City of San Marcos

Meeting
Human Services Advisory Board
June 6, 2024, at 6:00 pm

Attend in person
San Marcos City Hall Complex – Building 4
630 E Hopkins Street
San Marcos, Texas
or
Attend virtually online
https://us02web.zoom.us/j/88595866419
or
Join by Telephone
Dial 346 248 7799
Webinar ID: 885 9586 6419

The presiding officer for this meeting will be present at the meeting location described above.

All information that has been provided to the Board is on the HSAB webpage:
https://sanmarcostx.gov/HSAB

I. Call To Order

II. Roll Call

III. Citizen Comment Period:
Each speaker will be provided up to three minutes to speak.

IV. MINUTES

1. Consider approval, by motion, of the minutes from the November 16, 2023, meeting.

V. PUBLIC HEARINGS

1. Receive a staff presentation and hold a public hearing to obtain the views of citizens on the proposed funding and application process for the allocation of approximately $550,000 in the 2024-2025 City of San Marcos Human Services Grants.
VI. ACTION ITEMS

1. Consider HSAB Resolution 2024-01R electing a Chair and Vice-Chair through March 31, 2025.

2. Consider HSAB Resolution 2024-02R setting the place and term for each board member.

3. Consider HSAB Resolution 2024-03R adopting the Standard City Board/Commission Bylaws as requested by City Council.

4. Hold discussion and provide direction to staff on the Human Services Advisory Board application, review, and scoring process.

VII. REPORTS

1. Receive updates from Board members on activities since the last meeting.

VIII. FUTURE AGENDA ITEMS

1. Board Members may provide requests for discussion items for a future agenda in accordance with the board’s approved bylaws. No further discussion will be held related to topics proposed until they are posted on a future agenda in accordance with the Texas Open Meetings Act.

IX. QUESTION AND ANSWER SESSION WITH PRESS AND PUBLIC.

This is an opportunity for the Press and Public to ask questions related to items on this agenda.

X. ADJOURNMENT

Notice of Assistance at the Public Meetings

The City of San Marcos is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. If requiring Sign Language Interpreters or alternative formats, please give notice at least 2 days (48 hours) before the meeting date. Individuals who require auxiliary aids and services for this meeting should contact the City of San Marcos ADA Coordinator at 512-393-8000 (voice) or call Texas Relay Service (TRS) by dialing 7-1-1. Requests can also be faxed to 855-461-6674 or sent by e-mail to ADArequest@sanmarcostx.gov.

For more information on the Human Services Advisory Board, please contact Carol Griffith, Housing and Community Development Manager, 512-393-8147, cgriffith@sanmarcostx.gov.
I. Call To Order
Chair Cherif Gacis called the meeting to order at 6:01pm.

II. Roll Call

<table>
<thead>
<tr>
<th>Board Members</th>
<th>Present</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cherif Gacis, Board Chair</td>
<td>In Person</td>
<td></td>
</tr>
<tr>
<td>Gloria Quinn, Vice Chair</td>
<td>Virtual</td>
<td></td>
</tr>
<tr>
<td>Yansi Arevalo, Voting Member</td>
<td>In Person</td>
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</tr>
<tr>
<td>Clayton Carlisle, Voting Member</td>
<td>Virtual</td>
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<tr>
<td>Monica Gonzales, Voting Member</td>
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<tr>
<td>JoAnn Parsons, Voting Member</td>
<td>Virtual</td>
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<tr>
<td>Kourtney Welch, Voting Member</td>
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</tr>
<tr>
<td>Mariana Zamora, Non-Voting Advisory Member</td>
<td>Virtual</td>
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</tr>
</tbody>
</table>

With four out of seven voting members present, a quorum was in attendance.
Gloria Quinn joined the meeting shortly after roll call.

III. Citizen Comment Period:
No one spoke.

IV. MINUTES
1. A motion for approval of the minutes from the November 9, 2023, Human Services Advisory Board meeting was made by Board Member Yansi Arevalo and seconded by Board Member Clayton Carlisle. The minutes were approved unanimously as written.

V. PRESENTATIONS
1. The Board receive a brief presentation from staff on the compiled preliminary scores and proposed allocations created by Board members for the applications for the Human Services Grant Funding.

VI. ACTION ITEMS
1. Ms. Griffith and Chair Gacis facilitated discussion among Board Members on the FY 2023-2024 Human Services Grant applications for the purpose of comparison, evaluation, and selection, to create a recommendation to City Council on which applicant agencies should receive funding and how much funding should be granted to each selected agency.
The board considered whether the lowest scoring programs should receive any funding, whether those in the middle should receive partial funding, and whether the higher scoring programs should receive full funding. The Board discussed each application individually, considering the scores as shown here, the allocations that had been proposed up front by each board member, and the impact of each program on the need for services in San Marcos. They held a thorough discussion of the merits of each. All board members actively participated in the discussion.

This board has a non-voting social work industry representative as one of its members, which is Mariana Zamora. Ms. Zamora provided her insight to the Board throughout the process and she also scored every application. Since her position is non-voting, her scores were not included but the Board had them for reference on a separate chart so the Board could be aware of her opinions as well. The Board expressed appreciation for the expertise she provided throughout the process.

The Board confirmed their decision that one agency is ineligible for consideration. HOME Center was disqualified because it has forfeited its registration as a non-profit corporation with the Texas Secretary of State and the City would not typically contract with an entity that has lost this status.

After discussion the Board took a roll-call vote that unanimously approved the list of funding recommendations attached to these minutes. Vote was as follows:

<table>
<thead>
<tr>
<th>Board Members</th>
<th>Yay</th>
<th>Nay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cherif Gacis, Board Chair</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Gloria Quinn, Vice Chair</td>
<td>X</td>
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<tr>
<td>Yansi Arevalo, Voting Member</td>
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<td>Clayton Carlisle, Voting Member</td>
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</tr>
<tr>
<td>JoAnn Parsons, Voting Member</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

The Board’s recommendations will be presented for final decision by City Council on at the December 5, 2023, City Council meeting.

VII. REPORTS
No updates were received from board members on activities since the last meeting.

VIII. FUTURE AGENDA ITEMS
No future agenda items were requested.

IX. QUESTION AND ANSWER SESSION WITH PRESS AND PUBLIC.
No one spoke.

X. ADJOURNMENT
Board Member Arevalo moved to adjourn the meeting. Board Member Carlisle seconded. The motion passed unanimously and Chair Gacis adjourned the meeting at 8:01pm.

