

**Minutes Of Probation Grant Guidance Team Meeting  
2/6/2019  
Scribe - Deborah Shefler**

**Moderator:** Mony Flores-Bauer

**Attendees:** Louise Rothman-Riemer, Treva Reid, Elaine Ginnold, Mony, Deborah

**Guest:** Bonnie Hamlin

**1. Updates**

**a) Communication with LWVC, fiscal sponsor:** Mony and Deborah, the new Grant Administrators, reported on their phone conversation with Melissa Breach, LWVC Executive Director. She reported a history of difficulties dealing with the County respecting required monthly reporting and invoicing under this contract. LWVC is entitled to \$200/month to perform what were expected to be ministerial functions, but has had to spend much time negotiating with the grantor over non-conforming monthly reports we were submitting. She recognizes that new leadership is now in place and there is a renewed commitment to move forward in a more structured and compliant way. We talked about amending the contract to move money from one line item to another, consistent with our evolving needs. She emphasized that in any meeting with the County about proposed amendments, we must specify precisely what we want. In a subsequent communication from Sharon Stone, the LWVC representative who has been communicating with the County on our behalf, we received a Line Item Budget Modification Template to use in requesting reallocation of funds from one Capacity Building category to another, or from one line item within a category to another. We also confirmed that the **County will not grant us any extension** beyond the contractual completion date of July 31, 2019.

**b) Financial status of the grant:** As of Oct. 2018 about 6 months worth of reports had been submitted, but the grantor had accepted only two, for Aug. and Sept. 2017. As of today, the County has accepted reports and paid us through Jan. 2018. Reports for subsequent months are pending County approval of certain line item adjustments we will shortly seek. This reporting arrearage has fortunately not caused a serious cash flow problem for LWVO because of a \$17,000 advance we received early on.

We plan to request to move funds from one category to another, *e.g.*, \$3,000 from Partnerships to Strategic Planning to cover the \$3,000 excess we spent on the latter, and from line item to line item within a category, *e.g.*, from hardware to software within Management Systems. Some of the changes we will request are to accommodate charges that were not specifically contemplated by the contract and were incurred without County pre-approval, *e.g.*, \$4,000 for Mobile Cause software and \$2,500 for videos at 2018 luncheon. According to the instructions accompanying the template, "All contract budget modifications proposed by a contractor must first be discussed with the [County] prior to submission of required documentation, 30 days before work is done.... Work associated with the budget modification should only take place once the contractor has received a signed copy of the [approved] budget modification request. Any work associated with the budget modification that takes place before the signed copy is received **may not be reimbursed.**" It is unclear whether the County will grant retroactive approval for past non-conforming charges, and thus our ability to collect these costs under the grant is problematic.

Please see accompanying table showing budget and operational status of 7 grant work segments, in detail, plus proposed line item adjustments insofar as determined. In summary, the total available to LWVO under the grant is \$63,682. The total reimbursed to date, through Jan. 2018, is \$8,653, all for Strategic Planning. We have also received the \$17,000 advance.

**c) Status of 7 segments:** Please see accompanying table for details.

**1) Strategic Planning** - \$12,215 budgeted. Work complete. Must seek adjustment to collect \$3,000 overage, which will be described and requested in our Feb/March 2018 reports.

**2) Volunteers/Membership** recruitment and management - \$7,500 budgeted. Will retain **consultant** to develop plan, policies; have hired intern to conduct survey of members. Must seek line item adjustment. Membership Committee considering leading work.

**3) Governance** - \$11,505 budgeted. Have signed contract with Theresa Nelson for full amount. Must seek line item adjustment.

**4) Fundraising/Development** - \$10,092 budgeted. Will retain training **consultant**, seek reimbursement for non-conforming luncheon charges from this segment. Must seek line item adjustment. Development Committee (co-chair Kathryn Moir) undertaking this work.

**5) Management Systems** and manuals - \$14,550 budgeted. Will retain **consultant** to recommend software. Must seek line item adjustment. We are reconstituting team to work on this segment. Manuals being prepared by portfolio committee leads using template developed by Elaine. See notes below.

**6) Community partnerships** - \$6,925 budgeted. Have retained intern to research relationship building opportunities. We will request reallocation of \$3,000 from this segment to cover Strategic Plan overage (see 1. above). Must seek line item adjustment. Louise Nathe is lead.

**7) Re-entry knowledge** - \$895 budgeted. Deleign and Gwen have conducted learning sessions with CBOs regarding how to incent civic engagement within the re-entry community. They will capture the information on a template developed by Elaine and go back to the CBOs if they need to fill in missing information. They will share that knowledge with County, LWVO, and others. They will also attend training as specified in contract.

