**Members Present**: Mary Andrews, Deborah Finken (Chair), Rex Mercer, Josh Ravitch (Vice Chair), and Michele Zembow

**Members Absent:** Kathryn Henz and Julie Spero

**Council Liaison**: Donna Bell

**Staff and Other Members Present**: Jackie Thompson

**Meeting Date**: March 1, 2016

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| **Agenda Item** | **Discussion Points** | **Motions/Votes** | **Actions** |
| **Call to Order** | Call to Order   Deborah Finken welcomed everyone and thanked them for attending tonight’s meeting. | The Chair called the meeting to order at 7:00pm. | The Chair determined that a quorum of the Board was present. |
| **Minutes** | Board considered adoption of action minutes for the February 2, 2016 meeting. | Rex Mercer made and Mary Andrews seconded a motion to approve the latest version of the minutes from February 2, 2016.  The vote was 5-0 | The motion was passed unanimously. |
| **New Business**  Agency Application Policy  **Outside Agency Board Orientation for Agency Hearings** | Deborah Finken and Rex Mercer gave a brief update on serving on the CDBG Review Committee.  As a result of serving on the committee staff and committee members suggested that a policy be drafted and submitted to the Town Council on how we should proceed when receiving late Outside Agency applications.  The Board discuss the policy for recusing themselves when there is a conflict of interest.  Mary Andrews asked that the Board recuse her from participating in the discussion that involves Farmer FoodShare and the Orange County Literacy Council.  Josh Ravitch asked that the Board recuse him from participating in the discussion that involves of ARC.  The Board also talked about being  professional during the hearings. | Deborah Finken made and Josh Ravitch seconded a motion to recuse Mary Andrews from participating in the discussion that involves Farmers FoodShare.  The vote was 5 to 0  Deborah Finken made and Mary Andrews seconded a motion to recuse Josh Ravitch from participating in the discussion that involved the ARC.  The vote was 5 to 0 | The vote passed unanimously.  The vote passed unanimously. |
| **Review Outside Agency Hearing Schedule** | Jackie Thompson reminded the Board that the Hearing Schedule has been revised and posted into the google site. |  |  |
| **Adjournment** |  | Josh Ravitch made and Michelle Zembow seconded a motion to adjourn. | The meeting was adjourned at 8:00pm. |