Attachments:
1. HSAB recommended funding allocations
Minutes submitted by:

__________________________________________

Carol Griffith, Staff Liaison

Approved by the Board ____________________________:

__________________________________________

Cherif Gacis, Board Chair
<table>
<thead>
<tr>
<th>Agency</th>
<th>Program</th>
<th>Member 1</th>
<th>Member 2</th>
<th>Member 3</th>
<th>Member 4</th>
<th>Member 5</th>
<th>Average Order</th>
<th>Requested</th>
<th>2024 Rec.</th>
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</table>

$1,390,322 $650,000

HOME Center - not eligible Homeless Case Mgmt, Support

$38,000
City of San Marcos

Human Services Advisory Board

June 6, 2024
Outline for this evening

• **Staff Presentation:** Funding and Process Overview

• **Public Hearing:** To obtain views on the proposed funding and application process

• **Board Discussion:** Questions from City Council
Human Services Advisory Board

- Eight city residents, appointed by City Council

- **Board Purpose:** Administer the human services funding process and make recommendations on awards

- **Funding Purpose:** the development and enhancement of human services in the city
Calendar Year 2025 Funding

Approximately $550,000
Human Services Agency Definition

Human Services Advisory Board (HSAB)
Rules and Regulations, Section VI

“A non-profit organization that seeks to improve the quality of their clients’ lives by providing, facilitating, or recommending support for an array of basic social, physical health, housing, and mental health services to needy clients in the community.”
Question: Are some categories higher priority than others for San Marcos?
Eligible Expenses

• Labor, supplies, materials, equipment
• Facility operation and maintenance
• Lease + phone, internet access, utilities

Not Eligible

• Fundraising
• Client incentives
• Furnishings
• Vehicles
HSAB Funding Requirements

- Agency must be a Human Services Agency as defined.
- Agency must have been in existence for at least 2 years.
- Funding cannot be more than 50% of total agency funding.
- Program must have measurable outcomes.
- Funding must be spent on San Marcos residents, except school-based programs (SMCISD boundary).
- Cannot fund more than 20% of a full-time position.
- Final Performance Report for prior year must be submitted by the first HSAB discussion meeting.

Question: Does HSAB want to change or add to the funding requirements?
# HSAB Scoring

<table>
<thead>
<tr>
<th>Topic</th>
<th>Points</th>
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<tbody>
<tr>
<td>Impact and Cost Effectiveness</td>
<td>25</td>
</tr>
<tr>
<td>Justification of Community Need</td>
<td>20</td>
</tr>
<tr>
<td>Implementation Readiness</td>
<td>15</td>
</tr>
<tr>
<td>Community Support</td>
<td>10</td>
</tr>
</tbody>
</table>

**Council Priorities**

- Program has served SM for 2 years 10
- Agency has office in SM 10
- HSAB funding increases service 10

**TOTAL POINTS** 100

**Questions:**
1) Are the scoring categories appropriate?
2) Are the points appropriate?
Risk Assessment Criteria

1. Program complexity  15 points
2. Program experience  10 points
3. Other funding support  10 points
4. City funding experience  5 points
5. Performance history  10 points

Questions: 1) Are the scoring categories appropriate?  
2) Are the points appropriate?
## FY 2025 Application Process

<table>
<thead>
<tr>
<th>Date</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 21</td>
<td>• Notice of Funding Availability&lt;br&gt;• Application process begins</td>
</tr>
<tr>
<td>June 27</td>
<td>• Optional Applicant Workshop 4:00pm</td>
</tr>
<tr>
<td>July 29</td>
<td>• Applications Due 5:00pm</td>
</tr>
<tr>
<td>Sept-Nov</td>
<td>• Board evaluates and scores applications&lt;br&gt;• Agencies present to the Board</td>
</tr>
<tr>
<td>December 3</td>
<td>• Board recommendations presented to City Council for funding awards&lt;br&gt;• City Council makes final decision</td>
</tr>
</tbody>
</table>

**Questions:**
1) What barriers are there to applying?
2) Can the process be simplified?
Public Hearing

To obtain the views of residents on the proposed funding and application process
City of San Marcos  
Human Services Grants  
FY2025 Applicant Instructions

The City of San Marcos allocates approximately $550,000 from the City’s general fund annually to assist Human Service Agencies. One agency may request funding for multiple programs. A separate Application and program-specific attachments must be submitted for each program for which funding is requested. Please follow the instructions below.

**FUNDING REQUIREMENTS:**

Funding is for calendar year 2025. Funding is provided on a reimbursement basis except in cases where the program simply cannot function without receiving funding up front.

1. Program must have measurable outcomes.
2. Funding must be spent on the program that was approved. Proof of expenditures will be required when requesting reimbursement.
3. Agency or Organization:
   a. Must be a Human Services Agency as defined below:
      A human services agency is an organization that seeks to improve the quality of their clients’ lives by providing, facilitating, or recommending support for an array of basic social, physical health, housing, and mental health services to needy clients in the community. *(From HSAB Bylaws, Article VIII)*
   b. Must be overseen by a volunteer Board of Directors.
   c. Must execute an agency agreement with the City of San Marcos.
   d. Must agree to undergo periodic program evaluations by the Human Services Advisory Board or City of San Marcos staff.
4. Funding Restrictions:
   a. Funding must be spent on San Marcos residents, except for school-based programs, in which case it may be spent within the San Marcos Consolidated Independent School District boundary.
   b. Funding requested cannot be more than 50% of the total funding for the agency.
   c. Funding cannot be used to fund more than 20% of a full time position.
   d. Funding cannot be allocated to brand new agencies. Agency must have been in existence for at least 2 years. *(This can include serving communities other than San Marcos.)*
   e. Final Performance Report for 2023 funding must be included with the application. If this report has not been submitted by the first discussion meeting of the HSAB (currently scheduled for October 24, 2024) this application will not be considered for 2025 funding.

**SUBMISSION:**

One electronic copy of the Human Services Funding Application, Questionnaire, and all attachments must be emailed to cgriffith@sanmarcostx.gov by 5:00 p.m. on Monday, July 29, 2024. Late applications are not accepted.

Submitting a complete application does not guarantee that your request will be funded. Funding allocations are decided by the City Council, based on recommendations by the Human Services Advisory Board.

