



**NC Human Trafficking Commission: Appropriations Committee
Meeting
Monday, March 6th, 2023
WebEx through the NC Judicial Center / Cypress room (C1-1225)**

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

Committee Chair, Angelica Wind

Committee Chair Wind 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 Amy Auth (joined 1:04 pm), Danielle Carman (joined 1:10 pm), Nancy Hagan, Jennifer Haigwood, Deana Joy (joined 1:05 pm), Joseph Kyzer, Jasmine McGhee, Angelica Wind, and Alex Herring (joined 1:07 pm). Also in attendance were Commission Executive Director, Christine Long, Grants Administrator, Kathy Estrada, Grants Managers, Kristen Howe, Jacqueline Kehinde, and Roxana Zelada-Lewis, and Administrative Secretary, Lauren Amato. Members of the public were also able to view or listen to the meeting via WebEx.

1:06 PM – Approval of the Minutes 2/13/2023

Ethics Statement

Angelica Wind

(See Draft meeting minutes February 13, 2023)

Committee Chair Wind thanked all in attendance and read the required ethics statement. She then asked if there were changes to the minutes from the February 13th meeting. Committee member Haigwood motioned to pass the 2/13 minutes and Committee member McGhee seconded the motion. The minutes were passed unanimously.

1:08 PM – Presentation on Grants Management Updates

Kathy Estrada

(See Report to Appropriations, Vote, 16.23 Grant review checklist, 16.20A Grant review checklist)

Grants Administrator, Kathy Estrada, provided updates on the grants, current developments, conference attendance, section updates, and review process. There are weekly meetings held with the Grant Managers and Grant Administrator. Once a month, someone from NCPRO attends the weekly meetings to provide information and updates to the Grant staff. Christine and Kathy meet weekly, and they also meet with finance regularly. Kathy attends the ARP SFRF Interagency meetings whenever possible. In the weekly meetings with the Grant staff, discussions include questions, legal responses, updates from NCPRO, and conference/training/education opportunities. Additional meetings are held as necessary. On March 1 the 16.20 report was submitted to the General Assembly. There has been correspondence with NCPRO and AOC legal about items such as the FFATA form requirement. There are quite a few developments in the works and the breakdown for how far long each development is can be found on the Report to Appropriations handout. The developments include risk assessment, monitoring plans, quarterly financial reports, progress reports, self-assessment tool, site visit form, logic model, and administrative budget. Kathy and Jacqueline

will be attending the Freedom Network USA Human Trafficking Conference in Washington DC April 17- 18. Section 16.20A has received 3 applications thus far; 2 applications have been added to the vote and the third is awaiting corrections. Section 16.20B has not received any applications. Section 16.21 is awaiting legislative adopted changes. Executive Director, Christine Long, provided updates on Section 16.22. There is a general assembly report due 60 days after issuing out the funding which we have drafted. Section 16.23 has 25 agencies ready for vote to include 40 awards. There have been 83 agencies that have applied so far with 2 additional applications since the last appropriations meeting. Of those 83 agencies, there are 41 that require revisions. See Vote handout for agency names and fund breakdown. Grants Managers, Kristen Howe and Roxana Zelada-Lewis have been in correspondence with agencies to get revisions, answer questions, and encourage agencies to apply or adjust budgets for the full amount. There is confirmation that one more agency intends to apply. The 22 awards from the last appropriations meeting are almost ready for contract. The review process overview provides an in-depth, extensive breakdown and can be found on the Report to Appropriations handout. The review process includes a checklist that contains all requirements from the RFP used by Grant staff to review applications; the findings are documented and updated in the tracker. The 16.23 and 16.20 checklists are different because they are tailored to each RFP. There are trackers for each section only accessible by Grants staff. Kathy has recently found out that we can get an NCPRO EBS account (their grant management system). She applied for the Pandemic Grants Awards Management (PANGRAM), an Enterprise Business System (EBS) that tracks monthly expense reports from finance. External fund recipients are managed there, and spot checks can be completed to verify expenditures entered to match requests.

1:28 PM – Section 16.23 & 16.20A (vote)

Kathy Estrada

(See Vote)

Grants Administrator, Kathy Estrada, talked about the agencies ready for vote, see Vote handout. There are 25 agencies with a result of 40 awards totaling \$4,005,986.00. Committee member Auth made a motion to approve moving the applications forward to fund programs. Committee member McGhee seconded the motion. The vote was passed unanimously.

1:31 PM – Public Comment

Committee Chair, Angelica Wind

No public comment at this time.

1:31 PM – Adjournment

Angelica Wind

Committee member Haigwood made a motion to adjourn the meeting. Committee member Joy seconded the motion. Committee Chair Wind adjourned the meeting. The Committee will email about the next date for an Appropriations Meeting.