

**APPROVED MINUTES**  
**Special Alcohol Fund Advisory Committee Deliberations**  
**City of Manhattan City Commission Room, City Hall, 1101 Poyntz Avenue**  
**June 1, 2006**

**MEMBERS PRESENT:** Julie Govert Walter, Chair; Brian London, Vice Chair; Robert Buttrey, Doug Chapman, Bill Meredith, Matthew Schindler, and Mary DeLuccie

**STAFF PRESENT:** Allie Lousch, Administrative Program Coordinator

**PUBLIC PRESENT:** none

The meeting was called to order at 6:00 p.m. by Committee Chair Julie Govert Walter. Committee members posted their individual funding recommendations on a spreadsheet\* projected on screens in the room.

**Declarations of Conflicts of Interest:** Brian London noted a conflict of interest in regards to RCPD-DARE. Bill Meredith noted a conflict of interest with the Regional Prevention Center of Northeast Kansas.

Julie suggested that the Committee work more intentionally with agencies to improve their *measurable goals* and to provide technical assistance regarding *development of goals and objectives*.

Members expressed difficulty discovering what the level of expected service was in regards to some agencies-what their goals were for the programming requesting funding by Special Alcohol Funds.

Committee discussed providing funded agencies with training and an additional mid-year reporting form to be completed with their objectives, goals, etc. Member suggested communicating with agencies early and expressing what the Committee is looking for in regards to measurable goals/objectives/and benchmarks before contracts are signed.

**Bill Moved:** *The Special Alcohol Fund Advisory Committee will work with agencies to create measurable goals and assessment procedures in regards to the Special Alcohol Fund application before the contracts are signed. Brian seconded.*

**Discussion of the Motion:** What will be the extent of technical assistance? We don't want to put undo burdens on agencies. We want to look at those things that are quantifiable.

We can compare the agencies' outcomes to their own goals. For example, I think that these things can be evaluated using pre- and post-tests or participants' improvement in grades. Each of these agencies can benefit from creating measurable goals and evaluating their progress.

*Can the Committee set a goal for each funded agency to come up with at least one measurable goal? Some members believed this should be an ongoing process to be discussed with agencies at site visits and to be covered in a workshop specifically geared to writing measurable outcomes. They did not believe it was something to be mandated immediately without time to explain how to do it. Just as the State wants to know that they are getting value from the University, the City needs to know that the community is getting value from the agencies.*

I like to think of it as capacity building. We may not always have the amount of money that we are able to expend this year. Last year, we had to make some pretty hard decisions. It goes down to who will be the most accountable with the money.

There is room for improvement, but I don't see it as a forest fire issue.

**Vote on Motion:** Three members voted in favor and four voted against; motion fails.

Doug recommended that the Committee address this issue during Site Visits.

Committee took a short break.

**Riley County Police Department (RCPD) DARE:** Brian London recused himself from the discussion. Committee discussed history of DARE allocations. Committee also discussed the application's merits and timeliness.

***City Commission Presentation: Committee will make it known that they had concerns about funding the agency because of the application delay and incompleteness.***

Committee voted to move to another request and return to the DARE application later in the deliberations.

**Big Brothers/Big Sisters (BBBS):** Committee discussed the BBBS application. Committee chose to move to another request and return to the BBBS application later in the deliberations.

**Riley County Community Corrections (RCCC):** Committee discussed the RCCC application.  
>Committee recommends \$10,000 be allocated to Riley County Community Corrections.

**USD 383:** Committee discussed the USD 383 application.  
Committee decided to ask USD 383 to implement the Community that Cares (CTC) survey **annually**. They also decided to ask social workers and prevention staff to track consults and to create goals and objectives.  
>Committee recommends \$96,767 be allocated to USD 383.

*The Committee reviewed the individual recommendation spreadsheet and looked at the agency recommendations that were either uniform among members or nearly so. The following allocation recommendations were made at this time.*

**UFM:** Committee discussed the UFM application.  
>Committee recommends allocating \$23,000 to UFM.

**Little Apple Task Force:** Committee discussed the Little Apple Task Force application.  
>Committee recommends allocating \$3,000 to the Little Apple Task Force.

**Manhattan Emergency Shelter (MESI):** Committee discussed the MESI application.  
>Committee recommends allocating \$8,500 to the Manhattan Emergency Shelter.

**Regional Prevention Center (RPC):** Committee discussed the RPC application. Bill Meredith recused himself from the discussion.  
>Committee recommends allocating \$37,397 to the Regional Prevention Center.

**Riley County Youth Court:** Committee discussed the Riley County Youth Court application.  
>Committee recommends allocating \$5,000 to Riley County Youth Court.

**Manhattan Housing Authority (MHA):** Committee discussed the MHA application.  
>Committee recommends allocating \$4,000 to the Manhattan Housing Authority.

