



Draft Human Services Advisory Board Action Minutes Template

Meeting Date/Time: January 2, 2018/6:33pm

Members Present: Mary Andrews (Vice Chair), Tisha Buelto, Carolyn Fanelli, Kate Henz (Chair), and Michelle Zembow

Members Absent: Amy Liu and Esphur Foster

Staff and Others Present: Councilmember Allen Buansi and 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. The Chair welcomed Councilmember Allen Buansi. Councilmember Buansi has been assigned the Council Liaison for the HSAB.		
Roll Call	All members were present except Esphur Foster and Amy Liu		
Approval of Agenda		Carolyn Fanelli made and Michelle Zembow seconded a motion to approve the agenda as written.	The motion was adopted unanimously (5-0).
Approval of October 3, 2017 Action Minutes		Michelle Zembow made and Carolyn Fanelli seconded a motion to approve the October 3, 2017 minutes.	The motion was adopted unanimously (5-0).
OLD BUSINESS			
NEW BUSINESS			

Agenda Item	Discussion Point	Motions	Votes/Actions
Human Services Program Improvement Design Proposal	Jackie Thompson and Sarah Vinas share the Human Services Improvement Design Proposal.		
Budget Priorities	The Board reviewed and updated the Human Services Advisory Three Strategic Priorities.	Mary Andrews made and Michelle Zembow seconded a motion to approve the Three Strategic Priorities as written and updated.	The motion was adopted unanimously (5-0).
ADJOURNMENT	The meeting adjourned at 7:30 p.m.	Tisha Buelto moved and Carolyn Fanelli seconded a motion to adjourn.	The motion was adopted unanimously (5-0).
Next Meeting – February 6, 2018			