



**COMMUNITY SERVICES ADVISORY BOARD**  
**Advisory Board Meeting Minutes**  
**WEDNESDAY – October 11, 2017**  
**Lakewood City Hall Council Chambers**  
**6000 Main Street SW, Lakewood, WA**

**ATTENDANCE**

Board Members Present: Sharon Taylor, Mumbi Ngari-Turner, Michael Lacadie, DeeAnn Harris and Laurie Maus

Board Members Excused: Paul Calta, Kathleen Lind and Edith Owen Wallace

Council Liaison Excused: Councilmember Marie Barth

Youth Council Excused: Natalee Cruz and Elisa Sagisi

City Staff Present: Karmel Shields, Ricardo Funes, Jeff Gumm and Martha Larkin

**CALL TO ORDER**

Chair Sharon Taylor called the meeting to order at 5:38 p.m.

**PUBLIC COMMENTS**

There was no one present who wished to comment.

**APPROVAL OF MINUTES**

Michael Lacadie moved to approve the September 20, 2017 meeting minutes as written. The motion was seconded by Laurie Maus. Voice vote was taken and the motion passed unanimously.

DeeAnn Harris moved to approve the October 5, 2017 public hearing minutes as written. The motion was seconded by Mumbi Ngari-Turner. Voice vote was taken and the motion passed unanimously.

**REVIEW OF OCTOBER 5, 2017 PUBLIC HEARING**

The public hearing testimony was discussed.

**ADOPTION OF FY2018 CDBG & HOME POLICIES**

Jeff Gumm reviewed the Draft FY2018 CDBG /HOME Policy document. He noted that the City Council has not proposed any changes for the coming year. Discussion ensued.

Laurie Maus moved to approve the Draft FY2018 CDBG /HOME policies as presented. The motion was seconded by Michael Lacadie. Voice vote was taken and the motion passed unanimously.

**PREPARATION OF 2017-2018 HUMAN SERVICES FUNDING RECOMMENDATIONS**

The CSAB committee reviewed third quarter reports submitted by organizations currently receiving human services funds. Each organization provided a narrative report on program performance, as well as highlighting any agency issues and examples of program successes and service impacts.

CSAB members also reviewed service data including number of clients served; grant expenditures, and service goals to determine if programs will meet their annual contracted goals.

Criteria for 2<sup>nd</sup> year funding recommendations were discussed. It was determined that programs, which are meeting service goals and fully funded at \$25,000 would be recommended to receive full funding again in 2018. Other 2<sup>nd</sup> year funding recommendation criteria would include:

1. The program's on-target performance and its ability to expend all grant funds by the end of the year.
2. The program's ability to recoup service levels even if it experienced staff turnover or other organizational changes that affect current service levels (loss funding or policy shifts).
3. The organization's previous and current track record of compliance with all contracting requirements.

The CSAB then discussed how to allocate undesignated funds (approximately \$10,000). These funds would be used to increase grants to only 2017 funded programs. The Board then identified programs that may be recommended for increased funding based on superior program performance and demonstrated ability to reach underserved populations.

The CSAB will finalize its 2<sup>nd</sup> year funding recommendations at next week's meeting on Wednesday, October 18, 2017.

## NEW BUSINESS

None

## OTHER

None

## UPCOMING MEETING DATES - *Please mark your calendars*

- October 18, 2017 at 5:30 p.m. – Finalize 2018 Human Services Funding Recommendations – Room Change to: American Lake (1E) Room
- November 13, 2017 at 7:00 p.m. – Council Study Session review of 2017-18 HS funding recommendations

## OTHER

The next meeting scheduled on October 18 will be moved to the American Lake Conference Room.

## ADJOURNMENT

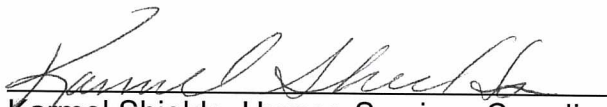
There being no other business, the meeting was adjourned at 6:51 p.m.

  
Sharon Taylor, Chair

PAUL CARTA, MEETING CHAIR

10/18/2017

Date

  
Karmel Shields, Human Services Coordinator