Members Present: Patrese Griffin, Kym Hollars, Bobby Hopewell, *Brenda Hughes, Cyekeia Lee, Sholanna Lewis, Carol McGlinn, Tim Ready, Alyssa Stewart

City Staff: Kevin Ford, Shared Prosperity Kalamazoo Coordinator; Jaime Marsman, Community Investment Secretary, Laura Lam; Deputy City Manager; Antonio Mitchell, Community Investment Manager

Members Absent:

Ben Damerow, Don Cooney

*Brenda Hughes logged in after roll call was taken.

Guests: None

Call to Order

Ms. McGlinn called the meeting to order at approximately 12:30 pm.

Roll Call

Mr. Ford conducted roll call of the organizing committee and determined quorum existed

Approval of (regular/special) minutes of the last meeting

Ms. McGlinn took a voice vote to approve the minutes of October 5, 2020 as presented. The minutes passed unanimously.

October 5, 2020 minutes were approved as presented by consensus.

Approval of Agenda

Ms. McGlinn asked if there were any additions or changes. There was a raise of hands to pass the agenda.

Agenda was approved as presented by consensus.
Reports of Officers, Boards and Committees

None.

New Business

2021 Meeting Schedule

Mr. Ford asked for agreement on the 2021 Meeting Schedule for SPK. He inquired if everyone was fine with keeping the schedule as the first Monday of the month at 12:30 p.m. Ms. McGlinn asked if there was any opposition. There was none. Mr. Ford will double-check about the date for Spring Break.

Unfinished Business (unfinished or pending matters)

SPK Funding Guidelines

Ms. McGlinn stated that we are trying to move the process forward so that granting out funds can begin. The guidelines give specific dates asking for a letter of intent and then the granting process would be done by April with decisions made during that time. The guidelines lay out what is being sought: A 2Gen approach for targeting our neighborhoods. Ms. McGlinn asked if there were any questions about the guidelines. She stated that Mr. Ford has been working with the United Way so that there is a very specific application process. We will have the opportunity to look at the ideas that are out there in the community and then also the possibility of connecting organizations together to strengthen that grant money. In January it will be important to get the word out to the grass root organizations and non-profits, etc. about the grant opportunities.

Ms. Stewart asked about the blanks on the first page (the placeholders). She wondered if this group was intended to fill in those blanks. Her second question was asking for a definition/clarification of the application review committee referenced on this document. Mr. Ford replied that the answers to both of those questions will be contained in the next item on the agenda regarding subcommittee formation. He confirmed that this is still a draft that needs to be finalized by the members of this Board.

Ms. McGlinn asked for clarification from Mr. Ford on the funds that are available. She also stated that perhaps this amount does not need to be included in the guidelines document. Mr. Ford stated that about $1 million remains in the fund. He stated that ways to allocate those funds have been discussed previously and the guidelines document that was sent out was intended to build out the 2Gen piece that has been discussed. Mr. Ready asked what the timeframe was for disbursing the $1 million. Mr. Ford stated that this is to be determined. As the committee knows, the first funds that were received were from FFE. If we are looking for additional funds, we would do that next year for 2022. Ms. McGlinn confirmed that these are 2021 funds.
Mr. Ready inquired about the 2 year funding period that was referenced in the document. He surmises that this $1 million would not cover the two year period and asked if there is the expectation of sufficient funds later? Mr. Ford stated that this would depend on how the funds were distributed and the $1 million could potentially cover the 2 years. Ms. Lam clarified that the $2 million was initially allocated in 2019. Funds that are not used are carried forward until they are exhausted. There is an annual process starting in the summer each year where ideas are solicited that are aligned with Imagine Kalamazoo through City departments and strategic partners to then inform requests for Foundation for Excellence funding for the following year. Demonstrating how these funds have been impactfully invested to advance the Shared Prosperity mission and vision is important to and bodes well for any future funding consideration. Ms. McGlinn confirmed that this is the reason that we want to move forward and provide documentation on the effectiveness of this grant.

Mr. Ready asked about the high impact funds and SPK funds referenced in the document. He asked if those were meant to be synonymous. Mr. Ford confirmed that the high impact fund is what the overall allocation is called. Mr. Ready asked if other expenditures that the City has undertaken, for example, assistance provided to flooding victims a year or so ago, were funds that he understood to be high impact. He inquired if this was from this high impact fund. Ms. Lam clarified that $250,000 from the SPK High Impact Fund that went towards the disaster relief fund that was supporting our community response to COVID. That was dollars that came out of the $2 million initial SPK High Impact Fund. That is the only piece that we’ve talked about that went outside of this group’s purview.

