

ARPA Committee Meeting Minutes

July 12, 2022

Members in Attendance: Ben Herman, Vice-Chair; Raul De Villegas-Decker; Gary Schroen; Laurel Cole; William Findlay; Estrella Ruiz; Linda Taylor

Members Not in Attendance: Bill Wade, Chair; Randall Reitz; Councilmember; Cindy Enos-Martinez; Diane Schwenke

Council Representatives in Attendance: Dennis Simpson, Abe Herman

Reconsideration of Program/Service Areas for Public Submittal

Ben Herman, Vice-Chair, led the meeting beginning with an overview of the discussions he has had with the Chair, City Staff and City Attorney. Ultimately, through these discussions there was consensus that the Letters of Interest (LOI) should incorporate all three policy areas identified by the community, rather than only soliciting for one of those areas. The rationale is that doing so would allow much broader community input and ensure that a large number of project proposals come into consideration.

The committee members felt that the vote last month may have been a little confusing which may have been reflected in their vote. Some committee members verbally expressed an interest in moving forward with opening the letters of interest to all three policy areas. There was some concern about trying to move the process quickly, acknowledging that there is also a need to be fair with this process.

- In response, one committee members also argued that from a nonprofit perspective, opening up the applications will increase their work, but does not substantially increase the work of the committee. So, a process with more proposals coming in would be more transparent and create more buy-in. Adding on to this, Ben mentioned that staff and Chairs have also spent a great deal of time wordsmithing the LOI which should reduce any wasted time from nonprofit's perspective, since the LOI should make it clear what proposals need to address in order to meet the Committee's criteria.

A motion to reconsider the item was made and carried. 7 members voted to approve adding housing and mental/behavioral health back into the LOI solicitation.

Letter of Interest Process Overview

Staff provided an overview of the LOI as drafted and answered questions from committee members.

Some members expressed that they would prefer to hold off on the criteria ranking provided in the LOI, as there is not yet clarity on how the ranking criteria will be applied. Committee members also discussed what each individual rating means and how the committee can come to consensus on a rating range for the proposals. There was concern that the standard 1-10 ranking would not be as useful as another means of ranking. Committee members are encouraged to send their thoughts to City staff, who will prepare a draft proposed methodology for review by the chairs and distribution to committee members in advance of the review process by the subgroups prior to the September committee meeting.

- It was decided that the ranking portion of the LOI would be removed.

Staff also provided a brief overview of the process for soliciting the LOI and the next steps over the next couple months. The process for LOIs will include posting them to the City website on July 18, 2022, and it will remain open until August 15, 2022. Staff will collect proposals and provide a brief review before submitting to the committee.

- There was a question as to whether it would be more useful to send applications relevant to subcommittees, as opposed to sending all members every application. There was support for this approach. However, another point of discussion from the committee was how to prevent conflicts of interest within the committee when reviewing proposals from organizations they may be associated with. The committee discussed ways to avoid conflicts of interest, but there was not a definitive resolution. The chairs will discuss this with staff and revisit this topic before the subcommittees start the review process.
- Another member asked if City Staff will be doing an initial ranking. At this time, staff does not intend to rank applications; rather, they will organize them into the “buckets” discussed at the June meeting. This includes:
 - o Complete, and within one of the three priority areas
 - o Incomplete, but within one of the three priority areas
 - o Not relevant to one of the three policy areas (childcare proposal, for example)

The committee decided to cancel the planned August meeting as it will occur prior to the LOI submission deadline. This will also give City staff time to review proposals and organize them for the committee. The Vice Chair then laid out the proposed process; subcommittees should be prepared to schedule one or more working meetings before the September committee meeting on September 13. The subcommittee leads will notify all committee members in case members are interested in attending more than one subcommittee during the initial review process.

Adjourn