



**NC Human Trafficking Commission: Appropriations Committee  
Meeting  
Monday, May 22nd, 2023  
WebEx through the NC Judicial Center / Cypress room (C1-1225)**

**1:02 PM – Call to Order & Roll Call Attendance**

**Committee Member, Joseph Kyzer**

Committee member Joseph Kyzer opened the meeting and called to order. He then conducted a verbal roll call to document attendance. Committee members in attendance at the meeting were Amy Auth (joined 1:02 pm), Danielle Carman (joined 1:02 pm), Joseph Kyzer, Jasmine McGhee (joined at 1:02 pm), Rhonda Balance (joined at 1:02 pm), Brenda (joined at 1:02 pm), Marc (joined at 1:02), Nancy Hagan (joined at 1:02), and Alex Herring (joined 1:02 pm). Also in attendance were Commission Executive Director, Christine Long, Grants Administrator, Kathy Estrada, Data Manager Ashawntee Cabello, Grants Managers, Kristen Howe, Jacqueline Kehinde, Ellen Chupik Smith, and Roxana Zelada-Lewis, and Administrative Secretary, Lauren Amato. Also, in attendance from members of the public were Robin Braswell (joined at 1:02 pm).

**1:03 PM – Approval of the Minutes 5/22/2023**

**Ethics Statement**

**Joseph Kyzer**

*(See Draft meeting minutes February 13, 2023)*

Committee member Kyzer thanked all in attendance and read the required ethics statement. He then asked if there were questions to the minutes from the May 8th meeting. Committee member Marc Nichols motioned to pass the May 8th minutes and Committee member Amy Auth seconded the motion. The minutes were passed unanimously.

**1:04 PM – Presentation on Grants Management Updates**

**Kathy Estrada**

*16.20A update*

Jacqueline reached out to the agencies to see who would be interested in additional funding that was discussed last meeting. 13 of the 15 agencies accepted. The two that did not were Haven House Inc. and Triad Ladder of Hope. Calculations were performed to see how much each agency who opted in would receive. The total came to \$39,798.98 in additional funding to their agency. Currently the agencies that opted in are working on revising their budgets and SOW section of cover sheets if needed. 16.20B grant agreement is being drafted, and 16.20A is being finalized by legal, so they can be sent out. 12 agencies have been approved by vote and 3 more will be voted on today (5/22/2023). 1 agency from 16.20B is also on the vote for today.

**1:06 PM - 16.21 Update**

**Kathy Estrada**

*16.21 update*

16.21 will be discussed more in-depth next meeting. Kathy provided a heads up regarding how we are going to structure the RFP regarding the scoring matrix, funding priorities, and maximum award amounts. She stated that the RFP release date of July 2023 is a more realistic date. Originally June was the purposed release date however there is a lot going on in June with disbursements, fiscal year closeouts, and 16.22 reporting. Ellen Chupik Smith was hired for 16.21 and started today (5/22/2023). Ashawntee Cabello was hired as the Data Manager, and this is her second week. Kathy stated that she has already drafted the RFP for 16.21 and it is currently being reviewed and edited. The cover sheet is also being edit as well. More to come on those items.

**1:07 PM- 16.22 Update**

**Christine Long**

*16.22 update*

The quarterly reports are being reviewed and we are down to about 15 of the 72 left to review and waiting on revisions for some. We have several agencies that we are checking in with to see if they were able to spend the full award amount. We also put in a request to see if some of these agencies needed to extend their contract since we have paid out these funds and they are encumbered. Currently we are waiting to see if extension is an option for any of the agencies. If it comes back that an extension is needed, we will circle back with those that requested, and put a contract to amendment through as soon as we can.

**1:08 PM- 16.23 Update**

**Kathy Estrada**

*16.23 update*

Last week the Data Manager assisted with adding address to the contact list. This was requested by finance. The other Grant Managers, Kristen and Roxana helped add the Federal EIN numbers. Both items were needed to get everything uploaded as quickly as possible and these requests were completed and sent over to finance. It was confirmed this morning (5/22/2023) that accounts payable has already keyed it, so payment should go out this week. There was a list of 80 initially that was sent, however, OSBM notified us that 1 of those agencies were on a 60-day morning window for suspension of funding list. That agency had to be removed until we have further clarification. It is now 79 awards going out, and we are in communication with OSBM to confirm they are off that list, so another list can be prepared to get sent out. Finance informed us that the fiscal year closeout is approaching, Kathy is getting another list together to get more disbursements out as contracts are being signed and period of performances are coming up to begin in July 2023.

**1:10 PM – Section 16.20A (vote)**

**Joseph Kyzer**

*(See Vote)*

Joseph stated that he is excited to see 16.20 come up for a vote and how we were able to quickly discern how we can get more funding to more agencies. He appreciated the work from both sides on regrouping and revising all the documents so that we can get the money out. Joseph requested a motion to approve the 16.20A grants provided on the presentation. Marc (1<sup>st</sup>) motioned to accept as well as Alex(2<sup>nd</sup>). Joseph requested that everyone in favor respond by “I or like sign”. All agreed, none opposed.

**1:11 PM – Public Comment**

**Committee Member, Joseph Kyzer**

No public comment at this time.

**1:12 PM – Adjournment**

**Joseph Kyzer**

Committee member Joseph made a motion to adjourn the meeting. The Committee will email about the next date for an Appropriations Meeting projected for June 12, 2023.