



# Town of Carrboro

Town Hall  
301 W. Main St.  
Carrboro, NC 27510

## Meeting Minutes Board of Aldermen

**Tuesday, September 13, 2016**

**7:30 PM**

**Board Chambers - Room 110**

**Present:** Mayor Lydia Lavelle, Alderman Damon Seils, Alderman Sammy Slade, Alderman Bethany Chaney, and Alderman Michelle Johnson, Alderman Jacquelyn Gist, Alderman Randee Haven-O'Donnell

**Also Present:** David Andrews, Town Manager, Catherine Dorando, Town Clerk, Bob Hornik, Town Attorney

### **REQUEST FOR RENTAL DEPOSIT ASSISTANCE OUT OF THE AFFORDABLE HOUSING FUND**

The purpose of this item was for the Board to consider a request for Rental Deposit Assistance out of the Affordable Housing Special Revenue Fund.

Alderman Seils asked that information that identifies the beneficiary be omitted from the Board's agenda materials for future requests for funds from the Rental and/or Utility Deposit Program.

**A motion was made by Alderman Chaney, seconded by Alderman Slade, that this resolution be approved.**

#### **A RESOLUTION APPROVING A REQUEST FOR AFFORDABLE HOUSING FUNDING FOR RENTAL AND UTILITY DEPOSIT ASSISTANCE**

WHEREAS, the Board of Aldermen created an affordable housing special revenue fund on June 27, 2007 by the adoption of resolution no. 244/2006-07; and

WHEREAS, the creation of the fund is another way in which the Board can advance its goal of increasing, maintaining, and improving the stock of affordable housing within the Town and its planning jurisdiction; and

WHEREAS, the Board of Aldermen passed a resolution authorizing the Town Manager to develop and implement a program to expend funds from the Affordable Housing Fund as it pertains to the loss of Section 8 Housing Choice Vouchers on June 24, 2014; and

WHEREAS, the Board of Aldermen approved updates to that program, now known as the Rental and/or Utility Deposit Assistance Program, on November 24, 2015 in order to open up the program to Housing Choice Voucher recipients that were being unnecessarily eliminated from applying to the program; and

WHEREAS, this request from CEF on behalf of Paul Yenchik for \$639.00 meets all requirements of the Rental and/or Utility Deposit Assistance Program; and

NOW THEREFORE, BE IT RESOLVED that the Board of Aldermen hereby ordains:

Section 1. The Board of Aldermen approves the grant to Community Empowerment Fund on behalf of Paul Yenchik for Rental and Utility Deposit Assistance in the amount of \$639.00.

Section 2. The Board of Aldermen authorizes the Town Manager to develop and execute an agreement as necessary to carry out the Board's action.

Section 3. This resolution shall become effective upon adoption.

**Adopted this 13th day of September 2016.**

**The motion carried by the following vote:**

**Aye:** Alderman Seils, Alderman Slade, Alderman Chaney, Mayor Lavelle, Alderman Johnson, Alderman Gist and Alderman Haven-O'Donnell

\*\*\*\*\*

## **WORK SESSION**

### **WORK SESSION ON THE UPDATED DRAFT TOWN OF CARRBORO ADVISORY BOARD POLICY AND PROCEDURES**

The purpose of this item was to allow the Board of Aldermen to have a work session regarding the process of advisory board recruitment and appointment.

The following notes were taken:

**Question 1:** Are there any suggested changes to the advisory board application or application process?

Comments from the Board:

- Include reappointment process clearly in the guidelines
- Order priority information on the application in the same way as it is listed in the guidelines
- Is voter status needed?
- The chairperson could complete the questionnaire for requests to be appointed past the two term limit
- There should be a longer discussion by the full Board on diversity/social justice and possible training for advisory board chairs
- A section could be added to the application to allow applicants to self-report how they meet the Board's goals regarding diversity
- The gender identification section could be reworded to "Gender Identity"
- A section could be added for mobile phone numbers
- Question of appropriateness of Board process for recruiting after qualified applications have been presented/making exceptions after the fact
- Possible addition to application to alert applicants that the Board weighs a variety of

