



Draft Action Minutes: Human Services Advisory Board

Meeting Date/Time: October 3, 2017/6:33pm

Members Present: Tisha Buelto, Carolyn Fanelli, Kate Henz, Amy Liu and Michelle Zembow

Members Absent: Mary Andrews and Esphur Foster

Staff and Others Present: Jackie Thompson

Agenda Item	Discussion Point	Motions	Votes/Actions
OPENING			
Call to Order	The Chair called the meeting to order at 6:33 p.m.		
Roll Call	All members were present except Mary Andrews and Esphur Foster		
Approval of Agenda		Carolyn Fanelli made and Michelle Zembow seconded a motion to approve the agenda as written.	The motion was unanimously approved (5-0).
Approval of August 14, 2017 Action Minutes		Amy Liu made and Kate Henz seconded a motion to approve the August 14 th minutes.	The motion was unanimously approved (5-0).
OLD BUSINESS			
NEW BUSINESS			
Review Draft Outside Agency Application	The Board reviewed and discussed the revisions proposed by staff to the Outside Agency Application.	Amy Liu made and Michelle Zembow seconded a motion to approve the Outside Agency Application revisions as proposed by staff.	The motion was unanimously approved (5-0).

Agenda Item	Discussion Point	Motions	Votes/Actions
Draft Outside Agency Application Rubric	Amy Liu reported that the subcommittee reviewed several templates before drafting the proposed rubric. After much discussion the Board would like to add a section at the top to address the presentations that are given by the agencies at the hearing.	Carolyn Fanelli made and Tisha Buelto seconded a motion to approve the Application Rubric with the suggested change.	The motion was unanimously approved (5-0).
Election of Officers	Election of Officers Chair – Kate Henz Vice Chair – Mary Andrews	Michelle Zembow made and Amy Liu seconded a motion to elect Kate Henz as Chair. Kate Henz made and Michelle Zembow seconded a motion to elect Mary Andrews as Vice Chair.	The motion was unanimously approved (5-0). The motion was unanimously approved. (5-0)
ADJOURNMENT	The meeting adjourned at 7:40 p.m.	Carolyn Fanelli moved and Amy Liu seconded a motion to adjourn.	The motion was adopted unanimously (5-0).
Next Meeting – November 8, 2017			