

EFSP Local Board Meeting Minutes

Wednesday, April 13, 2011
United Way of the Inland Valleys
6215 River Crest Dr., Ste. B
Riverside, CA 92507

Attendees

Jackie Hill	<i>American Red Cross</i>
Belinda Marquez	<i>Catholic Charities</i>
Craig Redelsperger	<i>Community Connect</i>
Allen Villalobos	<i>Corona/Norco United Way</i>
Florita Jones	<i>Homeless Advocate</i>
Eva Guenther-James	<i>Regional Access Project Foundation (Alternate)</i>
Debbie Cournoyer	<i>Riverside County Executive Office</i>
Lynne Brockmeier	<i>Riverside County Mental Health</i>
Linda Rogers	<i>Valley Restart Shelter</i>
Bill Earl	<i>Veteran's Services</i>

Absentees

Daryl Brock	<i>2nd Harvest Food Bank</i>
Rabbi Shmuel M. Fuss	<i>Chabad Jewish Community Center</i>
Karen Patterson	<i>Homeless Advocate</i>
Helen Ross	<i>Lutheran Social Services</i>
Judith Cox	<i>Regional Access Project Foundation</i>
Dan Anderson	<i>Riverside Community Health Foundation</i>
Yvette Calbay	<i>Riverside County Housing Authority</i>
Major Rick Peacock	<i>The Salvation Army</i>
Mary Belardo	<i>Torres Martinez Desert Cahuilla</i>
Kari Hollis	<i>United Way of the Inland Valleys</i>

Guest

Kate Thibault	<i>City of Riverside</i>
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DPSS Staff

Anabel Ramos	<i>Administrative Services Analyst II</i>
Judi Murdock	<i>Homeless Programs Manager</i>
Jennifer Rosales	<i>Office Assistant III</i>

- I. Call to Order
Meeting called to order by Allen Villalobos at 9:10 AM.
- II. Introductions
Everyone was welcomed and self-introductions were given.

III. Approval of Previous Minutes

Allen Villalobos entertained a motion for the approval of the March 9, 2011 minutes. Linda Rogers moved to carry the motion; Bill Earl moved to second the motion. All in attendance agreed. The minutes were approved.

IV. Old EFSP Business

a. Phase 28 Closeout

Anabel Ramos provided copies of the Closeout documents received from the National Board and a status sheet from the EFSP website. She explained that HPU has been working hard to get the Closeouts reviewed and sent to the National Board as soon as possible.

b. Phase 29 – Awaiting National Board

Anabel reported that there is still no word on the Phase 29 awards.

c. Phase 30 – Project Application and Narrative

1. Comments and Suggestions:

a. Electronic Version

Anabel provided copies of the Application and Narrative for Phase 30. She requested that it be approved by the next meeting so that DPSS can begin work on the electronic version of the application.

b. Limiting the number of words per question

There was a suggestion to limit the number of words per question in the application. Another suggestion was to break up the questions and have a 100 word limit for each. After a brief discussion, the group decided that there was too much work required for breaking up the questions and limiting the words.

It was suggested that the application limit be increased to ten pages in order to allow one page per question. Judi Murdock suggested that the board decide not to limit the words or pages of the application, and have a test run with the electronic version for Phase 30.

After a brief discussion, the general consensus was to increase the page limit. Allen Villalobos entertained a motion to increase the page limit on the application from eight to nine pages. Linda Rogers moved to carry the motion; Jackie Hill moved to second the motion. The motion carried.

c. Availability of Services (25 Maximum Points)

1. Creating a chart to fill in for Question 2:

There was a suggestion to create a chart similar to the one in the EHAP application, which would be filled in to describe the staffing effort. After a brief discussion the group decided not to add a chart as it would take up additional application space.

2. Include process and days, hours these services are offered for
Question 3:

After a brief discussion, the general consensus of the group was to have Anabel explain to the graders during the Graders Training that if an agency can provide all of their services during the amount of time they are open, it doesn't matter how many days a week or hours a day they are open. They would like to leave it up to the graders to determine how the points should be given.

3. Bonus Question

Allen remarked that some agencies get confused on the expansion question and that the term "expansion" needs to be defined. Anabel explained that there was also confusion with how this question was interpreted by Dr. Stewart in the training and what the board intended for the question to be. She requested that the board review the graders handout and provide guidance.

Allen requested that all comments and suggestions for Phase 30 be sent to Anabel via email as soon as possible.

- d. Checklist

Anabel requested that the Required Documentation Checklist be included in the application. She also suggested adding a cover page that would include the agency name, supervisorial district, and a space to include the grant writer's contact information. The group agreed that these were good ideas and asked that she create the cover page to be included with the application. It was noted that the Checklist and cover page will not take away from the nine page limit.

- e. Proposal

The Needs Analysis was briefly discussed with the group deciding to leave the priority services as they are now and revisit them next year. After reviewing the Supervisorial Districts list, Allen Villalobos pointed out that Eastvale and Jurupa Valley are now cities.

- f. Website

Anabel provided a handout with useful websites that were provided at the technical training that was provided by Dr. Stewart.

- g. LA County

Anabel Ramos provided copies of L.A. County's EFSP electronic application. It was pointed out that they have different applications for different services. Allen Villalobos suggested that it would be a good idea to begin reviewing the application for Phase 31.

It was suggested that the L.A. application be reviewed in sections at the board meetings by adding it to the agenda. Suggestions can be sent to Anabel via email.

h. 2-1-1

There was a motion at the last meeting to require applicants to register with 2-1-1. Anabel provided copies of the 2-1-1 registration forms. Craig Redelsperger explained that one form is for agency information and the other is for program information. He explained that he is working on an electronic form that will allow agencies to easily update their information. The group discussed requiring agencies to re-register so that all programs and services are kept current.

V. Old EHAP Business

a. Funding Recommendation

Copies of the EHAP application scores and funding recommendations were provided. Allen Villalobos entertained a motion to approve. Lynne Brockmeier moved to carry the motion; Florita Jones moved to second the motion. Linda Rogers abstained. Motion approved.

Anabel advised the group that since the funding recommendations are now approved, the May 4th Appeals meeting is canceled.

VI. Calendar - Next Meeting

The next EFSP meeting will be held on Wednesday, May 11th, 2011 at 9:00 AM.

VII. Announcements/Other

Anabel reported that Blythe Emergency Food Pantry does not have a computer which makes it difficult for them since EFSP is requiring everyone to submit all information electronically. She asked if anyone was able to donate a computer or had any suggestions. The group briefly discussed the possible options including using a library computer. Suggestions can be sent to Anabel.

Belinda Marquez announced that Catholic Charities has HOPWA housing funds available for clients with HIV/AIDS in Riverside County.

Belinda explained that Catholic Charities has held their Food Project on Fridays in Mecca for a number of years and have expanded their services. They are now distributing food at the yacht club in North Shore on Friday's at 9:30 AM.

Belinda also announced that Catholic Charities will hold their annual Easter celebration at Veterans Park in Coachella on Saturday. They will have pony rides, jumpers, free food, and about 200 Easter baskets for children.

Bill Earl announced that there is a Veterans Parade on Saturday in downtown Riverside.

VIII. Adjournment

Meeting adjourned by Allen Villalobos at 10:45 AM.