



COMMUNITY SERVICES ADVISORY BOARD
Regular Meeting Minutes
WEDNESDAY – February 4, 2015
Lakewood City Hall, Conference Room 3A
6000 Main Street SW, Lakewood, WA

CALL TO ORDER

Program Manager, Jeff Gumm called the meeting to order at 5:40 p.m.

ATTENDANCE

Board members present: Edith Owen Wallace, Sharon Taylor, and Mumbi Ngari-Turner

Board members excused: Kathleen Lind, Laurie Maus

Council liaison: Councilmember Marie Barth

Staff present: Jeff Gumm, Karmel Shields, Martha Larkin

STATUS OF COMMUNITY SERVICE ADVISORY BOARD

Mr. Gumm explained that the new Board currently consists of five members. There are four vacant positions and one application pending with the City Clerk. He explained how the timeline for Human Services and CDBG/HOME will run and how meetings will be scheduled and staffed.

ELECTION OF OFFICERS

Mr. Gumm called for nominations. Ms. Taylor nominated Edith Owen Wallace to be Chair. Ms. Ngari-Turner seconded the nomination. Voice vote was taken and Ms. Wallace was elected unanimously.

NEW BUSINESS

Review CDBG FY2015-16 project application

Mr. Gumm reviewed the FY 2015 CDBG application for street improvements on 108th Street SW. from Main Street to Bridgeport Way SW. Funding will be \$300,000 CDBG and \$441,500 Section 108 loan.

Review Human Services 2016 funded programs

Ms. Shields discussed Human Services program funding for 2015 and explained her role in staffing the Board. She said this is the first of a two year funding cycle for Human Services and that the recommendations are already approved by Council.

Ms. Shields distributed two documents describing both the funding process and the non-profit agencies that are funded through the City's general fund for human services. The City's Human Services program identified four strategic areas: Emotional Support (for healthy relationships), Stabilization Services, Access to Health Care, and Housing. A Needs Analysis conducted in 2014 identified vulnerable populations for the strategies to focus upon.

In the fall 2014 the HSFAB conducted a competitive application process. The result of the process was that 30 programs would be supported with \$350,000. The grant awards ranged from \$6,000 to \$21,000. Staff is now in the process of developing performance-based contracts for 2015/16 funding. There will be a contractor workshop held on February 11, 2015. Contracts are for one year with renewal for the second year if performance meets expectations. Contractors are expected to report quarterly on their service outputs and collect demographic information on the clients served.

Staff discussed the review and evaluation process involving the CSAB and the Board's role in making funding recommendations to Council later in the fall for 2016 allocations. Program review will occur quarterly with staff conducting site visits in July and August to ensure financial processes are in place and internal records match with reported service statistics.

Councilmember Barth asked why some of the former HSFAB members did not continue with the CSAB. Ms. Shields described the various reasons for people not moving on to this board and that there was one member who expressed a potential interest in continuing. Ms. Barth said she would reach out to that person and encourage them to apply.

NEXT MEETING - The next meeting will be held February 25, 2015, 5:30 p.m., in Conference Room 3A to Review the Draft CDBG Five-year Consolidated Plan.

ADJOURNMENT

The meeting adjourned at 6:40 p.m.



Edith Owen Wallace, Chair

2/4/15
Dated