

**SOCIAL AND VOLUNTARY SERVICES COMMISSION MINUTES**

January 11, 2016

The Social and Voluntary Services Commission met in the Multi-Purpose Room at 201 West Gray, Building A on the 11th day of January, 2016, at 5:30 p.m. Notice and Agenda of the meeting were posted at 201 W Gray building A, the Norman Municipal Complex, and at [www.normanok.gov](http://www.normanok.gov) 24 hours prior to the beginning of the meeting.

Chair Teresa Capps called the meeting to order 5:30 p.m.

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**ITEM NO. 1 BEING: ROLL CALL.**

PRESENT:           Aisha Ali  
                      Kay Antinoro  
                      Mary Barbour  
                      Teresa Capps  
                      Denise Millar  
                      Pam Normile  
                      Chris Porter  
                      Angela Steinle

ABSENT:           Diana Hartley

STAFF:             Lisa Krieg, CDBG/Grants Manager  
                      Jolana McCart, Admin Tech IV

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**ITEM NO. 2 BEING: APPROVAL OF THE DECEMBER 7, 2016 MINUTES.**

**Motion** by K Antinoro for approval of the December 7, 2015 minutes; **Second** by P Normile. Approved, with Mary Barbour abstaining due to absence.

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**ITEM NO. 3 BEING: ELECTION OF COMMISSION CHAIR.**

**Motion** by P Normile to elect Teresa Capps Chair. Ms. Capps did not wish to serve again. The motion died due to lack of second.

**Motion** by D Millar to elect P Normile and D Hartley as Co-chairs; **Second** by M Barbour. All approve.

Chair Pam Normile took over the meeting.

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**ITEM NO. 4 BEING: DISCUSSION OF 2016 APPLICATION TIMELINE.**

Four SVSC meetings have been scheduled for 2016, with another possible meeting addition in June. The April 25<sup>th</sup> meeting will be to share the site visit reports and contracts.

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**ITEM NO. 5 BEING: UPDATE OF CURRENT STATUS OF ALL AGENCY CONTRACTS.**

**Motion** by T Capps for Lisa (Krieg) to draft a letter to the Director of Food for Thought that sets a timeline for presenting to the City of Norman all outstanding receipts pertaining to the contract ending June 2015. Failure to receive receipts within a 2 week time period will result in the nullification of the contract. **Second** by K Antinoro. All approve.

L Krieg stated that any grant money not spent is returned to the general fund and does not remain or the Commission to reassign.

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**ITEM NO. 6 BEING: DISCUSSION OF SITE VISITS AND AGENCY ASSIGNMENTS.**

Each Commissioner chose two site visit locations. The site visit forms will be e-mailed ASAP to the Commissioners.

Aisha Ali – Meals on Wheels and NAIC  
Kay Antinoro – CCFI and Food & Shelter  
Mary Barbour – Aging Services and Mary Abbott Children's House  
Teresa Capps – Among Friends and Heartline  
Diana Hartley – Food for Thought and Salvation Army  
Denise Millar – Assistance League and CASA  
Pam Normile – Transition House and Variety Care  
Chris Porter – Community After School and Thunderbird Clubhouse  
Angela Steinle – Bethesda and Bridges

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**ITEM NO. 7 BEING: MISCELLANEOUS COMMENTS.**

A sub-committee was appointed to review the SVSC Ordinance: Aisha Ali, Pam Normile, Diane Hartley and Chris Porter. They will present a draft to the Commission at the April meeting.

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**ITEM NO. 8 BEING: ADJOURNMENT.**

The meeting was adjourned at 6:35.



Pam Normile, Chair