For more information:  Carol Griffith, Housing and Community Development Manager  
512.393.8147 cgriffith@sanmarcostx.gov *(Email is preferred.)*  
https://sanmarcostx.gov/3051/City-Human-Services-Grants
**PRESENTATIONS:**

Beginning in September and continuing into October, six applicants will present to the Human Services Advisory Board at each weekly meeting, dates to be determined. All applicants will be contacted to schedule their presentation date. Presentations will be no more than five minutes, followed by a ten minute question and answer session.

**Presentation content CAN repeat information included in the application.** Please provide examples of the program proposed for funding in action, either from the agency’s past successes with the program or, if the program is new, specific examples of this program’s success in other cities. Demonstrate what this funding will accomplish for San Marcos.

The City of San Marcos is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. If requiring Sign Language Interpreters or alternative formats, please give notice at least 2 days (48 hours) before the meeting date. Individuals who require auxiliary aids and services for this meeting should contact the City of San Marcos ADA Coordinator at 512-393-8000 (voice) or call Texas Relay Service (TRS) by dialing 7-1-1. Requests can also be faxed to 855-461-6674 or sent by e-mail to ADArequest@sanmarcostx.gov.

**TIMELINE:**

<table>
<thead>
<tr>
<th>Event</th>
<th>Details</th>
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<tr>
<td>Optional Applicant Workshop</td>
<td>4:00 pm Thursday, June 27, 2024</td>
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<tr>
<td></td>
<td>This will be a virtual meeting. To view the meeting and participate</td>
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<tr>
<td></td>
<td>please go to <a href="https://sanmarcostx.gov/3051/City-Human-Services-Grants">https://sanmarcostx.gov/3051/City-Human-Services-Grants</a></td>
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<tr>
<td></td>
<td>for a link on the day of the meeting. Se habla Español.</td>
</tr>
<tr>
<td>Applications Due</td>
<td>5:00 pm on Monday, July 29, 2024</td>
</tr>
<tr>
<td></td>
<td>Email to <a href="mailto:cgriffith@sanmarcostx.gov">cgriffith@sanmarcostx.gov</a></td>
</tr>
<tr>
<td>Presentations to the Human Services Advisory Board</td>
<td>August, September, October</td>
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<tr>
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<td>Six applicants will present to the Board each week</td>
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<tr>
<td>Council Consideration</td>
<td>December 3, 2024, Board Recommendations will be presented, and City</td>
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<tr>
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<td>Council will consider the final decision on funding allocations</td>
</tr>
<tr>
<td>Contracts Executed</td>
<td>December, 2024 or January, 2025</td>
</tr>
<tr>
<td></td>
<td>Funding is for January 2025- December 2025</td>
</tr>
<tr>
<td>Reporting</td>
<td>Quarterly Performance Reports are due on the last day of the month</td>
</tr>
<tr>
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<td>following the quarter</td>
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CHECKLIST OF REQUIRED ATTACHMENTS

APPLICATION
☐ Completed and signed application
☐ Final Performance Report for 2023 Funding

BUDGETS
☐ Agency budget for current fiscal year
☐ Agency budget proposed for next fiscal year
☐ Program budget for current fiscal year
☐ Program budget proposed for next fiscal year
☐ NEW: Budget showing the proposed uses of HSAB funding

BOARD OF DIRECTORS INFORMATION
☐ Board of Directors membership roster – NEW must include city of residence for each Board member
☐ Board of Directors Meeting Attendance Record for the current fiscal year
☐ Board of Directors membership criteria

ORGANIZATION INFORMATION
☐ Organizational chart with names and titles of staff
☐ Current IRS Form 990, pages 1 and 2 (not required for churches)
☐ Non-discrimination policy statement
☐ Latest audit or CPA signed review, if applicable
☐ Policies and Procedures for the proposed Program, if available

LETTERS OF SUPPORT
☐ Letters of support from members of the San Marcos Community (prefer minimum of 3)
City of San Marcos Human Services Grants
FY 2025 Application

I. SUMMARY INFORMATION

Please spell out organization name and program name completely, without acronyms.

Applicant Organization: ____________________________________________________________

Contact Name: ________________________________ Telephone: _______________________

Contact E-Mail Address: __________________________ Website: _________________________

Mailing Address: _________________________________________________________________

San Marcos Service Address for this Program: _______________________________________

Who is authorized to execute program documents? (Name, Title) _______________________

Program Name: _________________________________________________________________

Amount of Funds Requested: ______________________________________________________

What percentage of the cost of this program is requested as funding through this application? ______

II. QUESTIONS

All questions must be answered. Please type your answers.

OVERVIEW
1. What is the agency’s or organization’s mission?
2. Briefly summarize the program for which funding is being requested and the services it provides.

COMMUNITY NEED AND JUSTIFICATION - 20 POINTS
1. Describe in detail the need for this program in San Marcos.
2. Has the need for this program been increasing in recent years?
3. Client Information

Definitions:
Direct Client - individuals or families immediately affected or personally served by the helping agency.

Questions:
a. Describe the direct clients for this program.
b. How is the program marketed to direct clients? How do you find these clients?
c. Expected total annual unduplicated direct clients who are City of San Marcos residents:
IMPLEMENTATION - 15 POINTS
1. How exactly will these funds be used?
2. What specific, measurable outcomes or results do you hope to achieve with this program?
3. List the title of each position for which funding is requested and the activities associated with those positions.
4. If funding is not available at the requested amount, what is the minimum Human Services Grant funding needed to be able to run this program?

IMPACT AND COST EFFECTIVENESS - 25 POINTS
1. Programs can provide value by deeply impacting the lives of a few, with effects that may ripple through generations, or by providing smaller but meaningful impact to a larger group. Describe in detail the impact this program will have on the identified need and on San Marcos residents.
2. Discuss the amount of overhead compared to program costs.
3. Provide a brief description of other funding sources, volunteers, or in-kind donations that are expected to be used with this program.
4. What has your organization done in the past two years to raise different funding for this program?

COMMUNITY SUPPORT – 10 POINTS
1. Please submit 3-5 letters of reference that indicate strong local support for the program and the agency’s ability to implement it as described in the application.
2. How is the Board of Directors selected?
3. How often does the Board meet?
4. What actions do Board members take to support the programs of the agency or organization?
5. How many volunteers does your agency or organization have and how many hours do they spend on the program requesting funding?

