



Community Services Advisory Committee Meeting Minutes

Monday, June 10, 2024
5:30 pm – 7:30 pm
* Hybrid Meeting *

Members Present: Judith Williams (Chair) Christine Bertie Marta Hood
Dennis Cooper Caitlin Konya
Jennifer Corona Andy Sevaio

Members Absent: None

Staff Present: Erin Bryant-Thomas, *Human Services Manager*
Kim Cooper, *Human Services Coordinator*
Gwen Voelpel, *Assistant City Manager*
Gillian Sayer Mudd, *Admin 2*

Council Present: None

Others Present: None

Commence: 5:41 PM
Adjourn: 6:52 PM

1. Call to Order / Introductions	Chair Williams called the meeting to order at 5:41 pm
2. Approval of the 01/08/2024 Minutes	<p>Review and Approve</p> <p>Jennifer Corona made a motion to approve the minutes. Dennis Cooper seconded the motion.</p> <p>Motion passed: 7:0</p>
3. Introduction of new Committee member and reappointments	<p>Introduction</p> <p>Marta Hood was introduced to the committee and Dennis Cooper and Jennifer Corona were announced as being reappointed.</p>
4. Due Diligence Process – Gillian Sayer Mudd – Admin 2	<p>Informational</p> <p>Gillian gave an overview of her review of the 86 applications. Specifically confirming Washington State Business License, SeaTac Endorsement and Agency Name.</p>
5. Application Timeline Review –	<p>Informational</p> <p>Kim shared a bit about the timeline and confirmed that applicants we</p>

<p>Kim Cooper – Human Services Coordinator</p>	<p>had questions for had been contacted and we are in the process of updating their applications.</p> <p>The committee needs fewer agencies per month and add some additional meetings. The thought is 10 per meeting and we will add some additional meetings.</p> <p>Discussion commenced between Erin, Kim, Dennis, Judy, Andy, Jennifer, and Caitlin.</p>
<p>6. Rating Tool Overview – Erin Bryant-Thomas – Human Services Manager</p>	<p>Informational</p> <p>Erin talked about the applications and reiterated the importance of the due diligence aspect of the review.</p> <p>All members confirmed receipt of the thumb drive with all the applications on it.</p> <p>Erin said we listened to the Committee requests for a rating tool at the last meeting and reviewed the updated rating tool template with the Committee.</p> <p>Discussion commenced between Erin, Gillian, Kim, Judy, Jennifer, Andy, Dennis, Marta, Caitlin, and Christine.</p>
<p>7. Rating Tool Vote – Committee Members</p>	<p>Action</p> <p>Dennis Cooper made a motion to approve use of the new rating tool, with the caveat that the tool can be changed to make it work better. Andy Sevaio seconded the motion.</p> <p>Motion passed: 6:1 (Judith Williams dissenting)</p>
<p>8. Review Blue Section of Applications – Kim Cooper</p>	<p>Informational</p> <p>Kim provided review assistance for the first 15 applications.</p>
<p>9. Human Services Update – Kim Cooper, Human Services Coordinator</p>	<p>Update</p> <p>Community Resource Day, Food bank boxes, Free lunch in the park schedule being worked on, Minor home repair is just now running out of funds. Andy still has bath towels that can be handed out to organizations that are interested.</p> <p>Discussion commenced between Kim, Judy, and Andy.</p>
<p>10. Next Meeting</p>	<p>Informational</p> <p>Monday, July 8, 2024</p>
<p>11. Adjourn</p>	<p>Chair Williams adjourned the meeting at 6:52 pm</p>