



## Human Services Commission Meeting

Date: March 26, 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>
<b>1. CALL TO ORDER</b>	
<b>2. ROLL CALL</b>	
<b>3. APPROVAL OF MINUTES</b>	5 minutes
a. February 26, 2019	
<b>4. ITEMS FROM THE AUDIENCE</b>	5 minutes
<b>5. UNFINISHED BUSINESS</b>	
a. Civic Engagement at the City of Kirkland	60 minutes
<b>6. NEW BUSINESS</b>	
a. Equity Lens Presentation and Discussion	20 minutes
b. Review of RFP for Civil Legal Aid Services	20 minutes
<b>7. COMMUNICATIONS</b>	10 minutes
a. Commissioner Reports	
b. Staff Reports and Announcements	
<b>8. ADJOURNMENT</b>	Estimated meeting completion: 9:00 p.m.

#### Upcoming Commission Activities:

April 16, 2019 – Special Joint Human Services Commission Meeting

April 23, 2019 – Regular Human Services Commission Meeting

May 28, 2019 – Regular Human Services Commission Meeting

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**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.

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# **CITY OF KIRKLAND HUMAN SERVICES COMMISSION Minutes of Regular Meeting February 26, 2019**

## **1. CALL TO ORDER**

The November 22, 2019, Human Services Commission Regular Meeting was called to order at 7:08 p.m. by Commission Chair Kimberly Scott.

## **2. ROLL CALL**

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

Commissioner Gildas Cheung arrived at 7:12 p.m.

Commissioners Adam White and Mathew Triplett were absent

Staff present: Human Services Supervisor Leslie Miller, Youth Services Coordinator Regula Schubiger

Recording Secretary: Senior Office Specialist Melissa Bartoletti

## **3. APPROVAL OF MINUTES**

Motion to Approve the January 22, 2019 minutes as presented  
Moved by Commission Vice Chair Jonathan Stutz, seconded by Commissioner David Godfrey  
Motion carried (Yes: 5, No: 0)

## **4. ITEMS FROM THE AUDIENCE**

Margit Moore addressed the Commission

## **5. UNFINISHED BUSINESS**

- a. Review final draft 2019-2020 Work Plan  
After discussion, the Commission provided staff direction for further edits, none substantive, on the work plan.

## **6. NEW BUSINESS**

- a. Kirkland Community Needs Overview  
Commission shared their takeaways from the overview.
- b. Panhandling  
Youth Services Coordinator Regula Schubiger gave a presentation introducing the topic of Panhandling and an overview of the Have a Heart Give Smart campaign.

Discussion was held on the topic. Commission members provided follow-up questions. Staff will bring back responses at a later meeting.

## **7. COMMUNICATIONS**

### **a. Commissioner Reports**

Vice Chair Jonathan Stutz provided an update regarding the City response to the Menchie's incident. He shared that he has been invited to attend an implicit bias training session for City staff.

Commissioner Gildas Cheung shared that he went to Olympia to advocate for health policies that would increase mental health treatment capacity.

Diane asked staff about three bills in legislature regarding landlord, tenant use, solving eviction problems and if there is a role for the commission regarding Human Services related bills.

### **b. Staff Reports and Announcements**

Staff and Commissioners celebrated Chair Kimberly Scott service to the City as a member of the Human Services Advisory Committee and then Human Services Commission.

## **8. ADJOURNMENT**

Commission Vice Chair Jonathan Stutz moved to adjourn. Commissioner David seconded. Motion carried (Yes: 5, No: 0). The meeting was adjourned at 9:00 p.m.



**CITY OF KIRKLAND**  
**Department of Parks & Community Services**  
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[www.kirklandwa.gov](http://www.kirklandwa.gov)

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## **MEMORANDUM**

**To:** Human Services Commission

**From:** Lynn Zwaagstra, Director  
Leslie R. Miller, Human Services Supervisor  
David Wolbrecht, Neighborhood Services Outreach Coordinator

**Date:** March 20, 2019

**Subject:** Civic Engagement Presentation

### **RECOMMENDATION**

The Human Services Commission hear a presentation about the City of Kirkland's civic engagement process in preparation for participating in the upcoming ADA Transition Plan outreach.

### **BACKGROUND DISCUSSION**

In January, the Human Services Commission listened to a presentation outlining the City's ADA Transition Plan civic engagement by Neighborhood Services Outreach Coordinator David Wolbrecht, Human Resources Analyst Shawn Friang and Julie Stoltman with MacDonald Boyd & Associates. In addition, they presented a preliminary list of agencies and communities identified as potential stakeholders. The Commission identified additional stakeholders to be included.

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

Members of the Human Services Commission expressed interest in participating in this civic engagement process this spring as part of their larger planned community engagement process this year. Tuesday's presentation by David Wolbrecht and Assistant City Manager Jim Lopez will provide a foundation for the Commission's upcoming engagement process.

Commissioners will have the opportunity to participate in the ADA Transition Plan civic engagement meetings later this spring. These meetings are not scheduled yet.



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## **MEMORANDUM**

**To:** Human Services Commission

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

**Date:** March 20, 2019

**Subject:** Equity Lens Presentation and Discussion

## **RECOMMENDATION**

The Human Services Commission hear a brief presentation regarding the challenges of marginalized communities accessing funds to serve their communities and why the access to funds is important. The Commission will then have an opportunity to discuss how this issue might inform the 2021-2022 grant funding process.

## **BACKGROUND DISCUSSION**

In 2018 the Human Services Commission took part in an equity lens training to help prepare for the review of 2019-2020 applications for human services grant funding. The learnings from this training informed the discussions and funding recommendations of the Commission. Since on-going development efforts are needed to strengthen one's equity lens, this month's discussion will be the first in a series of equity lens discussions at Human Services Commission meetings.

Tonight's conversation is informed by a blog written by Vu Le, the Executive Director of the Rainier Valley Corps. The blog is entitled "The urgency of making big funding bets on organizations led by marginalized communities." The blog can be accessed here:  
<https://nonprofitaf.com/2019/03/the-urgency-of-making-big-funding-bets-on-organizations-led-by-marginalized-communities/>



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## **MEMORANDUM**

**To:** Human Services Commission

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

**Date:** March 20, 2019

**Subject:** RFP for Legal Services

### **RECOMMENDATION**

The Human Services Commission hear a brief overview and review the proposed RFP language seeking civil aid legal services for Kirkland residents.

### **BACKGROUND DISCUSSION**

During its review of 2019-2020 applications for human services grant funding in 2018, the Human Services Commission determined none of the applicants proposed a level of service for civil legal aid that would come close to meeting the unmet need for civil legal aid of residents. The Commission recommended to the City Council and the City Council agreed that \$200,000 be set aside to fund a pilot civil legal aid program in 2019 and 2020.

Staff would like to review the draft RFP's scope of work with the Commission. It will be provided at the meeting. Commissioner feedback will be used to finalize the scope of work which will be released in early April.

Staff would welcome the participation of two commissioners on the RFP selection committee.