



Statement of Vision

Lafayette's panoramic view of the Rocky Mountains inspires our view into the future. We value our heritage, our unique neighborhoods, a vibrant economy, and active lifestyles. We envision a future that mixes small-town livability with balanced growth and superior city services.

City Hall Council Chambers
1290 S. Public Road
Lafayette, Colorado 80026

July 25, 2023

6:00 PM

A G E N D A

MENTAL HEALTH AND HUMAN SERVICES GRANT PROGRAM ADVISORY COMMITTEE MEETING

I. OPENING OF REGULARLY SCHEDULED MEETING

Call to Order
Roll Call

II. PUBLIC INPUT

III. ITEMS FOR APPROVAL

- A. Committee Bylaws
- B. July 19, 2023, Meeting Minutes

IV. STAFF UPDATE

V. COMMITTEE DISCUSSION

- A. Review Criteria
- B. Funding Limits

VI. ADJOURNMENT

OPTIONS FOR ACCESSING THE MEETING

- Attend the meeting in person. City Hall Council Chambers, 1290 S. Public Road.

OPTIONS FOR PARTICIPATING IN THE MEETING

- Attend the meeting in person. City Hall Council Chambers, 1290 S. Public Road.
- Submit written comments to Alexander Nelson (alexander.nelson@lafayetteco.gov). If your remarks are received by 3 pm on the day of the meeting, they will be provided to the Advisory Committee prior to the meeting and submitted into the record.

**BYLAWS OF THE
MENTAL HEALTH AND HUMAN SERVICES GRANT PROGRAM ADVISORY
COMMITTEE OF THE CITY OF LAFAYETTE, COLORADO**

**ARTICLE I.
INTRODUCTION**

Section 1. Resolution No. 2023-40 created the Mental Health and Human Services Grant Program Advisory Committee and authorizes it to adopt bylaws for the transaction of business.

Section 2. The within Bylaws have been adopted by the Mental Health and Human Services Grant Program Advisory Committee of the City of Lafayette, hereinafter referred to as “Advisory Committee.”

Section 43 The purpose of these Bylaws is to establish rules and procedures necessary to carry out the purpose and duties of the Advisory Committee, as set forth in Resolution No. 2023-40.

**ARTICLE II.
PURPOSE**

Section 1. The Advisory Committee is established to serve in an advisory capacity and to make recommendations to City Council on the following matters:

- A. To determine award criteria for reviewing grant applications for Mental Health and Human Services grant funds.
- B. To determine funding limitations for the Mental Health and Human Services grant program.
- C. To review and score grant applications submitted for Mental Health and Human Service funds.
- D. To make funding recommendations to the City Council of the City of Lafayette.
- E. To provide recommendations regarding other similar grant programs if requested by the City Council of the City of Lafayette.

**ARTICLE III.
MEMBERSHIP**

Section 1. Membership. The Advisory Committee shall be composed of the following members:

- A. Voting Members: The Advisory Committee consists of up to seven voting members appointed by the City Administrator.

- B. **Non-Voting Members:** The following non-voting members may serve on the Advisory Committee: The City Administrator or their designee.

Section 3. Terms. All voting members of the Advisory Committee are appointed to serve through December 31, 2024, unless the Advisory Committee is extended by the City Council of the City of Lafayette.

Section 4. Vacancies. Vacancies on the Advisory Committee shall be filled for the unexpired term of the vacant position by City Administrator appointment as soon as possible after the vacancy occurs.

Section 5. Recruitment. The City Administrator has the sole discretion to appoint new Advisory Committee members of their choosing, in the event of a vacancy. The Advisory Committee, however, may recruit and recommend nominees to the City Administrator.

Section 6. Resignation. Resignations of members of the Advisory Committee shall be made in writing to either the City Clerk, or to any member of the Advisory Committee, which member shall forward such resignation to the City Clerk. The resignation of Advisory Committee Members shall be effective immediately upon receipt by the City Clerk's office.

