



CITY OF
BAINBRIDGE ISLAND

HUMAN SERVICES ADVISORY TASK FORCE
MONDAY, OCTOBER 3, 2022
ORIENTATION MEETING
COUNCIL CONFERENCE ROOM
+ ZOOM WEBINAR



IN ATTENDANCE:

- Kimberly Garber
- Annette Maxon
- Becky Allen
- Elizabeth Tomer
- Ron Birum
- Lynn Beck
- Jeff Steele
- Councilmember Brenda Fantroy-Johnson
- Councilmember Clarence Moriwaki
- Brittany Kirk, Brittany Kirk Nonprofit Consulting
- Roz Lassoff, City of Bainbridge Island
- Ellyze Francisco, City of Bainbridge Island

MEETING MINUTES

CALL TO ORDER / APPROVE AGENDA

INTRODUCTIONS / CONFLICT OF INTEREST DISCLOSURE

- Conflicts of Interest
 - Brittany Kirk, Bainbridge Prepares, Helpline House – *note that Brittany does not vote on funding decisions.*
- Notable Involvement in Applicant Organizations (not conflicts):
 - Brittany – Peacock Family Services
 - Ron - Island Volunteer Caregivers, Helpline House
 - Kimberly - Island Volunteer Caregivers
 - Becky – Senior Center
 - Annette – Helpline House

DETERMINED GROUND RULES FOR DISCUSSION

The Task Force would like to use the following ground rules for discussion:

- Do not interrupt others who are talking.
- Speak up to accommodate those with hearing challenges.
- Do not assume deliberations or disagreements are personal.
- Create safe space for honest and challenging conversations about equity and privilege.

DISCUSSED TASK FORCE LOGISTICS

Decisions made:

- 1) Applicant presentations will be spread across two days and we will allow but not require slides to accompany presentations. Brittany will schedule presentations with applicants and provide



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instructions for them, including potentially any questions in writing the task force would like them to answer before they present.

2) The next Task Force meetings will be:

- Mon 10/24 2pm to 5pm - Application Discussion
- Thurs 11/10 2pm to 4pm - Presentations Part 1
- Mon 11/14 2pm to 4pm - Presentations Part 2
- Final Meeting - Deliberations & Decision, time and date TBD

REVIEWED GRANTMAKING 101

REVIEWED 2023-24 HUMAN SERVICES FUNDING GRANT REVIEW PROCESS (SEE SLIDES)

Decisions made:

- By the 10/24 meeting, each Task Force member will read through all applications and sort into four categories.
- By the final deliberations meeting, each Task Force member will read through all applications again, and consider presentations, in order to score applications using the rubric in the rfp as well as a spreadsheet provided by Brittany.

REVIEWED NEXT STEPS

By our next meeting, Task Force members will:

- Review the RFP (Request for Proposals) issued by the City
- Review the slides from last night's orientation (attached)
- Starting this Friday, begin reading through the 14 applications submitted to the City for this funding, which will be posted to the City's webpage for Human Services funding. Remember that the awards that are currently listed there for 2022 and previous years were decided upon in past funding cycles and are not related to this year's requests. We will be reviewing requests for 2023-24 funding.
- Sort applications into four piles:
 - Good proposal / Good idea
 - Good proposal / Bad idea
 - Bad proposal / Good idea
 - Bad proposal / Bad idea
- Make note of any questions you have for the task force, as well as any questions you have for the applicant. We will decide together whether we will email these questions to the applicant ahead of time or ask them during their presentation.

ADJOURNMENT