



## Human Services Commission Meeting

Date: June 22, 2021

Time: 6:30 p.m.

Place: Virtual Zoom Meeting -

**Webinar ID:** [https://kirklandwa-](https://kirklandwa.gov.zoom.us/j/99015843335?pwd=SVk0ZGJsdGVMMW5MeG1QRGdibzZqdz09)

[gov.zoom.us/j/99015843335?pwd=SVk0ZGJsdGVMMW5MeG1QRGdibzZqdz09](https://kirklandwa.gov.zoom.us/j/99015843335?pwd=SVk0ZGJsdGVMMW5MeG1QRGdibzZqdz09)

**Passcode:** 430356

*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. WELCOME TO NEW COMMISSIONERS</b>	
<b>4. APPROVAL OF MINUTES</b>	5 minutes
a. May 25, 2021	
<b>5. ITEMS FROM THE AUDIENCE</b>	5 minutes
<b>6. NEW BUSINESS</b>	
a. Commissioner and Staff Introductions	30 minutes
b. Training Presentations	50 minutes
c. Election of Chair and Vice Chair	15 minutes
<b>7. COMMUNICATIONS</b>	15 minutes
a. Commissioner Reports	
b. Staff Reports and Announcements	
<b>8. ADJOURNMENT</b>	Estimated meeting completion: 8:30 p.m.

#### Upcoming Commission Activities:

July 27, 2021 – Human Services Commission Meeting

August 24, 2021 – 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 Meeting May 25, 2021**

## **1. CALL TO ORDER**

Meeting was called to order at: 6:32pm

## **2. ROLL CALL**

Chair Jonathan Stutz, Michelle Alten-Kaehler, David Godfrey, Jory Hamilton, Marjorie Carlson, Gildas Cheung

Max Reisman excused; Co-Chair Dianne Bell absent

Staff Present – Jen Boone, Human Services Coordinator, Leslie Miller, Human Services Supervisor; Antoinette Smith, Human Services Coordinator, Lynn Zwaagstra, Parks & Community Services Director

Meeting Recorder: Regi Schubiger, Youth Services Coordinator

## **3. APPROVAL OF MINUTES**

a. April 26, 2021

Motion to Approve the April 26, 2021 minutes as presented.

Moved by Commissioner Jory Hamilton, seconded by Commissioner Marjorie Carlson

Motion carried (Yes: 6, No: 0).

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

None

## **5. SPECIAL PRESENTATIONS**

a. 4Tomorrow

Founder and Executive Director Monik Martinez introduced her agency to the Commission.

b. Youth Eastside Services

Chief Program Officer Miguel Martinez, Director of Agency Based Behavioral Health, Debbi Halela and Director of Community Services and Inclusion Jackie Bui provided an overview of the agency's programs.

## **6. OLD BUSINESS**

a. Human Services Commission Workplan

The Commission discussed the revised draft of workplan.

Leslie Miller will be presenting the workplan to City Council at its June 1<sup>st</sup> meeting.

## **7. COMMUNICATIONS**

### **a. Commissioner Reports**

Chair Stutz and Commissioner Alten-Kaehler shared details of their meeting with the Park Board regarding their desire to see outdoor space for children living at Imagine Housing's Velocity property. The need for small parks in increasingly dense neighborhoods was discussed.

Commissioner Carlson will draft a position letter to City Council regarding School Resource Officers. Commissioner Gildas and Chair Stutz will review before it is sent out to the rest of the Commission.

Commissioner Cheung raised the issue of anti-Asian sentiment and that he would have more to report at the June Commission meeting.

Commissioner Hamilton shared that he is studying COVID strains with a research group.

Chair Stutz attended the Kirkland Talks Inclusive Dialogue on Race and Racism event and Youth Eastside Services fundraiser. He also shared that the Pro-Palestine event in Kirkland made him feel unsafe.

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

Leslie Miller requested Commissioners to prioritize its previous mental health program funding recommendations.

Leslie Miller led a time of appreciation for outgoing Commissioners Godfrey, Bell and Reisman and appreciation for Chair Stutz's leadership.

## **7. ADJOURNMENT**

Chair Jonathan Stutz asked for a motion to adjourn. Commissioner Jory Hamilton motioned; Commissioner Gildas Cheung seconded. Motion carried (Yes: 6, No: 0). The meeting was adjourned at 8:57 p.m.



**CITY OF KIRKLAND**  
**Department of Parks & Community Services**  
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## **MEMORANDUM**

**To:** Human Services Commission

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

**Date:** June 18, 2021

**Subject:** COMMISSIONER AND STAFF INTRODUCTIONS

### **RECOMMENDATION:**

That the Human Services Commission take time to meet each other and staff.

### **BACKGROUND:**

Three new Commissioners are attending their first meeting this month. In order to support a cohesive Commission body, staff and Commissioners will take the time to learn about each other together and in small break out groups.



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**MEMORANDUM**

**To:** Human Services Commission

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

**Date:** June 18, 2021

**Subject:** TRAINING PRESENTATIONS

**RECOMMENDATION:**

That the Human Services Commission hear training presentations from staff.

**BACKGROUND:**

In addition to three new Commissioners, the two Commissioners appointed in 2020 did not receive the typical onboarding because of the Pandemic. Commissioners will benefit from learning about the Parks & Community Services Department, the Human Services Division and the responsibilities of the Commission.



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## **MEMORANDUM**

**To:** Human Services Commission

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

**Date:** June 18, 2021

**Subject:** ANNUAL ELECTION OF OFFICERS

### **RECOMMENDATION:**

That the Human Services Commission conduct elections to fill the positions of Chair and Vice Chair for the 12-month period of June 2021 through May 2021.

### **BACKGROUND:**

Kirkland Municipal Code 3.70.080 states that the Human Services Commission Chair and Vice Chair will be elected annually to serve a 12-month term. The Chair may be re-elected to serve a maximum of two consecutive terms. No such term restriction is applied to the position of Vice Chair.

The Chair will be responsible for presiding over Commission meetings. Additionally, the Chair and/or Vice Chair may be called upon to attend other meetings with members of City Council, the community or staff. The Vice Chair will be responsible for performing the duties of the Chair in the event the Chair is not present.

Parliamentary procedure will be followed to conduct the election. The meeting facilitator will call for nominations from the floor for each position separately. At the close of nominations, Commissioners in attendance will be asked for a voice-vote on two motions separately: 1) election of Chair; and 2) election of Vice Chair.

Terms of newly-elected officers will commence immediately.