



City of San Marcos
Human Services Advisory Board (HSAB)

March 3, 2022 at 7:00 pm
Virtual/San Marcos Public Library

Special Meeting – Minutes

Members Present: JoAnn Parsons, Board Chair
Mary Earls, Board Co-Chair
Alfretta Lee, Voting Member
Arlene Castro, Voting Member
Malena Pinjuv, Voting Member
Gloria Quinn, Voting Member

Member(s) Absent: Monica Gonzales, Voting Member

Position Vacant: Non-Voting Member

Staff Liaison: Carol Griffith, Planning & Development Services, Housing and Community Development Manager

Recording Secretary: (absent) Lorena Escobar, Planning & Development Services, Housing Coordinator

- I. **Call to order:** The meeting was called to order by JoAnn Parsons at 7:03 pm.
- II. **Roll Call:** Parsons called the roll. At the time that roll was conducted six voting members were present, forming a quorum.
- III. **30 Minute Citizen Comment Period:** Lisa Marie Coppoletta shared her concerns about the last round of awarding funding including the understanding that City Council has the final say, selecting organizations from out of town that do not have a proven track record, letters of reference from people who will benefit from the funding award, and board members calling each other outside of meetings to advocate for funding decisions.
- IV. **Consider approval, by motion, of the minutes from the February 22, 2022, meeting.**
Gloria Quinn moved for approval of the minutes. Alfretta Lee seconded the motion. Motion carried unanimously.
- V. **Action Items:**
 1. **Discuss and take action on Resolution 2022-01R to create Rules and Regulations for the Human Services Advisory Board.**

Carol Griffith, Housing and Community Development Manager, reviewed each section of a redlined version of the draft Human Services Advisory Board Rules and Regulations that had been included in the Board packet. In Part VII, Section 3, Mary Earls recommended adding that the deadline for appeals should be no fewer than ten business days after the notice, and after some discussion this was added by general consent. Quinn recommended that the deadline for holding a board meeting in response to a request for an appeal should have a similar timeline, and this was also added upon general consent.

After discussion, the Board decided by general consent not to include the proposed application decisions process section, funding requirements, evaluation criteria, and risk categories, to maintain flexibility for changes by staff as needed.

Quinn moved to approve the Rules and Regulations for the Human Services Advisory Board. Lee seconded. Motion passed unanimously on a roll call vote.

2. Discuss and take action on Resolution 2022-02R to approve the 2022 Calendar for the Human Services Grant application process.

Carol Griffith, Housing and Community Development Manager, presented the proposed calendar and recommendations for modifying it to accommodate the 10 business days for the appeal period discussed earlier.

Quinn moved to approve the 2022 Calendar the Human Services Advisory Board. Arlene Castro seconded. Motion passed unanimously on a roll call vote.

3. Discuss and take action on Resolution 2022-03R to elect the Chair and Vice-Chair for the Human Services Advisory Board.

Earls nominated Parsons to be Chair of the Board. No one else was nominated. Parsons was unanimously elected Chair on a roll call vote.

Earls nominated Lee to be Vice-Chair of the Board. No one else was nominated. Lee was unanimously elected Vice-Chair on a roll call vote.

VI. Reports: No reports were provided.

VII. Future Agenda Items: As part of discussion during the meeting, Malena Pinjuv requested that on a future agenda the Board discuss what documentation churches should have to submit as part of the application process, to be equivalent to the documentation that must be provided by non-profit agencies.

VIII. Question and Answer Session with Press and Public. Coppoletta asked if the Board would require the same IRS paperwork for churches as is required for non-profit agencies. Coppoletta asked if the board would receive Roberts Rules of Order training.

IX. Adjournment: Pinjuv moved to adjourn the meeting. Earls seconded. Motion carried unanimously.

There being no further discussion, the meeting was adjourned without contest at 8:24 pm.

The minutes for the March 3, 2022, meeting of City of San Marcos, TX; Human Services Advisory Board are respectfully submitted on June 9, 2022, by:

Carol Griffith, Staff Liaison

Approved By:

JoAnn Parsons, Board Chair