COUNCIL PRIORITIES - 30 POINTS
1. How long has this program served San Marcos residents? (10 points if at least 2 years)
2. Does the agency have an office in San Marcos? (10 points if yes)
3. Describe how this funding creates an increase in services or an increase in the number of people served. (10 points)

II. FUNDING RESTRICTIONS
By signing this application I certify the following to be true:
1. All Human Services Grant funding will be spent on San Marcos residents, except for school-based programs, in which case it may be spent within the San Marcos Consolidated Independent School District boundary.
2. Funding requested is not more than 50% of the total funding for the agency.
3. Funding will not be used to fund more than 20% of a full time position.
4. Agency has been in existence for at least 2 years. (This can include serving communities other than San Marcos.)

SUBMITTED AND APPROVED BY:

__________________________________________________________
Signature

__________________________________________________________
Date

__________________________________________________________
Printed Name

__________________________________________________________
Title
City of San Marcos Human Services Grants
FY2025 EVALUATION CRITERIA

Applications will be evaluated based on, but not necessarily limited to the following criteria:

1. **COMMUNITY NEED AND JUSTIFICATION: MAXIMUM OF 20 POINTS**
The program will be evaluated on the documentation and justification of the need for the activity in the City of San Marcos.

2. **IMPLEMENTATION: MAXIMUM OF 15 POINTS**
The program will be evaluated on the following factors:
   - The application demonstrates that resources needed to manage the proposed activity are available and ready.
   - Applicant has clearly defined objectives focusing on results and measurable outcomes vs. only program activities descriptions and numbers served.
   - Past performance of programs funded by Human Services Grants.

3. **IMPACT AND COST EFFECTIVENESS: MAXIMUM OF 25 POINTS**
The program will be evaluated on:
   - amount of overhead compared to program costs
   - impact on the identified need
   - implementation costs compared to impact
   - use of available resources (financial, staff, volunteer)
   - Impact compared to other applicants

4. **COMMUNITY SUPPORT: MAXIMUM OF 10 POINTS**
The program will be evaluated on the following factors:
   - Three to five letters of reference that indicate strong local support for the program and the agency’s ability to implement it as described in the application.
   - Evidence that volunteers play a vital role in the program or agency’s operation.
   - Evidence that board members are actively involved in and supportive of the agency

5. **COUNCIL PRIORITIES: MAXIMUM OF 30 POINTS**
   - Program has served San Marcos residents at least 2 years. (10 points)
   - Agency has an office in San Marcos. (10 points)
   - HSAB funding creates an increase in services or an increase in the number of people served. (10 points)
   - Completed 2023 Impact report due January 31, 2024, submitted on time. (If this report is not submitted by the first HSAB discussion meeting, currently scheduled for October 24, 2024, this program will not be considered for 2025 funding.)
1. **Program Complexity: Maximum of 15 Points**
   Description of program, size of dollar amount requested, requested funding as a percent of Total Program Budget

2. **Program Experience: Maximum of 10 Points**
   Recipient’s prior experience with this size and type program
   - 0-2 years = 10 points
   - 3-5 years = 5 points
   - 5 years = 0 points

3. **Other Funding Support: Maximum of 10 Points**
   - City funds are greater than 50% of program funding = 10 points
   - Other sources of funds indicated, but not committed = 5 points (0 if CPA statement* provided)
   - Other funds committed = 0 points
   *CPA statement that the entity has enough financial capacity to complete the project or program on a reimbursement basis

4. **City Funding Experience: Maximum of 5 Points**
   - No prior City funding experience = 5 points
   - With prior City funding experience = 0 points

5. **Performance History: Maximum of 10 Points**
   - Outcomes that did not meet expectations = 10 points
   - Poorly documented results = 5 points
   - Met expectations and provided well documented results = 0 points
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<thead>
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<th>Place</th>
<th>Name</th>
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<tbody>
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A RESOLUTION OF THE SAN MARCOS HUMAN SERVICES ADVISORY BOARD TO ELECT THE CHAIR AND VICE CHAIR FOR JUNE 6, 2024, THROUGH MARCH 31, 2025

WHEREAS, the Human Services Advisory Board desires to elect the chair and vice-chair of the Board as required by ordinance;

NOW, THEREFORE, BE IT RESOLVED BY THE HUMAN SERVICES ADVISORY BOARD OF THE CITY OF SAN MARCOS, TEXAS:

That the Human Services Advisory Board hereby elects ____________ as Chair and ______________ as Vice Chair, to serve June 6, 2024, through March 31, 2025, as approved at their meeting on June 6, 2024.

Date of Approval: June 6, 2024

Record of the vote:

Attest: __________________________________________
_________ , Board Chair
RESOLUTION
Human Services Advisory Board
Resolution Number: (2024-02R – HSAB)

A RESOLUTION OF THE SAN MARCOS HUMAN SERVICES ADVISORY BOARD SETTING THE PLACES AND TERMS FOR BOARD MEMBERS FOR CURRENT BOARD MEMBERS

WHEREAS, the Human Services Advisory Board desires to confirm the places and terms of the current board members;

NOW, THEREFORE, BE IT RESOLVED BY THE HUMAN SERVICES ADVISORY BOARD OF THE CITY OF SAN MARCOS, TEXAS:

That the Human Services Advisory Board hereby confirms that the board is set into the following places and terms:

<table>
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</tbody>
</table>

Date of Approval: June 6, 2024

Record of the vote: ________________________________

Attest: ________________________________

____________________, Board Chair
RESOLUTION

Human Services Advisory Board

Resolution Number: (2024-03R – HSAB)

A RESOLUTION OF THE SAN MARCOS HUMAN SERVICES ADVISORY BOARD
ADOPTING THE 2024 STANDARD CITY BOARD/COMMISSION BYLAWS

WHEREAS, the San Marcos City Council has created standard bylaws for all boards and commissions of the City;

NOW, THEREFORE, BE IT RESOLVED BY THE HUMAN SERVICES ADVISORY BOARD OF THE CITY OF SAN MARCOS, TEXAS:

That the Human Services Advisory Board hereby adopts the attached 2024 Standard City Board/Commission Bylaws as the bylaws of the Human Services Advisory Board.

Date of Approval: June 6, 2024

Record of the vote: ________________________________

Attest: ________________________________

______________, Board Chair
ARTICLE 1. NAME.

The name of the board is Human Services Advisory Board (board or commission name as it appears in the City Code).

ARTICLE 2. PURPOSE AND DUTIES.

The purpose of the board is to fulfill the following duties. The human services advisory board will:

1. Conduct an advertised public hearing each year on or before June 15 regarding the proposed application and funding process for human services funding.

