



COMMUNITY SERVICES ADVISORY BOARD
Regular Meeting Minutes
WEDNESDAY – September 16, 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, Kathleen Lind, Mumbi Ngari-Turner, Laurie Maus, Ric Torgerson

Board members excused: Sharon Taylor, Paul Calta, Nancy Huseman

Council liaison: Councilmember Marie Barth

Youth Council: Claudia Penney

Staff present: Dave Bugher, Jeff Gumm, Karmel Shields, Martha Larkin

APPROVAL OF MINUTES – April 29, 2015

RIC TORGERSON MOVED TO APPROVE THE APRIL 29, 2015 COMMUNITY SERVICES ADVISORY BOARD MEETING MINUTES AS WRITTEN. THE MOTION WAS SECONDED BY MUMBI NGARI-TURNER. A VOICE VOTE WAS TAKEN AND THE MOTION CARRIED UNANIMOUSLY.

PUBLIC COMMENTS

There was no one present to comment.

NEW BUSINESS

REVIEW OF COMPREHENSIVE PLAN AMENDMENTS – DAVE BUGHER

Mr. Bugher reviewed the policies for Human Services and Housing and Community Development that will be included in the Comprehensive Plan amendments. He asked that Board members submit their comments or suggested changes no later than October 6, 2015.

DEVELOP 2016 CSAB WORK PLAN AND UPDATE CDBG/HOME POLICIES AND PROCEDURES – JEFF GUMM

Mr. Gumm reviewed the calendar for FY2016. He also reviewed the proposed Work Plan and Policy Statement for CDBG and HOME. CDBG/HOME and Human Services work plans will be finalized and presented to Council at the joint meeting to be held on September 28, 2015.

HUMAN SERVICES MID-YEAR PERFORMANCE UPDATE – KARMEL SHIELDS

Ms. Shields reviewed the 2015 Mid-Year Contract Monitoring Report. To date, the City's human services program has reached 30,266 people, 70% of the overall projected client service goal. Forty-nine percent (49%) of the \$350,000 dollars has been reimbursed to the contracting agencies.

The Board received a chart and reviewed all 30 programs' performance goals for the first half of 2015. There are five programs that are not currently meeting their client service goals. There are a few cases

where, due to staff transitions or data management issues, programs struggle to reach the projected costs and program goals. These agencies have received extra technical assistance.

It is anticipated that the programs that are currently lagging behind will catch up to their service goals as the new school year begins or as new programming and staffing become more established. The CSAB will be taking a closer look at the currently under performing programs after the 3rd quarter reports are submitted.

OTHER BUSINESS

COMMUNITY COLLABORATION

Chair Wallace reported that she has been attending the Lakewood Community Collaboration meetings and encouraged Board members to attend.

NEXT MEETING

September 23, 2015 at 5:30 p.m. Agenda items include: Open Public Meetings Act training with the City Attorney and adoption of the FY 2014 Consolidated Annual Performance Evaluation Report (CAPER).

ADJOURNMENT

There being no further business, the meeting adjourned at 7:55 p.m.


Edith Owen Wallace, Chair


Dated