



CITY OF  
BAINBRIDGE ISLAND

HUMAN SERVICES FUNDING  
ADVISORY TASK FORCE  
APPLICATION REVIEW MEETING  
MONDAY, OCTOBER 24, 2022  
2:00 PM  
COUNCIL CONFERENCE ROOM  
+ZOOM WEBINAR

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THE HUMAN SERVICES FUNDING ADVISORY TASK FORCE WILL HOLD THIS MEETING  
IN PERSON AND USING A VIRTUAL, ZOOM WEBINAR PLATFORM.  
MEMBERS OF THE PUBLIC WILL BE ABLE TO ATTEND  
IN PERSON AT CITY HALL OR ON ZOOM.

PLEASE CLICK THE LINK BELOW TO JOIN:  
[HTTPS://BAINBRIDGEWA.ZOOM.US/J/89922190158](https://bainbridgewa.zoom.us/j/89922190158)  
TELEPHONE: 1-253-215-8782  
WEBINAR ID: 899 2219 0158

#### AGENDA

**MEMBERS**

BECKY ALLEN	ANNETTE MAXSON
LYNN BECK	JEFF STEELE
RON BIRUM	ELIZABETH TOMER
KIMBERLY GARBER	

**LIAISONS**

DEPUTY MAYOR CLARENCE MORIWAKI  
COUNCILMEMBER BRENDA FANTROY-JOHNSON

**ALSO ATTENDING** BRITTANY KIRK, BRITTANY KIRK NONPROFIT CONSULTING

#### MEETING GOALS

- HSFATF MEMBERS CONDUCT INITIAL REVIEW OF PROPOSALS AND IDENTIFY ADDITIONAL INFORMATION NEEDED OR SPECIFIC QUESTIONS TO ASK ORGANIZATIONS

CALL TO ORDER / AGENDA APPROVAL / CONFLICT OF INTEREST DISCLOSURE / APPROVE  
OCTOBER 3, 2022 MEETING MINUTES

INITIAL DISCUSSION OF PROPOSALS AND QUESTIONS FOR APPLICANTS

NEXT MEETING DATES AND TOPICS

- 11/10 2-4 PM - PRESENTATIONS
- 11/14 2-4 PM - PRESENTATIONS CONTINUED AS NEEDED
- TBD – DELIBERATIONS AND RECOMMENDATIONS

ADJOURNMENT



CITY OF  
BAINBRIDGE ISLAND

HUMAN SERVICES ADVISORY TASK FORCE  
MONDAY, OCTOBER 3, 2022  
ORIENTATION MEETING  
COUNCIL CONFERENCE ROOM  
+ ZOOM WEBINAR

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**IN ATTENDANCE:**

- Kimberly Garber
- Annette Maxon
- Becky Allen
- Elizabeth Tomer
- Ron Birum
- Lynn Beck
- Jeff Steele
- Councilmember Brenda Fantroy-Johnson
- Councilmember Clarence Moriwaki
- Brittany Kirk, Brittany Kirk Nonprofit Consulting
- Roz Lassoff, City of Bainbridge Island
- Ellyze Francisco, City of Bainbridge Island

**MEETING MINUTES**

CALL TO ORDER / APPROVE AGENDA

INTRODUCTIONS / CONFLICT OF INTEREST DISCLOSURE

- Conflicts of Interest
  - Brittany Kirk, Bainbridge Prepares, Helpline House – *note that Brittany does not vote on funding decisions.*
- Notable Involvement in Applicant Organizations (not conflicts):
  - Brittany – Peacock Family Services
  - Ron - Island Volunteer Caregivers, Helpline House
  - Kimberly - Island Volunteer Caregivers
  - Becky – Senior Center
  - Annette – Helpline House

DETERMINED GROUND RULES FOR DISCUSSION

The Task Force would like to use the following ground rules for discussion:

- Do not interrupt others who are talking.
- Speak up to accommodate those with hearing challenges.
- Do not assume deliberations or disagreements are personal.
- Create safe space for honest and challenging conversations about equity and privilege.

DISCUSSED TASK FORCE LOGISTICS

Decisions made:

- 1) Applicant presentations will be spread across two days and we will allow but not require slides to accompany presentations. Brittany will schedule presentations with applicants and provide



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instructions for them, including potentially any questions in writing the task force would like them to answer before they present.

2) The next Task Force meetings will be:

- Mon 10/24 2pm to 5pm - Application Discussion
- Thurs 11/10 2pm to 4pm - Presentations Part 1
- Mon 11/14 2pm to 4pm - Presentations Part 2
- Final Meeting - Deliberations & Decision, time and date TBD

#### REVIEWED GRANTMAKING 101

#### REVIEWED 2023-24 HUMAN SERVICES FUNDING GRANT REVIEW PROCESS (SEE SLIDES)

Decisions made:

- By the 10/24 meeting, each Task Force member will read through all applications and sort into four categories.
- By the final deliberations meeting, each Task Force member will read through all applications again, and consider presentations, in order to score applications using the rubric in the rfp as well as a spreadsheet provided by Brittany.

#### REVIEWED NEXT STEPS

By our next meeting, Task Force members will:

- Review the RFP (Request for Proposals) issued by the City
- Review the slides from last night's orientation (attached)
- Starting this Friday, begin reading through the 14 applications submitted to the City for this funding, which will be posted to the City's webpage for Human Services funding. Remember that the awards that are currently listed there for 2022 and previous years were decided upon in past funding cycles and are not related to this year's requests. We will be reviewing requests for 2023-24 funding.
- Sort applications into four piles:
  - Good proposal / Good idea
  - Good proposal / Bad idea
  - Bad proposal / Good idea
  - Bad proposal / Bad idea
- Make note of any questions you have for the task force, as well as any questions you have for the applicant. We will decide together whether we will email these questions to the applicant ahead of time or ask them during their presentation.

ADJOURNMENT