



Human Services Commission Meeting

Date: July 25, 2023

Time: 6:30 p.m.

Place: Virtual Zoom Meeting -

Webinar ID: [https://kirklandwa-](https://kirklandwa.gov.zoom.us/j/95665567758?pwd=eEhGaEYraThBbnlhUTdzUWVCa3c5dz09)

[gov.zoom.us/j/95665567758?pwd=eEhGaEYraThBbnlhUTdzUWVCa3c5dz09](https://kirklandwa.gov.zoom.us/j/95665567758?pwd=eEhGaEYraThBbnlhUTdzUWVCa3c5dz09)

Passcode: 822788

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

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **LAND ACKNOWLEDGEMENT**
4. **APPROVAL OF MINUTES**
 - a. May 23, 2023
5. **ITEMS FROM THE AUDIENCE**
6. **SPECIAL PRESENTATIONS**
 - a. Brazilian Community Services
 - b. Chabad of Kirkland, Center for Jewish Life
 - c. Kirkland Senior Council
7. **BUSINESS ITEMS**
 - a. 2024 Community Development Block Grant Program
 - b. Annual Election of Officers
8. **COMMUNICATIONS**
 - a. Commissioner Reports
 - b. Staff Reports and Announcements
9. **ADJOURNMENT**

Upcoming Commission Activities:

August 22, 2023 – Regular Meeting (virtual)

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 Commission Regular Meeting

May 23, 2023

1. CALL TO ORDER

Vice Chair Jory Hamilton called meeting to order at 6:34 pm

2. ROLL CALL

Members Present: Commissioners Melantha Jenkins, Jonathan Stutz, Sriram Rajagopala, Chloe Sow, Cristian Liu, and Vice Chair Jory Hamilton

Chair Gildas Cheung excused

Staff Present: Jen Boone, Human Services Manager, Amanda Judd, Human Services Coordinator, Antoinette Smith, Human Services Coordinator, Meli Paulo, Homeless Outreach Coordinator

Meeting Recorder: Regi Schubiger, Youth Services Coordinator

3. LAND ACKNOWLEDGEMENT

Commissioner Melantha Jenkins read land acknowledgement. Commissioner Jonathan Stutz will read the acknowledgment at the June meeting.

4. APPROVAL OF MINUTES

Vice Chair Jory Hamilton requested a motion to approve the April 25, 2023 minutes. Commissioner Melantha Jenkins made a motion for approval, Commissioner Sriram Rajagopalan seconded. Motion carried (Yes: 6 No: 0).

5. ITEMS FROM THE AUDIENCE

None

6. SPECIAL PRESENTATIONS

- a. Immigrant Women's Community Center

Executive Director Nura Adam and Board Chair Jennifer Karls from Immigrant Women's Community Center (IWCC) shared about the services and programming provided to Eastside communities.

7. BUSINESS

- a. 2044 Comprehensive Plan Update – Human Services and Housing Elements

The Commission received a briefing and provided staff feedback on the 2044 Comprehensive Plan update process and topics to study as it relates to updates to the Human Services and Housing Elements (the term Element refers to the chapters in the Comprehensive Plan).

Senior Planner Scott Guter, Senior Planner Lindsay Levine, and Environmental Program Coordinator Katie Hogan from the City of Kirkland's Planning and Building Department presented.

Agenda item was extended to allow for additional discussion.

- b. City's Response to Homelessness

Agenda item moved to a future meeting agenda item.

8. COMMUNICATIONS

- a. Commissioner Reports

Jonathan attended the Community Appreciation event.

- b. Staff Reports

Eastside Civic Leadership Awards Event on 05/31. Commissioner Gaby Lopez is receiving an award recognizing her service to the Eastside community. RSVP to Jen if you are interested in attending.

Annual Code of Ethics forms past due – please return as soon as possible to Jen.

June 27th meeting will be in-person in Council Chambers at City Hall.

