



COMMUNITY SERVICES ADVISORY BOARD
Advisory Board Meeting
Wednesday, June 21, 2017
Lakewood City Hall Conference Room 3A
6000 Main Street SW, Lakewood, WA

CALL TO ORDER

Chair Sharon Taylor called the meeting to order at 5:36 p.m.

ATTENDANCE

Board Members Present: Sharon Taylor, Edith Owen-Wallace, Michael Lacadie, Kathleen Lind, Paul Calta, DeeAnn Harris, Mumbi Ngari-Turner

Board Member Excused: Laurie Maus

City Council Liaison: Marie Barth

Staff Member Present: Karmel Shields & Ricardo Funes (community services intern)

APPROVAL OF MINUTES

Mr. Lacadie moved to approve the April 19, 2017 minutes of the Community Services Advisory Board as written. Ms. Edith Owen-Wallace seconded the motion. A VOICE VOTE WAS TAKEN AND THE MINUTES UNANIMOUSLY APPROVED.

PUBLIC COMMENT

NONE

NEW BUISNESS

Review Contract Monitor & Agency Visit Plan

Ms. Shields reviewed the mid-year contract monitoring and site visit plan. Quarter two service reports are due July 14 and site visits will occur July 31 – August 18, 2017. There are two parts to the mid-year contract monitoring process. First, staff will review the internal files to ensure all contract requirements and reports are complete and accurate. Contracting agencies are also expected to have these same materials located in a centralized location. Ms. Harris expressed the importance of having the same information in both the agencies and City files.

Ms. Shields called the Board's attention to the on-site monitoring check list, which is the second step in the mid-year program performance evaluation. There will be a very simple rating system for each listed item; good, fair or poor. Good indicates that program is performing well in that area and there are no concerns. Fair is that the practice is acceptable and within the contract's scope of work. Poor indicates there are concerns that either need to be addressed or requires some corrective action. Mr. Lacadie asks staff to be aware that some agencies will not be forthcoming with complete information. If this occurs, Ms. Shields will be sure to report it to the Board.

The CSAB will receive a contract monitoring report prior to its September 20, 2017 regular meeting. Items of concern or corrective actions will be on the agenda. Ms. Owen-Wallace added, it is also important to discuss under the radar issues affecting contract performance, which could include policy actions, funding changes and shifts within the community that affect client service levels.

Program Review & 2018 Funding Recommendation Process

Ms. Shields presented a timeline for reviewing 2017 contract performance and preparing the 2018 second-year funding recommendations for the City Council. She noted that the joint session with Council will be on September 25, 2017. This is the Board's opportunity to outline the evaluation and funding recommendation process and seek Council direction on future human services activities.

This year the CDBG/HOME public hearing requirement (October 5) provides an opportunity to hear from contracting agencies. Ms. Shields will strongly encourage these organizations to attend. Ms. Harris inquired if the Board would be able to ask questions. Ms. Shields stated allowing questions, asked during the public hearing, are at the chairperson's discretion.

The funding review process was discussed. CSAB members expressed concern that third quarter narrative reports would not be available before the public hearing. Staff will address this concern by requiring the narrative report be submitted three weeks early on September 15, 2017. The CSAB would then have the reports available prior to the public hearing. Ms. Shields would like to receive feedback on the third quarter narrative questions. She will draft questions and email them to the Board for input.

CDBG BUSINESS

No business at this time.

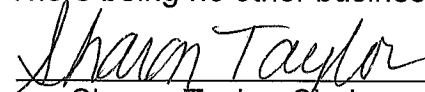
HUMAN SERVICES

Ms. Harris inquired if the Tillicum Community Center is still operating. Ms. Taylor reported that a staff member had been hired to clear up past debts and identify potential funding sources.

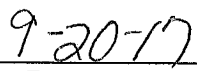
Caring for Kids, Ready to Learn Fair will be held on Saturday, August 5 at Clover Park High School. There are two additional giveaway events scheduled for Springbrook and Tillicum.

ADJOURNMENT

There being no other business, Ms. Taylor adjourned the meeting at 6:28 p.m.



Sharon Taylor, Chair



Date