



## Human Services Commission Meeting

Date: September 27, 2022

Time: 6:30 p.m.

Place: Juanita Beach - 9703 Juanita Dr NE, Kirkland, WA 98034

*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. LAND ACKNOWLEDGMENT</b>	5 minutes
<b>4. APPROVAL OF MINUTES</b>	5 minutes
a. August 23, 2022	
<b>5. ITEMS FROM THE AUDIENCE</b>	5 minutes
<b>6. OLD BUSINESS</b>	
a. Get to Know You Activity	45 minutes
b. 23-24 Human Services Grant Recommendations Update	30 minutes
<b>7. NEW BUSINESS</b>	
a. 2022 CDBG COVID-19 Reallocation Public Hearing	10 minutes
b. 2022 Meeting Calendar	10 minutes
<b>8. COMMUNICATIONS</b>	10 minutes
a. Commissioner Reports	
b. Staff Reports and Announcements	
• Kirkland Health Fair	
• Commissioner Recruitment Update	
<b>9. ADJOURNMENT</b>	Estimated meeting completion: 8:30 p.m.

#### Upcoming Commission Activities:

October 25, 2022 – Regular Meeting

November 22, 2022 – Regular Meeting

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# **CITY OF KIRKLAND**

## **HUMAN SERVICES COMMISSION**

### **Minutes Commission Regular Meeting**

### **August 23, 2022**

#### **1. CALL TO ORDER**

Meeting was called to order at 6:34 pm by Chair Gildas Cheung

#### **2. ROLL CALL**

Members Present: Commissioners, Jonathan Stutz, Michelle Alten-Kaehler, Gaby Lopez Vazquez, Vice Chair Jory Hamilton and Chair Gildas Cheung

Commissioner Marjorie Carlson, absent

Staff Present: Jen Boone, Human Services Manager, Anny Smith, Human Services Coordinator, Amanda Judd, Human Services Coordinator

Meeting Recorder: Regi Schubiger, Youth Services Coordinator

#### **3. LAND ACKNOWLEDGEMENT**

Vice Chair Jory Hamilton read the Local Land Acknowledgement. Commission Michelle Alten-Kaehler will read the acknowledgement for the next meeting on September 27<sup>th</sup>.

#### **4. APPROVE MINUTES**

Chair Gildas Cheung requested a motion to approve the August 17, 2022, minutes as presented. Moved by Commissioner Michelle Alten-Kaehler, seconded by Commissioner Jonathan Stutz.

Motioned carried (Yes: 5 No: 0, one abstention).

#### **5. ITEMS FROM THE AUDIENCE**

Megan Altimore, Hopelink

Jennifer Commes, Essence Health and Research Foundation

Molly Judge, Imagine Housing

Jamie Green, Community In Schools

Isabelle Kailsa, HERO House

Human Services Coordinator Amanda Judd read letter submitted by NAMI Eastside

## **6. OLD BUSINESS**

### a. 23-24 Human Services Grant Recommendations

Commissioners discussed and refined Options A, B, and C to be presented to City Council.

Motion was made by Commissioner Jonathan Stutz to carve out \$10,000 funding for both Black/African American and Indigenous focused efforts as part of the suggested Option C. The motion was seconded by Vice Chair Jory Hamilton. Commissioner Jonathan Stutz requested a roll call vote; Commissioner Jonathan Stutz – yes, Commissioner Gabby Lopez Vazquez – abstain, Commissioner Michelle Alten-Kaehler – yes, Chair Gildas Cheung – no

Chair Gildas Cheung requested a motioned to approve staff recommendations. Vice Chair Jory Hamilton motioned and was seconded by Commissioner Jonathan Stutz. Motion carried.

### b. 2023 CDBG Funds Public Hearing

Motion to approve CDBG staff funding recommendations by Chair Gildas Cheung. Motion was made by Commissioner Jonathan Stutz, seconded by Vice Chair Jory Hamilton. Commissioner Michelle Alten-Kaehler abstained.

## **7. COMMUNICATIONS**

### a. Commissioner Reports

None

### b. Staff Reports

Human Services Manager Jen Boone announced that the Commissioners do have the option to meet in person for the next scheduled Human Services Commission meeting at a park. The group decided they would like to do that. Location to be determined.

## **8. ADJOURNMENT**

Chair Gildas Cheung requested a motion to adjourn. Moved by Commissioner Jonathan Stutz and Commissioner Gabby Lopez Vazquez seconded. The meeting was adjourned at 8:47 p.m.



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

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## **MEMORANDUM**

**To:** Human Services Commission

**From:** Lynn Zwaagstra, Director  
Jen Boone, Human Services Manager

**Date:** September 27, 2022

**Subject:** 2023-2024 Human Services Grant Recommendations Update

## **RECOMMENDATION**

That the Human Services Commission receive an update following the presentation of the 2023-2024 human services grant recommendations to City Council.

## **BACKGROUND DISCUSSION**

The Human Services Commission passed a motion approving the 2023-2024 grant recommendations at its August 23, 2022 meeting. Following the motion, staff prepared a [memo](#) to accompany the recommendations presented to City Council at its September 20, 2022 meeting.