9. ADJOURNMENT

Vice Chair Jory Hamilton requested a motion to adjourn. Moved by Commissioner Melantha Jenkins and seconded by Commissioner Sriram Rajagopalan. The meeting was adjourned at 8:32 pm.



CITY OF KIRKLAND
Department of Parks & Community Services
123 5th Avenue, Kirkland, WA 98033 425.587.3300
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MEMORANDUM

To: Human Services Commission

From: Lynn Zwaagstra, Director
Jen Boone, Human Services Manager
Antoinette Smith, Human Services Coordinator, Equity

Date: July 17, 2023

Subject: SPECIAL PRESENTATION: BRAZILIAN COMMUNITY SERVICES

RECOMMENDATION:

That the Human Services Commission (HSC) receive a presentation from Brazilian Community Services to learn about services and programming provided to Eastside communities.

BACKGROUND DISCUSSION:

As part of the 2023 Human Services Commission work plan, community organizations are invited to share about the programs and services provided in the community. In developing the work plan, the HSC prioritized invitations to agencies whose programs were funded for the first time, did not seek funding, or applied and did not receive funding during the 2023-2024 budget cycle.

Brazilian Community Services

Brazilian Community Services (BCS) is an Eastside-based organization. BCS serves as a facilitator for the Brazilian immigrant community in the Pacific Northwest region with the goal to integrate and support community members into their new home and community. Through cultural navigation services and support, the agency's goal is to advocate and inspire with love and compassion with fellow Brazilians to build a better tomorrow.

A summary of BCS services¹ is included below:

What BCS Does: Lending a Helping Hand

BCS' social project has been working hard with the help of members and volunteers to individuals in the Seattle area. The organization's work is dedicated to funding and delivering charitable services, striving to inspire and improve the lives of those who need assistance as newcomers to the community.

How BCS Helps: Paving the Way to a Better Tomorrow

BCS currently focuses on two priority areas as part of the agency's service delivery model. Services are available in both English and Portuguese.

¹ <https://www.braziliancs.org/>

- Cultural Navigation
Services are delivered in a culturally competent and relevant way to address basic needs and connect members to resources, including food, shelter, employment, transportation, healthcare, school, translation/interpretation, and referrals.
- Family Well Being
Services aim to address social, emotional, and spiritual needs through teen groups, affinity/cultural groups, youth recreation opportunities, counseling, and parental support through workshops and events.

BCS services are in response to the community facing need for the Brazilian immigrant community here on the Eastside, including support for singles, couples, families with children, and youth with the following:

- Food relief
- Financial relief and assistance
- Jobs and small business
- Employment
- Housing/shelter
- Transportation
- Legal
- Immigration
- Exploitation and domestic abuse
- Health Care
- Education
- Benefits enrollment
- Translation and cultural transition
- Community connection and sense of belonging
- Youth, families, parents, couples, single

For more information, please visit Brazilian Community Services' [website](#).



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MEMORANDUM

To: Human Services Commission

From: Lynn Zwaagstra, Director
Jen Boone, Human Services Manager
Antoinette Smith, Human Services Coordinator, Equity

Date: July 17, 2023

Subject: SPECIAL PRESENTATION: CHABAD OF KIRKLAND, CENTER FOR JEWISH LIFE

RECOMMENDATION:

That the Human Services Commission (HSC) receive a presentation from Chabad of Kirkland, Center for Jewish Life to learn about services and programming provided to Eastside communities.

BACKGROUND DISCUSSION:

As part of the 2023 Human Services Commission work plan, community organizations are invited to share about the programs and services provided in the community. In developing the work plan, the HSC prioritized invitations to agencies whose programs were funded for the first time, did not seek funding, or applied and did not receive funding during the 2023-2024 budget cycle.

