



**NC Human Trafficking Commission: Appropriations Committee  
Meeting  
Monday, August 29<sup>th</sup>, 2022  
WebEx through the NC Judicial Center / Long Leaf Pine (B-1-032)**

**1:04 PM – Call to Order & Roll Call Attendance**

**Commission Chair, Jennifer Haigwood**

Commission Chair Haigwood opened the meeting and read the required ethics statement. She then conducted a verbal roll call to document attendance. Committee members in attendance at the meeting were Jennifer Haigwood (exits 1:43 PM), Nancy Hagan, Danielle Carman, Joseph Kyzer, Jasmine McGhee (joined 1:04 PM), Angelica Wind (joined at 1:07 PM, rejoined at 1:21PM), Deana Joy (joined 1:10 PM). Also in attendance were Commission Executive Director, Christine Long and Lauren Amato. Members of the public were also able to view or listen to the meeting via WebEx.

**1:24 PM – Approval of the Minutes 8/8/22**

**Jennifer Haigwood**

Commission Chair Haigwood thanked all in attendance and asked if there were changes to the minutes from the August 8<sup>th</sup> meeting. No corrections were noted. The minutes were passed by roll call.

**1:06 PM – Section 16.23 Economic Assistance for DV/SA agencies**

**Christine Long, Joseph Kyzer**

Committee member Kyzer went through Section 16.23. Applicant agencies will be considered beneficiaries, instead of subrecipients. The classification of beneficiaries for the organizations is important for this section because it will ultimately be beneficial to the way that these are administered. AOC legal and HTC staff have met as a group to determine how to describe the opportunities for use of this funding and to be clear in the interpretation of this appropriation. The funds are to address the negative economic impact of COVID-19 on agencies, however, the requirement in submitting proof of economic impact is not directly needed. The language of the appropriation and their status as beneficiaries allows the scope of work to assume the economic loss.

Commission Executive Director, Christine Long, notes that we need to reword the RFP so we can send this request for proposals out and people can grasp how they can apply the funds. The Terms and Conditions will be attached to the RFP for everyone to review and those go into more detail. The money can be retro to July 1<sup>st</sup>, 2021. Agencies could potentially go back to July 1<sup>st</sup>, 2021, and anything that is not covered within their budget through grant funding (not tied to a grant or foundation) could be considered as to whether or not those things can be applied to this money. Other agencies may need to project how they're going to use it from now, going forward, and apply a scope of work proposal.

Committee member Kyzer reminds us that for this section, these are all groups receiving an equal amount. The Commission is statutorily required to deliver this amount of funding to all eligible groups in a compliant way.

Elizabeth Croom states that the guidance is consistent with what John Williams from the PRO Office has been articulating as well about these revenue replacement funds. There are fewer reporting requirements on the

federal side, but because this is also state funding appropriated by the general assembly, we still must follow all of the OSBM administrative rules for monitoring, recording (and audits if folks hit that threshold of receipts). Even though the State legislature appropriated these funds for specific grant programs, all the federal requirements for some recipients are not going to attach. We are working on the Terms and Conditions now that we have received that guidance from Treasury.

Commission Executive Director, Christine Long, wanted to have a discussion around a couple of areas of the draft Terms and Conditions for 16.23. The first item to discuss was whether we wanted to supplement the scope of work 16.23 with a statement of cost or whether we should still leave it as a scope of work and agencies could fill out the proposal with the same format used before. The second item was whether it would be better to call the entities receiving the funds recipients or grantees. Commission Chair Haigwood suggests we should refer to these as grantees to avoid confusion. Elizabeth Croom states we also expressly say under federal law they're beneficiaries and we back that up so that will work, and the change will be made.

Commission Executive Director, Christine Long states that the HTC has hired 2 of the grant manager positions and they both started last week. Kristen Howe comes from NCVAN and Roxana Zelada-Lewis comes from GCC. The first round of interviews are Wednesday for the grant administrator position.

**1:25 PM – Section 16.22 Facility Improvement Update**

**Christine Long**

Commission Executive Director Christine Long notes that a mistake was made in the 8/8/22 committee meeting regarding the Round 1 approval for Wayne Uplift Resource Association. In the first list for approval, the committee voted and approved 63 agencies that submitted all the correct information and proposals. In the second list, the committee voted and denied 5 agencies that had failed to submit information requested or missed the 5-business day deadline. Wayne Uplift Resource Association was asking for \$40,600.00 towards facility improvements and were mistakenly left off the approval list. Commissioner Haigwood moves to approve Wayne Uplift Resource Association for the Round 1 award. Committee member Carman seconds the motion. The vote is approved.

Upon sending out Round 2 RFPs on 8/11/22, Family Service of the Piedmont, Inc. stated they applied in Round 1 for \$45,000.00. They were asking if their application for Round 1 had been approved. They report that they emailed the application by the deadline on 6/30. The agency reported they did not receive a confirmation email on 6/30 or a bounce back email. The HTC has no record of the email coming in and have checked every possible avenue. Family Services of the Piedmont forwarded the email they submitted on 6/30/22. The HTC will look into the situation more and report back next meeting.

The committee discussed making sure the agencies receive a confirmation back from us by putting a line about it in the RFP. Everyone awarded in Round 1 needs set up in the financial system and issued a contract through DocuSign. This, and the monitoring plan for the Office of State Budget Management should go out this week.

**1:43 PM – Public Comment**

**Committee Chair, Angelica Wind**

No public comment at this time.

**1:44 PM – Adjournment**

**Angelica Wind**

Committee Chair Wind adjourned the meeting. The Committee will plan to meet on 9/19.