



It is our policy to provide individuals with disabilities an equal opportunity to participate in, and enjoy the benefits of our services, programs, and activities. This meeting is being held in the City Commission Room at City Hall, 1101 Poyntz Avenue. In accordance with provisions of the ADA, every attempt will be made to accommodate the needs of the disabled. Please contact the Human Resources Department (587-2443) for assistance.

Minutes
Social Services Advisory Board
February 16, 2022, 6:30 P.M.
City Commission Room
1101 Poyntz Avenue
Manhattan, Kansas 66502

Members Present: Cheryl Grice, Marcia Hornung, Sue Maes, Melinda Pickering, Melissa Richards, Trevor Rife, Tom Ruzicka, Brandon Savage, Angela Stokes, Christina Stratman

Members Absent (Excused): Jennifer Chua, Shannon Horton, Dave Stewart, Vincent Tracey

Members Absent (Unexcused): Elizabeth Krieger

Staff Present: Rina Neal, Director of Finance

The meeting was called to order at 6:33 pm.

1. Establish Quorum

Quorum was established with 9 of the 15 members in attendance

2. Introductions of Staff and Board Members

Marcia Hornung acknowledged the attendance of Board Members. Christina L'Ecuyer, Grant Administrator with Community Development was also in attendance.

3. Public Comments:

There were no public comments.

4. Announcements

There were no announcements.

5. Additions to Agenda

Subcommittee to review the completeness of the applications.

6. Approval of draft minutes for January 5, 2022

Sue Maes made a motion to approve the minutes. The motion was seconded by Tom Ruzicka and approved with a vote of 8/0/1 (Brandon Savage abstained).



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Cheryl Grice arrived at 6:44 pm

7. Prioritize CDBG Funding Requests-Conversation lead by Christina L'Ecuyer

- The Crisis Center was able to obtain funding from another source. Will not be considered in the prioritization of this funding allocation
- The number one criterion from HUD is who has the greatest need in the community.
- Six funding requests need to be prioritized
 - Be Able
 - Housing & Credit Counseling Inc.
 - Kansas Legal Services
 - Manhattan Emergency Shelter Inc.
 - Pawnee Mental Health Services
 - Sunflower CASA
- Board members provided input on what is going on various agencies.
- Many of the applicants are asking for assistance for case management.
- Be Able – will need to be trained prior to a contract being awarded as they have never received federal funds.

Brandon Savage made a motion to conduct a straw poll to prioritize need. The motion was seconded by Melinda Pickering. Motion carried 10/0.

Tom Ruzicka made a motion to accept the results of the prioritization of the ranking with a second by Melinda Pickering. Motion carried 10/0. The ranking results are as follows:

1. Manhattan Emergency Shelter Inc.
2. Kansas Legal Services
3. Sunflower CASA
4. Be Able
5. Housing & Credit Counseling Inc.
6. Pawnee Mental Health Services

Tom Ruzicka made a motion to accept the ranking process to prioritize agency need with a second by Christina Stratman. Motion carried 10/0.

8. Update on Preparation for Annual Report to City Commission

The questions prepared by Marcia were discussed. Rina will distribute the Cognito Form to and distribute to agencies for completion. Agencies will have 30 days to complete.



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9. Review of Funding Application

The same questions will be used from prior years application. The application and guidelines will be sent out the week of February 21st.

10. Update on 2022 Capital Improvement Funding Requests

Five agencies submitted Capital Improvement Funding Requests.

- Manhattan Emergency Shelter Inc. – request of \$9,255.76 for fence repair was only approved for \$5,000.
- Big Brothers Big Sisters – request of \$5,000 for office efficiency upgrades was approved.
- The Crisis Center – request of \$5,000 for painting was approved.
- Morning Star – request of \$3,862.79 for vehicle repairs was approved.
- Sunflower CASA – request of \$5,000 for security system for new office was approved.

Motion was made by Brandon Savage to approve the five agency requests for a total of \$23,862.79. A second was made by Angela Stokes. Motion carried 10/0.

Discussed the draft agreement. Will work with Wes and the subcommittee to ensure the intent of the board is captured in the agreement.

Will revisit the request amount in April as there is no knowledge where the \$5,000 amount came from.

11. Site Visit Schedule and Review of form

Marcia Hornung presented the Site Visit Schedule. Rina Neal will send the schedule and form to the board members in preparation for the site visits in April. The site visit form will go out to agencies the week of February 21st. Agencies will have 30 days to complete. More discussion regarding the site visit process will occur during the April meeting.

12. Review Calendar and Meeting Dates

Rina Neal will send out information to the agencies for 2023 funding applications, 2021 annual report, and 2022 Spring site visits between February 18th and February 25th. All forms will be returned in March to prepare for site visits. Site visits will be scheduled in April.



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13. Subcommittee to Review completeness of Applications and Annual Reports

Marcia Hornung, Melinda Pickering, Tom Ruzicka, and Christina Stratman will review the 2023 funding applications and 2021 annual reports for completeness.

Marcia will create site visit schedule for Agencies and SSAB Board Members.

14. Adjournment

The meeting was adjourned at 8:56 pm.

Submitted by Rina D. Neal