Chabad of Kirkland, Center for Jewish Life

Chabad of Kirkland, Center for Jewish Life has been providing services since 2017 in Kirkland. It is the first Jewish center in the area, serving several Eastside communities. Motivated by a profound love for every Jew and spurred by a boundless optimism, Chabad of Kirkland sets into motion a dazzling array of programs and services to educate, inspire, and uplift Jews from all walks of life with unconditional love and acceptance.¹

Chabad of Kirkland offers the following programming to community members:

- Synagogue Services
- Adult Education
- Summer Camp
- Holiday Celebrations
- Women's Events
- Community Support

Since the center's opening, the Chabad of Kirkland Community Support Project has assisted local families and seniors of all backgrounds with basic needs such as food, clothing, rent and utility

¹ <https://www.jewishkirkland.com/>

assistance, emotional support, and housing stability services. For more information, please visit the [webpage](#).



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MEMORANDUM

To: Human Services Commission

From: Lynn Zwaagstra, Director
Jen Boone, Human Services Manager
Betsy Maxwell, Program Coordinator

Date: July 17, 2023

Subject: SPECIAL PRESENTATION: KIRKLAND SENIOR COUNCIL

RECOMMENDATION

That the Human Services Commission receives an update from the Kirkland Senior Council (KSC).

BACKGROUND DISCUSSION

Established by the Kirkland City Council in 2002, the Kirkland Senior Council (KSC) is a group of engaged citizens who are dedicated to ensuring that Kirkland is, and remains a safe, vibrant community for residents aged 50 and older. As an advisory group to the City Council, they advocate, support, shape and create programs and services that meet the needs of adults age 50+ in the community.

The Kirkland Senior Council is completing its 19th year with great success and members are eager to share the group's 2022-2023 accomplishments and 2023 workplan with the HSC. The 2023 work plan is included in Attachment A for reference.

ATTACHMENT A: Kirkland Senior Council Work Plan 2023

The Kirkland Senior Council

2023



Established by the City of Kirkland in 2002, the purpose of the Kirkland Senior Council is to help ensure that the needs of all seniors age 50 and older are addressed by advocating to the City Council on their behalf. The Senior Council enables seniors to directly participate in the advocacy and creation of community programs and services that meet their needs. Senior Council meetings are always open to the public, and we welcome advocacy suggestions for the Health and Safety of our senior residents in Kirkland. Please join us on the Second Tuesday of each month (no meeting in August or December 2023) or send comments via email to: Scouncil@kirklandwa.gov

Mission Statement

Recognizing the value and contributions older adults bring to our community, our mission is to maintain and improve the quality of life for Kirkland residents age 50+ by identifying their concerns, advocating for their needs and creating programs that advance their well-being.

2023 Work Plan

The Kirkland Senior Council's Annual Work Plan for 2023 directs our efforts to advocate for the needs of seniors in our community. We present these needs to the Kirkland City Council. And we create and sponsor programs that advance the well-being of 32% of the Kirkland residents that are 50+ years old... the seniors in our city.

Goal 1: Maintain and improve the quality of life for Kirkland residents 50 years and older.

- **Legislative Action/Advocacy** – The ongoing and essential engagement of the Senior Council in political Advocacy on behalf of seniors, in partnership with the Kirkland City Council and the Bellevue Network on Aging.
- **Local Advocacy/Community Engagement** – Advocate for the KSC to have a greater presence within City Departments and the City Council. KSC members will participate in multiple focus groups for the 2044 Comprehensive Plan.

Goal 2: Provide opportunities for residents 50 years and older to be active, connected, and engaged in the community.

- **ViVa Volunteers** – The KSC Signature Annual Event which began in 2013, providing Non-profit connections for volunteering opportunities for seniors and their families. As a result of the Covid limitation on public events, we have taken a new direction; ViVa changed formats and is now a mobile program that can be taken to community events. We will be at the Farmers Market and other Community events in the coming years.
- **Art Show** – Annual Event - Highlighting Senior Talent with potential for outreach to and recognition by the greater Kirkland community. Supported and hosted by Merrill Gardens since 2010, the 2023 show exhibited 160 pieces of art, in 6 categories. Votes by the community recognized the Blue Ribbon Winners contributed by 71 local seniors.

