



*Approved*

**MEETING MINUTES**  
**SOCIAL SERVICES COMMITTEE**  
Thursday, November 9, 2023 7:00 PM

**Social Services Committee**

Members Present: S. Olds Frey, D. Ohanian, A. Ngola, K. Rolling, K. Hayes, R. Phillips

Members Absent: S. Lackey, Councilmember Burns, Councilmember Reid

Staff Present: M. Johnson, J. Wingader

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**Call to Order / Declaration of Quorum**

Chair Olds Frey called the meeting to order at 7:06 pm.

**Approval of Meeting Minutes for September 14, 2023 and October 12, 2023**

Vice Chair Ohanian moved approval of both sets of minutes seconded by Ms. Hayes; a voice vote was taken and the minutes for September 14, 2023 and October 12, 2023 as presented were approved 6-0.

**Public Comment**

No public comment.

**FY 2024 Anticipated Available Funds**

Staff provided an overview of funding including the use of an estimated CDBG award for FY 2024 and the increased amount available from the Community Partners Fund (formerly Human Services Fund); staff closed by recommending flat funding to each category. There was discussion about how funds could shift once the actual CDBG award for FY 2024 was determined.

**Procedure to Determine FY2024 Renewal Allocations**

Staff outlined three options for determining initial renewal allocations including: use of past award amounts, nomination of a working group to determine initial renewal amounts, and the use of a spreadsheet of renewal amounts that each member would complete and return to staff; staff would determine average renewal amounts based on the submissions and these amounts would be used as the initial renewal amounts used to open the discussion. Members discussed the benefits and challenges of each option.

Staff confirmed that the report information provided at previous meetings would be updated and sent to members for review. Members confirmed the steps required for each process and there was further discussion about the merits and challenges of nominating a working group. After deliberation, there was general consensus that, because this was a renewal year and there were no new programs or applications to consider, formation of a working group would be overly burdensome. Staff confirmed that updated program summaries would be included in the December packet for public review. Members agreed that completing the allocation template and returning it to staff by December 4th would be the preferred way to determine initial allocation amounts.

Vice Chair Ohanian moved approval of the use of the template renewal sheet to be completed by SSC members and compiled by staff, seconded by Ms. Hayes; a voice vote was taken and the motion passed 6-0.

**Social Services Committee 2024 Proposed Meeting Dates**

Staff presented the proposed meeting dates for 2024; the Social Services Committee will continue to meet on the second Thursday of each month. There was discussion about the August meeting and whether it would be canceled at the direction of City Council. Staff confirmed that the proposed agenda items could move to the July and September meetings if the August meeting was canceled. Mr. Rolling moved approval of the 2024 proposed meeting dates seconded by Ms. Ngola; a voice vote was taken and the meeting dates were approved 6-0.

**Adjournment**

The meeting adjourned at 7:39 pm.

Respectfully submitted,  
Jessica Wingader  
Senior Grants and Compliance Specialist