

	HUMAN SERVICES ADVISORY BOARD
May	
9	Staff: 1) draft public hearing/application period notice and send to translator 2) draft press release and social media and send to communications 3) draft and script public hearing presentation 4) update application
22	PUBLIC NOTICE- Notice in public notice section in Spanish and English regarding public hearing and application process
June	
9	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: Open meetings refresher
19	DISPLAY AD - ad in newspaper in English and Spanish stating application dates
24	APPLICATION PROCESS BEGINS (6/24-7/29)
July	
29	APPLICATION PROCESS ENDS
August	
1	1) Staff begins checking applications for completeness and contacting agencies 2) Staff arranges 5 minute presentations + 5 minute q&a sessions with agencies, 6 at a time
12	Missing information due from agencies
18	BOARD ORIENTATION, including process for scoring and deciding funding
19	DISTRIBUTE BOARD BOOKS on USB drive with complete and eligible applications
September	
1	Meeting
8	Meeting
15	Meeting
22	Meeting
29	Meeting
October	
4	Scores and proposed funding for all agencies due from Board members
5	Staff compiles scores into discussion format
7	Send board packet with preliminary results for discussion
13	Meeting: First Discussion Meeting
20	Meeting: Second discussion meeting - PRELIMINARY DECISION MADE
21	All applicants notified by email of preliminary decision with 10 business days to appeal
November	
4	Final Day to Appeal
10	Meeting: Final Discussion Meeting and hearing for any appeals - FINAL DECISION MADE
15	All notes due from board members
December	
6	City Council: allocations to agencies for Jan-Dec 2023
7	Staff drafts agreements for agencies for execution