2. Prepare human services funding application forms and packets.

3. Review human services funding applications.

4. Make recommendations to the city council about human services funding.

5. Design a form for quarterly reports to be completed by city-funded human services agencies for the city.

6. Review quarterly reports from human services agencies.

7. Make reports and recommendations to the city council concerning the activities of human services agencies.

8. Monitor quarterly payments to human services agencies.

9. Conduct hearings on appeals from decisions to terminate funding of human services agencies and render decisions on the appeals.

10. Take further actions necessary to satisfy the terms of human services contracts between the city and the various agencies and to carry out this division. (Insert the information directly from the City Code.)
ARTICLE 3. MEMBERSHIP.

A. The board is composed of eight (Insert the number of members directly from the City Code.) members appointed by the city council. Seven members will be voting members and the eighth member will be a non-voting member, and will be a person with a degree in social work with experience in social service administration.

B. A member serves at the pleasure of the city council and may be removed if not in compliance with these bylaws.

C. Qualifications: All members will be committed to the development and enhancement of human services in the city. (Insert the information directly from the City Code.)

D. Board members serve for a term of three (Insert the number of years directly from the City Code.) years beginning March 1st on the year of appointment. If a member is appointed to fill a vacancy, that member will serve for the unexpired portion of the term to which they are appointed. All members must complete required orientation and training as applicable prior to their first meeting.

E. Prior to taking office all newly appointed members shall attend an orientation. This orientation will include, but may not be limited to, a review of Bylaws, Specific Board Ordinance and Charge, Open Meetings Act, Public Information Act, Ethics, parliamentary procedure, how to run a meeting, and procedures on how to file a complaint with the city.

F. All vacancies shall be filled in accordance with Section 2.071, Vacancies of the City Code and posted on the city council agenda.

G. Except as specifically duly authorized by their respective boards or the City Council, an individual board member may not:

   1) act in an official capacity on behalf of the board;
   2) make any representations to third party or any governing body before which such member appears that the member is authorized to speak for or on behalf of the board; or
   3) participate through written or public comment on a matter being considered by another board or commission or the city council that is an appeal of the decision of or succeeds the recommendation of the board or commission member’s respective board or commission.

H. Attendance at board meetings shall conform to the requirements outlined in Section 2.069 - Absence from meetings of the City Code.

I. A member who seeks to resign from the board shall submit a written resignation to the chair of the board and the staff liaison, who shall notify the city clerk’s office. If possible, the resignation should allow for a thirty-day notice.
J. Members must comply with Chapter 2, Article 5, Code of Ethics, of the San Marcos City Code of Ordinances. If, in connection with a decision or matter before the board or commission, a conflict of interest or appearance of impropriety as to a board or commission member is identified, the affected member shall:

1) notify the staff liaison who shall provide a conflict of interest disclosure form to the member;
2) complete and submit the conflict of interest disclosure form;
3) when the matter is taken up by the board or commission, announce the nature of the conflict or appearance of impropriety;
4) thereafter, leave the room until consideration of the matter is concluded; and
5) abstain from any participation in the matter whether before the board or commission, a city department, another board or commission or the city council until the matter is finally concluded.

K. In accordance with Chapter 36 of the Texas Penal Code, members of the board shall not accept gifts from persons in connection with the member’s official duties and responsibilities.

**ARTICLE 4. OFFICERS.**

A. The officers of the board shall consist of a chair and a vice-chair.

B. Officers shall be elected annually by a majority vote of the board at the first regular meeting on or after March 1 during the agenda item posted for this purpose.
   1) In accordance with Section 12.09 of the City Charter, if the previous chair continues on the board or commission they will preside over the meeting and conduct the election.
   2) If the previous chair is no longer on the board and the vice chair continues on the board the vice chair will preside over the meeting and conduct the election.
   3) If neither the chair nor the vice-chair remain on the board the staff liaison shall conduct the election of the chair, at which point the newly elected chair will preside over the remainder of the meeting, including the election of the vice-chair.

C. In the event of a vacancy of the chair or vice-chair during the term, the board may hold an election at the next regular meeting. As needed, the vice-chair shall conduct the election of the chair or the chair shall conduct the election of the vice-chair.

D. The term of office shall be one year, beginning the first day of March and ending the last day of February.

E. A member may not hold more than one office at a time.
ARTICLE 5. DUTIES OF OFFICERS.

A. The chair shall be in person at the meeting location, preside at board meetings, review each final meeting agenda, and execute approved meeting minutes.

B. In the absence of the chair, the vice-chair may preside, if in person, and shall perform all duties of the chair.

C. In the absence of both the Chair and the Vice-Chair at the meeting location, the board should elect a temporary chair for that meeting, or until the Chair or Vice-Chair arrives. The staff liaison may conduct the election of a temporary chair, who shall serve only for the current meeting. The temporary chair must be present at the meeting location.

D. The Chair is responsible for promoting and maintaining order in meetings. The Chair should ensure adherence to the agenda for the meeting.

E. The Chair should control discussion to ensure that it focuses on the issue and not on any person. Personal remarks and attacks are not permitted. See also Article 7 (B).

ARTICLE 6. AGENDAS.

A. Agenda items must comply with Article 2. PURPOSE AND DUTIES.

B. The following general order of business should be used for regular meetings of the board:
   1. Call to order
   2. Roll call
   3. Citizen Comments – 3 minutes per speaker
   4. Consent Agenda (includes routine items which normally do not need separate discussion such as minutes from the previous meeting,)
   5. Presentations by city staff or outside entities invited by the board (or commission.)
   6. Public Hearings as needed
   7. Items for action or discussion/direction
   8. Reports (report items should be listed individually as needed to comply with Open Meetings Act requirements)
   9. Executive Session (in accordance with Open Meetings Act exceptions)
   10. Question and Answer Session.
   11. Adjournment

C. The board may only discuss or consider an item on the agenda that is stated within the assigned scope of work or charge of the board as provided in Article 2.

D. The chair or two or more members may place a discussion item on an agenda for a regular board meeting no later than 10 business days prior to the meeting. If two or more members wish to place a discussion item on a meeting agenda, they must separately contact the staff liaison and the chair in writing or by email with the specific topic. The agenda item must comply with Article 2 PURPOSE AND DUTIES.
E. After first consulting with and receiving input from the staff liaison, the chair shall review each final meeting agenda as prepared by the staff liaison. The chair may not remove an item placed on an agenda by the staff liaison, prior direction of the board under subsection (B) above or placed on an agenda as a discussion item by two members under subsection (C) above.