Section 7. City Staff Liaison. A non-voting Staff Liaison provides the following support and assistance to the Advisory Committee. Additional duties are subject to approval by the City Administrator based on budget and available resources.

- A. Ensure that the agenda is prepared and distributed on schedule.
- B. Post notice of meetings in the City's official posting places (City Hall and City website).
- C. Ensure that minutes are taken, posted, and submitted to the City Clerk for the City's permanent archives.
- D. Assist the Chair during the meeting, if necessary.
- E. Ensure that actions and activities of the Advisory Committee are consistent with policies and procedures of the City.
- F. Offer insights about City organization, policies, and efforts.
- G. Notify the Advisory Committee of events, meetings, or circumstances when the Staff Liaison is asked to speak on behalf of the Advisory Committee.
- H. Update the Advisory Committee's presence on the City website.
- I. Assist in filling of vacancies.
- J. Act as point person for contact with other City liaisons, departments, or boards, unless otherwise delegated by the City Administrator.

- K. Faciliate communication among members in compliance with City of Lafayette and Colorado open meetings laws.

Section 8. Attendance Requirements.

- A. Any member who has absences from two consecutive regular meetings or three regular meetings in a six-month period shall receive a written notification from the Chair of the Advisory Committee advising the member of his/her absences.
- B. Any member who has absences from four regular meetings in a six-month period or misses three consecutive regular meetings shall be subject to dismissal as a member of the Advisory Committee by the City Administrator. The City Administrator shall be notified of any member of the Advisory Committee who has absences from four regular meetings in a six-month period and/or any member who is absent from three regular consecutive meetings.

ARTICLE IV.
OFFICERS

Section 1. Officer Terms and Duties. The officers of the Advisory Committee shall be a Chair and Vice Chair. The initial officers shall serve until December 31, 2023. The officers elected by the Advisory Committee on or after January 1, 2024, shall serve a term of one year.

- A. The Chair shall preside over all regular and special meetings of the Advisory Committee, and shall, subject to these Bylaws and rules of procedure, decide all points of procedure, unless otherwise directed by a majority of the members present at a particular meeting. The Chair shall sign all documents of the Advisory Committee, and shall serve as the primary contact between the Advisory Committee and the City Staff Liaison.
- B. The Vice Chair shall assume the duties and responsibilities of the Chair in the event the Chair is absent or unable to perform their duties.
- C. When both the Chair and Vice Chair are absent, the members present shall select a member to preside over the meeting by consensus or by a majority vote.

Section 2. Elections. The initial officers shall be elected by the Advisory Committee at its first meeting. Thereafter, officers shall be elected by the Advisory Committee at the first meeting of the Advisory committee in each calendar year. Nominations for an officer position do not require a second. Nominees shall have an opportunity to speak to their nomination before the vote is taken. A voice vote shall be taken to elect all officers, unless a roll-call vote is necessary. Officers shall be elected by a majority of the members present.

Section 3. Vacancies of Officers. A vacancy in an officer position shall be filled by election at the next regular or special meeting of the Advisory Committee from among the Advisory Committee members. Until such election, the Vice Chair shall serve as acting Chair, if the Chair position is vacant. All officers elected to fill a vacant officer position shall serve until the next officer election.

ARTICLE V. MEETINGS

Section 1. Schedule. Meetings shall occur as needed to satisfy the responsibilities of the Advisory Committee. Meetings may be postponed, rescheduled, or cancelled by the City Staff Liaison in consultation with the Chair of the Advisory Committee, if necessary or if there is no business to conduct, and the City Staff Liaison shall promptly notify all Advisory Committee members accordingly. If inclement weather or City facilities closure requires that a meeting be postponed or rescheduled, the City Staff Liaison shall have the authority to reschedule or postpone the meeting, and shall promptly notify all Advisory Committee members accordingly. A record of the cancellation, postponement or rescheduling must be written into the minutes of the next meeting.