We are meeting with segment leads to annotate Ex. Q to the contract, which lists specific schedule, measures and deliverables for each segment. We are using this document as a work management tool, to record our progress with respect to each requirement.

**d) LWVO 2017-18 activities as grant deliverables:** Louise pointed out that we are engaging in many activities that could fairly be considered capacity building, e.g., Observer Corps. Louise and Elaine connected the contract requirements with Louise's list of activities to see if any of them satisfy grant requirements. Specifically, Louise identified several CBOs with whom the League has ongoing partnerships. She can work with Mony and the re-entry leads to get MOUs signed with them to help meet the requirements of the partnership and reentry sections of the grant. These CBOs include: BOSS for reentry, and the census and redistricting organizations that Louise

is meeting with. Through this exercise we were able to see how the work under the grant will enhance our ability to move more effectively toward our Strategic Plan goals.

**2. Proposed policy for approval of grant funds:** We agreed on a procedure for approving the expenditure of grant funds going forward that will require a demonstration that the cost relates directly to a grant deliverable.

**3. Rationale for amending contract:** Due to unforeseen and unfortunate circumstances, we have not been able to pursue work under the contract in a timely manner. Moreover, over time we realized that our needs are no longer consistent with the specific requirements of the contract. We have also discovered that some of the consultant expenditures will be unnecessary as we have the required expertise within our membership. Therefore, we will request line item adjustments so that we can focus funds where they will best enhance our capacity building and, ultimately, service to the community.

The first step will be to meet with the County's retained consultant HTA to better understand how to fill out the Budget Modification Template so that it will be acceptable to the County. Next we will meet with the County contracting officer. That meeting is scheduled for **Feb. 20**. Mony and Deborah will participate, with Sharon Stone from LWVC if possible. Sharon has conducted most of the prior communications with the County. We will have a contingency plan in case some or all of our proposed line item adjustments are rejected.

**4. Action Plan:** Mony presented a draft Action Plan, a time line for completion of all segment tasks by July 31. The proposal is for all the grant segments to report to the Board, probably in June, at a special meeting devoted to that reporting. Bonnie mentioned that the old board/new board event is in June.

**5. Technology segment (Management Systems):** Ideally we would like to buy all the hardware specified in the contract, plus CRM and Project Management software. We decided that the CRM is the priority. The Technology team will work through the evaluation/selection process with a consultant. Elaine described the process the Florida League used. We will get a ball park price for a CRM before Feb. 20 so we know what line item adjustment to seek. Any funds left over in the segment will go to PM and hardware.

Theresa Nelson has asked whether we could procure PM software that she could use for her Governance work. We decided that such procurement would be premature. We will suggest she use a free version of something she likes and that might eventually be suitable for LWVO.

The existing allotment assigns \$1,500 for a consultant, so we don't need approval and will move forward immediately to select someone to develop a Technology Plan and conduct training.

Advice from LWVC is to look first at what we can afford to pay for the CRM, then add 40-50% on top of set up costs for training, and recognize there will be continuing maintenance costs. Under contract training must take place before July 31 as we must report #s trained.

Anyone attending a webinar or other training related to Technology should let us know and document the training as it may be helpful with deliverables under contract.

Tech team is Renea, Bonnie, Helen S, Louise. Others welcome to join.

**6. To Dos:**

**Mony** is revising the grant expenditure approval procedure.

**Mony** is preparing a MOU template for use by Partnership team in documenting community relationships, as required by contract.

**Elaine** will fill out Ex. Q for re-entry segment to guide work pursuant to contract going forward.

**Elaine and Louise** will draft scopes of work for 3 consultant contracts we will enter into.

**Deborah** will contact Cardenas Group about potentially assisting us with technology plan and volunteer/membership recruitment plan.

**Louise** will contact Renea about calling a meeting to reconstitute the technology team.

**Mony** will revise Action Plan with input from team members.

**Mony and Elaine** will engage a consultant to prepare volunteer/membership plan and policies, get this work segment organized.

**Mony** will follow up with HTA about a meeting to discuss line item adjustment process.

**Mony and Deborah** will prepare specific line item adjustment proposals, filling out Budget Modification Template.

**Everyone** will review and comment on the Action Plan.

**Louise** will try to get a diary Dawna kept to see if it might help us with documenting deliverables.

**Next meeting:** March 4, 7 pm.