F. The staff liaison will submit the meeting agenda, and packet as applicable, to the City Clerk’s Office for posting no later than 72 hours before the meeting. If the 72 hour deadline should fall on a weekend or holiday it is the responsibility of the staff liaison to provide the meeting agenda to the City Clerk’s Office by noon on the last business day before the weekend or holiday.

G. Posting of the agenda must comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).

ARTICLE 7. MEETINGS.

A. The board meetings shall comply with Texas Government Code Chapter 551 (Texas Open Meetings Act) in that discussion and action is limited to the items listed on the agenda for this meeting.

B. If a quorum (a majority of the voting members) does not convene within one half hour fifteen minutes of the posted time for the meeting, then the meeting is deemed may be cancelled. If there is not a quorum, no business can be conducted, no votes or action can be taken, and there are no minutes.

C. The board will conduct its meetings by the rules of common courtesy and procedure identified in Article 10.

D. The Chair should introduce each item as it appears on the agenda, and in the order in which it appears on the agenda. The Chair may allow items to be considered out of order with the informal consent of the board.

E. The following types of actions may be taken or motions can be made during a meeting:
   1. **Approval** - Means the item is approved as proposed.
   2. **Conditional approval** - Means approval for the item will take effect upon the occurrence of the conditions.
   3. **Approval as amended** - Means the item is approved with changes from the original proposal.
   4. **To Table** - Means to temporarily delay the consideration of the item while another item is brought up for consideration.
   5. **Remove from Table** – Means to bring back the previously delayed item for consideration.
   6. **Postpone** - Means postponement of consideration of the item, either until a definite date or event, or indefinitely. Action on the item at a subsequent meeting requires the item to be placed on the agenda for that meeting.
7. **Reconsider** - Means to reopen discussion of an item that was already acted upon. Reconsideration may only occur at the same meeting, or at the next meeting after the one at which the original action occurred. A motion to reconsider may only be made by a person who voted on the prevailing side on the original action. Reconsideration of an item at a subsequent meeting requires the item to be placed on the agenda for that meeting.

8. **Withdraw** - Made by the person who made the motion. Does not require a formal vote unless a member objects to the withdrawal.

9. **Close debate** ("calling for the question") – Requires a motion and second and 2/3 vote. If it passes, a vote is then taken on the motion that was under discussion, without further debate. If it fails, debate resumes on the motion that was being discussed.

10. **Amend** - Usually consists of striking out, inserting, adding, or substituting words, sentences or paragraphs to the subject of the original motion. This motion is voted upon separately from the original motion.

11. **Recess** - A temporary break in a meeting may be called by the Chair. This does not require a formal vote unless a member objects to the recess.

12. **Limited discussion or debate** - The Chair may establish a reasonable time limit for consideration of an item, or a reasonable time limit on each person addressing the board, or upon each board member who comments on an issue. This does not require a formal vote unless a member objects to the limits.

F. The board shall meet **when the board is legally required to meet in order to comply with a legal deadline.** (select one of the following: monthly, quarterly, or when the board is legally required to meet in order to comply with a legal deadline.) In October of each year, the board shall adopt a schedule of the meetings for the upcoming year.

G. Special meetings of the board shall be called by the staff liaison to comply with a statutory deadline or a deadline established by Council or by a vote by the board. A special meeting may be called upon the written request of the chair or three (two for boards/commissions of less than 7) members of the board no more often than once a quarter.

H. Executive sessions are permitted only when they have been posted in advance and conform to those requirements of the Texas Government Code Chapter 551 (Texas Open Meetings Act) which pertain to executive sessions.

I. A majority of the voting membership of the board members constitute a quorum regardless of vacancies.

J. To be effective, a board action must be adopted by an affirmative vote of the number of members necessary to provide a quorum.

K. All votes shall be conducted by roll call rather than simple voice vote.

L. The chair has the same voting privilege as any other member. The voting privileges of members is defined in the Ordinance defining that board.
M. The board will allow citizens to address the board during a period of time set aside for citizen communications during their regular meeting. Each speaker will be limited to three minutes, may speak only once per time period, and may not yield time to others. See Section 2.045 of the City Code for details.

N. The staff liaison shall prepare the meeting minutes. The minutes of each board meeting must include the vote of each member on each item before the board and indicate whether a member voted in favor, against, abstained or is absent. Example: For: Member 1, Member 2, Member 3, Member 4 Against: Member 6 Absent: Member 5 (line only needed if someone is absent) Recused: Member 7 (line only needed if someone has recused)

O. The city clerk shall retain agendas, approved minutes, internal review reports and bylaws. The Planning and Development Department shall retain all other board documents. The documents are public records under Texas Local Government Code Chapter 552 (Texas Public Information Act).

P. The chair shall adjourn a meeting not later than 10 p.m., unless the board votes to continue the meeting.

ARTICLE 8. RECOMMENDATIONS.

A. The board is encouraged to provide the city council with advisory recommendations on matters of city policy within their purpose and duties provided in Article 2 as necessary.

B. In order to communicate recommendations by a board to the City Council, the board must develop a recommendation resolution. If the recommendation resolution is approved by a majority of the membership, the staff liaison must submit the recommendation resolution to the city clerk and city manager for distribution to the city council within 30 days. In addition, the staff liaison will prepare a cover memo including Staff Recommendations for Implementation which may include budget impacts, staff time required, and/or other considerations.

C. The board will submit an annual report to the city clerk by February 28 of each year.

ARTICLE 9. COMMITTEES.

A. The Human Services Advisory Board does not have any standing committees, but may have ad hoc committees as necessary.

B. Each committee must be established by an affirmative vote of the board. Each committee shall consist of at least two, maximum of three (limit of two if the board has less than 7 members) board members approved by the board. A staff member shall be assigned to each committee by the director of the Planning and Development Services Department.
D. A committee may choose the chair, with the members’ consent, but is not required to do so.

E. Quorum requirements do not apply to committees.

F. Committees are not required to post their meetings in accordance with the Texas Government Code Chapter 551 (Texas Open Meetings Act). A quorum of the membership is not allowed to be present.

G. Each committee shall update the board at least quarterly on their work.

**ARTICLE 10. RULES OF COMMON COURTESY AND PROCEDURE.**

A. During meetings, members shall preserve order and decorum, and shall not interrupt or delay proceedings. Board meetings will adhere to Section. 2.046. - Rules of Decorum for City Council and City Board and Commission Meetings of the City Code.

