



**NC Human Trafficking Commission: Appropriations Committee  
Meeting  
Monday, April 24<sup>th</sup>, 2023  
WebEx through the NC Judicial Center / Cypress room (C1-1225)**

**1:03 PM – Call to Order & Roll Call Attendance**

**Jennifer Haigwood on behalf of Committee Chair, Angelica Wind**

Commissioner Haigwood opened the meeting and called to order. She then conducted a verbal roll call to document attendance. Committee members in attendance at the meeting were Alex Herring, Amy Auth, Danielle Carman, Jasmine McGhee (joined 1:01 pm), Jennifer Haigwood (joined 1:03 pm), Joseph Kyzer (joined 1:01 pm), and Nancy Hagan. Also in attendance were Commission Executive Director, Christine Long, Grants Administrator, Kathy Estrada, Grants Managers, Kristen Howe, Jacqueline Kehinde, and Roxana Zelada-Lewis, Administrative Secretary, Lauren Amato, and Court Management Specialist, Ashley Tauscher. Members of the public were also able to view or listen to the meeting via WebEx.

**1:05 PM – Ethics Statement**

**Approval of the Minutes 3/27/2023**

**Jennifer Haigwood on behalf of Angelica Wind**

*(See Draft meeting minutes March 27, 2023)*

Commissioner Haigwood thanked all in attendance and read the required ethics statement. Committee member Herring will refrain from voting on the agency On Eagles Wings due to a conflict of interest. Commissioner Haigwood then asked if there were changes to the minutes from the March 27<sup>th</sup> meeting. Committee member Auth motioned to pass the 3/27 minutes and Committee member McGhee seconded the motion. The minutes were passed unanimously.

**1:09 PM – Presentation on Grants Management Updates**

**Kathy Estrada, Jacqueline Kehinde (16.20A and 16.20B), Kristen Howe (16.23), Roxana Zelada-Lewis (16.23)**

*(See Report to Appropriations)*

Grants Administrator, Kathy Estrada, and her team provided updates on the grants management and current developments.

Grants Manager, Jacqueline Kehinde, provided updates about sections 16.20A and 16.20B. Since we've met last, there have been 3 applications received for 16.20A and 2 applications received for 16.20B. There are 2 16.20B applications in the review process, 3 16.20A applications that need revisions, 6 agencies ready for vote, and 4 agencies already approved by the Appropriations Committee (See Report).

Grants Manager, Kristen Howe, provided updates on her applicants for section 16.23. At the 3/6 meeting, 15 agencies for 25 applications were approved. At the 3/27 meeting, 16 agencies for 29 applications were approved. At the 4/24 meeting (current), there are 7 agencies for 10 applications up for vote. There are 8 agencies for 10 applications that remain outstanding (See Report). Kristen is in contact with all of these

agencies; they are either revising their grants or writing their grants. The agencies have various reasons for not submitting their applications yet including needing additional time for revisions, site visits in March, short-staffed, dual program who didn't initially apply for both grants (or didn't apply for full amount), illness, and emergencies.

Grants Manager, Roxana Zelada-Lewis, provided updates about her applicants for section 16.23. There have been 33 agencies for 53 applications approved by the Appropriations Committee thus far. At the 4/24 meeting (current), there are 6 agencies for 11 applications up for vote. There are 4 agencies for 7 applications that remain outstanding with pending revisions (See Report). There is 1 agency that has not applied (expressed intent) but have not submitted anything yet. There have been 50 grant agreements completed and there are 4 grant agreements in process. Once the 6 agencies for 11 applications are voted on (and hopefully approved) today, the 11 additional grant agreements will be sent out.

Grants Administrator, Kathy Estrada provided the remaining updates regarding current developments. Regarding the 16.23 contracts, the Committee approved 22 awards on 2/13, 38 awards on 3/6, and 47 awards on 3/27. This brings a total of 107 awards approved for contract (only 16.23 specific). There are 24 awards to be voted on today. Regarding DocuSign, there are more than 77 completed contracts (all 3 signatures) and there are less than 23 awaiting signatures in various stages. The signatures are comprised of HTC Executive Director, Agency Executive Director, and AOC Deputy Director. The grants team are working with legal for the county contracts that require multiple signatures to be added. Regarding the 16.20 contracts, the Committee approved 2 awards on 3/6 and 2 awards on 3/27. This brings a total of 4 awards approved for contract (only 16.20 specific). There are 6 awards to be voted on today. Regarding DocuSign, there are 0 completed contracts (all 3 signatures). Legal is working on creating the grant agreement for 16.20A and 16.20B contracts in accordance with the technical corrections approved.

