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*By Darlene Brady at 10:28 am, Feb 01, 2022*

# TOWN OF KENT

## ARPA Needs Assessment Committee

### Special Meeting Minutes

Wednesday, January 21, 2022 @ 12:00 pm

#### Members in attendance:

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

#### Guests and members of the public in attendance:

Donna Hayes

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1. The meeting was called to order at 12:06 pm
  2. The agenda for the meeting was approved on a motion made by Ruth Epstein and seconded by Patricia Oris.
  3. A motion was made by Joe Agli and seconded by Craig Bibb to approve the minutes of the 1/12/22 meeting. All approved.
  4. The ARPA Needs Assessment Committee has received 240 survey responses as of 1/21/22
  5. Connie Manes will coordinate with the Kent Chamber of Commerce to develop a list of businesses to invite to participate in a focus group
  6. Ruth Epstein will put together a list of social services providers to be invited to participate in a focus group
  7. Glenn Sanchez will interview administrators at Kent's 3 private schools regarding COVID impact and report back to the Needs Assessment Committee
  8. Patricia Oris will interview the management at IGA regarding COVID impact and report back to the Needs Assessment Committee
  9. Joe Agli will work to put together a group of Kent seniors to participate in a focus group
  10. Connie Manes will contact Kent Center School's parents' organization to invite members to participate in a focus group
  11. Barbara Herbst recommended moving the date of Focus Groups to March 12<sup>th</sup>. All agreed.
  12. The Needs Assessment Committee will divide into 2 teams to conduct focus groups. Team One will arrange a Social Services focus group on March 12<sup>th</sup> from 10:00 – 11:30 am. Simultaneously, Team Two will conduct focus groups with parents of school-aged children.

13. The next meeting of the ARPA Needs Assessment Committee will be on Wednesday, January 28<sup>th</sup> at 4:30 pm
14. The ARPA Needs Assessment Committee agreed to meet weekly on Wednesdays at 4:30 pm.
15. Barbara Herbst made a motion to adjourn the meeting at 1:34 pm. Joe Agli seconded the motion.

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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