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MINUTES

Social Services Advisory Board

December 4, 2019 6:30 P.M.

City Commission Room

1101 Poyntz Avenue

Manhattan, Kansas 66502

Members Present: Phil Mattox, Sarah Hoyt, Tara Coleman, Lucas Shivers, Melissa Richards, Linda Thurston, Brandon Savage, Sue Maes, Angie Stokes, Trevor Rife, Tom Ruzicka, Cheryl Grice (arrived @ 6:40 pm)

Members Absent (Excused): Dave Stewart, Sarah Barrett, Marcia Hornung

Staff Present: Ami Albert, Senior Accountant

1. Public Comments

There were no public comments.

2. Additions to agenda

There were no additions to the agenda.

3. Announcements

The board went around the room and introduced themselves to the new members.

4. Approval of draft minutes for October 2, 2019

Trevor Rife motioned to approve the minutes as presented. The motion was seconded by Linda Thurston and approved with a vote of 11/0/0.

5. Discussion of Fall Site Visit Findings

The board went through each agency's site visit report and gave an overview of their findings.

There were concerns expressed regarding Big Brothers Big Sisters and their ability in meeting its goals from their 2019 application. The board would like to implement a "monitoring plan" for agencies whom they have concerns about. They will be conducting a follow-up visit in March to ask more specific goal-related questions and check on progress. They would like more information regarding the breakdown of what positions were funded with SSAB funds in 2019. The team leading this visit will consist of board members Marcia Hornung, Sarah Hoyt, Trevor Rife, and Tara Coleman.

6. Discussion and Approval of 2020 Capital Improvement Projects

The board made several decisions regarding the capital improvement projects and their funding.

Lucas Shivers made a motion to require agencies to provide a completion date for prior years' (2019 and prior) requests by January 31, 2020. This motion was seconded by Cheryl Grice and approved with a vote of 12/0/0.

Sarah Hoyt made a motion to have a formal contract with the agencies regarding the approved capital improvement projects. These contracts will include a stipulation that the project be completed within the 12 months of a calendar year unless an extension is granted. This motion was seconded by Linda Thurston and approved with a vote of 12/0/0.

Lucas Shivers made a motion to approve 2020 capital requests for agencies who have no outstanding previous requests. The agencies and respective projects are listed below. This motion was seconded by Cheryl Grice and approved with a vote of 11/1/0.

- Boys & Girls Club- \$5,000 for secured entry
- KSU Center for Child Development- \$5,000 for dishwasher
- Manhattan Emergency Shelter Inc.- \$3,690 for landscape improvements
- MorningStar Inc. CRO- \$1,700 for vehicle maintenance

7. Adjournment

Trevor Rife made a motion to adjourn the meeting at 8:15 PM. This motion was seconded by Linda Thurston and approved with a vote of 12/0/0.

Submitted by Ami Albert