



City of Madison

City of Madison
Madison, WI 53703
www.cityofmadison.com

Meeting Minutes - Approved COMMUNITY SERVICES COMMITTEE

Wednesday, March 28, 2012

5:30 PM

215 Martin Luther King, Jr. Blvd.
Room 300 (Madison Municipal Building)

CALL TO ORDER / ROLL CALL

STAFF: Kenny, Noel, O'Donnell

Sweet called the meeting to order at 5:31 p.m

Present: 7 -

Satya V. Rhodes-Conway; Paul J. Van Rooy; Nicole K. Anderson; Mary C. Vasquez; Kim Genich; Alan M. Sweet and Jean M. MacCubbin

Excused: 2 -

Lisa Subeck and David Wandel

APPROVAL OF MINUTES

The minutes of February 22 were approved at the February 29 meeting, so the group took no action on those minutes at this meeting.

MacCubbin moved approval of the February 29 minutes. Van Rooy seconded. The others voted to approve the minutes.

PUBLIC COMMENT

No one registered to speak at tonight's meeting.

DISCLOSURES AND RECUSALS

Rhodes Conway disclosed that she is on the Cultural Plan Steering Committee.

BUSINESS ITEMS

1. [25747](#) By Youth For Youth: Presentation and Funding Proposal

Matt Bange, a senior who is home-schooled, Kimi Porter, a junior at Monona Grove High School, and Cindy Yang, a junior at Sun Prairie High School, each introduced themselves.

Bange described what By Youth For Youth is and what they do, saying that they are a committee of about 25 members that meets Monday nights from September to late March. They have a pretty diverse community, both economically and racially. They make a list of priorities at the beginning of the school year and then they draft an RFP, which they finish by early December and send it out. They begin deliberations on the proposals once they are received.

Yang said that priorities are really important to BYFY and that they decide priorities as a whole group. They like programs to be focused on youth. Priorities help them decide how grants will be divvied up amongst the applicants. Programs should have youth involved every step of the way under adult supervision. They advertise with flyers and in newspapers.

Porter said that they receive funding from several different partners: United Way, Oscar Mayer/Kraft, Dane County Youth Commission, and City of Madison. The money received goes toward food at their meetings and then toward youth programs and projects that they've prioritized to invest in. Before they can decide who gets funding, they have an understanding that money can only be spent on programs dealing with certain issues. They also have to come up with a decision-making process. Funds are then awarded at a ceremony.

Bange said that one of the proposals he found very important and worthy is the Transitional Education Program, which helps homeless youth by providing them with living supplies that they wouldn't otherwise be able to get.

Porter said one of her favorite proposals is called Carpentry for the Community at the Goodman Community Center. The program helps to build bird houses, bat houses, and bee hives, as well as little libraries to put up around Madison. The program helps the whole community while getting the kids involved in something. The kids can also sell their wares so that they have more money to build other things.

Yang said that one of the proposals she really likes is the Spring College Tour sponsored by the Black Student Union at West High. They take groups of kids to tour colleges in and around Dane County, showing them what dorms are like, for instance. It also shows kids scholarship opportunities.

Noel asked if there were a lot of proposals that they didn't fund. Bange said there were four or five. They spread the money out over a lot of programs.

MacCubbin asked if the funding dollars awarded were pretty consistent with the funds requested. Matt said it's usually pretty consistent and that they don't like paying for staff or transportation so much. They fund as many programs as they can that directly affect youth.

Rhodes Conway asked if they change their priorities every year or do they remain consistent. Yang said they don't change them that much, but they do add to them. Rhodes Conway asked at what point in the year they are setting those priorities, and Porter said they set them in the fall and base them on what the Committee would like to see happen around Madison. O'Donnell said that they give the youth data and tools to work with in setting their priorities, such as summaries of the Dane County Youth Assessment and information from Public Health and information about juvenile delinquency.

Sweet asked for clarification on their membership, and Bange said they have about 25 members from all the major high schools in the metro area. Bange said they had no application or screening process for membership.

Noel asked how many of the group were seniors, and O'Donnell said too many. They will see a lot of turnover this year. She also said they do a lot of targeted recruitment to make sure the group is really representative of the community.

