

HUMAN SERVICES ADVISORY COMMISSION
Minutes of Special Meeting
April 28, 2014

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Commissioners Present: Chairwoman Karen Roy Guglielmi, Terilyn Rogers, Bill Campbell, Michael Winkler
Commissioners Absent: Bill Fox, Judge James Purnell
Staff Liaisons Present: Marina Rodriguez, VSS and Alan Slobodien, VYS

Approval of Minutes - special meetings of 2/3/14 and 2/8/14, and regular meeting of 3/17/14

Commissioner Winkler made separate motions to approve each set of minutes, seconded by Commissioner Rogers; each was approved.

Communications & Correspondence

- Letter from Chairwoman to Town Council dated 3/18/14 in regards to Human Services Budget process
- Email from Alan Slobodien to Commission dated 3/24/14 in regards to YSB questionnaire for RBA
- Human Services Budget spreadsheet dated 4/12/14 with final adopted budget

Update on Budget Presentation

The Commission thanked Commissioner Rogers for doing a good job with the presentation at the Town Council public hearing. Having agency representatives there was helpful as they were able to best explain their programs and answer specific questions. The program information in the Council Budget Books didn't seem to match with the Commission Books. There were questions on how the Commission came to its recommendations because Council had not yet received the Chairwoman's letter. The Council requested a report in the next 6 months on what the Commission will do to get agency data on program effectiveness.

The Commission agreed that agencies should attend the budget public hearing. The Commission agreed that all agencies should be interviewed as part of the grant application review process. The Town needs to inform the Commission on what information it provides to the Council, and who prepares it.

Results Based Accountability (RBA)

Alan explained the Youth Services questionnaire given to program participants as part of the State's RBA system. He summarized the Results Based Accountability approach and how it would help to tie program goals/objectives to town-wide goals. RBA can be used to measure how well a program is working by answering 3 types of questions: How much did we do? How well did we do it? How is anyone better off?

The Commission discussed the RBA, the type of data that would best reflect effectiveness, the different kinds of programs that the agencies provide, how to apply it to the grant application process, and how best to meet with the agencies about the RBA, etc. Chairwoman Roy-Gublielmi will write a letter to the agencies requesting they provide the goal statement and the answer to each of the 3 RBA questions for each program that the Town funds. The Commission would like the information by July 15th. The letter will ask that the responses be succinct (for example, not more than 1 page per program). Copy of the letter will be sent to Town Council.

Next Meeting: The Commission agreed to have a special meeting on Monday, August 18, 2014 when it would review the responses from the agencies and determine what should be the next steps.

Submitted by
Marina Rodriguez