



COMMUNITY SERVICES ADVISORY BOARD
Meeting Minutes
Wednesday, May 16, 2018
Lakewood City Hall
6000 Main Street SW, Lakewood, WA

CALL TO ORDER

Chair Paul Calta called the meeting to order at 5:37 p.m.

ATTENDANCE

Board Members Present: Paul Calta (Chair), DeeAnn Harris (Vice Chair), Laurie Maus, Mumbi Ngari-Turner, Michael Lacadie, Peka Scanlan, Sharon Taylor and Edith Owen-Wallace

Board Members Excused: Eric Chastain

Youth Council Representative: (excused)

City Council Liaison: Marie Barth (excused)

Staff Member Present: Karmel Shields

Community Services Intern: Andres Perez

APPROVAL OF MINUTES

Mr. Lacadie moved to accept the CSAB minutes for the April 18, 2018 as written and the motion was seconded by Ms. Maus. A voice vote was taken and the minutes were unanimously approved.

PUBLIC COMMENT

NONE

HUMAN SERVICES PROGRAM

Ms. Shields presented the ad hoc committee's recommended rating system for evaluating human service applications. Members agreed that the 3-point system will provide enough direction to remain consistent throughout the review process. All questions, with the exception of the financial management and budget sections, will be evaluated with the 3-point scale. The budget and financial rating scale will be 0 (no) or 1 (yes).

Members also discussed how to manage late applications, personal biases and incomplete applications. Ms. Shields reminded the Board that everyone should rate the applications unless there is a clear personal and mutually beneficial relationship with the applicant organization. The Board agreed that late applications will not be reviewed and that incomplete applications may be reviewed if staff deems the missing information to be minor or inconsequential.

NEW BUSINESS

Ms. Shields presented a draft memo for the Council study session on May 29, 2018. Many CSAB members expressed interest in attending the session. Members also expressed interest in attending the Application Workshop on July 18, 2018.

Ms. Taylor asked how the Lakewood community will know that human services funding is available and understand that it is a competitive application process. Various traditional and non-traditional outreach methods were discussed.

ADJOURNMENT

There being no further business, Mr. Calta adjourned the meeting at 6:52 p.m.

IMPORTANT CALENDER DATES

- **Tuesday, May 29, 7:00 pm** - Council Study Session on 2019-2020 application process
- **Wednesday, June 20, 5:30 pm** - CSAB Meeting to finalize application materials
- **Monday, July 2** - Request for Proposals (RFP) released
- **Wednesday, July 18, 3:00 pm** - Application Workshop
- **Monday, August 27** – Funding applications due no later than 5:00 pm
- **Wednesday, September 19** -Funding deliberations begin

DeeAnn Harris
 Chair, Paul Calta
 DeeAnn HARRIS

6/20/18
 Date

Karmel Shields 6/20/18
 Karmel Shields Date
 Human Services Coordinator