

**MINUTES  
PRELIMINARY GRANTS REVIEW COMMITTEE  
CONTRACTS REVIEW COMMITTEE  
THURSDAY, JANUARY 5, 2023  
10:00 A.M.  
COUNCIL CHAMBERS – ROOM 348**

The Preliminary Grants and Contracts Review Committee meeting was called to order by Mr. Toups, Chairman. The following members were present: Messrs.: Joe Toups. Mmes: April Charles, Talisa Coleman, Leah Fleig, Vernadine Mabry and Lisa Smith. Others Present: Jeanine Romero, Mary Hall and Kaleb Harmon. Recording Secretary: Mary Gibbens

Representatives participating for agenda items: Sgt. Vanpheng Nitchin – Police Department; Danette Brown – DHDS/Ryan White; Dr. Kar-Tina Roberts – DHDS/Head Start; Marlee Pittman and Dante Bidwell – Office of the Mayor-President; Daryl Blacher and Glenna Gauthier – Mayor’s Office of Community Development.

**GRANTS REVIEW:**

**A motion was made by Ms. Mabry to approve minutes of the December 20, 2022 regular meeting. No objections, the motion passed unanimously.**

**GRANTS:**

1. **Police Department** – Louisiana Commission on Law Enforcement (LCLE) – 2021 Byrne Justice Assistance Grant (JAG) – Digital Forensic Analysis - (Award) – Federal \$24,164.00; Total \$24,164.00

**A motion was made by Ms. Fleig and seconded by Ms. Mabry to approve this item as presented. No objections, the motion passed unanimously.**

2. **DHDS/Ryan White** – Health Resources and Service Administration - Ending the HIV Epidemic Grant – Federal \$1,035,754.00; Total \$1,035,754.00

**A motion was made by Ms. Fleig and seconded by Ms. Smith to approve this item as presented. No objections, the motion passed unanimously.**

**CONTRACTS REVIEW:**

**A motion was made by Ms. Mabry to approve minutes of the December 20, 2022 regular meeting. No objections, the motion passed unanimously.**

**CONTRACTS:**

1. Proposed grant funded professional services agreement between the City of Baton Rouge, Parish of East Baton Rouge, on behalf of the Division of Human Development & Services, Head Start and **Debra D. Selvage** to transfer data from paper application to electronic files in designated date system for the Head Start Program in an amount not to exceed \$27,600.00 payable at a rate of \$2,300.00 on monthly basis for the term commencing January 1, 2023 and terminating December 31, 2023. **(By: DHDS/Head Start) (Deferred from 12/20/22 PGRC meeting)**
2. Proposed grant funded professional services agreement between the City of Baton Rouge, Parish of East Baton Rouge, on behalf of the Division of Human Development & Services, Head Start and **Akeda N. Douglas** to transfer data from paper application to electronic files in designated date system for the Head Start Program in an amount not to exceed \$27,600.00 payable at a rate of \$2,300.00 on monthly basis for the term commencing January 1, 2023 and terminating December 31, 2023. **(By: DHDS/Head Start) (Deferred from 12/20/22 PGRC meeting)**

**A motion was made by Ms. Smith and seconded by Ms. Charles to approve items # (1) and # (2) contingent upon resolution of “Scope of Services” regarding independent contractor vs. employee between the Human Resources and DHDS/Head Start. No objections, the motion passed unanimously.**

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**CONTRACTS: (continued)**

3. Proposed amendment # (2) to the grant funded professional services agreement between the City of Baton Rouge, Parish of East Baton Rouge, on behalf of the Mayor's Office of Community Development and **Briscoe Investments d/b/a Leonard Briscoe** increasing the amount of compensation by \$73,000.00, not to exceed \$146,000.00. **(By: Mayor's Office of Community Development) (Deferred from 12/20/22 PGRC meeting)**

**A motion was made by Ms. Smith and seconded by Ms. Fleig to approve this item contingent upon deleting the commencement date from Article I. No objections, the motion passed unanimously.**

4. Proposed grant funded professional services agreement between the City of Baton Rouge, Parish of East Baton Rouge, on behalf of the Division of Human Development and Services and **Health Access, LLC** for technical assistance services rendered to the DHDS Ryan White Program for the term commencing January 13, 2023 and upon completion of this project estimated at February 28, 2023, in an amount not to exceed \$23,000.00 at a rate of \$105.00 per hour. **(By: DHDS/Ryan White)**

**A motion was made by Ms. Smith and seconded by Ms. Fleig to approve this item as presented. No objections, the motion passed unanimously.**

5. Proposed amendment # (4) to the grant funded professional services agreement between the City of Baton Rouge, Parish of East Baton Rouge, on behalf of the Office of Community Development and **YWCA Greater Baton Rouge** to provide administrative and case management assistance with the Emergency Rental Assistance Program amending the completion date from December 31, 2022 to December 31, 2023. **(By: Office of Community Development)**

