



Families First Community Advisory Board Meeting

October 19th, 2021

Board Members Present:

- Commissioner Clarence Carter (DHS)
- Jamie Stitt: Designee for Commissioner Bob Rolfe (DECD)
- Commissioner Jeff McCord (DLWD)
- Ashleigh McFadden: Designee for Commissioner Penny Schwinn (Education)
- Senator Bo Watson
- Representative David Hawk
- Jack Bailey
- Elizabeth Fournet
- Dr. Jerry Askew
- Annie Cacheiro
- Brittany Cleveland
- Rachael Corry
- Executive Jim Mangubat
- Bishop Edward Stephens

Staff Present:

- Trevor Lauri
- Dakota Simpson
- Keisha Thaxton
- Gary Wilson
- Cherrell Campbell-Street
- Charles Bryson
- Suzanne Carr
- Krisann Hodges
- Eric Dunn
- Melisa Hucks
- Michelle Joyner

Board Members

Absent:

- LaTerre Pleasant
- Senator Raumesh Akbari
- Commissioner Lisa Piercey (TDH)
- Representative Bryan Terry
- Dr. Emily House

1:00 p.m. Welcome/Roll Call

Commissioner Carter called the meeting to order once it was ascertained that a quorum was present.

1:02 p.m. Commissioner's Update

Commissioner Carter updated the group that over 80 planning grant applications were received. Commissioner Carter proposed that the November meeting of FFCAB be virtual and that the December 7th meeting be in person. He noted that today would be a deep dive into the scoring process for the abstracts.

1:06 p.m. Research Partner Evaluator Selection

Deputy Commissioner Melisa Hucks stated that the Department will be prepared to execute contracts after the December meeting. The RFP is with DGS Central Procurement Office and will be ready for a Winter 2021 issue date.

The Board held a vote on the rule exception for two non-State Employee board members to be on the 5-member Research Partner Evaluator Team. Dr. House was nominated by Commissioner Carter, motioned by Dr. Askew, and seconded by Commissioner McCord. The nomination was approved by unanimous voice vote. Senator Watson was nominated by Commissioner Carter, motioned by Rep. Hawk, and seconded by Executive Mangubat. The nomination was approved by unanimous voice vote. Training and a firm timeline will come soon for those on the evaluator team.

1:15 p.m. Planning Grant Update

Michelle Joyner gave an overview of the planning grant process. DHS will be handling the mandatory review part of the pre-award process.

1:17 p.m. Planning Grant Evaluation Training

Michelle discussed the evaluation rubric that was sent out by email previously to the Board. She reviewed four foundational terms: collaborative, sector, opportunity, and collective impact. Michelle gave an overview of the 10 criteria and 10-point scale for the evaluation rubric. She noted that the 10 criteria were a part of the application process, so applicants have seen them. The Board discussed the rubric and the differing analysis of experience and innovation. Dr. Askew gave an example of a homeless service in Knoxville that merged the experience piece and the innovation piece. Keisha Thaxton emphasized that the criteria discuss low-income families, not low-income individuals. The Board noted that unsuccessful applicants may have an opportunity for funds from the community grants allotment.

Commissioner Carter informed the group that he has tasked Gary Wilson to begin the process of getting hard criteria for outcomes so that all applicants are held to the same universal criteria and measurements framework.

Michelle explained the next steps. There will be reviewer numbers assigned, a DropBox link will be sent with the applications, and a Formstack link to record scores and formally submit them will be sent as well.

Dr. Askew noted that this is a time to review your conflicts of interest to make sure no applications are assigned to a group with a conflicted member.

Britney Cleveland asked Commissioner Carter to expound on his earlier statements regarding

addressing populations outside of the TANF program. Commissioner Carter explained that the hope is that each pilot will attract more than just TANF eligible families. Once we settle on the Pilots, we can work with the collaboratives to broaden the channel.

Suzanne Carr noted that if anyone has questions about the rubric to email her, Michelle, or Keisha.

Annie Cachiero asked if there would be a lead person in the evaluator groups. Michelle answered that it would be her and Suzanne Carr.

2:10 p.m. Approval of Minutes/Concluding Remarks & Next Steps

Commissioner Carter moved to approve the minutes, motioned by Executive Mangubat, seconded by Commissioner McCord, and approved by unanimous voice vote. Applications will be sent middle of next week (Close of business, 10/27/21). For any access issues, let Dakota or Suzanne know

2:14 p.m. Adjournment

The Council meeting was adjourned at 2:14 p.m. The next Advisory Board meeting will take place virtually on November 16th, 2021, and will be informational only.