

**SOCIAL SERVICES ADVISORY BOARD
DRAFT MINUTES
WEDNESDAY, OCTOBER 1, 2008**

Members Present: Debbie Madsen, Barbara Withee, Maureen Konz, Sue Mountford, Larry Brockson, Chris Renner, Edd Savage, Jamie Tiemeyer, Lyndsey Buseman, Olivia Becker, Mike Bean, Joshua Siders, Holly Higgins

Members Absent (Excused): Mikeal Hodges

Members Absent (Unexcused): Gayle Bennett

Staff Present: Melanie Landis, Finance

Introduction of new members

The Social Service Advisory Board now has six new members who all attended an orientation session prior to the start of this October meeting. Each of the board members gave a brief introduction of themselves at the start of the October meeting.

Public Comments

None

Additions to this Agenda/Comments

Manhattan Day Care request audit request

Approval of September 3, 2008 minutes

Barbara Withee moved to approve the September 3rd minutes. The motion was seconded and passed on a vote of 13/0/0.

Announcements

Letter to the Commission – Debbie discussed the letter that was sent to the City Commission requesting a decision as the Board nears their 2010 allocation process in April of 2009. The request to the Commission is for a decision to either leave Riley County aTa funding with SSAB or to put it in the general fund budget as a separate line item. Melanie reminded the Board that they should continue to only fund Riley County aTa at a level that is needed to provide services that fall under the Board's social service definition. If the agency then determines that more funding is needed then they will need to approach the Commission during the 2010 budget process. Melanie also reminded the Board that it is too early in the transportation process to know if aTa will be the transportation provider of choice and that decision will remain with the City Commission.

Calendar changes

Debbie reviewed the changes made to the 2009-2010 calendar. Each member received a revised calendar.

Fall site visit teams

Debbie distributed a listing of all assigned site visit teams. Each new member was paired with an experienced member. The site visits should be completed during October and emailed to Melanie by October 29th. The site visit forms will be distributed to all members for review before preparing the annual report to the City Commission at the November meeting.

Revised site visit form

Slight changes were made to last year's site visit form. The changes were approved by a motion and vote of 13/0/0. Melanie will email the new form to all agencies to be completed prior to the scheduled site visit.

KSU Child Development report

The Board will require a quarterly report from KSU Child Development for the 2009 funding year. The first quarter will be exempted from reporting. Chris made a motion to accept the report design and the motion was seconded and passed 13/0/0.

Manhattan Day Care request

Manhattan Day Care has made a request to submit an auditor review instead of the annual audit required by their 2008 contract. The Board agreed to allow a review of 2007 financials to be submitted in lieu of the audit; however, Manhattan Day Care will be required to submit an audit in 2009 for 2008 financials. Chris Renner made the motion to accept their request and it passed with a vote of 13/0/0.

Adjournment

Sue Mountford made the motion for adjournment. It was seconded and passed on a vote of 13/0/0. The Social Services Advisory Board adjourned at 7:50 p.m.

Submitted by Melanie Landis, Finance Operations Accountant