**Draft-Advisory Board Action Minutes**

**Meeting Date/Time:** March 6,2018, 6:30pm

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

**Members Absent:** Mary Andrews and Esphur Foster

**Member Remote Participation**: Amy Liu

**Staff and Others Present**: Councilmember Allen Buansi, Jackie Thompson, and Sarah Vinas

| **Agenda Item** | **Discussion Point** | **Motions** | **Votes/Actions** |
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| **OPENING** |  |  |  |
| Call to Order | The Chair called the meeting to order at 6:35 p.m. |  |  |
| Roll Call | All members were present except Mary Andrews and Esphur Foster. |  |  |
| Approval of Agenda |  |  |  |
| Approval of February 6, 2018 Action Minutes |  | Michelle Zembow made and Carolyn Fanelli seconded a motion to approve the February 6, 2018 Action Minutes. | The motion was adopted unanimously (4-0) |
| **OLD BUSINESS** |  |  |  |
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| **NEW BUSINESS** |  |  |  |
| Human Service Program Improvement Design Update | The Human Services Program Improvement Sub-Committee (Carolyn Fanelli, Kate Henz, Sarah Vinas and Jackie Thompson) provided the Board with an update on their progress in developing a draft results framework. The sub-committee will move forward with conducting additional focus groups with target client populations, and developing the results framework and will return with another report at the Board’s May meeting. |  |  |
| Discussion of recent News Articles | Kate Henz shared with the Board two articles recently published that are relevant to the Board’s work. The Board discussed the potential for requesting demographics of agency leadership and board membership in the future, and opportunities for exploring providing funded agencies with workshops related to measurement and reporting to further develop agencies’ capacity in this area. |  |  |
| Outside Agency Funding Application Update | Jackie Thompson reported that two agencies had missed the application submittal date. One agency submitted their application a week after the deadline and the other requested to submit in February. Jackie thanked the agencies and informed them that the Town does not accept late applications. She also encouraged them to apply next year.  Jackie reminded board members that if they serve on a board, receive services or volunteer with any agency that has applied for funding, they are required to recuse themselves from hearing the presentation and making funding recommendations for those specific agencies. |  |  |
| Board Orientation for Agency Hearings | Kate Henz provided the Board with an overview of the hearing process. Each agency has 15 minutes to present to the Board. Board members are encouraged to post questions in Google Docs at least a week in advance of the agency’s scheduled hearing date. Jackie will provide the Board with responses to their questions in advance of the hearings. |  |  |
| **REPORTS** |  |  |  |
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| **ADJOURNMENT** | The meeting adjourned at 7:46 p.m. | Carolyn Fanelli made and Michelle Zembow seconded a motion to adjourn. | The motion was adopted unanimously (4-0). |
| **Next Meeting –** March 12, 2018, Town of Carrboro, 301 West Main Street, Carrboro, NC |  |  |  |