

**URBAN AFFAIRS COALITION
MEETING OF THE PROGRAM SERVICES COMMITTEE
Meeting Minutes**

**Tuesday, May 11, 2021
1:00 pm – 2:30 pm**

Committee Member Attendees: Ronald Bradley, Paul Brauer, William Ewing, Sharmain Matlock-Turner, Joseph Meade, Nilda Ruiz, Melissa Fox

Staff Attendees: Cecily Banks, Roger Beckwith, Tivoni Devor, Karen Harvey, Dainette Mintz, Arun Prabhakaran, Kevin Satterthwaite, Charmayne Thompson, Jeff Turi

AGENDA

- I. Welcome/Introductions: Ronald Bradley, Committee Co-Chair
- II. Approval of Minutes: March 23, 2021 - Accepted
- III. Update: Digital and Cultural Transformation - Arun Prabhakaran

Questions and Discussion

- Are we improving the quickness to emergency purchasing? Yes, steps will be clearer and quicker. We'll also have the capacity for providing electronic payments.
- Will we be able to track payment commitments and provide oversight of grant requirements and funding? Yes, we hired Louisa M. as a Director of Executive Operations to oversee this effort. Note: At PECO, missed due dates are elevated directly to the CEO. We're integrating several platforms to track projects and requirements digitally.
- How will UAC manage the cost? It's an initial one-time capital expense and the operating cost will be offset by the need to not add additional staff as we become more efficient. Digital literacy training will be provided for all staff.
- Will security be an issue? We're using NetSuite Oracle which is at the top in the industry. There are no guarantees as even Microsoft was hacked. Make sure to train staff to identify issues.

IV. Presentation: On-Boarding Process - Compass Consulting Services with PS&E Team: Rory Bonner

Questions and Discussion

- Is there a program threshold size? Not at this time but it can be considered separately.
- The process is very impressive. The challenge will be to balance governance vs. service. Some aspects may be controversial and we may want to consider board level notifications.
- Are we collecting any information about organizations who decided to not move forward? All leads or prospective clients complete an initial form. The initial investment of \$2000 may be too high for some startups and some choose the 1023c application process which may be easier. We may want to be more intentional in our data collection.
- An annual survey was sent to all program partners but the response was generally low.
- In general, it's a great process.

V. New Business Update: Tivoni Devor

- How do we handle organizations who have a national organization and want a local chapter or they are coming to us from another fiscal agent? Programs sign a hold harmless, no debt resolution are part of the on-boarding process.
- Like the Offline Kid Time concept but there is potential for older youth and solving community violence issues.

VI. Next Steps

- We're in the process of finalizing the application and vetting process and are preparing to launch. We'll consider a threshold if there is a need from this committee

VII. Closing Remarks: Sharmain Matlock-Turner

- Regarding the vetting process, some situations may need to move faster than the outlined process. Perfect is not the enemy of the goal for emerging situations. Thanks to Karen Harvey and her teams work with Compass for developing these processes.

- CED has several area banks at the table and \$100 million is available for lending.
- EDP is working with Durst to rebuild the waterfront.
- UAC was able to secure \$50K from City Council to support Hire! Philly.
- UAC continues in our work for summer jobs advocacy and \$1.85 M was secured from city council to help us meet our goal for 8,000 youth employed for summer 2021.
- The PreK program added two new star programs to their portfolio.
- The Ending Racism Project, a study funded by the Pew Foundation, has generated over 1500 completed surveys.