

**HUMAN SERVICES ADVISORY COMMISSION
MEETING MINUTES**

July 16th, 2025

6:30 – 8:30 p.m.

In person at City Hall and Virtual Meeting via Cisco Webex

Members Present:

Ricky Mui, Chair, At Large Member
Deborah Moore, Consumer Member
Sarah Basehart Caregiver Member
Nancy Sushinsky, At-Large Member

Stacey Gold, Caregiver Member
Nirmal Ravi, At-Large Member
Reema Greugel, Caregiver Member
Scott Mengebier, At-Large Member

Members Absent:

Jessica Peterson, Consumer Member

Councilmember Marissa Valeri

Mayor and Council Liaison in attendance:

Staff Present: Elssa Kenfack, Community Services Manager

Community Members Present: William (Bill) McGugan

Guests/Presenters in Attendance: None

RE: Call Meeting to Order

Meeting was called to order at 6:31pm by Ricky Mui, Chair.

- Mr. Mui welcomed all the members to the meeting and thanked everyone for being a part of the committee and for their contributions to the conversation last month

RE: Community Forum

- Mr. Mui asked if any members had any insights or thoughts from the community. The members had nothing to share.

RE: Approval of Minutes

- Mrs. Gold made a motion to approve the minutes
 - One second from Dr. Ravi to approve the minutes
 - Minutes were approved unanimously.

RE: Community Services and HCD Vacancy Report

- Ms. Kenfack presented details on all of the areas within HCD.
- No members of the commission had any questions or additional feedback

- ACTION: Ms. Kenfack to send the commission the HCD Report and the Bank on Rockville flyer.

RE: Discussing the Human Services Advisory Commission Annual Report

- Mr. Mui went over the criteria and additional notes that were given in the powerpoint guidelines
- Mr. Mui asked to go through the slides line by line to ask for feedback
- Mr. Mui highlighted that the commission is only doing part of what we are supposed to do (ie. Assisting the Mayor and Council in deciding...)
- ACTION: Ms. Kenfack to check in on who will be able to see the report. Is it just the Mayor and Council or will be community be able to see it as well.
- Slide 2- Overview:
 - Mrs. Gold suggested this change to the second paragraph: “The commission body represents human services providers, consumers of human services, and residents of Rockville”
 - Ms. Moore mentioned site visits as a direct way that we have provided oversight and evaluation.
 - Ms. Moore provided additional detail on what the site visits look like and how the members contributed.
 - Mr. Mui asked if there is a template for the evaluation sheet and who the evaluation gets sent to or reviewed by.
 - ACTION: Ms. Kenfack to ask for those details to City staff
 - ACTION: Ms. Moore to review her documents and send an old copy to Mr. Mui and Ms. Kenfack
 - Mr. Mui asked if the evaluation of the Commission carries the same weight as an evaluation from a staff member.
- Slide 3- Major Contributions
 - Mrs. Gold suggested that the commission participated in ____ number of site visits with Caregiver Grants staff and multiple members of the teams
 - Mrs. Basehart asked if this was something she was not able to be a part of because she is a grant recipient but Mrs. Gold stated that they are not able to be in the review process but they can be in the site visits
 - Ms. Moore provided more context to the history of evaluations
 - The commission members discussed how to word their push towards the 1% and how that contributed to increased funding in Caregiver Grants
- Slide 4- Evaluation of Human Services Needs
 - Mrs. Gold suggested adding how having community forum (where residents are invited) as part of the meeting agenda allows the commission to be aware of what the needs in the community are
 - Ms. Moore asked if “participating in testimonies to Mayor and Council” has been added in the presentation
- Slide 5 – Human Services Needs
 - Mr. Mengebier asked if we could change “drug addiction” to “Substance Use”
 - Mr. Mui asked if they should have a slide that summarizes what the commission has learned this year

- Mrs. Gold suggested having another slide for accomplishments in order to mention cross-commission collaboration
- Ms. Moore mentioned the importance of mentioning their continued advocacy for the one percent
- Ms. Moore asked if everyone on the commission has taken the Maryland Open Meetings Act Training. She stated that if they have then that is another accomplishment that can be mentioned.
- Mrs. Greugel mentioned that it would be redundant to add in additional details of the accomplishments. The commission agreed that they should keep the presentation simple and concise.
- Mrs. Greugel talked about the importance of mentioning the city staff liaison and Councilmember Valeri

RE: Additional Items

- Reviewing action items
 - Mrs. Greugel to reach out to Friendship Bench (D.C. Office)
 - She stated that she has not forgotten but has been dealing with a family member's health concerns. She plans to follow up on this
 - Ms. Kenfack stated that she has followed up with city staff regarding an update on community member Bill's application status to join the commission
- Mr. Mui asked how the commission felt about being able to attend events in order to raise awareness of how the Human Services Advisory Commission can best advocate for them
 - Mrs. Sushinsky mentioned that this is something that often happens organically
 - Mrs. Basehart mentioned that this is something that can be mentioned in the meeting next month

RE: Agenda items for next meeting, September 17, 2025

- Mrs. Basehart stated that they should start with reviewing the future plans/endeavors that they established in the report
- Ms. Kenfack took time to ask the group if there are any other topics the group would like to discuss in the next meeting following month
 - Mrs. Greugel mentioned that inviting someone from 211 Maryland or Friendship Benches could be speakers for September
 - Mr. Mengebier suggested that they could have 211 National could be a speaker that would be more plugged into the things that happen within the area
 - Topics: warm referrals in human services
- Usual report items: forum, minutes, Community presentation: either 211 or Friendship Benches

RE: Adjourn – two motions and unanimous vote to adjourn at 8:16pm.