- factors/they may not be appointed
- How to foster diversity of opinion?
- Provide 2-3 months notice to applicants whose terms are expiring/let them know they can apply to other boards
- Could add announcement of board vacancies during public hearings
- Could add place for email for all public speakers
- Could use email blast for recruitment, add churches, social organization, non-profits
- 

**Question 2:** Ballot voting? Thoughts on the current process? Suggestions?

Comments from the Board:

- Policy indicates debate will happen but there is no space for that currently.
- Ballot process works well
- How do other municipalities handle non-majority votes?
- Allow for explanation of vote – why candidate is best fit
- Outreach to achieve diversity
- What does it mean to diversify boards?
- Maybe language in Vision 2020 added to application?
- Add communication plan to encourage diversity?
- Utilize events with an audience for outreach/recruitment
- Ballot Voting allows correct parliamentary procedure
- Allows the Board to show support for a candidate
- How can the process allow for diversity of opinion?
- Strong, reliable procedure can encourage more and diverse applicants
- Make sure “house keeping” is taken care of i.e. CTDA chairperson
- Check Roberts Rules regarding non-majority votes
- Names are provided in the packet and floor is not open for nominations
- Should the process be in the Town Code?
- How does an instant run-off process work?
- Check each advisory board for membership requirements
- Is the process serving the town best?
- Find a way to encourage explanation/nomination after the votes are read

**Question 3:** Reapplication process for current members. What is the preferred requirement for reapplication by the BOA? Is a formal application necessary?

Comments from the Board:

- Have the clerk check-in 2-3 months in advance when members are eligible for renewal, but no formal re-application. Give a heads up and a deadline so Town can recruit
- Make them aware of other opportunities when term limit is up.
- Do need to have members with differing opinions.

- Yes by email, but ask to make sure we have current contact info.
- Concern with applying for third consecutive term – it was unclear if someone has to reapply or if another process is triggered. Instead of asking the advisory board member to complete the bottom of p. 2 (summary form) of the application, have board chair fill it out. Make it clear the advisory board member does not need to reapply at all. No reapplication process is necessary.
- Verbal confirmation with the clerk that the member wants to reapply, date should be documented and that should trigger the board chair filling out the bottom of page 2 of the application.
- Make it easy.
- If they are currently holding the position – should be able to email Cathy to hold their position.
- Value looking at all applicants, could use their old application to make it easy.
- For people whose terms expired and rolled off, and are looking to return to previous board, they should have to reapply. Find out how much time they served on the board before.
- Staff Follow-Up – look at Town Code for each advisory board to make sure draft version matches.

#### **Follow-Up/Next Steps**

- **This information will be brought back to the Board at a future meeting for discussion. Staff will be directed to make any changes after the Board’s discussion.**

\*\*\*\*\*

#### **REPORT ON HUMAN SERVICES ASSESSMENT**

The purpose of this item was to provide background information for board discussion on existing human services, identify gaps in services, and what are the greatest needs.

The following notes were taken:

**Question 1:** Human Services grant application review. Thoughts on current process? Suggestions?

Comments from the Board:

- Should there be a dollar threshold that triggers the completion of a full application?
- Reapplicants should not have to provide information or data that is already on-file and unchanged. How can it be simplified?
- Program and priorities sections do not match. Are they reflective of Carrboro?
- What is the process to include Carrboro in development of priorities?
- Valuable to point out that direct services are prioritized on the application
- Include information to point applicants to other funding sources for operations or change at institutional/systemic levels
- Fiscal sponsorship - How is that navigated? Could a question be added so that it is clear if an organization is acting as a fiscal sponsor?