Anderson asked the youth if their involvement with BYFY has spurred their interest in volunteering with some of the agencies that have applied for your funds. Bange said he has personally volunteered for some of groups.

Sweet asked them where they meet, and Bange said at the United Way building.

Rhodes Conway asked the youth to share their priorities with the CSC next time to help the Committee set its own priorities.

Rhodes Conway moved approval of the list of projects as recommended by the BYFY Committee with commendation for the hard work that went into it. Van Rooy seconded. The motion passed unanimously.

2. [24233](#)

Adopting the Madison Cultural Plan

Rhodes Conway said she was confused as to the need to take action on this item a second time. The group discussed previous action taken on the item.

Noel said it's being sent back just for consideration.

Rhodes Conway said the legislative history shows re-referral in November and then a return to lead with recommendation for approval in December. She said she's not sure why it's on the CSC agenda again. She said her understanding is that the Cultural Plan Steering Committee has gotten all the recommendations back from the various referrals. The Steering Committee is now in the process of going through all the comments they've received, after which they will make a recommendation to the Council and the Council will hopefully approve. She's not sure there's any appropriate action for the CSC to take tonight. There will be a final draft of the plan, and at that point, she said she thinks it will be appropriate for the CSC to consider it again.

The group took no action on this item.

3. [25748](#)

2013-2014 CDD Funding Process Preparation

Mission Statement

Noel said that at the last meeting, the Committee talked about goals and priorities for the summer funding process and also discussed a lens document in the form of a mission statement. She said she looked back through the files from 2009 and found a copy of the draft mission statement that the Committee

had worked on. The mission statement as written turns out not to be quite a lens in terms of focusing the Committee's objectives on low income populations. It was last updated in August of 2009.

Sweet said that we can either change it, adopt it, or do nothing with it.

Van Rooy moved approval of the mission statement for discussion purposes. Rhodes Conway seconded.

Rhodes Conway asked if the rest of the Committee felt the document moves the Committee forward in any way or if it's just useful to review it. She said she didn't know whether it particularly informs people in terms of the type of proposal they would make.

Van Rooy said we never adopted it.

Noel said the thought in bringing it back was to use it in the informational packet that we would publish for the funding process. She asked if Committee members felt the document clarifies and adds value to their goals and objectives.

Sweet asked if action on the document was required by the senior and early childhood committees or just the CSC.

Noel said when we went through this in 2009, all three committees approved the language initially.

MacCubbin said that at our last meeting we talked about diversity and cultural awareness, and she doesn't see those topics in the mission statement as written unless people think paragraph two covers diverse populations and recognizes cultural differences.

Rhodes Conway said that the mission statement is fine, but she's not sure it covers cultural differences. She wouldn't suggest changing it in committee, however. The nature of our discussion last time was to acknowledge that we didn't want to say in every single goal that we wish to promote cultural awareness, etc., but we did want something that makes our overarching assumptions more explicit. She said she feels this document doesn't do that. She asked if we would want to add a paragraph that staff would draft that mentions inclusion of all ages, cultural appropriateness, and multiple language access, etc.

Van Rooy said that we agreed at the last meeting that that was endemic in what we do, and Rhodes Conway said that we didn't want to add language into the goals and objectives because it ought to be endemic, but the concern was are we communicating that "endemic-ness?"

Rhodes Conway wondered if the Committee wanted to make its stance clearer through some sort of covering language in the application.

Anderson said she didn't think it adversely affected the last cycle not having the language.

Noel said that the Committee hasn't yet seen the criteria sheet by which the

applications are evaluated. The language the Committee is talking about fell in the criteria sheet with its evaluation questions in the last funding cycle.

Anderson asked if the Committee would see staff's evaluations.

Noel said there would be a staff review with each proposal.

Van Rooy called the question. The Committee voted unanimously to accept the mission statement.

Sweet asked if this would replace the mission statement on the website, and Noel said she would talk to IT about that.