Mr. Ready asked if this document was meant to be distributed to potential applicants with the language it currently contains. He questioned the reference to 2Gen programming which may be hard to understand for the general public without further explanation. He also asked that, due to COVID, and with unemployment and kids doing school at home, there are probably a lot of people who need help right now and would that fit into 2Gen programming? Would the $250,000 for COVID need to be supplemented? Would any short-term funding that we do be better spent looking at this emergency?

Ms. McGlinn said that in order to move things forward, we should remove the dollar amount from this document. She also agreed that the 2Gen terminology could be further clarified and user-friendly so there would be understanding for everyone. She affirmed that it is important to get this rolling and moving forward.

Vice Mayor Griffin thanked everyone for all the work that went into putting this document together in a quick, but quality way. She asked who could apply for the funding. Would that be 501c(3) organizations only? She wondered if there would be space for others to receive funding through SPK for, perhaps, programs or services that are aimed at 2Gen – who get at system change that don’t necessarily have a 501 c(3)? Mr. Hopewell stated that they need to be a 501 c(3) to receive funds. If an organization does not have this designation, they can get a fiduciary. Ms. McGlinn confirmed that if they were not a 501 c(3), they could get a fiduciary and we could work with them.
to provide information on how they could do so. Ms. Stewart confirmed that and stated that the language in the document should reflect that for clarity.

Ms. Stewart inquired about the Application Review Committee. Ms. McGlinn stated that this was to be discussed as the next piece on the agenda. If the entire SPK board agrees, then it would be better to have a subcommittee that looks at the LOI’s and to do some initial elimination of projects if they don’t meet the criteria so that the process can move forward. Also, they would have a first look at the grants coming in so that if there were any questions, they could address them before it came to the entire Board. Ultimately, the entire Board would approve the grants that would be awarded.

Ms. McGlinn asked if we wanted to make a motion to approve the guidelines with the caveat that we would remove the dollar amount from the document, provide clarification of the 2Gen approach and the fiduciary piece.

Ms. Stewart also stated that these documents should be made available in other languages (Spanish, French). Accessibility-wise this would be an important thing for the City to consider. The application can be made, through United Way’s application system in Spanish or French. She questioned if there would be support on the back end for personnel to translate it back into English for this committee. Ms. Bonner said that she would explore how to make this happen. Mr. Hopewell agreed that this would make sense for this to happen and that we could work with City staff and/or other groups.

*Brenda Hughes joined the meeting.

**Motion was made by Cyekeia Lee and seconded by Bobby Hopewell to approve the funding guidelines. A voice vote was taken and the motion passed. The funding guidelines were approved.**

*Subcommittee Formation*

Ms. McGlinn stated that it was suggested by the Executive Committee to have a subcommittee to review LOIs, review grants as they come in, ask questions and get clarification, etc. This group will probably be 3 or 5 people. Mr. Hopewell asked if there was anyone interested. It would be helpful to have people on this subcommittee with a background in reviewing grants.

Ms. Lewis asked if the older subcommittees would continue as we move forward. Mr. Ford confirmed that those are ad-hoc committees at this point and would only continue if the group would want them to.

Brenda Hughes, Sholanna Lewis, Kym Hollars volunteered for this Committee.

Ms. Stewart stated that what she loves about the funding guidelines is that it centers community and asks that proposals are brought forward that are informed by community voice and members
of the neighborhoods. She requested that this group take a moment and check the existing group to see if everyone felt that the group has the community voice and representation. She wondered if having some additional voices might be helpful.

Mr. Hopewell affirmed her question but also stated that, at least for 2021, we need to appoint the subcommittee and move forward. Adjustments can be made as we go. Ms. McGlinn stated that this group has done a lot on getting input from the community on what their needs are. She stated that, going forward in January, it might be wise to have some community forums to talk about getting the word out about these grants so that we can try to bring more people to the table. The guidelines state that the LOIs are due February 12, so we need to make sure we have time for people to do that. Vice Mayor Griffin affirmed that this is a very good point and that the group that is reviewing the grants should reach out into the community to get feedback. She stated that while we do need to move quickly, we also need to make sure we are moving in the right way. We won’t know if we are moving in the right way unless there is community feedback. Even with organizations being able to use a fiduciary, it still limits the people who will be able to apply.

Mr. Hopewell affirmed that it should be a requirement of those that are applying for these grants to know what their work is, to know how they are involved with the community.

Ms. Lewis stated that it would be good to have a touchpoint and see what the community’s priorities are as a lot of things have changed in the communities since the engagements have been done. She also affirmed that there has been a lot of intention in who is on each committee.