B. Members shall demonstrate respect and courtesy to each other, to city staff members, and to members of the public appearing before the board.

C. Members shall refrain from rude and derogatory remarks and shall not belittle staff members, other board members, or members of the public.

D. The Chair should exercise control over persons who abridge this policy or disrupt a meeting in the following ascending order of action:
   1. Call the person to order, advising the person of the infraction.
   2. Advise the person that the infraction must cease immediately or the person will be ordered to leave the meeting.
   3. Order the person to leave the meeting. If the offending person is a member of the board, the Chair shall call for a vote on the expulsion of the member from the meeting.

**ARTICLE 11. GENERAL POWERS AND DUTIES**

A. Personnel Issues: Personnel matters are not within the purview of the Board/Commission and are not appropriate for posting on an agenda, discussion at a meeting, or as a subject for a board/commission recommendation. Neither the Board/Commission nor any of its members shall recommend, instruct or request the City Manager or any of the City Manager’s subordinates to change the job qualifications for a current employee, appoint, or remove any person from, office or employment. The Board/Commission and its members are prohibited from giving order to subordinates of the City Manager either publicly or privately.

B. All Boards and Commissions shall adhere only to their specific general powers and duties within their Ordinance, as provided in Article 2.
ARTICLE 12. AMENDMENT OF BYLAWS.

A bylaw amendment is not effective unless approved by the Council Finance and Audit Committee.

The bylaws were approved by the __Human Services Advisory Board__ (insert - board or commission name) at their meeting held on __June 6, 2024__ (insert – month date, year).

______________________________  ________________________________
(Signature of Executive or Staff Liaison)  (Title of Executive or Staff Liaison)
Carol Griffith  Housing & Community Development Mgr.
<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May</td>
<td>19</td>
<td>PUBLIC NOTICE- Notice in public notice section in Spanish and English regarding public hearing and application process</td>
</tr>
<tr>
<td>June</td>
<td>6</td>
<td>Meeting: PUBLIC HEARING - Required by ordinance: the board should conduct an advertised public hearing each year on or before June 15 regarding the proposed application and funding process for human services funding. Also at this meeting, required by ordinance: election of Chair and Vice Chair</td>
</tr>
<tr>
<td>Sun</td>
<td>16</td>
<td>DISPLAY AD - ad in newspaper in English and Spanish stating application dates and application workshop date and time</td>
</tr>
</tbody>
</table>
| Fri   | 21   | 1) COURTESY NOTICE - email application and public hearing notice and application forms to agencies, post on the internet  
2) APPLICATION PROCESS BEGINS (6/21-7/29) |
| Thu   | 27   | Optional Applicant Workshop at 4:00pm |
| July  | 29   | APPLICATION PROCESS ENDS |
| Tues  | 30   | 1) Staff begins checking applications for completeness and contacting agencies  
2) Staff arranges 5 minute presentations plus 10 minute Q&A sessions with agencies, 5 at a time |
| August| 12   | Missing information due from agencies |
| Thu   | 15   | Meeting: BOARD ORIENTATION, including process for scoring and deciding funding, and open meetings refresher |
| Fri   | 16   | DISTRIBUTE BOARD BOOKS on USB drive with complete and eligible applications (and ineligible applications, marked) |
| Thu   | 29   | Meeting |
| September | 5  | Meeting |
| Thu   | 12   | Meeting |
| Thu   | 19   | Meeting |
| Thu   | 26   | Meeting |
| October | 3 | Meeting |
| Thu   | 10   | Meeting |
| Fri   | 11   | Progress Report Due from Agencies for 01/01/24-09/30/24; will be emailed to Board Members with tally of who submitted on time |
| Weds  | 16   | Scores and proposed funding for all agencies due from Board Members |
| Thurs | 17   | Staff compiles scores into discussion format |
| Fri   | 18   | Send board packet with preliminary results for discussion |
| Thu   | 24   | Meeting: First discussion meeting - DECISION CAN BE MADE (Action Item)  
Approve 2025 Calendar |
| Thu   | 31   | Meeting: Second discussion meeting - DECISION MADE |
| November | 3  | City Council: allocations to agencies for Jan-Dec 2025 |
| December | 4 | Staff drafts agreements for agencies for execution |
| Fri   | 6    | All notes due from board members |
SEC. 2.231. - ESTABLISHED; APPOINTMENT OF MEMBERS; ORGANIZATION.

(a) There is established the human services advisory board. The board consists of eight citizens of the city, appointed by the city council. Seven members will be voting members and the eighth member will be a non-voting member, and will be a person with a degree in social work with experience in social service administration. All members will be committed to the development and enhancement of human services in the city. Members are appointed to three-year staggered terms, with four members being appointed in even-number years, and four members being appointed in odd-numbered years.

(b) The board will annually, at its first meeting following annual appointments, elect a chairperson and vice-chairperson. The board may elect other officers and form committees as it may determine is necessary for the proper performance of its duties.

SEC. 2.232. - RULES AND REGULATIONS.

The human services advisory board will adopt rules and regulations as it deems best to govern its actions subject to city, state and national laws. The board will meet as needed to fulfill its duties. The regular meetings of the board shall be set on a calendar approved by the board for the upcoming calendar year at the last scheduled meeting of the year. A majority of the board constitutes a quorum, and the concurrence of a majority of the voting members present is required for the determination of matters within its jurisdiction.

SEC. 2.233. - DUTIES.

The human services advisory board will:

(1) Conduct an advertised public hearing each year on or before June 15 regarding the proposed application and funding process for human services funding.

(2) Prepare human services funding application forms and packets.

(3) Review human services funding applications.

(4) Make recommendations to the city council about human services funding.

(5) Design a form for quarterly reports to be completed by city-funded human services agencies for the city.
(6) Review quarterly reports from human services agencies.

(7) Make reports and recommendations to the city council concerning the activities of human services agencies.

(8) Monitor quarterly payments to human services agencies.

(9) Conduct hearings on appeals from decisions to terminate funding of human services agencies and render decisions on the appeals.

(10) Take further actions necessary to satisfy the terms of human services contracts between the city and the various agencies and to carry out this division.

(Code 1970, § 2-162)
RULES AND REGULATIONS OF THE HUMAN SERVICES ADVISORY BOARD
OF THE CITY OF SAN MARCOS

I. PURPOSE, AUTHORITY, AND DUTIES

Section 1. The Human Services Advisory Board is responsible for the development and enhancement of human services in San Marcos.

