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MINUTES

Social Services Advisory Board

October 6, 2010 7:00 P.M.

City Commission Room

1101 Poyntz Avenue

Manhattan, Kansas 66502

Members Present: Debbie Madsen, Lindsay Randall, Christopher Renner, Sarah Blair, Valerie Evans, Mel Pooler, Lyndsey Buseman, Ted Hartke, Sue Mountford, Larry Brockson, Josh Siders

Members Absent (Excused): Gayle Bennett, Mike Bean, Mikeal Hodges, Holly Higgins

Members Absent (Unexcused): None

Staff Present: Pamela Jager

1. Public Comments

There was no public available for comment.

2. Additions to agenda

There were no additions to the agenda.

3. Approval of draft minutes for September 1, 2010

Christopher Renner moved to approve the minutes as presented. It was seconded and passed with a vote of 11/0/0.

4. Announcements

Christopher reported that Victor Force had resigned as the Director of the Emergency Shelter, and Shepherd's Crossing hired a new Executive Director.

Debbie also reported that the presentation that she gave to the Optimist Breakfast Club went well.

5. Community Development Block Grant

Shelley Carver provided all draft forms to the SSAB members. Those forms included a Notice of Funding (NOFA), the Grant Application, and Evaluation Criteria. It was suggested that the allowable administrative cost percentage be put into the grant so the agencies were aware. Karen Davis said that they were not yet certain if they would allow any administrative costs, but they would keep in mind they needed to make it clear in the NOFA. Shelley also reiterated that the agency did not necessarily have to be a 501c3, it could be other governmental agencies or the school district as well.

There were no further comments to the forms. It was decided that there would not be a December meeting, but SSAB members will pick up the application packets at City Hall beginning December 1st. They will then be scored at the January 12th meeting.

6. Review and Revise the Site Visit Form

There were some minor changes suggested to clarify the questions that asked how many individuals the agency served. It was decided that the form would ask for both total individuals served by the agency, and total individuals served by SSAB monies. Pam reported that she would update the form and send it out to agencies by Thursday, October 7th. Site Visit reports will be due by Monday, October 25th.

7. Fall Site Visit Team Assignments

There were no modifications to the list that Debbie had previously sent out. SSAB members are encouraged to contact agencies as soon as possible to ensure the visit gets scheduled and completed by October 25th.

8. Adjournment

The meeting was adjourned at 7:45 p.m.

The next meeting is scheduled for Wednesday, November 3, 2010.

Submitted by Pamela Jager and Debbie Madsen