

EFSP Local Board Meeting Minutes

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

Attendees

Daryl Brock	<i>2nd Harvest Food Bank</i>
Belinda Marquez	<i>Catholic Charities</i>
Allen Villalobos	<i>Corona-Norco United Way</i>
Karen Patterson	<i>Idyllwild Help Center</i>
Lurinda Stubblefield (Alternate)	<i>Lutheran Social Services</i>
Eva Guenther-James (Alternate)	<i>Regional Access Project Foundation</i>
Debbie Cournoyer	<i>Riverside County Executive Office</i>
Lynne Brockmeier	<i>Riverside County Mental Health</i>
William Earl	<i>Riverside County Veteran's Services</i>
Linda Rogers	<i>Valley Restart Shelter</i>

Absentees

Jackie Hill	<i>American Red Cross</i>
Rabbi Shmuel M. Fuss	<i>Chabad Jewish Community Center</i>
Craig Redelsperger	<i>Community Connect</i>
Florita Jones	<i>Homeless Advocate</i>
Helen Ross	<i>Lutheran Social Services</i>
Judith Cox	<i>Regional Access Project Foundation</i>
Dan Anderson	<i>Riverside County Health Foundation</i>
Yvette Calbay	<i>Riverside County Housing Authority</i>
Mary Belardo	<i>Torres Martinez Desert Cahuilla</i>
Kari Hollis	<i>United Way of the Inland Valleys</i>

Guests

Captain Keith Bottjen	<i>The Salvation Army</i>
Clarissa Glasco	<i>The Salvation Army</i>

Homeless Programs Staff

Judith Murdock	Homeless Programs Manager
Jennifer Rosales	Office Assistant III

Call to Order

Meeting called to order by Daryl Brock at 9:07 AM.

Approval of Previous Minutes

Daryl Brock entertained a motion for the approval of the May 11th, 2011 minutes. With a first motion by Linda Rogers and a second motion, the minutes were approved with two abstentions.

Old EFSP Business

- a. Phase 28 Closeout – No Update

- b. Phase 29 – Awaiting National Board
- c. Daryl Brock entertained a motion to elect Keith Bottjen from The Salvation Army to the Local Board. Allen Villalobos moved to carry the motion and Linda Rogers moved to second. Motion carried.
- d. Phase 30 – Electronic Application Review
Judith Murdock briefly reviewed the EFSP electronic application. There were suggestions made by board members to:
- Remove the area code brackets in the create username page
 - Remove the fax number requirement
 - \$50,000 can only be requested if the box is checked that you have previously received EFSP funding
 - Add a check box to click if the address is the same as above
 - When re-logging in must select edit
 - Move save/edit/go to next (add to bottom, or to both top and bottom)
 - Error on page count after first question. (first page should not be counted)
 - Reset button at bottom of page has no function – request to remove.
 - Create options to “Save and exit” or “Save and go to next question”
 - Add “Go back” and “Forward” buttons to the menu
 - Warning that you may get logged out and lose everything
 - 2-1-1 (Community Connect) will be added to the top of the 2-1-1 form after the project narrative
 - Return to checklist is only listed on the cover page
 - Better navigation - Ability to pick a page number rather than going forward or back page by page
 - “You have successfully saved this form” and the form is blank
 - Amount requested per service category does not auto calculate to match the total requested amount
 - 2% admin should be auto calculated with the ability to zero out or add a check box if not requesting admin funds
 - Final application submission allows you to not check all boxes (required) and still submit application
 - Add check box to say that they do not support terrorists (Clarissa will email verbiage to Judi)
 - Submission Confirmation number after successful submission with an e-mail confirmation back to the applicant with the submission confirmation number.
 - Ability to print complete application before submission, and the option to review entire application prior to submission
 - Prohibit the applicant from moving forward in the application if nothing has been entered for a question.
 - Save/Export to a PDF so applicant can save to their local drives.
 - [text needed] - When logging back in to check status of submitted application
 - Email confirming that the application has been received and confirmation number. Also, an email once the application has been reviewed

- Make sure the graders have the ability to print the applications out rather than reading them on the computer but all grading and recording of scores must be done on-line
- Ability to view the upload submission to ensure that all documents have been uploaded and add the doc name to the upload page after upload.
- Determine how an applicant would be able to provide missing documentation once the application has already been submitted.
- Ability to re-open or reset the application so that applicant can resubmit correctly
- Add a note requesting that applicant print entire application/documents prior to submitting.
- Add a note that “**All submissions are final**”. Should be in bold, large font next to the submission button.
- Suggestion to add a check box or initials line on every page for the applicant to check/initial that they have reviewed and approve their entry.
- Applications must be denied submission if the application is incomplete, missing uploads or missing answers to all required fields and questions.
- Ability for the graders to grade applications online and submit the results online

Judi explained that she will have the contractor make the changes to the application and will email the updated link to the board for their review. The board members will be able to test the application prior to the August 10th meeting to allow time for feedback. The final product will then be reviewed at the August meeting.

Belinda Marquez was concerned about the smaller organizations that do not have access to computers. The board discussed that libraries have computers that are available for public use. Judi explained that agencies will be given the opportunity to call DPSS and make arrangements to use computers and scanners.

Old EHAP Business

EHAP – CD

Judi explained that this grant is like EHAP, except that it is for Capital Development. The same LESS Plan will be used but the application is different and will be sent to the state, not DPSS.

Calendar

There will be a special meeting held on Wednesday, August 10th, 2011 to review electronic application.

Adjournment

Meeting adjourned by Daryl Brock at 10:39 AM.