

SOCIAL SERVICES ADVISORY BOARD WEDNESDAY, OCTOBER 03, 2007

Members Present: Geri Simon, Jeff Chapman, Jane Gibson, Bill Meredith, Maureen Konz, Gayle Bennett, Chris Renner, Sue Mountford, Larry Brockson, Debbie Madsen

Members Absent: Yvonne Lacy, Kent Hampton, Mikeal Hodges, Barbara Withee, Edd Savage

Staff Present: Melanie Landis, Finance Operations Accountant/SSAB Liaison (Finance Dept)

Public Comments

None.

Additions to the Agenda/Board Comments

2008 Agency contracts – The Board had discussed at the September meeting the possibility of adding a six-month reporting requirement to the agency contracts for 2008. After some discussion it was decided that the board is more interested in obtaining the information needed from the agency hearings. It was recommended that we consider asking the executive director and their board chair to attend the agency hearings.

Approval of minutes of the September 5, 2007 meeting

Bill Meredith moved to approve the minutes of the September meeting. Debbie Madsen seconded the motion and it carried on a vote of 10/0/0.

Needs Analysis Proposal

Lynda Bachelor, Coordinator, for the K-State Volunteer Center of Manhattan, was available to answer questions related to the grant proposal for funds for a new community needs assessment (the last one for this community was done in 1992) on volunteer, and social services needs in the Manhattan community.

Discussion/questions were centered on the area to be included, the focus, the participants in the surveys, the definition of social service and how the results will be distributed once the analysis is complete. Lynda's answers included the following: 1) The area has not yet been defined but will most likely include Manhattan City as well as some close surrounding cities/towns; 2) The entire community will be involved in the form of focus groups/study circles and this is not just a military focused analysis; 3) The study circles will seek not only agency needs but the citizens with direct social service needs as well; 4) Lynda may use the definition of social service as defined by the Social Service Advisory Board; 5) The method of distribution of the results has not yet been determined and suggestions from the study will be considered. Lynda is seeking the advice and opinions of the Social Service Advisory Board as well as other agencies that will benefit from the information which will be produced from this community needs assessment. Geri Simon, SSAB Chair, will send a letter of support on behalf of the board.

Jeff Chapman made the motion for SSAB to be a collaborative partner in the grant application and a letter of support will be sent from SSAB. It was seconded by Gayle Bennett and passed on a vote of 10/0/0.

Assign fall site visit teams

Geri distributed a list of team assignments for fall site visits. The site visits need to be completed and site visit reports turn in to Melanie Landis by October 29th. Melanie will post the site visit form on the City's website and notify the agencies so they have to opportunity to complete the forms prior to the visit.

Review site visit forms

The Board reviewed the current fall site visit forms and determined that they do, in fact, meet our needs. No changes were made to the forms. Geri reminded all members to request year to date expense reports at the site visits and to submit those with the forms.

Adjournment

Chris Renner made the motion for adjournment. It was seconded by Gayle Bennett and passed on a vote of 10/0/0. The Social Services Advisory Board adjourned at 8:00 p.m.

Next Meeting: November 7, 2007, 7:00 pm, City Hall Commission Room, City Hall

Submitted by Melanie Landis, SSAB Liaison/Finance Operations Accountant