Section 2. The Human Services Advisory Board shall have the powers and duties expressly granted to it under Article IX of the City Charter of the City of San Marcos, the ordinances of the City of San Marcos, and the laws of the State of Texas.

II. MEMBERSHIP

Section 1. Members of the Board shall serve without compensation.

A. Role of the Voting Members
   1. Review all funding applications
   2. Discuss and determine funding recommendation provided to Council

B. Role of the Non-Voting Member
   1. Review all funding applications
   2. Serve as a resource person for the Board.
      a. Assist with the drafting and application of performance measures
      b. Assist with the development of standardized site visit questionnaires
      c. Assist with evaluating financial information
      d. Provide knowledge of regulations
      e. Provide knowledge of social service practices
   3. Prior to the commencement of the application review process, present to the Board a brief overview of the following:
      a. social work core values;
      b. the National Association of Social Work Code of Ethics;
      c. best practices in the field related to service delivery;
      d. evidence based models; outputs vs outcomes
      e. industry standards regarding grant applications and funding
f. a summary of the process of applying for grants

4. Does not perform site visits.

5. Does not participate in the discussion of the allocation of funds but will be available for the Board if questions arise.

III. STAFF LIAISON

The Staff Liaison shall be a member of the Planning and Development Services Department and shall not be a member of the Board.

The Staff Liaison shall:

(a) post the agenda for all meetings of the Board;
(b) give or serve all public notices as required by law;
(c) attend the meetings of the Board and record all votes or other actions taken by the Board;
(d) prepare the written minutes in accordance with the provisions of Article VI, Section 2 of these Rules and Regulations;
(e) sign and attest to the signature of the Chair on all official documents of the Board.

IV. BOARD RECORDS

Meeting minutes shall accurately reflect all motions and seconds, along with how each member votes on each motion, and the results of the vote taken on each motion. Each Board member shall have an obligation to check the meeting minutes for accuracy prior to the meeting at which the minutes will be considered for approval.

Each Human Services Advisory Board Meeting shall be recorded on audio and video. The recordings of Board meetings shall be retained for the period of time prescribed by State law.

The Board Chair shall require that each person coming before the Board identify himself or herself for the record prior to addressing the Board.

Minutes shall be created for each Human Services Advisory Board Meeting. The minutes must:

(a) state the subject of each deliberation
(b) indicate each vote, order, decision, or other action taken.

V. MEETINGS, RULES OF CONDUCT

Section 1. The regular meetings of the Human Services Advisory Board will be set by the Board by approval of the annual calendar.

Section 2. Additional or special meetings of the Board may be held at any time upon the request of either the Chair, the City Council or a majority of the members of the Board. Such meetings shall follow at least seventy-two hours of notification to Board members and the public.

Section 3. All meetings of the Board shall be conducted in accordance with the Texas open meetings law, Article 6252-17, Vernon’s Texas Civil Statutes.
Section 4. Regular meetings of the Board may be canceled by the Planning and Development Services Staff Liaison, with the consent of the Chair, if both of the following criteria are met:

(a) no new items requiring the Board's attention have been submitted by the public as of 5 p.m. on Monday, three weeks prior to any regular meeting date; and

(b) the Chair, a majority of the Board membership, or the Assistant Director of Planning and Development Services have not submitted any items for discussion as of ten days prior to any regular meeting date.

Section 5. The Board may vote to reschedule or cancel the dates of regularly scheduled meetings to avoid conflicts with holidays or for other special circumstances. The rescheduling or canceling of regular meetings shall be done at least 30 days in advance of the regularly scheduled meeting date.

Section 6. Except as provided in these Rules and Regulations, the Rules of Decorum as adopted by the City Council shall govern the meetings and when these do not apply, then the rules of conduct contained in the most current edition of Robert's Rules of Order shall govern the meetings of the Human Services Advisory Board.

Section 7. Members, including the Chair and Vice-Chair, shall have the right to vote on all matters coming before the Board, except for those matters on which the member has a conflict of interest. Voting shall be by roll call vote and the order of voting is to be rotated with each item.

Section 8. Any member of the Human Services Advisory Board who has a conflict of interest, as defined in Chapter 2, Article V of the City's Code of Ordinances or State law, concerning a matter that is on the agenda of the Board shall:

(a) publicly announce the nature of the conflict immediately after the agenda item has been called up for discussion or action;

(b) leave the room during the discussion of the item; and

(c) refrain from any discussion or voting on the matter.

Section 9. Any member of the Human Services Advisory Board who does not legally have a conflict of interest but would like to avoid the appearance of a conflict of interest may elect to follow the procedure established in Section 8 of this Article.

Section 10. Members shall have an obligation to vote on all matters coming before the Board unless the provisions of Sections 8 and 9 of this Article apply or the member was absent during the discussion of the matter.

Section 11. During its discussion of agenda topics, the Board will limit all discussion to Board members only.

VI. HUMAN SERVICES AGENCY DEFINITION

Section 1. A human services agency is a non-profit organization that seeks to improve the quality of their clients' lives by providing, facilitating or recommending support for an array of basic social, physical health, housing and mental health services to needy clients in that community.

VII. FUNDING APPLICATION PROCESS

Section 1. Funding Calendar should be approved and available to the public after the first meeting of the new fiscal year.
Section 2. Funding Applications are available to the agencies according to the calendar adopted annually by the Board.

(a) Staff will complete a checklist to ensure that all applications are complete. Only those applications that are complete and on time will be given to the Board for review.

(b) Staff will notify agencies of any applications requiring additional information and will allow two (2) business days for which the agency has to fulfill the request.

(c) Absolutely no late applications will be accepted.

(d) Agency bears burden of proof of application submission.

(e) Only applications that meet all eligibility criteria throughout the process will be considered for funding.

AMENDMENTS TO THESE RULES AND REGULATIONS

These rules may be amended at any meeting by a vote of the majority of the entire membership of the Board provided a minimum of seventy-two hours notice of the intent to change the Rules and Regulations has been given to the public and each member of the Board.

PASSED, APPROVED AND ADOPTED by the City of San Marcos Human Services Advisory Board on this the 26th day of October, 2023.

Attest:

__________________________________________
Cherif Gacis
Chair, Human Services Advisory Board

__________________________________________
Carol Griffith,
Staff Liaison