



Human Services Commission Meeting

Date: January 22, 2019

Time: 7:00 p.m.

Place: Council Chambers, City Hall

The commission is directed by the City Council to advise the Parks and Community Services Department, City Manager, and City Council in leading the City's efforts to support a socially sustainable community through health and human services and programs that fulfill the basic needs of all people and enhance the quality of life in our city now and into the future.

AGENDA

	<u>Estimated Time</u>
1. CALL TO ORDER	
2. ROLL CALL	
3. APPROVAL OF MINUTES	5 minutes
a. November 27, 2018	
4. ITEMS FROM THE AUDIENCE	5 minutes
5. UNFINISHED BUSINESS	
a. Debrief of Joint Study Session and Council Funding Decision	15 minutes
6. NEW BUSINESS	
a. Review of 2017-2018 Work Plan	10 minutes
b. Review draft 2019-2020 Work Plan	30 minutes
c. City's ADA Civic Engagement Effort	40 minutes
7. COMMUNICATIONS	15 minutes
a. Commissioner Reports	
b. Staff Reports and Announcements	
8. ADJOURNMENT	Estimated meeting completion: 9:00 p.m.

Upcoming Commission Activities:

February 26, 2019 – Regular Human Services Commission Meeting

March 26, 2019 – Regular Human Services Commission Meeting

Alternate Formats: Persons with disabilities may request materials in alternative formats. Persons with hearing impairments may access the Washington State Telecommunications Relay Service at 711.

Title VI: Kirkland's policy is to fully comply with Title VI of the Civil Rights Act by prohibiting discrimination against any person on the basis of race, color, national origin or sex in the provision of benefits and services resulting from its programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with the City. To request an alternate format, file a complaint or for questions about Kirkland's Title VI Program, contact the Title VI Coordinator at 425-587-3011 or titlevicoordinator@kirklandwa.gov.

The City of Kirkland strives to accommodate people with disabilities. Please contact the City Clerk's Office at 425.587.3190, or for TTY Services call 425.587.3111 (by noon the work day prior to the meeting) if we can be of assistance. If you should experience difficulty hearing the proceedings, please bring this to the attention of the Chairperson by raising your hand.

CITY OF KIRKLAND HUMAN SERVICES COMMISSION Minutes of Regular Meeting November 27, 2018

1. CALL TO ORDER

The November 27, 2018, Human Services Commission Regular Meeting was called to order at 7:02 p.m. by Commission Chair Kimberly Scott.

2. ROLL CALL

Commissioners present: Dianne Bell, Amy Falcone, David Godfrey, Commission Chair Kimberly Scott, Commission Vice Chair Jonathan Stutz, and Adam White

Commissioner Gildas Cheung arrived at 7:23 p.m.

Commissioner Matthew Triplett was absent.

Staff present: Human Services Supervisor Leslie Miller, and Program Coordinator Regi Schubiger

Recording Secretary: Senior Office Specialist Cheryl Harmon

3. APPROVAL OF MINUTES

Commissioner Amy Falcone moved to approve the October 23rd minutes as presented. Commissioner Dianne Bell seconded. Motion carried (Yes: 6, No: 0; Commissioners Cheung and Triplett were absent).

4. ITEMS FROM THE AUDIENCE

No items.

5. NEW ITEMS

- a. 2019-2020 Work Plan
Commissioners discussed proposed additions to the 2019-2020 Work Plan for review by City Council's Public Works/Parks/Human Services committee in December.

6. ADJOURNMENT

Commission Vice Chair Jonathan Stutz moved to table the agenda items #5-7 (Unfinished Business, New Business, and Communications) to the Commission's January meeting.

Commissioner Adam White seconded. Motion carried (Yes: 7, No: 0; Commissioner Triplett was absent).

Commissioner Adam White moved to adjourn. Commissioner Amy Falcone seconded. Motion carried (Yes: 7, No: 0; Commissioner Triplett was absent). The meeting was adjourned at 7:28 p.m.

DRAFT



CITY OF KIRKLAND
Department of Parks & Community Services
123 5th Avenue, Kirkland, WA 98033 425.587.3300
www.kirklandwa.gov

MEMORANDUM

To: Human Services Commission

From: Lynn Zwaagstra, Director
Leslie R. Miller, Human Services Supervisor

Date: January 17, 2019

Subject: Tabled Item: Debrief of Joint Study Session with City Council and a Review of Its Funding Decisions

RECOMMENDATION

That the Human Services Commission assess its Joint Study Session with City Council and hear a summary of Council's decisions.

BACKGROUND DISCUSSION

The memo introducing this agenda item is part of the [November 27, 2018 meeting packet](#).