Section 2. Public Meetings. All meetings of the Advisory Committee shall be open to the public, pursuant to the Lafayette Charter, Lafayette Code of Ordinances and Colorado law. All meetings of a quorum, or of three or more members of the Advisory Committee, whichever is less, at which any public business is discussed or at which any formal action may be taken, shall constitute a meeting for purposes of this section.

Section 3. Notice of Meetings. Meeting agendas shall be posted in compliance with the Lafayette Code of Ordinances and Colorado law. The Lafayette City Council has determined that City Hall and the City's Website are the designated posting places for meeting notices of the Advisory Committee. The meeting agenda shall be posted as notice of a meeting. Notice of any regular or special meeting shall be posted in the designated posting places no less than 24 hours prior to the holding of such meeting, unless an emergency requires posting within 24 hours of the meeting time. Any executive session must comply with applicable law.

Section 4. Special Meetings. Special meetings may be called by the Chair plus one regular Advisory Committee member, subject to the approval of the City Administrator. When a special meeting is scheduled, all Committee members must be notified at least twenty-four (24) hours prior to the time set for such meeting by phone and written notice (via fax, e-mail, or hand delivery), including a listing of all items to be considered (agenda) at the special meeting, unless an emergency requires posting within less than 24 hours prior to such meeting. Formal action taken at a special meeting called in accordance herewith shall be considered as though it were taken in a regular meeting for those, and only those, matters referred to in the agenda contained in the notice of the meeting.

Section 5. Quorum; Voting Required.

- A. A majority of the voting members of the Advisory Committee in office shall constitute a quorum. In the absence of a quorum, no business shall be conducted by the Advisory Committee, except rescheduling of the meeting, except as otherwise provided in subsection D. of this Section 5., below.
- B. All voting members of the Advisory Committee shall have equally weighted votes.

- C. All members are required to vote unless recused or disqualified from voting pursuant to the provisions of the Lafayette Code of Ethics (Chapter 42 of the Lafayette Code of Ordinances).
- D. If any Advisory Committee members are disqualified from voting pursuant to the Lafayette Code of Ethics, and such disqualification causes the Advisory Committee to lose its quorum (as defined by these Bylaws) on the matter before the Advisory Committee, the matter shall be tabled until the next meeting at which a sufficient number of qualified Advisory Committee members are present to constitute a quorum. In the event that the number of disqualifications are such that tabling the matter will not result in a quorum of qualified Advisory Committee members, the quorum necessary to conduct that item of business shall be adjusted to consist of at least fifty percent of those members not disqualified.

Section 6. Rules of Procedure. The Advisory Committee may adopt its own rules of procedure, or may conduct its meetings in accordance with Robert’s Rules of Order.

Section 7. Decision-Making. Decisions of the Advisory Committee shall be approved by a majority of the members present at the meeting. Any member may make a motion, which must be seconded for further consideration. All voting on motions shall be by roll-call or voice vote.

Section 8. Public Participation. Meeting agendas shall include a designated time for public comments. All public comments must be made during the public comment segment of the agenda. The Advisory Committee may identify time limits for public comments at its discretion.

Section 9. Meeting Agendas. The form of Agendas shall be consistent with the guidelines and requirements set forth in the City of Lafayette “Style Guide and Policy Manual for Meeting Agendas and Minutes.”

Section 10. Meeting Minutes. Written minutes shall be made by the City Staff Liaison for all Advisory Committee meetings by the City Staff Liaison. The form and contents of meeting minutes shall be consistent with the guidelines and requirements set forth in the City of Lafayette “Style Guide and Policy Manual for Meeting Agendas and Minutes.” The Advisory Committee’s minutes shall be posted on the City website when the agenda for the upcoming meeting is posted. The minutes of each meeting shall be approved by the Advisory Committee at its next meeting and the signed original shall be provided to the City Clerk.

