MINUTES OF THE
HOUSING AND HUMAN SERVICES COMMISSION
BASIC NEEDS SUBCOMMITTEE
SPECIAL POPULATIONS SUBCOMMITTEE
YOUTH SUBCOMMITTEE
Neighborhood Resources Department
Virtually via Webex
Phone: (415) 655-0001, Access Code: 2593-766-9405
Thursday, February 3, 2022, at 5:30 p.m.

CALL TO ORDER / ROLL CALL

Community Resources Manager Riann Balch called the Basic Needs, Special Populations and Youth Subcommittee meeting to order at 5:35 p.m.

Subcommittee Members present: Greg Rodriquez, Cynthia Hardy, Heather Mattisson, Jo-el Miller, Cecilia Hermosillo, Vanessa Dearmon, Steve Tepper, Megha Dholakia, Iliamari Vazquez Houston, Kathryn Kruithoff, Tony Alcala, Ryan Magel, Nikhil Dholakia, Arman Patra, Heather Callis, and David Gonzalez.

Subcommittee Members absent: None.

Staff present: Riann Balch, Karin Bishop, Dylan Raymond, and Monica Thompson.

Public Present: None.

SCHEDULED/UNSCHEDULED PUBLIC APPEARANCES/CALL TO PUBLIC

Members of the audience may address any item not on the agenda. State Statute prohibits the Board or Commission from discussing an item that is not on the agenda, but the Board or Commission does listen to your concerns and has staff follow up on any questions you raise.

ACTION AGENDA

1. Approval of Future Subcommittee Meetings.

Ms. Balch facilitated a discussion to ratify approval of future subcommittee meeting dates for the Basic Needs, Special Populations, and Youth Subcommittees.

Motion: Subcommittee Member David Gonzalez made a motion to approve the scheduling of subcommittee meeting dates as follows. Subcommittee Member Steve Tepper seconded the motion.

Meetings	Basic Needs	Special Populations	Youth
1	February 24, 2022 at 5:30 p.m.	February 22, 2022 at 6:00 p.m.	February 23, 2022 at 5:30 p.m.
2	March 31, 2022 at 5:30 p.m.	March 28, 2022 at 5:30 p.m.	March 30, 2022 at 5:00 p.m.
3	April 11, 2022 at 5:30 p.m.	N/A	April 14, 2022 at 5:30 p.m.

Discussion: No discussion.

Results: The motion was approved 16-0.

2. Approval of Subcommittee Chair by Meeting Date.

Ms. Balch facilitated a discussion to select subcommittee chairs by meeting dates. Below are the subcommittee chairs identified by each of the subcommittees.

Motion: Subcommittee Member Vanessa Dearmon made a motion to approve subcommittee chairs by meeting dates as follows. Subcommittee Member Gonzalez seconded the motion.

Meetings	Basic Needs	Special Populations	Youth
1	Greg Rodriguez	Steve Tepper	Tony Alcala
2	Heather Mattisson	Steve Tepper	Ryan Magel
3	Cynthia Hardy	N/A	Tony Alcala

Discussion: No discussion.

Results: The motion was approved 16-0. Subcommittee Member Steve Tepper abstained.

BRIEFING ITEMS

Ms. Balch pulled Briefing Item 3 and 4 out of order.

4. Review of Conflict of Interest

Ms. Balch presented an overview of the General Fund Subcommittee Orientation and reviewed the Conflict of Interest Process including an explanation of what constitutes a conflict of interest. Ms. Balch asked subcommittee members to review the applicants in ZoomGrants and disclose any substantial interest they may have prior to the first review meeting. She noted that all conflicts will be recorded in the subcommittee meeting minutes.

3. General Fund Allocations Subcommittee Orientation.

Community Resources Coordinator Dylan Raymond provided an overview of subcommittee member roles and responsibilities. Community Development & Resources Supervisor Karin Bishop explained to how to review and score applications in ZoomGrants. Subcommittee member Tony Alcala asked staff when he would have access to the General Funds applications and whether there was a feature available in ZoomGrants that would allow him to sort the General Funds applications from the CDBG applications making it easier for him to review and score applications. Mr. Raymond demonstrated how to sort applications by fund source. Ms. Balch ended the orientation by explaining the allocations process and timeline. Subcommittee members should complete their scoring sheets, votes, and recommended award amounts by April 7, 2022. Scores will be aggregated and presented for discussion among members of the Basic Needs, Special Populations, and Youth Subcommittees when initial funding recommendations are made.

MEMBERS COMMENTS / ANNOUNCEMENTS

None.

CALENDAR

5. Next HHSC Basic Needs, Special Populations, and Youth Subcommittee Meetings are Scheduled per Action Item 1.

INFORMATION ITEMS

None.

ADJOURN

The meeting adjourned at 6:57 p.m.

Dated: _____ _____

Subcommittee Chair Tony Alcala

_____

Recording Secretary Monica Thompson