6. Proposed amendment # (4) to the grant funded professional services agreement between the City of Baton Rouge, Parish of East Baton Rouge, on behalf of the Office of Community Development and **Southeast Louisiana Legal Services Corporation** to provide administrative and case management assistance with the Emergency Rental Assistance Program amending the completion date from December 31, 2022 to December 31, 2023. **(By: Office of Community Development)**

7. Proposed amendment # (4) to the grant funded professional services agreement between the City of Baton Rouge, Parish of East Baton Rouge, on behalf of the Office of Community Development and **The Workforce Group, LLC** to provide administrative and case management assistance with the Emergency Rental Assistance Program amending the completion date from September 30, 2022 to March 31, 2023. **(By: Office of Community Development)**

**A motion was made by Ms. Mabry and seconded by Ms. Fleig to approve items # (5), # (6), and # (7) as presented. No objections, the motion passed unanimously.**

8. Proposed sub-recipient agreement between the City of Baton Rouge, Parish of East Baton Rouge and **Brightside Clinic** to provide eligible activities and services under the HOPWA Program funds in an amount of \$150,000.00 for the performance period January 1, 2022 through December 31, 2023. **(By: Office of Community Development)**

**A motion was made by Ms. Fleig and seconded by Ms. Smith to approve this item contingent upon correcting the dates noted and budget totals. No objections, the motion passed unanimously.**

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**CONTRACTS: (continued)**

9. Proposed sub-recipient agreement between the City of Baton Rouge, Parish of East Baton Rouge and **Volunteers of America (VOA)** to provide eligible activities and services under the HOPWA Program funds in an amount of \$419,755.00 for the performance period January 1, 2022 through December 31, 2023. **(By: Office of Community Development)**

**A motion was made by Ms. Fleig and seconded by Ms. Mabry to approve this item contingent upon correcting the budget totals. No objections, the motion passed unanimously. (Note: Approved by Metro-Council in mid-year budget adjustment)**

10. Proposed memorandum of understanding between the City of Baton Rouge, **Office of Community Development (OCD) and the City of Baton Rouge, Division of Human Development and Services (DHDS)** to provide short-term rental, mortgage, and utility (STRMU) assistance to low-income persons with HIV/AIDS and their families through HOPWA funding assistance in the amount of \$600,000.00 for the term commencing January 1, 2022 through January 31, 2024. **(By: Office of Community Development)**

**A motion was made by Ms. Smith and seconded by Ms. Fleig to approve this item contingent upon adding the Mayor's signature to the agreement. No objections, the motion passed unanimously.**

11. Proposed amendment # (1) to the grant funded professional services agreement between the City of Baton Rouge, Parish of East Baton Rouge, on behalf of the Mayor's Office of Community Development and **Debra G. Holden** with an increase in the amount of compensation from \$80,000.00 by \$60,000.00 for a new total not to exceed \$140,000.00 for the term commencing January 1, 2023 and terminating September 30, 2023. **(By: Office of Community Development)**

**A motion was made by Ms. Smith and seconded by Ms. Fleig to approve this item contingent upon correcting the number of payments to fifteen payments (15) and checking the math, adding the independent contractor form, resolution of the scope of services regarding independent contractor vs employee, and to correct the commencement date to coincide. No objections, the motion passed unanimously.**

12. Proposed amendment # (2) to the grant funded professional services agreement between the City of Baton Rouge, Parish of East Baton Rouge, on behalf of the Mayor's Office of Community Development and **Glenna Gauthier d/b/a/ Gauthier Emergency Management and Staff** increasing the amount of compensation by \$73,000.00 for a total not to exceed \$150,000.00 for the term commencing January 1, 2023 and terminating September 30, 2023. **(By: Office of Community Development)**

**A motion was made by Ms. Smith and seconded by Ms. Fleig to approve this item contingent upon correcting the amended amount to \$68,000.00 and the total amount to \$143,000.00, adding the independent contractor form, resolution of the scope of services regarding independent contractor vs employee, and to correct the commencement date to coincide. No objections, the motion passed unanimously.**

**\*ADMINISTRATIVE MATTER:**

1. Proposed sub-recipient agreement between the City of Baton Rouge, Parish of East Baton Rouge and HIV/AIDS Alliance for Region Two d/b/a/ HAART to provide eligible activities for the HOPWA City-Parish Operating Years 2021-2022 in the amount of \$453,288.00 for the term commencing January 1, 2022 through December 31, 2023. **(By: Office of Community Development)**

**A motion was made by Ms. Fleig and seconded by Ms. Smith to approve this item as presented. No objections, the motion passed unanimously.**

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**OTHER BUSINESS:**

There was some discussion regarding a sub-recipient grant agreement between the City of Baton Rouge, Parish of East Baton Rouge and Ochsner Clinic Foundation requesting a name change to a new agreement. The committee's recommendation is to verify through Kay Ellzey that Ochsner Clinic Foundation is in the City-Parish system as a vendor. No action necessary at this time.

**There being no further business before the committee, the meeting adjourned.**