



COMMUNITY SERVICES ADVISORY BOARD
Regular Meeting Minutes
WEDNESDAY – April 29, 2015
Lakewood City Hall, Conference Room 3A
6000 Main Street SW, Lakewood, WA

CALL TO ORDER

Chair Edith Owen Wallace called the meeting to order at 5:30 p.m.

ATTENDANCE

Board members present: Edith Owen Wallace, Sharon Taylor, Kathleen Lind, Mumbi Ngari-Turner, Laurie Maus, and Paul Calta

Board members unexcused: Nancy Huseman, Ric Torgerson and Marcos Vieyra

Council liaison: Councilmember Marie Barth

Staff present: Karmel Shields and Amber Powell (intern)

APPROVAL OF MINUTES – March 25, 2015

Laurie Maus moved to approve the March 25, 2015 Community Services Advisory Board Meeting Minutes as written. The motion was seconded by Sharon Taylor. A voice vote was taken and the motion carried unanimously.

PUBLIC COMMENTS

There was no one present to comment.

NEW BUSINESS

5-YEAR CDBG PLAN PRESENTED TO COUNCIL ON APRIL 20, 2015

Chair Wallace discussed the Council presentation made by the CDBG staff to approve the 5-year plan. There was no relevant public comment and very little Council discussion.

ELECTION OF VICE CHAIR FOR THE CSAB

Chair Wallace opened the floor for nominations. Kathleen Lind nominated Sharon Taylor to serve as vice chair of the committee and Mumbi Nigari-Turner seconded the nomination. Ms. Taylor confirmed her willingness to serve in this capacity. Being no other nominations, a voice vote was taken and the nomination passed unanimously.

HUMAN SERVICES 1ST QUARTER REPORTS

Karmel Shields presented the 1st quarter aggregated data and total cost reimbursement requests provided by the contracted human service agencies. She reported that twelve organizations needed to improve their financial documentation before cost reimbursements were made. Seven organizations submitted late reports and two contracts were finalized on April 28, 2015. Most programs reporting are meeting or exceeding their service goals.

Ms. Shields also provided the Board demographic information. All totaled, 8,246 individuals were served between January 1, 2015 and March 31, 2015. The data presented was separated into three major categories to demonstrate more clearly how individuals were served: feeding programs (6,526 individuals), children and youth programs (1,424 youth), and adult and family programs (296 households). Ms. Shields also provided detailed information on the gender, ethnicity, ages and residence of the individuals served in each categorical area.

MID-YEAR HUMAN SERVICE CONTRACT MONITORING VISITS

Ms. Shields presented a timeline for on-site monitoring visits. There are four objectives for conducting these on-site visits prior to July 15, 2015.

1. To improve the quarterly reporting process (financial or reporting documentation)
2. To meet with school-based programs before summer programming begins
3. To allow enough time to visit agencies twice who are not meeting their service goals
4. To establish program evaluation criteria and outcome measures for the contract. This information is reported at the end of the contract year, but data collection occurs during the 3rd and 4th quarters.

Discussion: CSAB members have expressed interest in attending these monitoring visits. Members would like to know more about the agencies and their services. If CSAB members were to participate misperceptions might occur; either the agency feels they are being singled out or that special attention/favor is being given to the organization. Either of these perceptions could put the CSAB members at risk of maintaining a neutral position when evaluating continued funding. It is preferred that staff provides information that is collected and reported uniformly to the CSAB, and that members would then receive the same information at the same time, preserving a neutral position and ensuring no misperceptions occur.

OTHER BUSINESS

POVERTY IMMERSION WORKSHOP

Chair Wallace again encouraged the members to attend the Lakewood Community Collaboration meetings. A 2015 schedule of meeting dates and topics were distributed. She also encouraged members to attend the Poverty Immersion Workshop on Friday, May 15, 2015. Registration information was provided.

AREAS OF INTEREST AND AREAS OF INVESTMENT

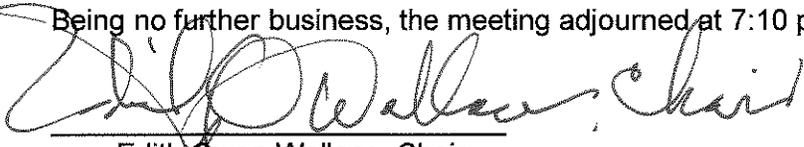
CSAB members expressed interest in learning more about the programs and services being provided with City resources. Areas of interest are mental health (public safety and hospital boarding/release to the streets), senior and aging issues, veteran services, new housing services and school improvements. The members also expressed interest in touring the community to see the effects of the CDBG investments that have been made over the past few years.

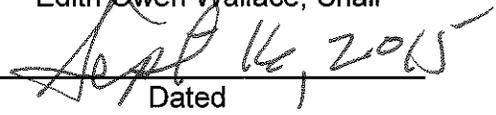
NEXT MEETING

August 12, 2015 at 5:30 p.m. Agenda items include: Open meeting training with the City Attorney, CDBG proposed 2016 work plan, review of policies and procedures (HOME & CDBG), and up-date on Human Services mid-year contract performance and on-site monitoring visits.

ADJOURNMENT

Being no further business, the meeting adjourned at 7:10 p.m.


Edith Owen Wallace, Chair


Dated