- Is there a legal reason the town does not fund organizations with a fiscal sponsor?
- The community wants to know that the money goes to direct services; not operations
- Important to know it is going to individuals and not staff. Need to be careful with that.
- Make it clear that the town seeks to fund services
- Look for where the value is. If it is funding staff, make sure it is a contract and not a gift that is expected.
- The application is so much better. It takes it back to where it was before.
- If they applied in the past, have shorter application and if nothing has changed, do they need to resubmit everything?
- Add a question that asks if they provide services to residents that do not speak English. Not a requirement; but good information and it may lead them to offer more services
- Good that there is a question that asks what other organizations are being asked for funding.
- IS there a way to have an ongoing conversation with agencies that don't receive full funding? A check-in to address concerns?
- Could the application be better? Is the process working? Ask the commission members.

**Question 2:** Service needs/gaps/ Where are the gaps? What are the needs?

Comments from the Board:

- Categorize services that we fund. Where is the duplication? Services to direct consumers vs. operations
- Understand how dollars are spent and use that to report to the public.
- What is the change we are trying to affect?
- What are priorities for filling gaps or enabling change?
- Have concrete evidence of service to identify gaps
- Can application address equity?
- How can nonprofits change the system and how can public money support that change?
- Larger grants for fewer organizations?
- Identified priorities eligible for a dedicated portion of human services funding
- Fill gaps for Carrboro citizens
- Human services are county responsibilities
- Make sure gaps are not overshadowed by “big ticket” agencies
- Non-English speaking gap
- Formal way to empower agencies to provide services to non-English
- Relevant town departments having bilingual staff
- Karin and Spanish Youth – Internship for translation
- Allow application to showcase non-English services
- Youth programming/space/public space gap
- Social issue – safe space to be a kid
- Encourage Recreation and Parks and Police Department to have a summer youth program
- In the survey, there are no definitions for vulnerable and marginalized in the report

- Board needs to discuss these terms to prioritize the needs
- Page II, priorities and program categories should be directly related to Carrboro
- Hard to prioritize needs/gaps when categories are so linked and related
- Surveys were given to service providers not those who receive services
- Gap looks beyond “band aid” creating institutional change
- How do we sue our resources to improve the systems rather than just temporary fix?
- Need to identify systemic issues and interventions
- How can human services be looked at holistically?

**Question 3: Service/funding priorities. Open discussion? Funding Sources?**

Comments from the Board:

- Opportunity to address issue of direct service vs. systemic change agents (enormous help value to other approaches).
- Perhaps look at other ways to support organizations providing meaningful work that isn't direct service, like what Town does with the partnership to end homelessness.
- If we changed our definition of direct services, how might that change the nonprofits ability to receive funding for direct services, more people might apply.
- Need information on who we are supporting and what aspect of their work we are supporting.
- Concern is the service categories can mean many different things. Real question is what the root causes of issues are, and of those what can the Town help with. Should be focused on creating change – what applications are using an equity framework (equity issues at root cause of many issues). Should be asking how does equity and social justice affect your decision making – programs, hiring, etc.
- Put in application the nondiscrimination clause so nonprofits agree up front.
- We may need to prioritize and focus funding to offer bigger grants. Maybe one options is to carve out one larger amount (\$50,000) that would last for 3 years.
- Worry about focusing on the categories – HS funding is helpful in filling gaps and showing the nonprofits have local municipal support which helps receiving larger grants from other entities.
- Our funding reflects who is asking for money. Probably reflects what the needs are.
- The amount of \$ we are giving is so small that we don't need to control how much \$ is being spent towards each category, but if the money increases significantly then we could have that conversation.
- Nonprofits know where the money should go better than us.
- Add in the social justice fund, and family success alliance to see how the county is funding their human services (what their bar charts would look like).

**Follow-Up/Next Steps**

- **This information will be brought back to the Board at a future meeting for discussion. Staff will be directed to make any changes after the Board's discussion.**

\*\*\*\*\*

**ADJOURNMENT**

**MOTION WAS MADE BY ALDERMAN SEILS, SECONDED BY ALDERMAN CHANEY TO  
ADJOURN THE MEETING. VOTE: AFFIRMATIVE ALL**