

# City of Lawrence

## Social Service Funding Advisory Board Meeting

### October 23, 2017 Minutes

MEMBERS PRESENT: Burdett Loomis, Ranelle Fischer, Alice Lieberman, Steven Davis, Galenea Miller, Lea Roselyn

MEMBERS ABSENT: None

STAFF PRESENT: Danielle Buschkoetter, Management Assistant

PUBLIC PRESENT: None

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#### **Call to Order**

Loomis called the meeting to order.

#### **Public Comment**

Loomis called for public comment, no public comment was given.

#### **Approve Minutes**

A motion to approve minutes from May 31, 2017 was made by Miller and seconded by Fischer. The motion passed 6-0.

#### **Strategic Plan Update**

Buschkoetter outlined the process for staff's recommendation to consolidate the Social Service Funding Advisory Board and the Community Development Advisory Committee.

Lieberman noted that while on the surface the two Boards may be similar, she was concerned with having one board recommend both local and federal funds because the requirements are different. Davis added that he was concerned that it would drastically increase the time commitment for board members.

#### **Minimum Funding Level**

The Board did not establish any minimum funding level and will review each application independently. Lieberman noted that each application should be reviewed independently because each application is so different. Fischer agreed that it should be a case-by-case basis.

Loomis noted that having the charts with prior year allocations is helpful and should be used when making recommendations. He added that additional narrative would be helpful to provide additional context.

Roselyn requested a historical chart that outlined what was requested and what was recommended for each agency.

### **Process Wrap-Up**

The Board discussed their approach to reviewing new applications in addition to renewal applications. Loomis noted that he did not want to see a formal policy and the Board should review the applications as they are received. Fischer added that she did not want to only look at renewal applications but also be open to new applications.

### **Annual Report**

Davis noted that the annual report as it currently stands is short but provides good information for the Board to review. Roselyn added that they should specifically ask agencies to provide statistics on their stated outcomes to ensure that they are being good stewards of public funds.

Davis made a motion to approve the annual report form with the addition of changing "stated goals/objectives" with "proposed outcomes" in question 3 and seconded by Miller. The motion passed 6-0.

### **Bylaws**

The Board decided to table discussion on bylaws because their concerns were addressed by Resolution No. 7224 which outlines standard policies and procedures for all advisory boards.

### **KOMA Training**

Buschkoetter reviewed the KOMA PowerPoint with the Board.

### **Next Meeting—February 2018**

The Board will review the 2019 application form and annual reports.

### **Adjourn**

A motion to adjourn was made by Lieberman and seconded by Fisher. The motion passed 5-0. Loomis had to leave just prior to adjournment.