



Draft-Advisory Board Action Minutes

Meeting Date/Time: September 3, 2019/6:30pm

Members Present: Mary Andrews, Tisha Buelto, Carolyn Fanelli, Kate Henz (Chair), Amy Liu, Josh Ravitch (Vice Chair) and Mychal Weinert

Members Absent:

Staff and Others Present: Jackie Thompson and Sarah Vinas

Agenda Item	Discussion Point	Motions	Votes/Actions
OPENING			
Call to Order	The Chair called the meeting to order at 6:30 p.m.		
Roll Call	All members were present.		
Approval of Agenda		Amy Liu made and Tisha Buelto seconded a motion to approve the agenda.	The motion was adopted unanimously (7-0).
Approval of Minutes: May 7, 2019 Action Minutes.		Mary Andrews made and Carolyn Fanelli seconded a motion to approve the May 7, 2019 minutes.	The motion was adopted unanimously (7-0).
OLD BUSINESS			
Agenda Item	Discussion Point	Motions	Votes/Actions

	The Board asked Jackie Thompson to get an update on the Chapel Hill Road to Zero Pedestrian Safety Action Plan.		
NEW BUSINESS			
FY19-20 Outside Agency Survey Results	<p>Jackie Thompson gave an overview of the FY19-20 Outside Agency Survey results and the board provided feedback on the revised funding process.</p> <p>Overall agencies were pleased with the streamline application. The Board also expressed their satisfaction with the new process and did not identify any major concerns.</p> <p>The Board asked staff to inquire with the agencies that indicated on the survey that the application took 45 hours to complete.</p> <p>The Board discussed having some language to address agency that apply for funding new programs.</p> <p>The Board suggested that the following language be stated during the Outside Agency Orientation and in the application:</p> <p>The Human Services Program aims to achieve real impact and make the best use of Town funding. For this reason, the HSAB typically does not</p>		
Debrief of FY19-20 Application Process			

	<p>recommend funding organizations that have less than 12 months of experience implementing programs.</p> <p>The Board would like to learn more about the issues for which they receive funding requests, including food insecurity and affordable housing. They suggested that we invite to a future board meeting representatives of the Food Council and food access organizations and affordable housing organizations to learn more about housing.</p> <p>Sarah Vinas and Jackie Thompson discussed with the Board the potential for using Submittables, a software program for electronic application submission. Orange County and the Town of Carrboro have committed to using Submittables for the next application process. Before we move forward with the software, we would like to get input from the Board and the agencies.</p> <p>Several board members voiced their concern that they would like for the non-profit agencies to have an opportunity to review the software program and provide input.</p>		
--	---	--	--

Election of Officers	Sarah Vinas discussed with Board the Town's interest in synching the Human Services process with the budget process. In order for this to happen the Board would have their recommendation finalized in April. This may entail starting our hearing process earlier. Jackie will work on a draft calendar to review at the October meeting.	<p>Mary Andrews made a motion to nominate Carolyn Fanelli as Chair. Kate Henz seconded the motion.</p> <p>Kate Henz made a motion to nominate Amy Liu as Vice Chair. Josh Ravitch seconded the motion.</p>	<p>The motion was adopted unanimously. (7-0)</p> <p>The motion was adopted unanimously, (7-0)</p>
ADJOURNMENT	The meeting adjourned at 8:00p.m.	Carolyn Fanelli moved and Amy Liu seconded a motion to adjourn.	The motion was adopted unanimously (7-0).
Next Meeting – October 1, 2019			