

Housing & Human Services Master Plan Advisory Committee

December 11, 2003

Meeting Summary

The initial meeting of the Housing and Human Services Master Plan Advisory Committee occurred December 11, 2003 from 6:30 to 9:00 pm. The meeting was held in the 13th Street Conference Room. Three members were not able to attend (George Epp, Jerry Lee and Jane Wilkinson).

City Manager Frank Bruno began the meeting by thanking members for their participation. This was echoed by Co-Department Directors Karen Rahn and John Pollak, followed by introductions of members.

Staff then presented an overview of the Department and its four divisions, followed by an overview of the envisioned Master Plan, the proposed process to develop the Plan, and the roles of the Advisory Committee in that development.

The Master Plan

Briefly, the Plan will identify and assess current resources and gaps; demographic, financial and service trends; appropriate roles for the City; and future financial sustainability. The design of the final document itself will follow guidelines established for all city master plans.

The Process

The process as envisioned will take approximately one and one half years to complete. This will be divided into three phases: (1) information gathering and sharing; (2) information analysis; and (3) recommendations development. A form of public input into the Plan will be developed. Staff will provide City Council with regular progress updates.

The Committee

The Advisory Committee itself will meet quarterly throughout the development of the plan, though it is quite likely that “study groups” on specific topics may be formed from the full committee on an *ad hoc* basis as the need arises. Member participation on these groups will be self selected and will, of course, be totally voluntary. The Committee will work with and provide recommendations to staff, which will ultimately be presented to City Council for approval.

March 2004 Meeting

The next meeting of the Advisory Committee will be in March 2004. The date will be determined by the availability of members.

At that meeting, we will examine the demographic profile of the city, including a view of the community with and without inclusion of college students. It will be important to weigh when student numbers should be included in the totals, and when totals without students are more relevant. We will have various cross-tabbing information available, including race/ethnicity, age and income, as well as selected county/state/national comparisons and trend information.

Additionally, we will be asking several member of the Committee to provide information regarding various aspects of the local human services system. We will be meeting with these members in January to discuss content, format and timing issues.

Discussion

Because of the nature of this meeting, very little time was available for discussion. (We weren't able to start on time and the presentations required more time that we had envisioned. During the first phase of the project – data/information development – there will typically be less time for discussion than during the later phases.) However, what discussion did occur was very productive.

Needs from Staff

Of primary importance is that very good summaries of meetings are developed and distributed. Throughout the process, both in the full Committee and the study groups, notes will be taken that describe the major ideas presented and discussed. More formal “minutes” and detailed information of “who said what” will not be included. Whenever possible, staff will group ideas together into logical subject areas rather than a chronological listing of ideas in the order they were presented at the meeting.

The resource listing provided by staff at the meeting will be expanded to include disabilities and employment related data. Staff will explore with the Centers for People With Disabilities, Imagine!, and Project Self Sufficiency to determine what information might be available and appropriate for Committee consideration. Additionally, materials such as Neurons To Neighborhoods, a recent Head Start publication, the Boulder County Civic Forum report, the Status of Children in Boulder County, data relating to Latinos (including the recently released Hispanics in Philanthropy report), and youth behavioral risk assessment data will be important to have available. Finally, the Committee will need to examine projections for the availability of future funding – both governmental and private.

Public Input

During the last master planning process undertaken by the Department, the Committee had to develop policy “on the fly” regarding participation by the public at its meetings. To avoid this situation occurring again, staff will develop specific written policy prior to the Committee's March meeting regarding public input at meetings. In substance this policy will include the following points: (1) all meetings will be noticed in the Daily Camera; (2) space will be made available for public attendance at all Committee meetings; (3) presentations from the public during Committee meetings will not be permitted; (4) staff will collect written or oral comments from members of the public who attend meetings and will convey these comments to Committee members; (5) written rules for public participation will be placed on all public chairs at Committee meetings; and (6) a plan for public input into the Master Plan will be implemented , probably in the third phase of the process.

It is important that a desired outcome for the public input process be identified and *specific* materials be developed for public comment prior to any event. Once the Plan is taking shape, use of focus groups comprised of groups of interested parties might serve as part of the public input process (e.g., human services agencies, developers, youth, seniors, some form of school

personnel). There may be some possibilities through use of the City's website, in addition to more traditional meetings.

Things to Keep In Mind

As we progress through this process, it is important to remember that jurisdictional boundaries aren't necessarily relevant in people's lives. Boulder has many people who contribute to the community, but may not actually reside here. The high cost of housing is driving many people to live outside of the city limits, yet their children may attend school here, they may be employed here and may contribute significantly to Boulder's sales tax revenue. It will be important to note how many residents are recent arrivals; understanding these patterns is important. Are we seeing a trend where people with lower income levels and higher income levels remain as residents, but more moderate level income families are moving to the outlying areas? Perhaps the idea of regional revenue sharing needs to be looked at again when we turn to an examination of future sustainability.

Logistics

Future meetings of the Committee will begin at 5:30 pm, with a light dinner provided. Typically, meetings will end at 8:00 or 8:30 at the latest. Staff will explore the possibility of holding meetings in a different location, with more space available for the Committee and potential public attendees.