

**Headwaters Fund Board Meeting Minutes**  
**January 14<sup>th</sup>, 2020 – 1:30 p.m.- 4:00 p.m.**  
**Prosperity Center, 520 E Street, Eureka**

**MEMBERS PRESENT:** Jenna Catsos, Chuck Ellsworth, Carl Hansen, Dianna Rios, Bruce Rapp, Greg Seiler

**MEMBERS ABSENT:** Elizabeth Cameron

**OTHERS PRESENT:** Kenny Spain, Ryan Heitz, and Catherine Carter

Item #	Action	Pass/Fail
1	Approval of meeting minutes from December 10 <sup>th</sup> , 2019	Pass
2	Establish committee to nominate candidates for chair and vice chair	Pass
3	Review and Approve FY 2018-2019 year-end report	Pass
4	Select board members for mini-grant approval committee	Pass
5	Confirm competitive grant selection process timeline	Pass

## 1. Opening

Chair Carl Hansen called the meeting to order at 1:33 pm. A quorum was present.

a. Approval December 10<sup>th</sup>, 2019 Minutes

It was moved by Bruce Rapp and seconded by Jenna Catsos to approve the minutes after noting that item #3 from last the meeting stated the motion carried unanimously, but there were aye and nay votes counted. Motion carried unanimously.

b. Public Comment on Non-Agenda Items

No public comment.

c. Report on Meetings Attended

Carl Hansen attended a meeting about housing coordinated by RREDC regarding the accurate inventory of available housing in Humboldt County. Jenna Catsos attended a meeting put on by RCAA and AEDC discussing millennials and housing, and what developers need to focus on when trying to appeal to millennials. Greg Seiler spoke with the project Trellis RFP evaluation team to discuss Headwater's model for evaluating grants and give insight on the process. Dianna Rios suggested a potential meeting with Brenna from the Humboldt Area Foundation.

**2. Establish nominating committee to develop a slate of candidates to serve as Chair and Vice-Chair for the next program year**

a. Discussion

Kenny explained that the current chair and a past chair nominate who will serve as chair and vice chair for the following year. Greg Seiler commented that they had previously decided that they would work through the board and nominate chair and vice chair based on tenure. Bruce Rapp stated that there should be a report from the nominating committee stating who the new chair and vice chair will be.

b. Public Comment

No public comment.

c. Action

It was moved by Greg Seiler that the current chair and former chair, Carl Hansen and Chuck Ellsworth, be the nominating committee to slate candidates to serve as chair and vice-chair. The motion was seconded by Dianna Rios. The motion carried unanimously.

**3. Review and Approve FY 2018-19 Year-End Report**

a. Discussion

Kenny Spain explained the discrepancies in the figures due to the Auditor's adjustments and historical research. After the adjustments, Kenny stated that the beginning balance for this year is \$1.3 million, and that the total corpus for the end of the year is \$17 million after the RFL adjustments, he also specified that this is the final report. Greg then mentioned the floor that is established for authorizing the spending plan and what the plan cannot fall below.

Chuck also commented that the budget and grant process should consider inflation as the purchasing power of the grants fall over time. Then Kenny explained that him and Greg had previously talked about considering the purchasing power of the program and how that will affect the floor as it ties to inflation.

Carl Hansen clarified that the figures provided for FY 2018-19 should be used to inform the board about a future spending plan, but the numbers cannot be changed at this point.

b. Public Comment

No public comment.

c. Action

It was moved by Greg Seiler to approve the FY 2018-19 year-end report and that the board reviews the format for the quarterly and annual reporting at a future meeting. It was seconded by Chuck Ellsworth. The motion carried unanimously.

#### **4. Select Board members for Mini-Grant Approval Committee**

a. Discussion

Kenny Spain explained the process for the determining the committee and he stated that, in the past, the committee was chosen during the same time as the new chair and vice-chair. Dianna Rios and Elizabeth Cameron are currently on the committee. Jenna Catsos expressed interest in serving on the mini-grant approval committee and Chuck Ellsworth also volunteered to serve on the committee.

b. Public Comment

No public comment.

c. It was moved by Bruce Rapp to make Jenna Catsos and Chuck Ellsworth the mini-grant approval committee. It was seconded by Dianna Rios. The motion carried unanimously.

#### **5. Board to discuss and confirm competitive grant selection process timeline**

a. Discussion

Kenny Spain explained that he was informed that rather than having to wait the usual six weeks after for approval after making a recommendation, the Deputy CAO said it would be possible to streamline the process and get an approval in three weeks.

Ryan Heitz then explained the competitive grant program summary sheet from FY 2018-19 and the board made suggestions for adjustments to the summary.

Greg Seiler suggested automating the scoring process, so there is a concise list of the projects, everything is in digital form, and updates while scoring. Dianna Rios suggested that if the application is not complete; the applicant should not be put on the list.

The board discussed cutting down the presentation time, while making the question and answer portion longer. Kenny Spain offered to take questions from the board to relay to the applicants, so they can better prepare their presentations. Jenna Catsos suggested having all the proposal presentations on the same day, rather than having two meetings, while Greg Seiler added that the meetings should be in a bigger space and community engagement should be encouraged.

Dianna Rios suggested that the presentations should be held on Friday, February 7<sup>th</sup>, all day, starting at 9 am. This timeline was implemented to allow a final decision to be made by March 10<sup>th</sup>.

Jenna Catsos asked if the score sheets could be distributed before the presentations so they can be filled out in real-time, and the scores will be finalized either the same day after the presentations or the following Monday.

b. Public Comment

No public comment.

c. Dianna Rios motioned that the presentations will take place on Friday, February 7<sup>th</sup>, the presentations (including Q&A) will be 30 minutes each, back to back, so

the final decisions can be made by March 10<sup>th</sup>. Jenna Catsos seconded the motion. The motion carried unanimously.

## **6. Staff and Board Updates**

### **a. Discussion**

Kenny Spain discussed the grants that were given out during the last round of proposals, the annual report due this Spring, and that it's the final year of the Decade of Difference. Carl Hansen asked about the PRA request that was submitted, and Kenny Spain explained that it has gone to the CAO's office and it will be handled from there.

Kenny Spain and Ryan Heitz discussed the previous methods used for the annual report and determined that the current report should include projected and actual figures.

Kenny Spain stated that they have received eleven letters of interest for this round of proposals and he anticipates there will be more proposals than grant funds.

Kenny Spain gave an update from the Board of Supervisors on CIF and the final competitive grant round, that the ICFA and the CIF are both scheduled to go to the Board of Supervisors on the 21<sup>st</sup> of January.

### **b. Public Comment**

No public comment.

## **7. Adjourn**

Chair Carl Hansen adjourned the meeting at 3:45 p.m.