

*****These are draft minutes to be approved by the commissioners present at the next meeting of the Human Services Commission*****

**Human Services Commission
Meeting Minutes
August 12, 2025**

Commissioners Present:

Stacy Ford, Kim Getzoff, Melissa Clarke, Alexandria Teagarden-Monk, Andre Thorn, Liz Downing, Megan Gilligan, Lisa Spear, Kari Utterback (staff), and Linda Ferris (staff).

I. CALL TO ORDER

Ford called the meeting to order at 6:12 p.m.

II. APPROVAL OF AGENDA

Ford requested approval of the agenda. The motion was made by Teagarden-Monk, seconded by Clarke, and unanimously approved by the commissioners.

III. OLD BUSINESS

None.

IV. NEW BUSINESS

Ford asked for new business to be presented.

Utterback described the rollout of Foundant, that replaces Apricot, as the tool for proposals and evaluations submitted for the 2026 year. Utterback introduced the commissioners to the database via a multi-screen visual presentation by detailing the log-in process and presenting a visual demonstration of a sample evaluation

Thorn asked about how City funding could be impacted with the new budget. Utterback said that funding is expected to be stable. Ford explained that the most important thing to consider is that the commission purchases services for specific populations, and we coordinate with other major funders to ensure that critical services are met. Utterback indicated that the City and County are proactive about staying alert to the most critical needs of the local population.

Currently, the City has received 12 LOIs (letters of intent), and all of the previously funded organizations (FY 2025) have requested to renew their contracts.

Downing asked about a time line for evaluating applicants.

Utterback explained there would be sight visits (after receiving proposals) in September. This would be followed by reviewing proposals during the time frame of September 2 to October 14. In November, the final scoring would occur.

Utterback will be sending links to the commissioners to become familiar with Foundant, and advised that it is relatively easy to use and has superior support services.

Foundant also offers reporting features that provides data to support decisions, Utterback said. Ford asked if Downing had decided to serve on the Community Development Commission representing the HSC.

Downing indicated yes, that she has already attended a meeting, and learned that it is pragmatic and efficient in its conduct of business.

V. ADJOURNMENT

Ford concluded the meeting by asking for a motion to adjourn. Getzoff made the motion and Clarke seconded. All voted unanimously. The next meeting will occur on October 14, 2025 at 6 p.m.