Ms. Bonner asked if it would make sense if we could have a list of organizations that would agree to be a fiduciary for those who would need this to. She asked the group members if they have a list of people for this that could be shared as this would be very helpful. Ms. Lewis stated that a fiduciary can be challenging for organizations to find and also to manage that relationship. For the organizations that are willing to be a fiduciary, they often lack the administrative capacity to handle this. The Community Foundation has been exploring investing in an organization who has a core principle of providing fiscal sponsorship for start-ups, grassroots types of efforts. They are hoping to get this off the ground in the next year. This could really benefit the core neighborhoods and SPK to invest in the infrastructure.

Ms. McGlinn confirmed that Mr. Hopewell stated that Kim Hollars, Ben Damerow and Cyekeia Lee would be on the Subcommittee. He affirmed that those are the co-chairs but also Brenda Hughes and Sholanna Lewis were interested.

Mr. Hopewell made a motion to support the five individuals as indicated for the subcommittee. The motion was supported by Brenda Hughes. A voice vote was taken. The motion passed.

Ms. McGlinn asked if the group would want to talk about what the January Committee meetings would look like? Mr. Hopewell suggested that the United Way or another committee might have a template for these meetings. Ms. Stewart stated that there could be two unique meetings:
Feedback with Q&A and then also some set time for technical assistance for those who are applying (potential grantees). For the technical assistance piece, there are materials available. It’s important to record these meetings and then to distribute them to those who can’t attend. Ms. Stewart suggested offering three to four, one hour long sessions on what we are looking for and how to access the application. Ms. McGlinn asked the group what their thoughts were about having a forum within the neighborhoods. These would be held on Zoom. She asked if this is something the sub-committee would work on or is this for the Executive Committee. Ms. Bonner asked what our marketing process is for getting the word out there and then do the training for those people. Ms. McGlinn agreed that there are two separate things needed… a communication piece to get the word out and then the forum after that. Ms. Bonner affirmed that this is an important piece in order to reach out and have a list that is more diverse than we normally have. Mr. Ford stated that this should be discussed between the Executive and the Review Committee to plan that out. He suggested that this should be discussed offline to plan out details, especially considering that this was not on the agenda for today.

**Miscellaneous**

Mr. Ford alerted the committee that there was a Memorandum of Understanding (MOU) between the City of Kalamazoo and Western Michigan University specifically with the Lou Walker Institute (LWI) being the conduit to Western Michigan University. It was a document that was signed by a former mayor, a former Executive Director (ED) of Lou Walker Institute and the President of Western. Since then, there has been a new mayoral transition, LWI has gotten a new ED, and their New ED is interested in revising the MOU and working with the city in terms of WMU. Ms. Bonner and Mr. Ford are working with the new ED, Dr. Luchara Wallace, on revising that between the City and Western. The previous document was SPK-heavy, and we are expanding it to be more city organization focused with some SPK elements. A draft document is available to send to everyone for review.

Ms. Stewart wanted to alert everyone, regarding the $250,000 allocation that SPK previously made that was spent/invested in the first activation of the United Way’s Disaster Relief Fund and the Kalamazoo Community’s Foundation Community Urgent Relief Fund as a joint effort. A few weeks ago, it was re-activated. A 2nd phase of COVID relief funding has been started. She wanted to make everyone aware of that. There is currently an application process that is open for emergency supports related to COVID-19. Please share that. They have seen huge demand. In the last week and a half, they have received 31 applications totally $1.5 million in requests, which is much more than they have to grant. There is great need in the community regarding the ongoing reality of COVID coupled with the Michigan winter that we are entering. Ms. Lewis thanked Ms. Stewart for bringing this up and added that, for this round, they are being broader in urgent relief in terms of thinking about anything emergency relief, recovery, restoration, which is beyond COVID and they are considering things that relate to racial injustice as well. Vice Mayor Griffin asked how someone could access this. Ms. Stewart said that there is one application to fill out and it is available at United Way’s website or Kalamazoo Foundation’s website.
Ms. Lewis stated that Truth, Racial Healing, and Transformation (TRHT) has some updates. They have been thinking about how to offer resources directly to the community. One program is connecting therapists of color to residents of color. This is a resource network and they are trying to get the word out especially for those who are on the ground doing direct service and working with people who are going through traumatic events. This is starting at Rooted.

**Public Comments - General**

None.

**Adjournment**

Ms. McGlinn thanked everyone for a productive meeting. More information regarding January will be coming in the new few weeks. Adjourned at 1:21 p.m.

Submitted by: Jaime Marsman __________________________ Dated: 12/14/2020
(Recording Secretary)

Reviewed by: Kevin Ford __________________________ Dated: 12/14/2020
(Staff Liaison)

Approved by: Bobby Hopewell __________________________ Dated: 12/14/2020
(SPK Organizing Committee Chair/Vice Chair)