Partnerships for Community Services Advisory Board Meetings--Paul Secord, SPCS Advisory Board Chair and Shirley Rinn, SPCS Advisory Board Liaison

ITEM SUMMARY:

Per the Bylaws of the Strategic Partnerships for Community Services Advisory Board (SPCS):

"Section 4.1. Time and Date of Regular Meeting. The Board shall schedule all regular meetings in accordance with the requirements of the Board's responsibilities."

The SPCS Advisory Board will meet at least once per year and whenever necessary to carry out its responsibilities and purpose. The date, time and place of the Board meetings will be decided by the Members at the first meeting of the Board after the annual appointment process.

After reviewing the grant cycle timeline the SPCS Advisory Board will determine the necessary meetings to complete the FY 2021-22 Grant Cycle recommendations to the City Council.

FINANCIAL IMPACT:

N/A

SUBMITTED BY:

Shirley Rinn for Paul Secord, SPCS Advisory Board Chair