



Administrative and Finance Committee

Current date: 9/8/23

Next meeting: 9/15/23

Attendance: Ali Hilton, Becky Poitras, Heather Bradley-Geary, John Tramel, Kevin Jean-Paul, KK Assmann, Lynn Rose, Rachel Erpelding, Robbie Phillips, Susila Jones, Tehani El-Ghussein

Staff: Marqueia Watson, Amber Bauer, Patricia Hernandez

Public: Amanda Stadler, DMH; Danielle Widmer, MLM MSW Intern

9/8/23 Agenda

1. Collaborative Application

9/8/23 Minutes

Objectives/ Agenda	Owner/ Speaker	Action items/Results
Called to Order	HBG	Meeting called to order at 9:02am. Attendees introduced themselves.
Collaborative Application	Amber	<p>Amber provided an overview of the color-coding of the application tabs:</p> <ul style="list-style-type: none"> • Green – completed • Yellow – drafted, not complete • Red – Not started or need help • Blue – Staff drafting and need input • Blank – Committee members' tabs, not updated <p>Decided to review tabs assigned to committee members to confirm all are on track and/or offer help, if needed, and to review those which staff needed input. Tabs' color coding updated as reviewed.</p> <p>Between now and next meeting, committee members MUST:</p> <ul style="list-style-type: none"> • Answer their assigned questions • Review the entire application so prepared to speak on responses • Add input/feedback to any blue tabbed response
Upcoming meetings	HBG	<p>9/15 – Extended til 3 hours. Attend in person with own reading device if possible.</p> <p>10/13 – Meet with primary purpose of debriefing this year's NOFO process and selecting a day to celebrate the successful submission.</p>

		10/20 – No meeting as a congratulatory break after Consolidated App submission
Open Comment	Open	None
Adjournment	HBG	Becky moved to adjourn and Rachel seconded, and the meeting ended at 9:38am

Recorded and submitted by: Tehani El-Ghussein