

Social Service Human Relations Board

Minutes of the Regular Meeting, Thursday, October 27, 2011

1. **CALL TO ORDER and ROLL CALL** President Wasko called the meeting to order At 7:37 p.m. Present were: Vice-President Villareal, Biggs, Dailey, and Nielsen. Absent were: James and Holder

2. **APPROVAL OF MINUTES**

Staff distributed the minutes of the regular meeting on September 22, 2011. Since they were not sent out with the Transmittal, they will on the agenda for approval at the Special Meeting on December 1, 2011.

3. **AGENDA ITEMS**

3-A. **JOINT WORK SESSION DISCUSSION WITH THE ASSESSMENT & AWARENESS, ATAH, AND RESOURCE SHARING, WORKGROUPS TO FINALIZE COMMUNITY NEEDS ASSESSMENT SURVEY FORMAT** - Action - 45 minutes

President Wasko distributed a printed version of the Online Community Needs Assessment Survey Draft, noting that a separate sheet is included for question #18, which is the only question with “drop downs”. She then gave a summary of the comments made at the Special Meeting with the ACCYF and ASC on October 12 (attended by all but Vice-President Villareal and member James).

including the input received at the combined ACCYF / ASC meeting on October 12. The Board, meeting as a “committee of the whole”, will conduct this final review, and discuss next steps for conducting the Survey.

This item has a suggested time limit of **45 Minutes**.

RECOMMENDATION: It is recommended that after review and discussion of the proposed survey format, the Board take actions as appropriate to move forward with the conducting of the needs assessment Survey.

3-B. **WORKGROUP PROGRESS REPORTS** - Information – 30 minutes

The Board has agreed to review the Work Groups’ progress at each meeting. The Work Group status report is intended to provide this information.

Each item below is an **INFORMATION** item with a suggested time limit of **10 minutes each, 30 minutes total**

Assessment and Awareness Workgroup – Nielsen

Resource Sharing Workgroup – Biggs

Alamedans Together Against Hate Workgroup - Villareal

When a Work Group proposes an action or activity that requires Board approval, such as an expenditure of funds or the approval of an event, the Work Group Chair should inform staff of the Action item to be placed on the Board's agenda. The deadline for requesting an item on the agenda is nine days before each meeting, typically the third Tuesday of the month.

4. BOARD/STAFF COMMUNICATIONS, NON-AGENDA

This **INFORMATION** item provides an opportunity for Board members and staff to make announcements or report on items of interest or concern. Items brought up under Board/Staff Communications cannot be discussed at this time, but may be placed on a future agenda for discussion by the Board. Information – 10 Minutes

5. ORAL COMMUNICATIONS

This **INFORMATION** item provides an opportunity for the public to comment on non-agenda items. Similarly, issues raised under Oral Communications Non-Agenda cannot be discussed but may be placed on a future agenda for Board consideration. Information – 3 Minutes per Speaker

6. ADJOURNMENT

Respectfully Submitted:

Jim Franz - Secretary

DRAFT UNTIL APPROVED