

**Special Alcohol Fund Advisory Committee**  
**City of Manhattan**  
**City Commission Room, City Hall, 1101 Poyntz Avenue**  
**February 21, 2006**

**MEMBERS PRESENT:** Chair, Julie Govert Walter; Bill Meredith, Brian London, Matthew Schindler, and Mary DeLuccie

**STAFF PRESENT:** Allie Lousch, Administrative Program Coordinator

**PUBLIC PRESENT:** none

The meeting was called to order at 2:30 p.m. by Committee Vice Chair Julie Govert Walter.

Matthew asked if he is still on the Committee since his appointment ended in December. Matthew was told that technically, he is still on the Committee until the Mayor replaces his appointment or accepts a request for reappointment. It was determined and reported that a quorum of the Committee was present.

**Application Process and Review:** Members were reminded that the primary goal of this meeting was to review, evaluate, and comment on the 2006 allocation process. Members were invited to make general comments. Mary DeLuccie thought that the current Special Alcohol Fund allocation process was very similar to the Social Services Advisory Board's (SSAB). It is a good process and agencies are familiar with it. Brian commented on agencies' concern that they did not have enough time to present. He said that his understanding was that the question-and-answer (q/a) is an opportunity for the Committee to ask for clarification and not for the agency to duplicate their application information. He commented that the application did seem complicated. Matthew agreed with Brian about the goals of the interview. Agencies give their presentations and requests in their applications. Matthew suggested that 15 minutes of q/a is adequate.

The Committee was asked to consider that grant decisions made by other funding agencies are generally sent to funding agencies without an opportunity for a face-to-face interview.

It was reported that one agency director said that he would have appreciated if some of the more detailed questions asked at last year's interview had been given in advance.

**Purpose of Committee Stated:** At this point, Julie asked that the goal of the Committee be re-stated. Allie reminded Committee members of the narrow focus of the special alcohol funds which is based on statute: to fund prevention, intervention, and direct services that address issues related to alcohol and substance use/abuse in the City of Manhattan.

Mary D. recommended that the Special Alcohol Fund utilize the same budget form as SSAB. SSAB also sends two people to conduct agency site visits. They review the agency's application and answer any questions re: application and process. Bill: Regarding all other state and federal applications: the government will not call and verify that the application was filled out completely. That is the responsibility of the agency requesting funding.

**Letter concerning allocation process from CASA/Boys and Girls Club.** Julie reported that Allie had received a letter from CASA/Boys & Girls Club indicating a need for clarity in the application and process that had also been forwarded, in advance, to funded agencies.

Bill asked if the application and process be effectively adapted in time for the upcoming application and allocation process. Bill mentioned that this concern seems more about people who didn't get the funding than the application process.

Issues concerning the application and process called into question in this letter were discussed.

- Budget form, indication of how the money will be used; Budget Form 3-- part a and b.
- Other applications at the federal/state level are very specific-length of answers and including support documents.

To further streamline the process, Brian recommended that the Committee only accept the application and requested supporting documents; no additional documentation should be accepted. Suggestion to change qualifier on first Summary Information page to read, "*NOTE: All applicant information must be provided on the forms as provided by the City. Attachments may not replace the information as requested and will not be accepted.*" Committee members agreed to the change.

**Site Visits:** Site visits are key to building relationships with the agencies. They allow for agencies and Committee reps to clarify and exchange ideas/concerns. **Allie asked members to finish their initial site visits and site visit reports soon so that they can be included in the Committee record.**

Brian mentioned that he learned a lot more about agencies during his site visits (Manhattan Housing Authority and KSU-Alcohol and Other Drug Education Service). Committee discussed scheduling two rounds of site visits per year. SSAB has scheduled site visits in Spring (around the time that the apps went out) and at the conclusion of the funding year.

The CASA/Boys & Girls Club letter expressed concern that some of the applications were incomplete though completeness does not indicate quality of application or of proposed programming. Member reminded Committee that agencies applying for fed/state grants get one chance to send an application-whether it is complete or not. It was agreed that a statement would be added to the application: "Incomplete applications will not be reviewed."

**"Primer" information in application materials.** The question of what information, if any, should be added to the application primer was reviewed by the Committee.

- Word limits?
- Incorporate a checklist to help applicant agencies?
- Clarify that Committee will not call applicants if their proposals are deemed "incomplete."

The idea of adding a section "For Committee use only" was discussed. It was proposed that this section would include dates when quarterly reports of previously-funded agencies are due and document when reports are received and date-stamped in City Manager's Office.

The Committee agreed to accept only those materials that are requested to be included in the application document. "Why fund people if they are not complying with the reporting requirements?"