Ethics Code

Noel asked how the Committees want to handle potential conflicts of interest (COIs) or the appearance of COIs as we move through the funding process. She said the packet contains a copy of the ethics code simplified. In terms of COIs, CDD doesn't bring it up because we think people are trying to get away with anything, but rather to preserve the integrity of the Committee and the process. Staff discussed this issue. Noel said she wanted to walk the Committee through the grid on the back of the document representing staff's recommendations as to how people should respond to potential COIs or the appearance of COIs as we're moving through the funding process. Down the left side are the potential relationships a member might have with an applicant agency, and across the top are steps we're suggesting people take in response to those relationships. Besides one's self or family members being employed or serving on the board of an agency, staff also defines COI to include being a client of an agency. By COI we mean acting in a way that is self-serving or having the appearance of being self-serving.

As to being a client of an agency, staff respects the confidentiality of Committee members and doesn't expect them to disclose the precise details of and reasons why they are a client of the agency.

Anderson asked whether or not members would have to step out of an open-ended discussion of funding, and Noel suggested walking through the grid.

Sweet asked if being on the board of an agency or being a former employee of an agency were situations that were for oneself only or do those include family members who are board members and former employees?

Noel said just oneself would present a COI in those two instances, and Rhodes Conway said the Committee could always adopt a higher standard.

Rhodes Conway said the ordinance was updated recently.

Noel said this document is a consult with staff but is not from the City Attorney's Office, so it may not represent the updates.

Rhodes Conway suggested running it by the City Attorney's Office after the Committee's discussion.

MacCubbin asked whether donors to agencies would be included in the COI issue.

Noel said that being a donor does not constitute a COI, and Rhodes Conway said the emphasis of the ethics code is about financial gain, so there's very little covered about donating money or time to agencies.

Anderson asked whether living in a certain neighborhood creates a bias toward the local neighborhood center. She asked if that was a COI, but Noel said we haven't considered it a COI.

Noel said that the Committee will receive a list of agencies who've applied for funds once it's available for members to determine whether or not they have a COI. She said she would identify a list of questions for the City Attorney. Noel said that if a Committee member or his/her family is a current or former client of a program that you would not enter into discussion or decisions on funding for the goal.

Anderson asked if there were ever difficulty with quorum with so many recusals, and what happens then?

Noel said yes, but Rhodes Conway said that recused members would not be absent from the meeting so there would still be quorum.

Noel suggested that in those situations, the Committee should appoint a subcommittee to discuss the affected programs.

Sweet said that should be a question for the City Attorney.

Rhodes Conway said that the question should be do you need a quorum for a vote to take place as well as for the meeting to happen.

Rhodes Conway said her understanding of disclosure and recusal is a little different because it's in a broader context. Her understanding is that if there is an association people should know about because it would influence a decision or give the appearance that it influences a decision, but there's no financial gain or financial involvement at all, then all that's needed is a disclosure. It is recommended to disclose what the relationship is. The nature of the relationship is important, so this puts her a little at odds with the question of having been a client of the agency or having given a donation or having used the services of the agency. The recusal situation is limited to when there is a financial gain. In the case of recusals, you don't need to say why you're recusing yourself; you just need to say you're recusing yourself and step away from the table. So there's a difference in the amount of information a person would have to give between disclosure and recusal, with there being more information with disclosure.

Genin asked if financial gain would include in kind gain as well, such as a roof over your head, food, transportation, etc.

And Rhodes Conway said yes; the document says it covers income, wealth or goods or the material resources of you or your family.

Sweet said we haven't talked about volunteering for agencies. The group said

it shouldn't count because there's no financial gain.

Rhodes Conway said that one question to get answered by the City Attorney's Office is which parts of this grid are mandated by the ordinance, and which parts are us holding ourselves to a higher standard? Maybe a sub-question would be are family members covered by the ordinance.

Noel said she would ask whether any kind of user of service or being in the catchman area constitutes a COI.

Rhodes Conway said she struggles with whether or not a user of service or receiver of goods should disclose the relationship and the nature of the relationship.

Van Rooy said you need to let your conscience be your guide.

Noel informed the Committee that DeKendra Stamps resigned because she is the staff for one of the programs we fund at the YWCA. Plus the YWCA is putting in applications in four other program areas, for which Stamps felt she wouldn't be able to participate in discussions.

