

WEST HOLLYWOOD HUMAN SERVICES COMMISSION
MINUTES – NOVEMBER 9, 1999
COMMUNITY CONFERENCE ROOM, CITY HALL

I. CALL TO ORDER

A. CALL TO ORDER

The West Hollywood Human Services Commission was called to order by Chairperson Steven Davis at 6:05 p.m., Tuesday, November 9, 1999, in the Community Conference Room at City Hall, 8300 Santa Monica Boulevard, West Hollywood.

B. ROLL CALL

Present: Ruth Cislowski, John D'Amico, Steven Davis, Teresa De Crescenzo, Dr. Bill Griffin, Peter Mackler, Shirley Roberts
Excused: none
Absent: none

A quorum was present at all times. Commissioner D'Amico joined the meeting in progress. Staff present included Lloyd R. Long, Director of Human Services; Daphne Dennis, Social Services Administrator; Diane Kahn-Epstein, Tom West, and Jeff Book.

C. POSTING OF AGENDA

The Secretary reported that notices for the meeting had been posted as required.

D. PROCEDURE FOR PUBLIC COMMENT

Persons desiring to address the meeting were asked to complete a request form.

II. APPROVAL OF MINUTES

Minutes of the October 12, 1999, meeting were approved unanimously, on a motion by Commissioner Griffin, seconded by Commissioner Cislowski.

Consideration of minutes of the October 29, 1999, special meeting were carried over to the next regular meeting, due to a photocopying error.

III. SOCIAL SERVICES FUNDING PROCESS

A. STAFF REPORT

Daphne Dennis presented a report on the social services funding process, including recommendations for changes and improvements. Specifically, staff recommended that an amendment to the City's Social Services Policy and Procedure document be prepared, specifying the steps of the funding process; that an RFP process be conducted every two years, unless otherwise directed by the Human Services Commission and the City Council; and that social services grants be for two years in concept, though subject to annual renewal, unless otherwise directed by the Commission and the Council.

B. COMMISSION CONSIDERATION

Commissioner Griffin moved, and Commissioner Mackler seconded, to approve these staff recommendations with regard to the funding process. This was approved, 7 to 0.

The Commission then discussed six possible changes in procedure which had been outlined in a City Council item on May 3, 1999. Daphne Dennis said these items had arisen as part of discussions between the City and AIDS Healthcare Foundation (AHF), and the Council had remanded the items to the Commission for consideration.

The six items were: 1. Develop ordinance to codify Social Services funding procedures; 2. Hold a joint session of the Commission and the Council to set funding priorities before RFP is released; 3. Create grading system for proposals and base funding awards on numerical ranking; 4. Educate Commission, Council Deputies and community members on grading procedures; 5. Require use of Social Services Needs Assessment, information from at least one community meeting, and joint priority setting meeting between the Commission and the Council to determine funding categories and criteria before RFP is released; and 6. Select an independent committee to review and grade proposals, which may include HS staff, HS Commissioners on a rotating basis, community residents on a rotating basis, the Deputy to the Mayor, and one Council Deputy on a rotating basis.

It was noted that Item #2 has already been implemented, with plans for a joint session of the Commission and the Council in January 2000.

Commissioner Roberts moved to accept items 1, 2, and 5, and this was seconded for discussion by Commissioner DeCrescenzo. Daphne Dennis said she felt it could be burdensome on future Commissions and Councils if the funding process is codified in an ordinance (Item #1), because of the notice and time requirements

involved in making even small changes in the routine. Commissioner DeCrescenzo withdrew her second to the motion.

After further discussion, Commissioner Cislowski moved to approve items 2 and 5, stating that they would remain current practices. This was seconded by Commissioner Roberts. Commissioner DeCrescenzo clarified that the Needs Assessment would be conducted at the direction of the Commission, because she feels the previous instruments are outdated and a new approach would be needed. The motion was then approved 7 to 0.

With regard to Item #4, Commissioner Mackler moved to approve a formal educational process to be done regarding the RFP evaluation process. This was seconded by Commissioner DeCrescenzo, and approved 7 to 0.

The Commission discussed the pros and cons of using numerical grades in evaluating RFPs, and Commissioner Mackler said it would be helpful to have a side-by-side comparison of the different methods of evaluation, and asked staff to prepare this. Commissioner Cislowski asked for information on how such a system would be implemented, if it were approved. Commissioner D'Amico said he felt the Commission already sufficient information to evaluate a numerical grading system.

Commissioner Mackler moved, seconded by Commissioner DeCrescenzo, to direct staff to return in December or January with a comparative report on the different grading methods. This was approved 6 to 1, with Commissioner D'Amico voting no.

With regard to Item #6, Commissioner Roberts moved to continue with current practice, rather than use a separate committee to review and grade proposals. This was seconded by Commissioner Mackler, and approved 6 to 1, with Commissioner DeCrescenzo voting no.

With regard to Item #1, Commissioner Mackler moved to continue with current practice, rather than codify the procedures in an ordinance. This was seconded by Commissioner Roberts, and approved 6 to 1, with Commissioner DeCrescenzo voting no.

IV. ELECTION OF OFFICERS

Commissioner Davis, who had previously noted that he did not choose to stand for another term as Chair, was warmly congratulated by the Commission upon the completion of three years in that position.

The floor was declared open for nominations for Chair. Commissioner Griffin nominated Commissioner Roberts. The nomination was seconded by Commissioner DeCrescenzo.

There being no further nominations, Commissioner DeCrescenzo moved to close nominations and declare Commissioner Roberts elected. This was seconded by Commissioner Griffin, and unanimously approved.

The floor was then declared open for nominations for Vice Chair. Commissioner Mackler nominated Commissioner Cislowski. The nomination was seconded by Commissioner DeCrescenzo.

There being no further nominations, Commissioner Griffin moved to close nominations and declare Commissioner Cislowski elected. This was seconded by Commissioner Mackler, and unanimously approved.

Under the operative resolution, the newly elected officers will be take office the next regular meeting.

V. PUBLIC REMARKS

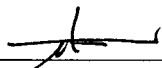
With regard to AHF's proposals on the funding process, Kathy Watt of Van Ness Recovery House said that she felt that other social services agencies were being severely disrespected by the amount of time and energy expended in responding and dealing with the proposals.

VI. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:45 p.m.

The next regular meeting will be at 6:00 p.m., Tuesday, Dec. 12, in the Community Conference Room at City Hall.

MINUTES APPROVED DEC. 12, 1999



Steven L. Davis, Chair

Date



Jeff Book, Recording Secretary

Date