

Grant Review Process

Activity	Responsible Party	Month	2023	2024	2025
New agencies meet with Executive Director	Executive Director	Jan-April	X	X	X
Concept papers submitted for new programs	Agencies	May	X	X	X
Concept papers reviewed and agencies invited to apply	Staff	May	X	X	X
Applications for new programming made available	Staff	June	X	X	X
Applications for existing programming renewal made available	Staff	June	X		X
Applications are submitted	Agencies	August	X	X	X
Application summaries are developed	Staff	Aug.-Sept.	X	X	X
Meet with existing partners to review units and rates	ED/staff	Sept.-Oct.	X		X
Meet with existing partners regarding rate adjustment	ED/Staff	Sept.-Oct.		X	
Prep meetings with new applicants	Executive Director	October	X	X	X
Review existing program applications	Staff/BOD subcommittees	November	X	X	X
Hearings for new programs and 1/3 of existing programs	Staff/Board of Directors	November	X	X	X
Provide recommendations for funding to existing programs	Executive Director	November	X		X
Score new programs	Board of Directors	November	X	X	X
Set Services Budget	ED/Finance Committee	December	X	X	X
Submit full set of recommendations for existing programming	Executive Director	December	X		X
Make decisions about new programming	Board of Directors	December	X	X	X
Decisions Made					
Maintain same review process for new proposals.					
All new programs will be given a one-year contract.					
Renewals will not be scored.					
Hearings will be replaced by meetings with Senior staff, then subcommittee Board review.					
Hearings with existing partners will occur every 3rd year to provide agency update.					
Transparency will be maintained.					
All renewals will be handled with one motion in December.					
Additional funds will be allocated to new programming after renewals are handled.					
Awards will be a lump sum for the program with set line-item rates; agencies will manage units and internal line-item transfers will be eliminated.					

Reserve Fund Reduction

Activity	Responsible Party	Month	2023	2024	2025
Allow partners to apply for supplemental funding monthly	Exec. Dir./Board of Directors	Jan.-Dec.	X		X
Evaluate ARPA Capital requests	Executive Director/Staff	April	X		
Invite new programming to apply	Agencies/Staff	April	X	X	X
Meet with CSF to discuss standardized rates	Executive Director	April	X		X
Make ARPA funding decisions	Board of Directors	May	X		
Report additional capital projects to the Board	Executive Director	May	X	X	X
Monitor monthly revenues/utilization rates	Executive Director	Monthly	X	X	X
Determine impact of Wayfair Tax	Exec. Dir./Co. Fin. Dir.	November	X		
Seek County revenue projections	Exec. Dir./Finance Comm.	November	X	X	X
Determine pool for Capital projects if any	Exec. Dir./Finance Comm.	November	X	X	X
Determine pool for supplemental funding	Exec. Dir./Finance Comm.	November	X	X	X
Determine pool for new programming	Exec. Dir./Finance Comm.	November	X	X	X
Evaluate offering annual COLAS	Exec. Dir./Finance Comm.	November		X	
Decisions Made					
The Board will use program expansion, adding new programs, supplemental funding, capital funding and reimbursement rate adjustments to systematically and sustainably reduce our reserve fund over an 8 year period.					
We will invite new programming on an annual basis.					
We will evaluate supplemental funding requests on a monthly basis.					

Succession Planning

Activity	Responsible Parties	Month	2023	2024
Determine Search Committee	Board of Directors	August	X	
Develop RFP and application for consultant	Bruce/Board of Directors	August	X	
Post RFP and distribute application to interested parties	Staff	September	X	
Review applications & interview consulting firms	Search Committee/BOD	October	X	
Select consulting firm	Board of Directors	October	X	
Consulting firm meets with staff, BOD, partner agencies	Staff/BOD/Agencies	November	X	
Finalize job description/benchmark salaries	Consultant/Staff/BOD	December	X	
Post job opening & recruit candidates	Consultant	December/January	X	
Screen applicants and check references	Consultant/SC	January		X
Interview candidates (via zoom?)	Search Committee/BOD	February		X
Interview top candidates	Staff/Agencies/BOD	March		X
Make job offer	Board of Directors	March		X
Provide time to leave current position	New Executive Director	April/May		X
Start position	New Executive Director	May/June		X
Transition time w/both directors (2 months)	All	May-July		X
Board training and Retreat	Board of Directors/ED	May-July		X
Mentorship selection	New Executive Director	July		X
Decisions Made				
Will hire an Executive Search consultant.				