



It is our policy to provide individuals with disabilities an equal opportunity to participate in, and enjoy the benefits of our services, programs, and activities. This meeting is being held in the City Commission Room at City Hall, 1101 Poyntz Avenue. In accordance with provisions of the ADA, every attempt will be made to accommodate the needs of the disabled. Please contact the Human Resources Department (587-2443) for assistance.

MINUTES

Social Services Advisory Board

October 2, 2019 6:30 P.M.

City Commission Room
1101 Poyntz Avenue
Manhattan, Kansas 66502

Members Present: Sarah Hoyt, Melissa Richards, Dave Stewart, Sue Maes (left at 7:00 pm), Sarah Barrett, Brandon Savage, Marcia Hornung, Lucas Shivers, Trevor Rife, Angie Stokes

Members Absent (Excused): Phil Mattox, Cheryl Grice, Linda Thurston, Tara Coleman

Members Absent (Unexcused): Jay Spencer

Staff Present: Ami Albert, Senior Accountant; Christina L'Ecuyer, Grant Administrator

1. Public Comments

There were no public comments.

2. Additions to agenda

There were no additions to the agenda.

3. Announcements

Carson Kober has been announced as the new Director of Sunflower CASA.

Ami will be the staff liaison for Special Alcohol as well as this board again temporarily.

4. Approval of draft minutes for September 4, 2019

Sue Maes made a motion to approve the minutes with the stipulation that Ami update the members present to include Dave Stewart and the calendar discussion to include the formation of a subcommittee to review applications. Trevor Rife seconded this motion and it passed with a vote of 10/0/0.

5. Member Roster-Vote on Removal of Jaelen Spencer

Board member Jaelen Spencer has not responded to communication efforts by both the staff liaison and board chair over the past six months. These communication efforts include emails, phone calls, voicemails, and certified mail sent through USPS. He has been marked as an unexcused absence since February of this year.

Sarah Hoyt made a motion to remove Jaelen Spencer as a member of the SSAB. This motion was seconded by Trevor Rife and approved with a vote of 10/0/0.

6. End of year contract compliance

Ami provided an update on the receipt of agencies' annual audit and/or financial reports that were to be received by September 30th. Shepherd's Crossing and Thrive! have not sent their reports as of the time of this meeting. Ami reminded the board that as per the City's contract with both agencies, they will not receive their fourth quarter distribution that is scheduled to be made before October 15th until this criteria is met.

7. CDBG Presentation by Christina L'Ecuyer

Christina L'Ecuyer, City Grant Administrator presented on CDBG money and explained the board's role in helping her to determine funding. Each January, Christina asks the board to prioritize agencies who submit applications for CDBG money. She will then distribute the grant money according to the prioritization as it is received.

Christina also discussed topics the board would like her to include in the five year consolidated plan. The topics discussed are issues that the board sees in the community and are the suggested focus of funding over the next five years.

8. Fall Site Visit Teams

The board discussed modifying the fall site visit schedule and eliminating the November board meeting. Site visit forms will be distributed to agencies the next week and will be due back to her October 25th. Teams will then conduct site visits during the month of November. This will allow agencies more time to get their report to the staff liaison and allows more time for teams to schedule visits.

Board members signed up for which sites they would like to visit. At least three members were assigned to each site visit team.

Teams will reach out to agencies to schedule a time to conduct the site visits.

9. Adjournment

Lucas Shivers made a motion to adjourn at 7:45 pm. The motion was seconded by Trevor Rife and approved 9/0/0.

Submitted by Ami Albert