



CITY OF NORMAN, OK SOCIAL AND VOLUNTARY SERVICES COMMISSION MEETING

Development Center, Conference Room B, 225 N. Webster Avenue,
Norman, OK 73069

Monday, June 23, 2025 at 5:30 PM

AGENDA

It is the policy of the City of Norman that no person or groups of persons shall on the grounds of race, color, religion, ancestry, national origin, age, place of birth, sex, sexual orientation, gender identity or expression, familial status, marital status, including marriage to a person of the same sex, disability, relation, or genetic information, be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination in employment activities or in all programs, services, or activities administered by the City, its recipients, sub-recipients, and contractors. In the event of any comments, complaints, modifications, accommodations, alternative formats, and auxiliary aids and services regarding accessibility or inclusion, please call 405-366-5424, Relay Service: 711. To better serve you, five (5) business days' advance notice is preferred.

ROLL CALL

MINUTES

1. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MINUTES FROM APRIL 7, 2025

REPORTS

2. UPDATE ON FYE25 AGENCY EXPENDITURES AND EXTENSION REQUESTS

DISCUSSION ITEMS

3. DISCUSSION REGARDING FYE26 APPLICATIONS FOR FUNDING & ADDITIONAL APPLICANT INFORMATION REQUESTED

MISCELLANEOUS COMMENTS

ADJOURNMENT



CITY OF NORMAN, OK

SOCIAL AND VOLUNTARY SERVICES COMMISSION

MEETING

Development Center, Conference Room B, 225 N. Webster Avenue,
Norman, OK 73069

Monday, April 07, 2025 at 5:30 PM

MINUTES

The Social and Voluntary Services Commission of the City of Norman, Cleveland County, State of Oklahoma, will meet in Regular Session in Conference Room B at the Development Center, on Monday, April 07, 2025 at 5:30 PM and notice of the agenda of the meeting was posted at the Norman Municipal Building at 201 West Gray, Development Center at 225 N. Webster, and on the City website at least 24 hours prior to the beginning of the meeting.

ROLL CALL

Present

Marc Bonge
Fallon Burleson
Kay Critser
Sandy Duncan
Scott Meier
Jennifer Newell
Heidi Smith
Ann Way

Staff

Tara Reynolds, Financial Management Analyst

MINUTES

1. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MINUTES FROM FEBRUARY 03, 2025.
Motion by Heidi Smith to accept the minutes are presented; **Second** by Scott Meier.
The motion passed unanimously.

REPORTS

2. UPDATE ON '24-'25 AGENCY EXPENDITURES

<u>Agency</u>	<u>Purpose</u>	<u>Amount Awarded</u>	<u>Remainder</u>
Able	Kitchen upgrades	\$5,000	\$5,000
Aging Services	Utilities, Special Assistance, laptop, food	\$10,000	\$9,184
Among Friends	Scholarships	\$9,600.00	\$0.00

Assistance League	Operation School Bell shoes	\$5,000.00	\$0.00
Bethesda	Therapist Salary	\$8,750.00	\$0.00
Big Brothers Big Sisters	21 matches	\$8,367.00	\$8,367.00
Bridges	Student Utility Assistance	\$10,000.00	\$3,800.00
CASA	Fuel/Food gift cards & continuing education	\$8,945.00	\$2,698.62
Catholic Charities	Sanctuary	\$10,000.00	\$0.00
CCFI	Therapist salary	\$8,750.00	\$0.00
CSBI	Utilities	\$9,250.00	\$0.00
Food & Shelter	Share Center Groceries	\$10,000.00	\$0.00
Fostering Futures	Beds	\$10,000.00	\$4,516.95
Full Circle	Scholarships	\$10,000.00	\$5,790.08
Hope Community Services	Homeless Assistance	\$10,000.00	\$8,370.43
Legal Aid	Office rent	\$10,000.00	\$10,000.00
Little Read Wagon	Books	\$7,500.00	\$2,365.84
Loveworks Leadership	Afterschool Leadership Program	\$5,140.00	\$5,140.00
Mary Abbott	Client Assistance	\$10,000.00	\$10,000.00
Meals on Wheels	Meals	\$10,000.00	\$0.00
Mission Norman	Food cart, driver salary, plastic bags	\$9,250.00	\$412.69
Norman Care A Vans	Auto Insurance	\$9,648.00	\$2,726.91
Pantry Partners	Adopt a Senior Program	\$7,500.00	\$7,500.00
Salvation Army	Staff Salaries	\$10,000.00	\$2,028.69
Share & Grow	Programs, zoom, equipment, location rentals, admin costs, office supplies, etc.	\$500.00	\$500.00
St Francis	Storage unit, dog food, supplies	\$9,300.00	\$1,426.99
Thunderbird Clubhouse	staff healthcare costs	\$10,000.00	\$0.00
Transition House	Drop-in Center, Transitional Apartments, bike locks, wellness kits, storage.	\$8,000.00	\$323.06
Virtue Center	Alternative to Suspension	\$9,500.00	\$2,850.00
<u>TOTAL</u>		<u>\$250,000.00</u>	<u>\$93,001.70</u> 37% remainder

