

ATTACHMENT “B”

for Resolution No. 11-149

Item #12 on January 3, 2011 Agenda

Health and Human Services Advisory
Committee Minutes of December 8, 2010

1 **HEALTH AND HUMAN SERVICES ADVISORY COMMITTEE**
2 **December 8, 2010**

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4 Following are the summary minutes from the Health and Human Services
5 Advisory Committee meeting held on Wednesday, December 8, 2010, at 6:00
6 p.m., at City Hall, Community Development Conference Room 1158, 700 N.
7 Main, Las Cruces, New Mexico.

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9 **MEMBERS PRESENT:** Earl Nissen
10 Sue Patterson
11 Kevin Kay
12 William (Bill) Corbett
13 Ellen Weiss
14 Ardyth Norem

15
16 **MEMBER ABSENT:** Nancy Cano

17
18 **STAFF PRESENT:** Jean Barnhouse-Garcia
19 Diana Garcia-Parra (recording secretary)

20
21 **PUBLIC PRESENT:** None

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23
24 **I. CALL TO ORDER**

25
26 Meeting was called to order by Earl Nissen at 6:00 p.m.

27
28 **II. ROLL CALL & QUORUM DETERMINATION**

29
30 Jean Barnhouse-Garcia called the roll of the HHSAC members (above). Quorum
31 present.

32
33 **III. CONFLICT OF INTEREST (COI) INQUIRY**

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35 Dr. Nissen asked committee members if they had any conflicts of interest.

36
37 None stated.

38
39 Ms. Barnhouse-Garcia advised that Ellen Weiss had just turned in her COI and
40 had none.

41
42 **IV. WELCOME OF NEW COMMITTEE MEMBERS**

43
44 Dr. Nissen welcomed new committee members Ellen Weiss and Ardyth Norem to
45 the board.

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1 Ardyth Norem said she was appointed by Councilor Sharon Thomas, District 6.

2

3 Ellen Weiss said she was appointed by Councilor Gil Sorg, District 5.

4

5 **V. DISCUSSION OF CHANGES IN THE CDBG PUBLIC SERVICES**
6 **APPLICATION PROCESS - Review of 3rd draft of revised CDBG Public**
7 **Services Application & Guide with Two Year Funding Process**

8

9 Ms. Barnhouse-Garcia went over the changes to the CDBG Public Services
10 Application and Guide, as follows:

11

12 #1 – Page 3 and 4, limited box space. Excel spreadsheet could not work in
13 Word. Applicants will receive a worksheet and will have to transfer the
14 information from the worksheet to the application.

15

16 #2 – Page 19, appendix changed to “Addendum,” per David Dollahon so as to be
17 part of the guide and application.

18

19 Dr. Norem then stated she observed some other discrepancies in the application,
20 as follows:

21

22 #1 – Page 7, change “Form B” to “Part B,” for consistency.

23

24 Dr. Norem also had a question related to “To seek bids;” however, Ms.
25 Barnhouse-Garcia advised that it was just a template City budget uses, but no
26 agencies would be using it. Dr. Norem also asked for a separate space for a
27 second project name the applicant may be applying for. Ms. Barnhouse-Garcia
28 advised they cannot have more than one project when applying for CDBG.

29

30 Page 11, Funding Policies and Organizations Eligible to Submit Applications, the
31 statement, “The City may request additional information or documentation . . .” is
32 written in each section. Does it need to be there twice?

33

34 Ms. Barnhouse-Garcia stated yes in that it applies to both.

35

36 #2 - Page 20, spell out “CAES.”

37

38 Dr. Norem also asked if page 19, paragraph 2, last sentence, would be better
39 suited to state “projected” instead of “justifiable,” as she felt they could not know
40 that information if they haven’t started the second year. Ms. Barnhouse-Garcia
41 stated they can because they are monitored every month. They turn in a
42 “Monthly Summary Expense Report” and attached to that is the number of clients
43 that they served. So depending on the program, for example, if they decrease
44 their clients, but are doing their job, then that’s a justifiable decrease. Ms.
45 Barnhouse-Garcia did state that the applicants best understand the context as
46 “justifiable.”

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2 **VI. COMMITTEE VOTE ON CDBG PUBLIC SERVICES APPLICATION &**
3 **GUIDE**

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5 Dr. Nissen asked for a motion to accept the CDBG Public Services Application &
6 Guide.

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8 Kevin Kay motioned to accept the application with the changes that have been
9 made.

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11 Sue Patterson seconded.

12
13 All in favor. None opposed. Motion carried.

14
15 **VII. OTHER DISCUSSION**

16
17 Ms. Barnhouse-Garcia passed out a list of the 22 agencies she had received for
18 the PY 2011 CDBG Public Services (PS) – Letters of Intent (LOI) (see
19 attached). She still needed to clarify some questions for a couple of the ones
20 listed. On January 7, 2011, she would be having a Pre-application meeting with
21 the agencies with eligible CDBG PS – LOI.

22
23 Ms. Patterson asked who in the list had received CDBG funds last year.

24
25 Ms. Barnhouse-Garcia stated:

26
27 Abode
28 Jardin de los Ninos
29 La Casa, Inc.
30 Mesilla Valley CASA
31 Mesilla Valley Community of Hope
32 St. Luke's Health Care Clinic
33 Tresco Inc.

34
35 Mr. Kay asked why Southern New Mexico Diabetes Outreach (SNMDO) was
36 listed twice if they can only apply for one project.

37
38 Ms. Barnhouse-Garcia stated SNMDO is applying for one project, but is the fiscal
39 agent for Ciclovía and that is why they are listed twice. Ciclovía may best be
40 suited for Health-related funds, but she would have to speak to Mr. Dollahon
41 about it.

42
43 Ms. Barnhouse-Garcia then passed out an updated "Important Tentative Due
44 Dates" to the members and briefly went over it (see attached).

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1 VIII. ADJOURNMENT

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3 Dr. Nissen adjourned the meeting.

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5 Meeting adjourned at 6:55 p.m.

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Chairperson