ARTICLE VI. **COMMITMENT TO THE PUBLIC**

Section 1. Commitment to the Public. Advisory Committee members’ commitment to the public shall be demonstrated by adherence to all Colorado and City of Lafayette laws, rules and regulations regarding conduct of public officials, including, but not limited to, Chapter 42 (Code of Ethics) of the Lafayette Code of Ordinances.

Section 2. Conflict of Interest. The Advisory Committee shall adhere to all Colorado and City of Lafayette laws, rules and regulations that may pertain to the avoidance of conflict of interest, including, but not limited to, Chapter 42 (Code of Ethics) of the Lafayette Code of Ordinances.

Section 3. Communications Among Members. Advisory Committee members shall adhere to all Colorado and City of Lafayette laws, rules and regulations governing government communications.

Section 4. Electronic Communications. Members who communicate with other members of the Advisory Committee by e-mail, telephone, text, videoconference, or other method of electronic communication (any or each are a type of “electronic communication”) must adhere to the following protocol in order to comply with the Colorado Open Meetings Law and to ensure that the business of the Advisory Committee is not “discussed” by the Advisory Committee through electronic means:

- A. One member of the Advisory Committee may send an e-mail or electronic communication to one other Advisory Committee member on any one particular matter.
- B. E-mails or other electronic communications intended for more than one Advisory Committee member or raising a topic or question for discussion at an Advisory Committee meeting shall be sent as an e-mail to the City Staff Liaison, who shall forward the e-mail to the entire Advisory Committee.
- C. All replies shall be sent directly to the City Staff Liaison, who shall compile the replies into a single e-mail message and forward the compiled e-mails to the entire Advisory Committee.
- D. The City Staff Liaison shall not edit any of the messages that are forwarded.
- E. There shall be no further electronic communication on the matter after the compiled replies have been forwarded to the entire Advisory Committee by the City Staff Liaison. Any further communication among Advisory Committee members about the matter shall not occur unless and until a promptly posted public meeting is held.

Section 5. Communications Outside the Advisory Committee. The Advisory Committee may give individual members the authority to speak on behalf of the Advisory Committee as needs arise. Individuals shall not speak for the Advisory Committee without the Advisory Committee’s authorization, and shall not make commitments on behalf of the Advisory Committee.

ARTICLE VII. **AMENDMENTS TO BYLAWS**

Section 1. Amendments. These Bylaws shall be reviewed as needed and proposed amendments shall be approved by an affirmative vote of not less than a majority of the total current members of the Advisory Committee. All amendments to these Advisory Committee are subject to review and approval by the City Administrator.

Section 2. No Conflict with Applicable Law or Authority. These Bylaws and any amendments shall not conflict with Resolution No. 2023-40, the Lafayette Home Rule Charter, the Lafayette Code of Ordinances, or applicable Colorado law. These Bylaws shall not add or subtract any duty or responsibility or exceed the specific authority and purpose given to the

Advisory Committee in Resolution No. 2023-40. Any provisions in these Bylaws which violate the limitations, restrictions, and requirements of this section are void.

Approved on: _____

Chair: _____

DRAFT

**RECORD OF PROCEEDINGS
CITY OF LAFAYETTE, COLORADO**

**Mental Health and Human Services Grant Program Advisory Committee Meeting
July 19, 2023**

I. OPENING OF REGULARLY SCHEDULED MEETING

Call to Order

The July 19 meeting of the Mental Health and Human Services Grant Program Advisory Committee was called to order at 5:58 pm. The meeting was conducted in-person at the Lafayette City Hall Council Chambers at 1290 S. Public Road, Lafayette, CO 80026.

Roll Call

Those in attendance from the Mental Health and Human Services Grant Program Advisory Committee were Committee Members Alice Cowan, Becca Davis, Heidi Mallon, and David Dvorak. Committee Members Caitlin Guerrie and Rosabelle Rice were absent and excused.

City participants included Interim City Administrator Kady Doelling and Management Fellow Alexander Nelson.