**Budget Form:** Does the Committee want total agency budgets or just funded-program budgets?

Brian suggested that the Committee request a copy of the agencies' (overall line-item) budget and then have agencies complete the budget form for the monies requested. Mary D. agreed that overall fiscal responsibility is important, but is the overall agency budget info key to the Committees decision making? Julie: What about the larger applicant entities like USD 383 or Riley County? Having the overall agency line-item budget and program budget helps the Committee to consider the potential of multiple entities funding the same programming/agency time. Brian: Having both the agency budgets and program budgets are important tools in considering allocations.

It was agreed that the Committee wants to fund effective agencies that are willing to show they are accountable.

Mary D: Budget Form 3-- a and b addresses the specifics of the agencies and programming. Specific questions about other potential funding sources can be addressed in the q/a. Budget Forms 3-- a and b be improved?

Member expressed desire to see what activities are being funded and how much these activities are going to cost though not as a line-item budget sheet. It was said that a side by side comparison (Budget Form 3-- a and b) was most helpful.

*Social Services Advisory Board Application.* Mary D. mentioned SSAB worked on their budget form and process for at least six years. The Committee discussed and made recommendations to streamline the Special Alcohol Fund application to reflect the strengths of the SSAB application and the strengths of the current application. Committee decided to use the current Special Alcohol Fund application line-item budget as the overall agency budget. Current Budget Form 3--a and b will be used as the program budget narrative and justification. Committee compared SSAB and Special Alcohol Fund applications and suggested which items they wanted to incorporate into new application. Mary D. agreed that she would consolidate the information into one application packet for the Committee to review.

**Interview Process:** Committee members discussed the interview process, which was a concern expressed by the CASA/Boys and Girls Club letter. After discussion, the Committee decided to use time with applicant agencies for questions and answers with applicant agencies. Matthew noted that removing the agency presentation from the interview process will require the committee to be even more diligent about reviewing each application ahead of time. He suggested that Committee members continue to come to allocation interviews equipped with questions. Allie asked if the Committee would like to replace the five minute presentation with five minutes of review of the applications before each agency joins the discussion.

Committee decided to notify agencies about the change in interview process (no presentation, just q/a) via the application. Note in application that all required materials to be considered in the application reviews will be contained in the mailed application packets-including checklist of requested supporting documents.

**Standard application review sheet:** Julie suggested creating a standard rating form for Committee members to use when reviewing applications before the interviews. It was suggested that this would prompt committee members' questions during the questions and answer time. Members would have the proposal rating form to use in their discussion about the merits of each proposal. It was suggested that elements of this document could be reviewed with each agency or commission during site visits. Committee agreed to create criteria sheets for application review.

The goal/value of collaboration among and between organizations was discussed as an element to be included in the evaluation of applicant proposals. It was said that if collaboration is important, this needs to be addressed somewhere in the 2007 application. Applicants should have the opportunity to show how their work and use of monies shows collaboration with other organizations to expand the resource base to meet needs the purposed of the Special Alcohol Fund.

Matthew expressed support for the criteria checklists. Member asked if the checklist should be included with each 2007 application. Do not want agencies to tailor their applications to the checklists-only to the needs in the community. Committee decided to adapt the application first and then finalize the application checklist.

**Application Deadline:** Committee members discussed timeframe. It was agreed that applications would be mailed by March 21. The deadline for applicant agencies will be April 21. Interview process would be scheduled May 9 - 11. The Committee plans to meet at noon and Allie will try and get pizza. Interviews begin at 1:00 p.m. and finish at 5:00 p.m.

The Committee decided to arrange interviews similar to years past only with 15 minutes of q/a and five minutes between agencies' to review applications and questions.

**Election of Leadership:** Mary D. nominated Julie as Chair. Mary D. nominated Brian as Vice Chair. No other nominations. Bill made a motion to nominate Julie Govert Walter as Chair and Brian London as Vice Chair of the Special Alcohol Fund Advisory Committee. Matthew seconded. Vote: unanimous. Motion carries.

**Site Visits:** Allie asked that all site visits be concluded and site visit reporting forms be sent to City Manager's Office. They will be printed and sent to Committee in bundles rather than bits and pieces.

Mary D. mentioned that SSAB scheduled two site visits per year; one year-end review (process evaluation) and a spring visit to discuss progress and anticipated challenges and adaptations to programming.

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Allie recommended to the Committee to consider the original site visits as the “spring visit”; discussing upcoming challenges, etc.

Mary D expressed the idea of asking how each agency anticipates changes or challenges re: troop build up on Fort Riley?

It was agreed that if new Committee members are appointed by Commissioners soon, the Committee would meet April 26, 2:30 p.m.

The meeting adjourned at 4:35 p.m.