CITY OF KIRKLAND
Department of Parks & Community Services
123 5th Avenue, Kirkland, WA 98033 425.587.3300
www.kirklandwa.gov

MEMORANDUM

To: Human Services Commission

From: Lynn Zwaagstra, Director
Leslie R. Miller, Human Services Supervisor

Date: January 17, 2019

Subject: Review of 2017-2018 Work Plan and Draft 2019-2020 Work Plan

RECOMMENDATION

The Human Services Commission review the 2017-2018 Work Plan and comment on the second draft of the 2019-2020 Work Plan.

BACKGROUND DISCUSSION

The Commission began their discussion regarding the work plans at its [November 27, 2018 meeting](#), but tabled the completion of the discussion until the upcoming meeting on January 22. The 2019-2020 Work Plan has been updated based upon Commission feedback in November and The Public Works, Parks and Human Services City Council Committee feedback in December.

Staff will guide the Commission through a review and discussion of the 2017-2018 Work Plan and updated draft 2019-2020 Work Plan.

Attachment
2019-2020 Updated Draft Work Plan

Kirkland Comprehensive Plan Goal HS-5: Create a community in which all members have the ability to meet their basic physical, economic and social needs, and the opportunity to enhance their quality of life.

Comprehensive Plan Policy HS-5.1: Regularly assess local human service needs and provide leadership in the development of services to address newly identified needs.

Commission Objective	Commission Role	Timing
5.1.1: Review available data and information to assess current needs and trends.	Review data and receive information gathered by staff including relevant Census data, information provided by human services providers, available Eastside needs assessments, and other relevant sources. Review Kirkland’s HHS Overview of Community Needs 2018.	Ongoing 2019 Q1
5.1.2: Learn from agencies and subject matter experts.	Invite local service providers, school officials, and subject matter experts to share best practices and ongoing challenges with meeting community needs. Participate in organized site visits to select agencies as arranged by staff.	Ongoing
5.1.3: Seek and evaluate best practices in addressing the human services needs of individuals and families.	Review and evaluate best practices research to identify optimal service delivery models for Kirkland to emulate.	2019
5.1.4: Pursue and support programs that address the most pressing needs of Kirkland residents and that result in the most positive outcomes.	Provide to City Council a list of prioritized human services needs that the City might proactively support.	2019
5.1.5: Obtain and analyze outcomes of service provision from grantees to inform efficacy and future grant provision.	Provide feedback regarding the current outcome requirements for the Human Services Supervisor to take to the regional funders group.	2019 Q3

Comprehensive Plan Policy HS-5.2: Promote community awareness of human service needs, the resources available to meet those needs, and the gaps in services.

Commission Objective	Commission Role	Timing
5.2.1: Engage internal stakeholders.	Collaborate with the City’s Youth and Senior Councils to identify and address community needs.	Ongoing

DRAFT 2019 – 2020 Human Services Commission Work Plan

5.2.2: Connect with Kirkland residents who utilize human services to understand their needs.	Conduct a community engagement campaign.	2019
5.2.3: Study Community Member Panhandling Proposal.	Evaluate proposal and report back to the City Council.	2019 Q1
<i>Comprehensive Plan Policy HS-5.3: Provide funding for local nonprofit organizations serving the needs of Kirkland residents.</i>		
Commission Objective	Commission Role	Timing
5.3.1: Utilize the grant application process to recommend allocation of City funds to eligible human services agencies serving Kirkland residents.	Provide guidance to staff on application process for 2021-2022 funding and provide recommendations to City Council on distribution of allotted funds as well as a list of possible additional programs or services that are worthy of support by the City and other community organizations.	2020 Q 2, 3
5.3.2: Monitor agencies delivering services.	Review quarterly and annual reports to ensure that agencies are providing services to Eastside residents with positive outcomes.	Ongoing
5.3.3: Assess appropriate investment level for each of the 5 goal areas included in the Human Services Element of the Comprehensive Plan.	Utilize needs assessment data, presentations by community experts and the Commission's engagement campaign to recommend program priority areas to the City Council before the 2021-2022 application process begins.	2019
5.3.4: Assess appropriate investment level for programs addressing the homelessness epidemic.	Examine and recommend an appropriate investment level for homeless services, while balancing funding for the Kirkland shelter with other service providers.	2020
<i>Policy HS-5.5: Commit Community Development Block Grant Funds (CDBG) to affordable housing and house repairs for low- and moderate-income residents.</i>		
Commission Objective	Commission Role	Timing
5.5.1: Allocate CDBG funding to eligible programs and projects.	Provide recommendations to City Council for annual distribution of CDBG funding.	2019 Q 3 2020 Q 3
5.5.2: Monitor effectiveness of the agencies delivering services.	Review quarterly and annual reports to ensure that agencies are providing services to Eastside residents with positive outcomes.	Ongoing
<i>Comprehensive Plan Policy HS-5.6: Participate and provide leadership in local and regional human service efforts.</i>		
Commission Objective	Commission Role	Timing
5.6.1: Meet periodically with human services commissions from other Eastside cities.	Participate in joint meetings with human services commissions from other Eastside cities. Provide leadership by initiating discussions regarding working together to complete a regional needs assessment.	Ongoing
5.6.2: Represent Kirkland and the Eastside in the County.	Attend regional meetings to learn and represent.	Ongoing
5.6.3: Ensure that King County initiatives, such as MIDD, Best Starts for Kids, Veterans and	Examine funding opportunities associated with the County revenue sources to help the City leverage those dollars in its grant process or for other pertinent City services.	Ongoing