III. PUBLIC INPUT

There was no written or oral public input.

IV. AGENDA ITEMS

A. Welcome and Introductions

The members present introduced themselves and explained why they were interested in serving on the committee.

B. Program Overview

Management Fellow Alexander Nelson presented a program overview, including the reason for the Mental Health and Human Services Grant Program and key program dates to frame the Advisory Committee meeting dates and topics.

C. Roles and Responsibilities

Management Fellow Alexander Nelson presented the roles and responsibilities for committee members.

D. Advisory Committee Meeting Roadmap

Management Fellow Alexander Nelson reviewed the structure of upcoming meetings, including meetings to discuss review criteria, provide a grant management system training to committee members, and opportunities to check-in during the grant review process.

E. Draft Bylaws

Management Fellow Alexander Nelson provided members with a copy of draft bylaws and highlighted sections of importance to the members, including:

- a. Section II. Purpose
- b. Section III. Membership
- c. Section IV. Officers
- d. Section V. Meetings

F. Chair and Vice Chair Selection

Management Fellow Alexander Nelson reviewed the responsibilities of the Chair and Vice Chair for the committee and process for selecting both officer positions.

Committee Member David Dvorak was nominated to serve as Chair, and the members unanimously supported the position.

Committee Member Julie Volckens was nominated to serve as Vice Chair, and the members unanimously supported the position.

G. Determine Next Meeting Date

The group discussed the next meeting date and agreed to meet on Tuesday, July 25, at 6:00 pm, at the Lafayette City Hall Council Chambers (1290 S. Public Road). At that meeting, the committee will review and discuss review criteria and potential grant funding limits.

V. **ADJOURN**

The meeting was adjourned at 6:52 pm.

CITY OF LAFAYETTE, COLORADO

ATTEST

Mental Health and Human Services Grant
Program Advisory Committee
David Dvorak, Chair

Alexander Nelson, Staff Liaison

The minutes herein are a summary of the business conducted at this meeting, not a verbatim transcript. Only the actions taken and the text appearing in quotation marks are verbatim.

Mental Health and Human Services Grant Program | Draft Evaluation Criteria

Component	Weight	Ideal Application
Staff Review		
I. Organizational Eligibility	20%	<ol style="list-style-type: none"> 1. The organization satisfies baseline eligibility: <ol style="list-style-type: none"> a. The organization is a registered 501(c). b. The organization is in good standing with the State of Colorado and City of Lafayette (if applicable). c. The organization NOT requesting start-up funds for a new organization. d. The organization is NOT requesting funds for ineligible uses, such as sports, recreation, arts, or advocacy. 2. The organization demonstrates sound management and stable leadership. 3. The organization has a history of fiscal responsibility.
Advisory Committee Review		
II. Service Alignment	30%	<ol style="list-style-type: none"> 1. The proposed program aligns with the purpose of the Mental Health and Human Services Grant Program. <ol style="list-style-type: none"> a. The proposed program aligns with one of the prioritized service areas. 2. The proposed program meets a need of Lafayette residents.
III. Program Impact	50%	<ol style="list-style-type: none"> 1. The proposed program identifies an area of need and adequately describes how it will address that area of need. 2. The proposed program is accessible to the intended audience and delivers services in a culturally competent manner. 3. The organization presented a reasonable and effective outreach and intake process to maximize program participation. 4. The proposed program primarily serves Lafayette residents. 5. The proposed program is based in sound evidence and research. 6. The proposed program is cost effective and prioritizes service delivery. 7. The organization has a method to evaluate the program for impact and/or outcomes.

Questions for the Advisory Committee:

- Review Criteria:
 - Does the Committee agree with the proposed format?
 - Does the Committee agree with staff completing the Organizational Capacity review?
 - Does the Committee wish to prioritize one or multiple service areas?
 - Does the Committee wish to revise any criteria as presented or add criteria?
- Funding Limits:
 - Does the Committee wish to impose any funding limitations?

DRAFT