### **1:18 PM – Section 16.20 Discussion**

#### **Kathy Estrada**

*(See Report to Appropriations)*

Grants Administrator, Kathy Estrada led the committee to discussion around these grants. No ARPA payments have gone out yet. Finance is verifying forms for those 16.23 contracts that are approved. The Grants Managers will be working with agencies to calculate their first payments. Since contracts have different periods of performance, those calculations will vary from agency to agency. In addition, agencies that have retroactive costs to account for will use the quarterly financial forms created to report those costs and request additional drawn downs. Grants Managers Kristen and Roxana will provide the 16.23 agencies with training to discuss and go over this.

Executive Director, Christine Long provided an update regarding the agencies in section 16.20 (the named agencies). We've had some different issues come up and wanted to update everyone on those processes. The first item is Lily Pad Haven, a named agency in 16.20. They are not currently in operating status on their own. Hope for Justice had sent in some different forms on their behalf. After legal was consulted, it was determined that Hope for Justice could not apply on behalf of Lily Pad Haven. We will not be seeing an application from Lily Pad Haven. The second item is the IRS Determination Letter. There is a section on the application where we request additional items that we wanted to see. In this section, we requested the agency's IRS Determination Letter or nonprofit status. We have learned that there are other items that can be shown here instead of the IRS Determination Letter. GCC (Governor's Crime Commission) has different items listed on their site that can be accepted as well. So far, we have received the IRS Determination Letter from all of the 16.20 agencies. We will have that list ready going forward for the next section of funding we open since there are other forms that could be submitted to prove their business entity and status. The third item is the Solicitation Letter. After discussion with legal, we realized that nonprofits are not required to have a Solicitation Letter with the Secretary of

State's office. This was also one of the items we required to be submitted when turning in the application. So far, the agencies have provided the letter or shown us where they have requested it. Christine noted we may want to revise it for section 16.21.

Grants Administrator, Kathy Estrada gave a heads up to the Committee that next meeting we will be discussing 16.21 in more depth after we get the grant agreement and have a few more items solidified.

### **1:20 PM – Section 16.23 (vote)**

**Kathy Estrada**

*(See Vote)*

Grants Administrator, Kathy Estrada, talked about the agencies ready for vote (see Vote handout).

There are 27 awards totaling \$2,847,518.00. Commissioner Haigwood proposed voting on all the awards in one block except for On Eagles Wings (to keep consistent with previous votes and be mindful of the conflict of interest). Committee member Kyzer made a motion to approve the grant awards for the 26 organizations listed in the Vote handout except for On Eagles Wings. Committee member Auth seconded the motion. The vote was passed unanimously. The last award to vote on is for On Eagles Wings which Committee Member Herring is abstaining from. Committee member Auth made a motion to approve the grant award for On Eagles Wings. Committee member Kyzer seconded the motion. The vote was passed unanimously.

### **1:27 PM – Public Comment**

**Jennifer Haigwood on behalf of Committee Chair, Angelica Wind**

LaToya McCutcheon asked how soon the funds will be disbursed now that it has been voted on. Christine Long answered the question regarding section 16.20. The next step is the grant agreement and signing that grant agreement before things can be moved to finance. It's hard to make an estimate because we are still waiting for the grant agreements from legal.

Rhonda Ballance said they have contractors that are waiting to start work and they are also buying a thrift store but they have a lack of funds to pay prior to payment. Christine Long answered the question regarding section 16.23. Their contract has already been executed so their information has already been entered into the state payment system. It should hopefully be a faster process. We will work with the Grant Managers to get an update to Rhonda after this meeting.

Rhonda Balance with Hyde County Hotline and S. Benton with Beloved Haven thanked the Committee.

### **1:33 PM – Adjournment**

**Jennifer Haigwood on behalf of Angelica Wind**

Commissioner Haigwood adjourned the meeting unanimously. The Committee will email about the next date for an Appropriations Meeting.