



**Economic and Workforce Development
Selection Committee (EWDSC)
Wednesday, Dec. 6, 2023
In person and Microsoft Teams Meeting
Tucson, AZ**

Approved Minutes

1. Call to Order / Roll Call

Meeting called to order by Barbra Coffee at 10:04 a.m. Those present and absent were:

Present:

Barbra Coffee: Representative, City Manager's Office (Chairperson)
David Godlewski: Representative, City Manager's Office
Andrea Leisner: Representative, Ward 2
Stephanie Healy: Representative, Ward 3
Bobby Verenna: Representative, Ward 4
Ben Buehler-Garcia: Representative, Ward 6 (arrived late)
Jacquelyne Vega: Member of City Manager's Office (not part of quorum)
Kevin Burke: Member of City Manager's Office (not part of quorum)
Irene Messina: Member of City Manager's Office (not part of quorum)
Victor Mercado: Member of Mayor's Office (not part of quorum)

Not Present:

Benjamin Galaz: Representative, Ward 1

Quorum established.

2. Approval of May 26, 2022 meeting minutes

David Godlewski put forth a motion to approve the minutes. Andrea Leisner seconded the motion. Motion passed, all in favor.

3. Report on FY 23-24 Grant Period

Jacquelyne Vega presented highlights of the Fiscal Year 2023 program. For economic and workforce development grants, 12 programs were funded at a total of \$610,000. For special events grants, 13 special events were funded at a total of \$140,000.

Vega presented statistics from the Goodwill program and Tucson Meet Yourself event.

David Godlewski inquired about the Goodwill statistics, specifically the number of students required to obtain a GED. Bobby Verenna and Barbra Coffee commented. Jacquelyne Vega said she will request more detailed statistics from Goodwill.

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4. Review of FY 25-26 Application Forms

Jacquelyne Vega reviewed the Economic & Workforce Development Grant Request Application. She noted that the only change was the addition of three questions in Part D regarding equity impact.

Barbra Coffee discussed the three new questions in Part D.

David Godlewski asked a question about the wording of question 1 (describe your organization's overall goals ...) as to why the word organization was used instead of program. Barbra Coffee replied saying a complete picture of the organization's operations and its DEI commitments are beneficial to have, distinct, even, from the program or event DEI commitments.

Jacquelyne Vega reviewed the Special Events Grant Request Application. Vega said the rating tools are the same except for the addition of the Equity Impact questions.

5. FY 25-26 Schedule

Jacquelyne Vega discussed the schedule. Release RFP on Jan. 14, 2024. Close RFP on March 15, 2024. Committee will score applications at the end of March, beginning of April.

Stephanie Healy asked if additional time (90 or 75 days) was needed on the front end for applicants. Stated there is a crunch time at the end of the cycle. Discussion ensued among committee members. Decision was made to change the Release RFP date to Jan. 8, 2024.

6. Discussion Items

Jacquelyne Vega said Dropbox is no longer used. Materials will be available on One Drive.

Vega reviewed the various ways the notice of request for proposals will be advertised (Connect Tucson website/newsletter, Ward newsletters, contacting current grant awardees, and contacting organizations and events that were identified as potential awardees.

Stephanie Healy suggested we utilize Chamber networks.

Barbra Coffee said advertising will take place on Spanish language media and that assistance will be offered to non-English speaking applicants.

Bobby Verenna asked how the committee requests more funds from Mayor and Council. Victor Mercado said he will let the Mayor's Office staff know there is interest in growing the fund.

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Stephanie Healy asked if there is a historical record of the number of applicants each year. Barbra Coffee said Jacquelyne Vega will provide information.

Ben Buehler-Garcia pointed out that the Pima County Board of Supervisors discussed an increase of funding to outside agencies at their recent meeting. Discussion ensued about this and how the City and County share organizations to fund.

Stephanie Healy discussed the possibility of capping individual awards and/or that it cannot be a certain percentage of operating budget. Discussion ensued among committee members about this and letting organizations know on the front end that this grant should not be their sole source of funding. Barbra Coffee said this was all good feedback.

7. Call to the Audience

No audience members were present.

8. Adjournment

Bobby Verenna and David Godlewski put forth and seconded a motion to adjourn. Meeting adjourned at 10:54 a.m.