At the City Council meeting on September 20, 2022, Human Services Manager Jen Boone and Human Services Commission Chair Gildas Cheung presented the 2023-2024 human services grant recommendations. Staff requested City Council discussion and provide input on the Human Services Commission grant recommendations to help inform the City Manager's proposed budget through the following questions:

- Does the City Council concur with the human services grant priorities below:
  - Invest a minimum of 10% of base budget recommendations to community-based organizations serving BIPOC communities;
  - Invest a minimum of 15% of total funding recommendations to community-based organizations serving BIPOC communities;
  - Reallocate previous year investment of mainstream organizations with greater capacity to Option B.
- If Option C is considered as part of the budget process, does the Council wish to consider the additional \$40,000 (\$20,000 each year) unallocated grant funding for Indigenous support and Black/African American support as recommended by the Human Services Commission? Or would the Council prefer to see additional Option C recommendations that allocate the funds to existing applicants?
- Does the Council need additional information about any of these programs or recommendations to help inform decision making?

At its September 27, 2022 staff will present a summary of the City Council's discussion and direction to the Commission. A recording of the discussion is available for viewing [here](#).



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## **MEMORANDUM**

**To:** Human Services Commission

**From:** Lynn Zwaagstra, Director  
Jen Boone, Human Services Manager

**Date:** September 27, 2022

**Subject:** PUBLIC HEARING: PROPOSED REALLOCATION OF COVID-19 COMMUNITY DEVELOPMENT BLOCK GRANT PROJECT DISTRIBUTION

## **RECOMMENDATION**

That the Human Services Commission hold a public hearing on reallocating unspent portions of Kirkland's third tranch of COVID (CV) Community Development Block Grant (CDBG) funds.

## **BACKGROUND DISCUSSION**

The primary objective of the federal Community Development Block Grant program is to support the development of viable urban communities by providing decent housing, a suitable living environment via community facilities and public infrastructure, and expanded economic opportunities, principally for persons of low and moderate income. Funds are distributed to communities nationwide on a formula basis.

The City currently receives its CDBG funds through an agreement with King County as part of a CDBG Consortium of 34 cities and towns. Since 2015 the City of Kirkland has chosen the option of participating within the King County Consortium as a Joint Agreement City. With this option the King County Consortium "passes through" a portion of the CDBG funds to larger member cities known as Joint Agreement cities. These cities allocate their portion of the funds to meet locally identified needs through their own allocation process.

At the April 5, 2022 meeting, City Council authorized the third tranch of CDBG COVID-19 funds to support the following activities:

- \$246,945 for hourly wage premiums for staff of behavioral health agencies that are currently funded by Kirkland 2021-2022 human services grants. Agencies to be supported will be chosen through an RFP (request for proposal) competitive bidding process.
- \$100,000 to Hopelink to buy fresh produce, dairy and meat for distribution to Kirkland residents.

- \$80,000 for an agency to provide case management for housing stability and mental health support to Spanish and Portuguese speaking community members. The agency to be supported will be chosen through an RFP that will be released in April.

Following the resolution passing, the City ran a competitive bidding process requesting applications from agencies to support mental health worker retention. The City extended the application process to award the \$246,945 funds available. After awarding funds to eligible agencies seeking funding, an outstanding amount of \$70,945 remains available.

Staff is recommending a reallocation of \$70,945 to support the selected agency to provide case management for housing stability and mental health support to Spanish and Portuguese speaking community members. The recommended adjustment to support this activity brings the total amount to \$150,945.

The new totals for this traunch of COVID funding is as follows.

- a) \$176,000 for hourly wage premiums for staff of behavioral health agencies that are currently funded by Kirkland 2021-2022 human services grants. These funds have been awarded to two agencies.
- b) \$100,000 to Hopelink to buy fresh produce, dairy and meat for distribution to Kirkland residents. These funds have been awarded.
- c) \$150,945 for an agency to provide case management for housing stability and mental health support to Spanish and Portuguese speaking community members. One agency has applied and was awarded partial funding.

Following a public hearing, the Human Services Commission will finalize the recommendation. The recommendation will be presented to City Council at its October 4, 2022 meeting.



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## **MEMORANDUM**

**To:** Human Services Commission

**From:** Lynn Zwaagstra, Director  
Jen Boone, Human Services Manager

**Date:** September 27, 2022

**Subject:** 2022 UPDATED HUMAN SERVICES COMMISSION MEETING CALENDAR

### **RECOMMENDATION:**

That the Human Services Commission discuss the Commission meeting calendar for the remainder of 2022.

### **BACKGROUND DISCUSSION:**

The Human Services Commission meets the fourth Tuesday of the month at 6:30pm. Meetings are currently held virtually by Zoom.

There are three scheduled meeting dates on the calendar remaining in 2022:

- Tuesday, October 25<sup>th</sup>, 6:30pm (currently scheduled to be virtual)
- Tuesday, November 22<sup>nd</sup>, 6:30pm (currently scheduled to be virtual)
- Tuesday, December 27<sup>th</sup>, 6:30pm (currently scheduled to be virtual)

Staff are proposing the December meeting is cancelled in response to the Commission meeting up to four times a month over the summer to complete the 23-24 human services grant review process.

Following the December 27<sup>th</sup>, 2022 meeting cancellation, regular meetings would resume in 2023. The first meeting in 2023 would be Tuesday, January 24, 2023.