



County of Santa Barbara  
105 E. ANAPAMU, SANTA BARBARA  
**HUMAN SERVICES COMMISSION**

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**ALLOCATIONS COMMITTEE MEETING - ACTION SUMMARY**

Date: Thursday, January 8, 2014

Time: 9:00 AM to 10:00 AM

Place: Parlor, St. Mark's Episcopal Church, 2901 Nojoqui Ave., Los Olivos, CA

**Call to Order:** Meeting began at 9:05 a.m.

**Roll Call**      **Members Present:** Commissioners Fairfield, Aceves, Keator, Sepulveda, Mickiewicz, Lindner, Jensen  
**Later arrivals who participated:** Chair Ramirez, Commissioners Allen and Solomon  
**Absent:** Lauren Saltman, Christina Pizarro  
**Staff Present:** Susan Foley  
**Guest:** Laurie Baker and Roc Lowry HCD

**Public Comment Period:** There was no public comment.

- I.      **Minutes to November 6, 2014 HSC Allocations Committee meeting:** Commissioners noticed the minutes had the wrong date (November 24<sup>th</sup> vs. November 6<sup>th</sup>) and asked that this be fixed. With that revision Commissioner Fairfield moved to accept the minutes and Commissioner Jensen seconded them and the minutes passed.
  
- II.     **Zoom Grants reviewer training was held to walk Allocations Committee members (and interested non-committee members)** through the Federal CDBG Public Services and Human Services application review process. Martin Greenlee with ZoomGrants noted that on the lower right hand side of the home page is a YouTube tutorial to assist reviewers as well. The main points are that the reviewers may go in and score all mini grants then basic services and then best practices but have the alternative of seeing all of the grants together as well. Ms. Foley noted that the Commissioners individual scores will not be made public and when deliberations are being made the "group scoring" will be projected up on a screen. To begin reviews, Committee members will log in, go to "dashboard", go to lower left hand side of page where it says "contract stage" where they can review all mini grants, then move to all basic services and then best practices. There is also an area for note taking (not for read-only Commissioners).
  
- III.    **CDBG Training** – Laurie Baker and Roc Lowry from Housing & Community Development attended to share HUD's CDBG federal guidelines. Most notably HUD has specific criteria of assisting low and moderate income individuals and families and they provide income guidelines for this. The guidelines are updated annually and define what low to moderate income is based on family size. The income categories show the % of persons who are deemed to be extremely low, low or moderate income according to Area Median Income

(AMI) figures. HUD has strict requirements on eligibility that staff will assess to assist the committee. HCD staff will prepare a matrix of all applications and how each meets the federal criteria. The Commission will ALSO want to consider their 2015 priorities in ADDITION to HUDs requirements when making funding decisions.

- IV. Process and schedule:** Ms. Baker and Ms. Foley mentioned that the process will allow for Committee members to rank applications according to criteria before the February public meetings, then listen to individual interviews and go back into ZoomGrants (during a quiet period at February meetings), re-visit each application to see if the interviews need to result in revised scores. Then the Committee will re-convene to deliberate as a group in the public forum. February 4, 2015 will be CDBG Public Services most of the day. February 5<sup>th</sup> and 6<sup>th</sup> will be Human Services Commission and will likely take all day.

#### **V. Calendar**

The Allocations Committee will meet at St. Marks again January 29, 2015 to go over how the process is going but NOT to discuss individual applications.

#### **VII. Adjournment**

There being no further business, the meeting was adjourned at 10:30 a.m.