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*By Darlene Brady at 11:16 am, Mar 07, 2022*

# TOWN OF KENT

## ARPA Needs Assessment Committee

Regular Meeting Minutes  
Wednesday, March 2, 2022 @ 4:30 pm

### Members in attendance:

Connie Manes  
Joe Agli  
Patricia Oris  
Glenn Sanchez  
Ruth Epstein  
Craig Bibb

Guests and members of the public in attendance:  
none

Absent: Barbara Herbst

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1. The meeting was called to order at 4:36 pm
  2. The agenda for the meeting was approved on a motion made by Craig Bibb and seconded by Patricia Oris.
  3. The minutes for the meeting held on February 24<sup>th</sup> were approved on a motion was made by Connie Manes and seconded by Joe Agli.
  4. The focus groups were defined and organized by committee members as follows:

#### Social Services providers (9 total)

Will be held virtually on Saturday, March 12<sup>th</sup>

From 10 am – 11:30 am

Patricia Oris will be the moderator

Ruth Epstein will be the note taker

There may be an additional participant for a total of 10, Ruth Epstein will confirm

#### Not-for-Profit organizations (8 total)

Will be held virtually on Saturday, March 12<sup>th</sup>

From 1pm – 2:30 pm

Patricia Oris will be the moderator

Glenn Sanchez will be the note taker

#### Residents and Parents (7 total)

Will be held virtually on Saturday, March 12<sup>th</sup>

From 1 pm – 2:30 pm

Due to a lack of volunteer participants, the residents and parents focus groups were combined

Through his recruitment efforts, Craig Bibb succeeded in adding 2 residents and 2 parents to the group for a total of 7. He will try to recruit 1 or 2 more participants.

Connie Manes will be the moderator

Joe Agli will be the note-taker (with support from Craig Bibb)

Retail, Restaurants and Hospitality owners

Will be held on Tuesday, March 15th

Time to be determined

To date, only 2 participants have signed up to join this focus group

If no additional participants can be recruited by either the Chamber of Commerce or by ARPA Needs Assessment Committee members, we will do one-on-one interviews with the 2 participants (Lore Nails and Kent Falls Brewery)

5. Patricia Oris will prepare the first draft of focus group questions for review and comment by all committee members before our next meeting
6. We will end our Needs Assessment Survey at the end of March
7. The next meeting of the ARPA Needs Assessment Committee will be held on Wednesday, March 9th at 4:30
8. The meeting was adjourned at 5:32 pm

These are draft minutes. Corrections may be made by the Committee at a subsequent meeting. Please refer to subsequent meeting minutes for possible corrections and approval of these minutes.

***ARPA Assessment Committee charge: to conduct a needs assessment to make recommendations to the BoS on potential uses for the ARPA funds.***

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