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## **MINUTES**

### **Social Services Advisory Board**

**November 2, 2011 7:00 P.M.**

City Commission Room

1101 Poyntz Avenue

Manhattan, Kansas 66502

**Members Present:** Ted Hartke, Larry Brockson, Sue Mountford, Valerie Evans, Debbie Madsen, Robert Smith, Gayle Bennett, Sarah Blair

**Members Absent (Excused):** Christopher Renner, Stacy Cam, Lindsay Randall, Katha Hurt, Mikeal Hodges, Mel Pooler

**Members Absent (Unexcused):**

**Staff Present:** Pamela Jager

#### **1. Public Comments**

There were no public available or comment.

#### **2. Additions to agenda**

There were no additions to the agenda.

#### **3. Approval of draft minutes for October 5, 2011**

Minutes were approved as filed.

#### **4. Announcements**

Gayle reported on the meeting with Commissioner Pepperd, Debbie Madsen, Gayle Bennett, Sarah Blair, and Jim Reed. When they left the meeting, Gayle was under the impression that Commissioner Pepperd felt there was a need for Social Services to have a portion of the general fund budget each year. There was some discussion amongst the group in regards to the current Commission and what they may want to do in the future for funding.

**5. Discuss Site Visit Findings**

The group went around the table and discussed each of the visits and anything that stuck out to them during their conversations with the agencies.

Sarah Blair joined the meeting at this time.

**6. Discuss 2011 Annual Report to City Commission**

It was discussed that there would be some minor changes to the annual report to answer specifically some of the questions that were brought up during the most recent budget work session. Below is a list of questions that will be sent out to the agencies to assist in finalizing the 2011 annual report. It was also suggested that each of the agencies mission would be listed. There was discussion of having several general paragraphs to explain how the grants and funding cycles work for each agency.

What was your total 2011 budget?

What percentage was SSAB?

What grants do you receive?

What portion of SSAB funds was used as a grant match?

What fundraising activities were completed in 2011 and what dollar amount?

**7. Discuss 2013 Funding Application**

There was discussion to have the agencies add their mission statements to the application. Also, it was asked what grants do you receive and how were SSAB used as a grant match? It was also suggested that the board ask the Commission if there was any specific questions they wanted answered for the agencies.

**8. Discuss 2013 Budget/Funding**

Pam discussed with the board the calendar year for the 2013 budget.

**9. Adjournment**

The meeting was adjourned at 8:55 p.m.

*Submitted by Pamela Jager*