



CITY OF  
BAINBRIDGE ISLAND

HUMAN SERVICES FUNDING ADVISORY COMMITTEE  
MONDAY, SEPTEMBER 17, 2018  
5:00 PM – 7:00 PM  
CITY HALL  
COUNCIL CONFERENCE ROOM  
280 MADISON AVENUE NORTH  
BAINBRIDGE ISLAND, WA 98110

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### MINUTES

ATTENDING HSFAC MEMBERS:     SUSAN BUCKLES                      JACK MACARTHUR  
  STEPHEN WALKER                     PAUL STUMME-DIERS  
  REEVE FRITCHMAN

CO-CHAIRS:                         MATTHEW TIRMAN  
  LESLIE SCHNEIDER

ALSO ATTENDING:                LESLIE SILVERMAN, PHILANTHROPY NORTHWEST  
  ROBBIE SEPLER, DEPUTY CITY ATTORNEY

ABSENT:                             ASAPH GLOSSER, HSFAC MEMBER

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COUNCILMEMBER MATTHEW TIRMAN CALLED THE MEETING TO ORDER AT 5:00 PM.

THE AGENDA FOR THE MEETING WAS APPROVED. IT WAS SUGGESTED THAT A) “CONFLICT OF INTEREST” BE ADDED TO THE AGENDA FOR FUTURE MEETINGS WHEN THE ORIENTATION IS SCHEDULED FOR CITIZEN PEER REVIEWERS AND B) WE ALLOW SUFFICIENT TIME FOR PUBLIC COMMENT ON THE AGENDA.

PHILANTHROPY NORTHWEST CONSULTANT FACILITATED THE MEETING BEGINNING WITH INTRODUCTIONS AND OVERVIEW OF AGENDA.

THE HSFAC MEMBERS (THE “COMMITTEE”) HEARD A PRESENTATION ABOUT THE OPEN PUBLIC MEETINGS ACT AND PUBLIC RECORDS ACT TRAINING LED BY ROBBIE SEPLER, DEPUTY CITY ATTORNEY.

THE COMMITTEE REVIEWED UPCOMING MEETING DATES (INCLUDING AGREEMENT ON THE ADDED MEETING DATE OF OCTOBER 10<sup>TH</sup>), DISCUSSED PURPOSE OF CITIZEN PANEL, EXPECTATIONS OF ROLE AND VISION FOR SUCCESS IN HOW COMMITTEE WILL REACH A SET OF FUNDING RECOMMENDATIONS FOR COUNCIL’S CONSIDERATION. HELPFUL TIPS ABOUT MANAGING THE REVIEW PROCESS WERE ALSO OFFERED BY MEMBERS WHO HAVE PREVIOUSLY SERVED ON THE COMMITTEE.

A COMMITTEE MEMBER RAISED A CONCERN AROUND THE COMPRESSED NATURE OF THE OCTOBER MEETINGS AND REVIEW MEMBERS WHO HAVE SERVED IN THIS CAPACITY IN PREVIOUS CYCLE COMMENTED THAT THE TIME IS TIGHTER BETWEEN MEETINGS. THIS WAS NOTED AND WILL BE A CONSIDERATION WHEN SETTING THE TIMELINE FOR FUTURE CYCLES. IT WAS ALSO NOTED THAT MORE PROPOSALS WERE SUBMITTED THAN IN PRIOR YEARS.



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PHILANTHROPY NORTHWEST CONSULTANT LESLIE SILVERMAN LED A WALKTHROUGH OF THE RFP TO FAMILIARIZE COMMITTEE WITH WHAT IS BEING ASKED OF APPLICANTS, CHANGES FROM PRIOR CYCLE, AND PROVIDED A BRIEF INTRODUCTION TO ELEMENTS OF A SUCCESSFUL GRANT REVIEW PROCESS.

CO- CHAIRS ALSO DISCUSSED THEIR ROLE TO ATTEND THE FUTURE REVIEW DISCUSSION MEETINGS AND PRESENTATIONS BY APPLICANTS TO LEARN ABOUT THE PROPOSALS AND BE ABLE TO ADDRESS QUESTIONS BY COUNCILMEMBERS WHEN THE RECOMMENDATIONS ARE PUT FORTH FOR A VOTE.

THE MEETING WAS ADJOURNED AT 6:55 PM.

 10/15/18  
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LESLIE SCHNEIDER                      DATE

 10/15/18  
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MATTHEW TIRMAN                      DATE