**Members Present**: Mary Andrews, Kate Henz (Chair), Rex Mercer, (Vice Chair), Josh Ravitch and Michelle Zembow

**Members Absent:** Esphur Foster

**Council Liaison**: Donna Bell

**Staff and other members present**: Jackie Thompson (staff Liaison), Amy Liu and Carol Fanelli

**Meeting Date**: February 7, 2017

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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 7:01pm. | The Chair determined that a quorum of the Board was present. |
| **Minutes** | Board considered adoption of action minutes for January 3, 2016 meeting. | Rex Mercer made and Mary Andrews seconded a motion to approve the January 3, 2016 minutes. The vote was 5-0 | The motion passed unanimously. |
|  **New Business****Outside Agency Funding Update****Scoring Criteria for Outside Agency Applications** **Human Services Advisory Board Recommendation****Adjournment** | Jackie Thompson informed the Board that we have received 53 Outside Agency Funding Applications. She will be working on uploading the applications into the Google Docs, and preparing the schedule to begin the public hearings with the agencies. Amy Liu and Carolyn Fanelli have submitted an application to join the Human Services Advisory Board. Ms. Liu and Ms. Fanelli gave a brief overview of why they are interested in joining the Board.After much discussion the Board is interested in piloting the scoring criteria and use for its own edification during this cycle.  After much discussion the Board decided to recommend Amy Liu to the Town Council as a candidate to be appointed to the HSAB. | Rex Mercer made and Michelle Zembow seconded a motion that the Board reviewed the proposed Outside Agency Scoring Card and is willing to pilot it as a tool in the upcoming funding cycle. The Board will provide feedback and a recommendation at the end of the hearing cycle. The Board voted 4-1. Josh Ravitch made and Kate Henz seconded a motion that the board discuss the appointment to the Human Services Advisory Board.The vote was 5-0Josh Ravitch made and Michelle Zembow seconded a motion to recommend Amy Liu to the HSAB. The vote was 4-1Michelle Zembow made and Josh Ravitch seconded a motion to adjourn. The vote was 5-0 | The motion passed by a vote of 4-1, with one abstention.The motion passed unanimously.The motion passed by a vote of 4-1 one abstentionThe motion passed unanimously. The meeting adjourned at 8:29pm |