DISCUSSION ITEMS

3. DISCUSSION OF AGENCY VISITS

The Commissioners discussed their visits with the agencies awarded grants for the current fiscal year. These visits are by phone, email, or in person. The general discussion was very positive, and no issues were identified with any agencies, or with the grant process.

4. REVIEW OF APPLICATION AND TIMELINE FOR '25-'26 GRANTS

The online application for the '25-'26 awards will open on May 5, and close on May 30, 2025. These grants will be for July 1, 2025- June 30, 2026. Some minor adjustments will be made to the application – asking for backup contact email, clarifying the mission statement, including income category breakdowns, and asking for an agency summary if awarded funded.

5. PARTNERSHIP PHOTOS

A series of photos were posted on the City of Norman's social media accounts highlighting partnerships between the City and local agencies. The Commission thought this was great publicity for this funding opportunity, and want to continue raising awareness of the importance of this work. The Commission decided to ask each agency selected for an award to submit 250 words summarizing their agency's mission and a photo or graphic to be sent to the City Council during the annual budgeting process.

MISCELLANEOUS COMMENTS

It was decided to reschedule the final meeting of the Commission due to a conflicting Zinnia meeting. The July 7 meeting was moved to July 14.

ADJOURNMENT

This meeting was adjourned at 6:48pm.

From: [Kim Zaman](#)
To: [Tara Reynolds](#)
Cc: [Chris Wasson](#); [Kim Zaman](#)
Subject: EXTERNAL EMAIL : Full Circle Adult Day Center SVSC Attachments
Date: Friday, May 30, 2025 1:46:13 PM
Attachments: [image001.png](#)
[image002.png](#)

Dear SVSC Committee,

Full Circle is very fortunate to have \$2,346.76 left in funding for scholarship days for FY2025 as of 5/30/2025.

Last fiscal year (FY2024), we had expended all our SVSC Norman scholarship funds half-way through the fiscal year. We had participants in the program that we served, but we were not able to invoice due to no remaining funding. Would the committee please consider allowing us to use the remaining SVSC funds to scholarship Norman seniors and disabled adults from FY2024?

We appreciate your time and consideration in this request.

In Gratitude,

Kim

Kim Zaman, MHR
Executive Director
4223 28th Ave NW
Norman, OK 73069
405.447.2955 office



