



**COUNTY OF ERIE
MARK POLONCARZ
COUNTY EXECUTIVE**

Erie County Youth Board Meeting Minutes
Monday, April 15th, 2024, 4:30pm at 810 E. Ferry Ave

Members Present: LaShawn Davis (via WebEx), Jamien Eutsey, Benjamin Fox (via WebEx), Melissa Jones, Charity Lulas, Maria Marinucci, Bethany Morgan, Brian Rochford, Ashleigh Worthy

Members Absent: Liza Acanfora, Nichelle Brown, Sue Lumadue, John Romanowski

Members on Leave of Absence: David Smaszniak

Staff Present: Paul Kubala, Wanda Hillman, Judith Kolmetz (via WebEx)

Welcome:

- Melissa started the meeting at 4:34pm

Director's Report:

- New Member Introduction
 - Bethany Morgan and Ashleigh Worthy were introduced
- Current RFPs
 - Youth Sports and Education Program and YDP both close April 24th
- Meeting Model
 - Would like to keep it hybrid unless there is strong opposition; only have May and June meetings left, so will keep 810 East Ferry with WebEx option
 - Paul asked if anyone was opposed to hybrid model; no opposition

Chair's/Vice Chair's Report:

- Monitoring Collection Scoring Input Into RFP Scoring Sheet
 - A week after RFPs close, ECYB members review and score them
 - For current recipients, looking to adjust the scoring sheet, specifically the score for compliance and site monitoring (17) and add weighting to it
 - Discussion: should Monitoring (including for Compliance) be weighted higher?
 - Judy thought it should be pass/fail; if organizations are not in compliance, they should not be eligible to receive funding as they are not in good standing
 - Make this determination first, and then have them be disqualified/ineligible by Judy or Carrie and not be scored



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- **Current Process:**
 - Wanda and Paul send out communication letting organizations know they are not in good standing so compliance would not need to be on score sheet because they would be disqualified
 - Paul and Wanda will update policy to ensure clear communication of ineligibility
- May need to add language to RFP and contract to say all reports on current grants must be up to date to be eligible for RFP
 - Does a letter need to be sent to all current recipients that lets them know all reports must be up to date to be considered for RFPs?
- For Site Visits, there is not really a weight; do we want to add that?
 - May help smaller agencies who do not necessarily write stellar proposals but who do great programming elevate their proposal score
 - First-time applicants might be hurt by this since their possible score would be lower, so their percentage score would have a lower denominator
 - References or other experience may go into this section for new organization; will need to talk to Carrie to figure out how this would work to make it even and fair
 - Could help with variance in scoring among panels as well so may be great to weight it more; but this also means Youth Board members need to be doing site visits
 - Currently is 17 out of whatever the total score is; would like it to be
 - **Decision:** table it; RFP committee should work on this over the Summer
 - Cannot do it right now because YB Member site visits are not as frequent as they would need to be; need to step these up
- Panel Division for Concurrent RFPs
 - For Judy, she doesn't mind if reviewing is staggered
 - Judy noted we need to keep in mind how much each organization is getting under each RFP to prevent organizations from being overfunded for each program
 - Melissa noted this should not be the case as organizations should not be submitting the same program under different RFPs, but it may happen
 - Staggering would be helpful, at least by one week so panel is only reading one RFP at a time
 - Sometimes, scoring is drastically different amongst panel members
 - Two weeks for each is very doable; may also give panels a chance to discuss their scores to be more consistent
 - Jamien asked if it was possible to get a sample of various scores to be a model to help standardize scores
 - A rubric is another option; Judy will talk to Carrie about this
 - Wanda will see if she can find older examples of rubrics
 - May want to revisit doing applications to be providers instead of RFPs; this was discussed in the past and told it was not possible



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- Scoring Breakdown Ahead of Time
 - In theory, this is good to do, but still has kinks (last time, the strategy was changed last minute)
- Expectations of Board Members
 - We are not meeting all these: site visits and RFPs in particular
 - If you cannot score an RFP, must provide notice so as not to overburden others
 - Please be sure to do RFP scoring in a timely and honest manner, and go on site visits
- Site Visit Schedules:
 - Wanda has two coming: Saturday and next week; Wanda will send out when they are and where
 - She will keep us updated as visits are scheduled

Committee Updates

- Governance/Executive: no updates
- RFP/Review: no updates

Adjournment:

- Next meeting is scheduled for **May 13th**
- Adjourned at 5:29pm.