



**MINUTES  
DES MOINES CITIZENS ADVISORY BOARD  
MEETING**

**City Council Chambers  
21630 11th Avenue S, Suite C  
Des Moines, Washington  
Wednesday, March 25, 2026 - 6:00 PM**

**CALL TO ORDER**

Chair Harry Steinmetz called the meeting to order at 6:02 p.m.

**ROLL CALL**

**Council Present:** Deputy Mayor Gene Achziger; Councilmember Harry Steinmetz; Councilmember Robyn Desimone

**Committee Present:** Aileen Evans; Lisa Franz; Alyson Chapin; Bettina Carey; Victoria Andrews; Corrine Anderson-Ketchmark; Diane Hoyer; Jim Lampariello; Mary Guiberson; Bill Linscott; Jeff Crompe; Mackenzie Meyers; Charlene Bacalzo; Eddy Duggar; MaryEllen Laird

**Staff Present:** City Manager Katherin Caffrey; City Liaison Tara Vaughn; Deputy City Clerk Sara Lee

**AGENDA ITEMS**

- Item 1. **Approval of Minutes from the February 25, 2026 Citizens Advisory Board Meeting**  
**Motion: "I move to approve the minutes of the February 25, 2026 Citizens Advisory Board Meeting."**

**Direction/Action**

**Motion** made by Jeff Crompe, seconded by Bill Linscott  
Motion passed 14-0.

- Item 2. **Strategic Plan Update**

City Manager Katherin Caffrey presented the Strategic Plan Update.

Item 3. **Discussion on Draft Ordinance 26-009 Regarding Appointive Committees & Citizen Advisory Board Code**

City Manager Katherine Caffrey held a discussion on Draft Ordinance 26-009.

- Ensure committee members understand their role and value
- Staff supports committees through information sharing, logistics, implementation.
- Establish meeting procedures, attendance expectations, term limitations
- Annual ethics training
- Annual joint meetings with Council

**Direction/Action**

**Motion** made by Victoria Andrews to change the status of subcommittees to committees; seconded by Harry Steinmetz.

**Motion** passes 14-0.

Item 4. **Subcommittee Reports**

**HUMAN SERVICES - PRESENTED BY CORRINE ANDERSON-KETCHMARK**

- Creating a resource guide; researching 988, 211, and 411 and compiling information to help develop the guide.
- Grant process has opened and working on the process the next few months; will be bringing recommendations to the CAB.
- Looking into conducting a needs assessment.

**SENIOR SERVICES - PRESENTED BY AILEEN EVANS**

- Reached out to Redondo and Woodmont neighborhoods regarding open positions.
- Des Moines Historical Project - Proposing to have a yearly event to have seniors/long-time residents bring artifacts or history about Des Moines and engage in conversations with the public.
- Post Scripts Program - For students that need to complete community service hours, this program would allow students to interview seniors or long-time residents and have the interview featured in local papers/magazines.
- Intergenerational Program - Art with seniors.

**ARTS COMMISSION - PRESENTED BY JEFF CROMPE**

- Posters for the Summer Concerts Series posted around the City.
- Submitted a list of food truck vendors to the City to be available during the

Summer Concert Series.

- Video contest will be held in the fall of this year.
- Currently working on creating a list of bands for the 2027 Summer Concert Series.

### **NEXT MEETING DATE**

April 29, 2026

April 29, 2026

### **ADJOURNMENT**

#### **Direction/Action**

**Motion** made by Jeff Crompe to adjourn; seconded by Charlene Bacalzo.  
Motion passed 14-0.

The meeting adjourned at 7:42 p.m.