



Community Budget Advisory Committee Meeting Minutes  
May 10, 2023  
11:00 AM - 1:00 PM  
[draft]

Attendance:

Board Members: Nicki Dardinger, Christine Hermann, Nathan Williams, Daniel Volgel

Absent: Sasha Burchuk

JOHS & County Staff: Joshua Bates, Bill Boyd, Colby Dixon, Malka Geffen, JR Lilly, Marisa Mize

Agenda Item	Discussion Points	Decision/Action
Call to Order	Welcome / Land & Labor Acknowledgement	
Review previous meeting minutes & current agenda	CBAC members unanimously approved April 19, 2023 meeting minutes and current meeting agenda.	Fist to 5 votes for agenda & minutes approval: Nicki Dardinger -5, Christine Hermann -5, Nathan Williams-5, Dani Volgel-5
JOHS CBAC Budget Recommendation & Presentation: Final review and edits	<p>Question prompts: This meeting is dedicated to review opportunities for improvement and recommendations in shaping the process and timeline of the budget process.</p> <ul style="list-style-type: none"> <li>• What are the opportunities that need to improve the budget process?</li> <li>• What would make the program offers more accessible?</li> <li>• What tools or processes of improvements need to be considered to create a better understanding of the budget review?</li> <li>• What can JOHS do to improve transparency and clarity around the work we do within the budget process and our</li> </ul>	

	<p>department?</p> <ul style="list-style-type: none"> <li>• JOHS strives to be upfront about the expectations of member participation within the CBAC. How much work outside of the CBAC meetings is needed to be equitable and fair to assign or expect from CBAC members.</li> <li>• How should we consider representing people who are not in this space? What would be an equitable way to facilitate engagement on the budget process with members of our community outside of our community engagement groups.</li> <li>• As CBAC members, what was the experience reviewing the budget process and program offers?</li> <li>• What tasks should JOHS undertake to assess and evaluate an equity lens in developing the budget?</li> <li>• What specific assistance and guidance needs to be provided in addressing inquiries and fostering active participation within our shared collaborative environment?</li> </ul> <p>The CBAC would like a high-level breakdown of the program offers and projected outcomes for a better understanding of the systems served. Additionally, the CBAC is requesting transparency regarding which programs the Joint Office of Homeless Services (JOHS) has chosen not to fund. The CBAC stated it would be helpful to understand JOHS decision making.</p> <p>The CBAC requested for additional in-person meetings and presentations, with budget materials provided beforehand to allow additional time for processing the information. The CBAC have also suggested pre-recorded meetings for certain aspects of the work.</p> <p>The CBAC raised questions about the expected workload for its members. The CBAC believes that if members are committed to the process, they should have a good understanding of the amount of work involved. The CBAC stated that having a clear timeline would be helpful for members.</p> <p>A member of CBAC has expressed interest in the possibility of each JOHS advisory committees gathering on a regular basis with the intention of providing a clear understanding of the work that is involved in the budget process. The CBAC member suggested having a centralized advisory system.</p> <p>The CBAC currently has two open seats. The CBAC proposes holding community budget listening sessions for proactive outreach,</p>	
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	<p>in addition to CBAC meetings. The CBAC stated these sessions could provide community members with input leading up to the budget process. The CBAC aims to find ways to reach out to a wider audience and establish a clear budget process to encourage recruitment.</p> <p>The CBAC stated it to be difficult to locate previous program offers that are referenced within new program offers. The CBAC suggests restructuring the program descriptions by including hyperlinks to the previous program offers referenced.</p> <p>The CBAC suggests separating the program descriptions into capital costs and measurements of the actual work being done. Program offers should accurately reflect how the work is being carried out and what it is linked to.</p> <p>The CBAC emphasized the importance of having a clear understanding of the impact and outcomes of the programs served. The CBAC would like intel on which organizations are responsible for carrying out the program offers, particularly in regards to differences from the prior year. The CBAC seeks to understand the impact of the program offers and what is being funded. The CBAC also requests specific information and data about the service providers and the demographic in which the services are provided.</p> <p>The CBAC has requested training on how to read the program offers. The CBAC states the importance of having a better understanding and seeks ways to interpret program offers more efficiently. The CBAC stresses the importance of training on interpreting program offers during the onboarding process to make the documents more accessible and understandable.</p> <p>The CBAC has recognized the importance of promoting an equitable approach to engage with culturally specific service providers and allow the opportunity for the providers to give input on the program offers. The CBAC would like to receive feedback from service providers on how the service providers are utilizing the program offer and to address any concerns.</p> <p>CBAC has stressed the importance of equity based training with culturally specific service providers. They would like the opportunity to apply this training intentionally, not just the quality of training but the entire process. The CBAC is interested in the involvement of the application of Racial Equity Lens Tool (RELT) within program offerings. The CBAC would like to be given the opportunity to analyze the RELT that is engaged in the budget process.</p>	
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	<p>The CBAC would like to establish group agreements and clearly define their role and responsibilities. The CBAC suggested having a centralized space for a Q&amp;A spreadsheet in which the CBAC can engage in.</p> <p>The CBAC proposed allocating the last 20 minutes of each meeting to dedicate to co-creating the agenda and establishing what topics will be addressed in future meetings. The CBAC wants to develop a better collective understanding of their role and standards, and receive feedback on how they are incorporated into the budget process.</p> <p>The CBAC requests JOHS to provide a designated staff member to be available to answer questions between CBAC meetings.</p>	
Future Meeting	June 14, 2023	
Timeline of next steps	<p>Overview of what we covered:</p> <ul style="list-style-type: none"> <li>• Priority is filling two vacant positions.</li> <li>• Timeline: June 8th budget approval..</li> <li>• Define and clarify CBAC roles and responsibility for the upcoming year.</li> <li>• Review the approved budget.</li> </ul>	
Comment from ZOOM Webinar Q & A	<p>Participant: "I didn't hear Joshua Bates reflect Dani's points about consistent output measures and a spreadsheet of all the program offers, but I agree with those points."</p> <p>A CBAC member responded: "Thank you, &gt;participants name&lt;.</p>	