**Members Present**: Mary Andrews, Kathryn Henz, Chair, Rex Mercer, Vice Chair, and Michelle Zembow

**Members Absent:** Josh Ravitch and Esphur Foster

**Council Liaison**: Donna Bell

**Staff Present**: Jackie Thompson

**Meeting Date**: December 6, 2016

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| **Agenda Item** | **Discussion Points** | **Motions/Votes** | **Actions** |
| **Call to Order** | Call to Order | The Chair called the meeting to order at 7:05pm. | The Chair determined that a quorum of the Board was present. |
| **Minutes** | Board considered adoption of action minutes for November 1, 2016 meeting. | Michelle Zembow made and Kate Henz seconded a motion to approve the November 1, 2016 minutes.  The vote was 4-0 | The motion passed unanimously. |
| **Announcements** | Jackie Thompson reminded the Board that their meetings will be held at Town Hall, 405 Martin Luther King, Jr. Blvd. beginning January 2017 |  |  |
| **New Business**  **Discussion with friends of Seymour Center**  **Presentation from UNC Public Policy Capstone Students** | Myra Austin, staff member with the Seymour Center and Ken Moore, President of Friends of the Seymour Center were present to discuss how they could make their application stronger to receive additional Human Services Funds. Ken thanked the Board for their continued support.  Myra wanted to know if they increased their efforts on minority inclusion would the Board look favorable on their outreach efforts. They were wanting to get a general overview of how they could make their application stronger.  Students from UNC Public Policy Capstone Program were tasked with updating the Human Services Needs Assessment that was completed in 2012. This updated assessment would include the Town of Carrboro and identify and assess any changes.  The students reported that their findings were pretty much the same as reported in 2012.  The students identified the six current key areas of human service needs as: Affordable Housing, Affordable Healthcare, Education and Family Resources, Job and Job Training, Transportation and food Security.  Their recommendations are as follows: Cooperation between Human Services Advisory Boards, Increase accessibility of information, create economic incentives to provide affordable housing, conduct and updated needs assessment in 5-7 years. | After some discussion Kate Henz stated that the Board looks at the applications and how they align with the Human Services Needs Assessment. She and other Board members suggested that representatives from the Friends of Seymour Center review the Needs Assessment before completing their application.  Rex Mercer made and Michelle Zembow seconded a motion to accept the Needs Assessment presentation from the UNC Public Policy Capstone students.  The vote was 4-0 | The motion passed unanimously. |
| **Adjournment** |  | Mary Andrews made and Michelle Zembow seconded a motion to adjourn.  The vote was 4-0 | The motion passed unanimously.  The meeting was adjourned at 8:00pm. |