DRAFT 2019 – 2020 Human Services Commission Work Plan

Human Services Levy are addressing the needs of Kirkland and the Eastside.		
5.6.4: Advocate for strategic human services policies and funding at the State level.	Review key legislative proposals and provide recommended positions to the City Council.	Ongoing
5.6.5 Ensure that the City’s Human Services Policies are updated to reflect changes within the community and City government.	Review Human Services Policies contained in the Comprehensive Plan and recommend changes and updates.	2019 Q1, Q2
<i>Kirkland Comprehensive Plan Goal HS-6: Encourage human services organizations to make their services physically accessible to all.</i>		
<i>Comprehensive Plan Policy HS 6.1: Encourage services to become accessible to all in the community by removing any barriers, including but not limited to architectural, cultural, language, communication, and location.</i>		
Commission Objective	Commission Role	Timing
6.1.1: Ensure that Kirkland is a place where all people can thrive.	Through the grant application process encourage and support human service providers to provide accessible services.	Ongoing
<i>Kirkland Comprehensive Plan Goal HS-1: Support diversity in City government and in the community by encouraging awareness, acknowledgment and sensitivity and by being inclusive of the entire populace.</i>		
<i>Comprehensive Plan Policy HS 1.1: Engage the diverse populations within Kirkland to create an inclusive community.</i>		
Commission Objective	Commission Role	Timing
1.1.1: Invite the community to come together to discuss and support the shared values of diversity and inclusion and identify additional actions that can be taken by the City and the community to help keep Kirkland a safe, welcoming and inclusive city for all people.	Support community and City of Kirkland actions to ensure a safe, welcoming and inclusive community and promote activities of the Inclusion Network. Identify and share best practices to make recommendations to the City Council. To meet this goal, partner with the Assistant City Manager and his team. Learn best practices for community outreach and partner with the team regarding ADA transition plan.	Ongoing 2019

DRAFT 2019 – 2020 Human Services Commission Work Plan

<i>Kirkland Comprehensive Plan Goal HS-2: Foster a City government and a community free of discrimination and committed to justice and social equity.</i>		
<i>Comprehensive Plan Policy HS 2.1: Work to achieve a community where everyone is treated with respect and given equitable access to resources.</i>		
Commission Objective	Commission Role	Timing
2.1.1: Ensure that the City’s human services grants and policies further the goal of achieving a welcoming and equitable community for all residents.	Develop an equity lens to carry out this work for the City. This includes understanding the inequities in the community, the sources of these inequities and the best practices to address them. Develop expectations for grantee practices that ensure equitable distribution of services and outcomes for the residents of Kirkland.	Ongoing 2019
2.1.2: Ensure that human services agencies are providing equitable access to resources	Utilize an equity lens during the grant application review process. Review applications with an eye for service delivery that ensures appropriate access for all people.	Ongoing
2.1.3: Develop a Parks & Community Services Department Diversity and Gender Equity Policy.	Assist the Human Services Supervisor with a new department diversity and gender equity policy.	2019



CITY OF KIRKLAND
Department of Parks & Community Services
123 5th Avenue, Kirkland, WA 98033 425.587.3300
www.kirklandwa.gov

MEMORANDUM

To: Human Services Commission

From: Lynn Zwaagstra, Director
Leslie R. Miller, Human Services Supervisor

Date: January 17, 2019

Subject: ADA Transition Plan Civic Engagement

RECOMMENDATION

The Human Services Commission hear a presentation about the Americans with Disabilities Act (ADA) Transition Plan civic engagement process and provide feedback on the stakeholder list.

BACKGROUND DISCUSSION

The City of Kirkland posted documents related to its ADA Transition Plan this past summer. They are available here: <https://www.kirklandwa.gov/Help/KirklandADA.htm>

In its ongoing effort to offer a safe, welcoming and inclusive community to all, the City chose to go beyond the federal requirements and complete a thorough civic engagement effort focusing on the experiences of those living with disabilities.

Assistant City Manager James Lopez and Neighborhood Services Outreach Coordinator David Wolbrecht are the staff leading the effort for the City. Julie Stoltman with MacDonald Boyd & Associates is providing consultant services to the City for this public process.

David and Julie will provide an overview of the engagement process to the Commission. They would like the Commission to review its stakeholder list for completeness.

Since the Human Services Commission is planning an extensive community engagement process this year, this City engagement effort could be an opportunity for members to receive training in the City's engagement process and participate in this effort.