

**Special Alcohol Fund Advisory Committee  
City of Manhattan  
City Commission Room, City Hall, 1101 Poyntz Avenue  
October 10, 2006**

**Members in Attendance:** Julie Govert-Walter, Doug Chapman, Mary DeLuccie, Amy Gross, and Matthew Schindler

**Staff Present:** Allie Lousch, Administrative Program Coordinator

**Public Present:** Ryne Witt

The meeting was called to order at 7:05 p.m. and began with introductions and a welcome from the Chair.

Mary DeLuccie moved to approve the June 1, 2006, meeting minutes. Matthew Schindler seconded the motion. The motion carried with four members voting to approve the minutes and one member abstaining.

**Goals and Assessment Seminar:** Mary DeLuccie offered an update of the workshop; the goals are to equip agencies to develop quality program measurable goals and assessment processes. Mary recommended inviting two people from each agency- an agency director and staff person.

Mary has spoken with Cia Vershelden, Director, Kansas State University Assessment Office, about Cia's availability to lead the workshop. Cia suggested offering a one-hour overview/instruction. The agencies will then work on developing measurable goals for their programming with Cia's assistance and feedback.

The Committee discussed having all committee members attend the workshop. Committee and agencies would hear the same information and allow for a mutual understanding of what information is sought during site visits and the application process.

Amy recommended allowing time for the agencies to share and discuss during the workshop.

**Application Review:** Julie would like to ensure that the application process includes a close look at agencies' access to total taxpayers' resources and total funds available. "How do we know that we are getting the most bang for the buck from these organizations?" Is it possible to address this in the upcoming workshop?

*The following questions and comments arose during the discussion of future application processes and review:*

You look at what's there and how much money is available and you make your best judgment.

If there is an unmet need in the community, can we encourage an agency to attempt to address it?

Where do parents send a child who has issues with drug and alcohol problems?

How many people do you feel that you helped in the last year-what was your cost per person helped?

**Site Visits:** Julie relayed that the City Commissioners would like to insure that site visits are conducted and agencies' reports are examined thoroughly.

Mary D. would like to invite a board member to be present during each site visit.

The events of the last few months warrant a closer look and higher accountability than was asked in the past.

Committee also discussed the importance of "observing the funded program in action" during site visits and talking with agency staff who work directly with clients.

**2007 Site Visit Assignments:**

Brian London: Manhattan Housing Authority and KSU-Alcohol and Other Drug Ed.

Mary DeLuccie: Sunflower CASA and Riley County Community Corrections

Bill Meredith: USD 383 and DARE

Matthew Schindler: Boys & Girls Club and Youth Court

Doug Chapman: Big Brothers/Big Sisters and Manhattan Emergency Shelter

Robert Buttrey: UFM and Little Apple Task Force

Amy Gross: Northeast Kansas Regional Prevention Center

**2006 Fall Site Visits:** Committee will finish the 2006 site visits by December 15. Members will visit the agencies that they are assigned for 2007 funding.

PLEASE NOTE: Both KSU-Counseling (Art Rathbun) and the Manhattan Area Regional Prevention Coalition (MARPC) received 2006 Special Alcohol Funds and are not included in the site visit assignments. Youth Court rescinded their 2006 application for funds after their allocation was approved. Youth Court site visits will not begin until early 2007.

Meeting Adjourned at 8:15 p.m.