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<u>Agency</u>	<u>Purpose</u>	<u>Amount Awarded</u>	<u>Remainder</u>
Able	Kitchen upgrades	\$5,000	\$0
Aging Services	Utilities, Special Assistance, laptop, food	\$10,000	\$3,867.76
Among Friends	Scholarships	\$9,600.00	\$0.00
Assistance League	Operation School Bell shoes	\$5,000.00	\$0.00
Bethesda	Therapist Salary	\$8,750.00	\$0.00
Big Brothers Big Sisters	21 matches	\$8,367.00	\$0.00
Bridges	Student Utility Assistance	\$10,000.00	\$0.00
CASA	Fuel/Food gift cards & continuing education	\$8,945.00	\$0.80
Catholic Charities	Sanctuary	\$10,000.00	\$0.00
CCFI	Therapist salary	\$8,750.00	\$0.00
CSBI	Utilities	\$9,250.00	\$0.00
Food & Shelter	Share Center Groceries	\$10,000.00	\$0.00
Fostering Futures	Beds	\$10,000.00	\$0.00
Full Circle	Scholarships	\$10,000.00	\$2,346.76
Hope Community Services	Homeless Assistance	\$10,000.00	\$3,170.91
Legal Aid	Office rent	\$10,000.00	\$0.00
Little Read Wagon	Books	\$7,500.00	\$0.00
Loveworks Leadership	Afterschool Leadership Program	\$5,140.00	\$0.00
Mary Abbott	Client Assistance	\$10,000.00	\$10,000.00
Meals on Wheels	Meals	\$10,000.00	\$0.00
Mission Norman	Food cart, driver salary, plastic bags	\$9,250.00	\$0.00
Norman Care A Vans	Auto Insurance	\$9,648.00	\$0.00
Pantry Partners	Adopt a Senior Program	\$7,500.00	\$0.00
Salvation Army	Staff Salaries	\$10,000.00	\$0.00
Share & Grow	Programs, zoom, equipment, location rentals, admin costs, office supplies, etc.	\$500.00	\$0.00
St Francis	Storage unit, dog food, supplies	\$9,300.00	\$0.00
Thunderbird Clubhouse	staff healthcare costs	\$10,000.00	\$0.00
Transition House	Drop-in Center, Transitional Apartments, bike locks, wellness kits, storage.	\$8,000.00	\$2.94
Virtue Center	Alternative to Suspension	\$9,500.00	\$0.00
<u>TOTAL</u>		<u>\$250,000.00</u>	<u>\$19,389.17</u>
			7.75% remaining

FYE26 SVSC Application Requests

<u>Agency</u>	<u>Purpose</u>	<u>Amount Requested</u>
ABLE	Fire sprinkler system	\$10,000.00
Aging Services	Special Assistance, utilities, housekeeping	\$10,000.00
Among Friends	Scholarships	\$9,600.00
Antioch Church	Assistant Director salary for tutor program	\$10,000.00
Assistance League	Operation School Bell shoes	\$5,000.00
Beacon Project	food pantry program	\$10,000.00
Big Brothers Big Sisters	21 matches	\$10,000.00
Bridges	Student Utility Bills	\$9,600.00
Care A Vans	Car, general liability, and payroll insurance	\$10,000.00
CASA	Gas cards, gifts, meals, activities	\$9,135.00
Catholic Charities	Sanctuary Day Shelter	\$10,000.00
CCFI	Therapist Salaries	\$10,000.00
City Care	Administrative & operational oversight	\$10,000.00
Food & Shelter	Food/Operational Cost of Share Center	\$10,000.00
Fostering Futures	Beds	\$10,000.00
Full Circle	Scholarships	\$10,000.00
Healthy Living Norman	Fitness Instructor Salaries	\$8,000.00
HeartLine	211 Staff, software, outreach	\$10,000.00
Infant Crises	Baby Mobile Program	\$10,000.00
Legal Aid	Office rent	\$10,000.00
Little Read Wagon	Books, activity books, reading glasses	\$7,500.00
Loveworks	After school program salary, insurance	\$10,000.00
Mary Abbott	Client Assistance	\$10,000.00
McFarlin	Food pantry toilet paper	\$9,360.00
Meals on Wheels	Meals	\$10,000.00
Mission Norman	Scale, mailbox, warehouse position	\$10,000.00
Salvation Army	Salaries	\$10,000.00
Share & Grow	Zoom, prizes, equipment, location rentals, admin cost, office supplies	\$6,000.00
St Francis	Storage Unit, deliveries	\$9,948.00
Thunderbird Clubhouse	Staff healthcare	\$10,000.00
Transition House	Apartment flooring	\$10,000.00
Virtue Center	family support group/parenting classes for Family Pathways program	\$10,000.00
<u>Total</u>		<u>\$304,143.00</u>