**Sunflower CASA:** Committee discussed the Sunflower CASA application.  
>Committee recommends allocating \$14,500 to Sunflower CASA.

**KSU-Alcohol and Other Drug Education Service (KSU-AODES):** Committee discussed the KSU-AODES application.  
>Committee recommends allocating \$28,400 to KSU-Alcohol and Other Drug Education Service.

**BBBS:** Committee resumed the BBBS application discussion.  
>Committee recommends allocating \$14,000 to Big Brothers/Big Sisters.

**Boys & Girls Club (B&GC):** Committee discussed the B&GC application.

Committee members expressed concern about the activities, operation, and supervision of the Boys' and Girls' Club. After considerable discussion, Committee recommended funding the Smart Moves program which is administered twice a week during the fall, once a week during the spring, and not during the summer (according to agency interview).

*>Committee recommends allocating \$16,742 to Boys & Girls' Club.*

Committee took a short break.

**DARE:** Brian London recused himself from the discussion. Committee discussed DARE application.

Committee expressed concern whether the DARE application should be funded or not due to its late submission and apparent incompleteness. After lengthy discussion, the Committee recommended funding a portion of the DARE request due to its significant benefit to Manhattan's children and youth.

**Robert Moved:** *The Special Alcohol Fund Advisory Committee vote to fund DARE at the 2006 allocation level of \$59,092. Motion seconded.*

**Vote on Motion:** Five members voted in favor, one member voted no and one member abstained.

*>Committee recommends allocating \$59,092 to DARE.*

**Assessment/Measurable Goals Continued:** Committee considered whether Special Alcohol Funds could be conservatively used to host a retreat to work on writing objectives, and assessments. SSAB fund recipients would be invited. Member suggested asking Cia Vershelden to facilitate the proposed seminar. Committee discussed requiring one person from each agency to attend the proposed seminar-preferably the executive director or the program director. Several members voiced their preference to not have the seminar on a third Tuesday of any given month. The second Tuesday of October is the 10. The fourth Tuesday of October is an alternate date if needed.

*Subcommittee for Goal and Assessment Seminar:* Mary as sub-committee Chair. Allie will assist as liaison and suggested that the Committee invite SSAB and the SSAB liaison to join the Assessment/Measurable Goals retreat.

The City Commission will discuss the Special Alcohol Fund allocation recommendations during the June 27 Work Session.

**Site Visits:** Site visits were discussed and tentatively assigned pending the City Commission's decision regarding the Special Alcohol Fund allocation recommendations.

Brian London: MHA and KSU-AODES

Mary DeLuccie: CASA and RCCC

Bill Meredith: USD 383 and DARE

Matthew Schindler: B&GC and Youth Court

Doug Chapman: BBBS and MESI

Robert Buttrey: UFM and LATF

**Meeting adjourned at 9:20 p.m.**

\* Individual Funding Recommendations

2007 Funding	2007 RECC	2006 Request	Bill	Brian	Doug/ Chappie	Julie	Mary D.	Matthew	Robert	2006 Fund Recc.	2006 Request
Big Bro/Big Sis	14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	9,075	12,000
Boys & Girls Club	16,742	24,342	16,742	16,742	16,742	16,742	16,742	16,742	16,742	15,597	31,000
KSU-AODES	28,400	28,400	28,400	28,400	28,400	28,400	28,400	28,400	28,400	5,605	23,500
Little Apple Task Force	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	2,016	3,000
MESI	8,500	8,500	8,500	8,500	8,500	8,500	8,500	8,000	8,500	10,000	10,000
MHA	4,000	6,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	1,400	2,800
Regional Prevention Center of NE KS	37,397	37,397		37,397	37,397	37,397	37,397	37,397	37,397	42,693	62,080
Riley County Community Corrections	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	5,000	5,000
RCPD - DARE	59,092	72,146	59,092		59,092	59,092	72,146	59,092	59,092	59,092	69,092
Sunflower CASA	14,500	14,500	14,500	20,772	14,500	14,500	14,500	14,000	11,000	7,569	14,500
UFM Learning Center	23,000	23,000	23,000	23,000	23,000	23,000	23,000	23,000	23,000	22,000	27,000
USD #383	96,767	96,767	96,767	96,767	96,767	96,000	96,767	95,000	96,767	101,519	112,000
Youth Court	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	24,236	48,000
<b>TOTALS</b>	<b>320,398</b>	<b>343,052</b>	<b>283,001</b>	<b>267,578</b>	<b>320,398</b>	<b>319,631</b>	<b>333,452</b>	<b>317,631</b>	<b>316,898</b>	<b>281,566</b>	<b>371,972</b>

\$343,052 Requested with \$325,000 Available (\$18,052)

**NOTE:** In 2005-\$485,602 requested and \$325,000 available to allocate: \$160,602 funding gap

conflict of interest-no vote