



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**  
**Special Alcohol Advisory Fund Committee**  
**February 3, 2022, 6:30 P.M.**  
Virtual/City Commission Room  
1101 Poyntz Avenue  
Manhattan, Kansas 66502

**Members Present:**

Chris Bailey, Kevin Bryant, Judy Burgess, Ansley Chua, Jason Suther, Christine Robinson

**Members Absent (Excused):** Christine Benne, Scott Seel

**Members Absent (Unexcused):** Kariga Pratt

**Staff Present:** Rina Neal, Director of Finance

***The meeting was called to order at 6:34 pm.***

**1. Establish Quorum**

Quorum was established with 6 of the 9 members in attendance

**2. Introductions of Staff and Board Members**

All members present introduced themselves.

**3. Public Comments:**

There were no public comments.

**4. Announcements**

There were no announcements.

**5. Additions to Agenda**

There were no additions to the agenda.



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**6. Approval of draft minutes for January 6, 2022**

Chris Bailey made a motion to approve the minutes. The motion was seconded by Kevin Bryant and approved with a vote of 6/0.

**7. Update from Subcommittees**

- a. Bylaws Committee – Judy Burgess will continue to work on drafting a list of formal guidelines. Guidelines will need to produce outcomes.
  - a. Assess the needs of the City
    - i. Prevention/Education, Treatment, Intervention
      1. Majority of the funds are targeted towards Prevention/Education/Intervention
    - ii. Determine other organizations that may be out there
  - b. Priority will be placed on youth programs
  - c. Presence in the Manhattan area
- b. Contracts – No changes
- c. Need to review/revisit the application and reports

**8. Annual Report Review**

This report is actually a compilation of the entire year. Rina Neal has sent out the report. As of this meeting no reports have been received. Rina will send out an email to remind the agencies that their reports are due.

**9. Review Calendar and meeting dates**

Rina will work with the City Clerk's Office to ensure that the publication notice is prepared.

Rina will save the application on the SharePoint for review to see if any changes need to be made.

February and April plan on meeting on Zoom

**10. Plan Site Visit Schedule**

February will complete the Site Visit Schedule

March conduct the site visits to discuss at the April meeting

Site Visit Reports should be completed by March 11<sup>th</sup>

Committee will work on meeting with agencies from March 12<sup>th</sup>-April 1<sup>st</sup> in preparation for April 7<sup>th</sup> meeting.



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**11. Adjournment**

The meeting was adjourned at 7:34 pm.

*Submitted by Rina Neal*