Noel reviewed the questions she has so far for the City Attorney's Office, which are the following:

- How will the recusal affect quorum issues?
- What of this document is mandated by ordinance and what is a higher standard?
- Ask for clarification on family members being on boards or employed by agencies.
- Ask for clarification of issues surrounding volunteering time, being a donor, and being a user of services in the catchman (?) area.
- Ask for clarification if board involvement does have the same impact as being an employee.
- Ask about disclosure issues also.

Rhodes Conway suggested adding to the first circumstance on the grid "being a client and having received financial gain as a result," in which case that becomes a recusal situation up until the overall funding discussion when it then becomes a disclosure situation.

Noel asked if she could say "direct financial gain or goods in kind," and Rhodes Conway said yes.

Rhodes Conway then said that we could decide if we wanted another category of being a client without direct financial gain or being a volunteer, both of which would at most require a disclosure, if even that.

Sweet said that we seem to be taking a step beyond what we did in the last go around. In the last go around we just paid attention to program and not agency. This time it seems like we're saying that if your situation is such that you're involved in one of these arrangements with a program where the program isn't coming in for funding but the agency is, you have to disclose or recuse yourself.

Rhodes Conway said that as Paul said, you should let your conscience be your guide.

Sweet said he is of the mind that people involved in an agency's program where the program is not coming to us for funding should not have to recuse themselves.

Rhodes Conway said that the City Attorney should speak to that. Noel said we asked for an opinion on that two cycles ago, and his thought then was that if someone worked in an agency but not the program being funded the person should still recuse himself from the discussion and voting. Noel said that she would check it all out again in case there have been changes in the ordinance affecting that issue.

MacCubbin said to make the last two circumstances clearer by adding "self only" and "current or former" board member or employee to the wording of the sentences.

Rhodes Conway said regarding the grid, the first three rows are recusal situations in the first big box and disclosures as written in the second big box. The next box, being on the board, should be a disclosure only, and being a former employee would also be disclosure in the first big box but not the second. Then if we added the circumstance of having benefited the program in some way or having benefited from it in some financial way, that would be a disclosure in the first big box.

In terms of further updates on the funding process, Noel said the letter of intent has been posted on the application website. Letters are due April 13, and so far we have received none.

Noel also gave updates on the Conference Committee and asked Genin and Vasquez if they could meet during the day, as opposed to in the evening, during the week of July 11. They agreed to an afternoon meeting.

4. [25750](#)

Neighborhood Center Study

Noel said Wendorf-Corrigan sent out a report in the packet. Noel said that the neighborhood meetings have been well-attended so far. Rhodes Conway said she thought there was some really good input at the meeting. Van Rooy said it would have been helpful to have some background context to the meeting he attended. Rhodes Conway said turnout and participation was great. It was a diverse group.

5. [25749](#)

Staff Report

Noel said that Tammy Peters has resigned, so we will be hiring a new Program Assistant II position. That person will also be the system administrator for the new online contracting system we have coming in. We've been testing the new online system in the last couple of days. Agencies will log in to this new system, register, and upload new applications into the system. They will also do their financial and service reporting through the system. All files will be

electronic.

MacCubbin asked how much training the agencies will need to use the new system.

Noel said it will be phased training. Noel said this represents a huge step forward for the office.

Anderson noted that neighborhood centers will be on a different learning curve since they aren't in this year's funding process.

Noel said that payment for the new system is coming from the Finance department. We've designed the system to accommodate any kind of application we come up with.

In terms of hiring the new the director, Noel said she had no news on that. She said there are still conversations going on with the Mayor's Office about what the Division will look like. She said she talked to Anne Monks last week and told her the Committee would appreciate a report as soon as she could give one.

In terms of new members, Noel has met with Genin and Vasquez as to the funding process and said she would set something up with Rhodes Conway.

6. [25751](#)

Committee Reports

Anderson said the Early Childhood Committee did not meet this month.

Van Rooy said that the Senior Committee did meet. The Senior Committee and the Senior Center Board are being folded together. It's going to Council for final approval and moving toward implementation. The new committee will be the same size as the Senior Committee, but we'll probably merge the two and through attrition get down to 12 members, 11 plus an alder. One of the bigger decisions we made is that we're changing the name to the Advisory Committee on Aging.

ADJOURNMENT

Genich moved adjournment at 7:05 p.m. Van Rooy seconded. Unanimous.

Anne Kenny, recorder