Goal 3: Provide access to information, resources, services, and programs for older adults.

- **Education Forums** – 2023 education forums will focus on complex issues that senior citizens in the community face, including programs on Property Tax Relief, Medicare Part A and B, Aging in Place, Universal Design and Fraud Prevention Workshops.
- **Juanita Beach Farmers Market** – KSC will provide outreach to connect to seniors in Kirkland and neighboring communities. Sharing our Resource Guides and other senior related information to the community.
- **Transportation and the Eastside Easy Riders Coalition** – KSC will participate in the regional transportation coalition to improve transportation options for seniors. Collecting & sharing information on Special Transportation programs for seniors and people with limited mobility such as: Sound Generations Hyde Shuttle; Metro Access and Metro Flex programs; the One Call/One Click program, which Hopelink is helping to implement in King County. An Application to find ride options based on rider needs.
- **Senior Services Resource Guide** – The KSC members review and verify the information contained in the Bi-Annual regional guide published with funding support from Evergreen Health and the City of Kirkland. This Project began in 2019 and the 3th edition will soon go to print for the 2023 – 2024 versions updating the many changes brought about by Covid years. Senior Council members personally distribute many of the 1500 copies produced.

Goal 4: *Encourage affordable and appropriately designed older adult housing.*

- **Housing Advocacy** – The Senior Council will monitor activities related to the City of Kirkland's Housing Strategy Plan & continue to advocate for affordable housing options in our high-cost community. The need for “Middle Housing”, ADU’s and Village projects is significant, and may be the best options for our aging population.
- **Age-in-Place & Universal Design** – KSC members will advocate assuring awareness of design features that allow seniors to age-in-place more easily in their homes. Advocating for the City to require accessible features in all new “low income” housing developments.

Senior Council Annual & Ongoing Committees

All are open to seniors interested in volunteering to help with any of the following committees.

For more information reach out to Scouncil@kirklandwa.gov

Legislative Action
Senior Resource Guide
Housing Advocacy
Viva Volunteers
Annual Art Show
Transportation
Education



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MEMORANDUM

To: Human Services Commission

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

Date: July 17, 2023

Subject: 2024 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

RECOMMENDATION

That the Human Services Commission receive a presentation providing an overview of the Community Development Block Grant (CDBG) program and review the proposed distribution of CDBG funds for 2024.

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 three areas where CDBG funds can be used are:

- **Capital projects** serving low and moderate income residents;
- **Public service programs** serving low- and moderate-income residents; and
- **Planning and administration** in support of these activities.

The City currently receives its CDBG funds through an agreement with King County as part of a CDBG Consortium of 34 cities and towns. The Joint Recommendations Committee (JRC) comprised of officials representing the participating cities, the Sound Cities Association, and King County, advises the County on CDBG funding and program decisions.

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. Efforts are made by the Consortium to coordinate multi-jurisdictional projects with the Joint Agreement cities. In addition to Kirkland, the cities of Burien, Redmond, Renton, and Shoreline are currently Joint Agreement cities within the County Consortium.

As a participating "Joint Agreement City" Kirkland and King County each receive some of the CDBG funds attributable to the City, with each having different responsibilities for program administration. The County retains half of available planning/administration funds to provide contract oversight and satisfy Federal administrative requirements. The City retains the other half of the planning and administration allocation, which helps to pay for City staff to provide the necessary program support. The City also receives a portion of the capital projects and public service programs CDBG funds to allocate towards eligible projects that are selected by the City.

As part of the interlocal agreement with King County, Kirkland must develop a plan for allocating the City's portion of CDBG funds every year. Funds for public services and capital projects must be utilized to benefit those with low to moderate income and be consistent with the King County Consortium Consolidated Housing and Community Development Plan.

At the City of Kirkland, the recipient of the public services dollars is determined within the biennial human services grant process. For that reason, if the service provider is in good standing, the Commission recommends a continued commitment to the same programs in the second year of the biennial budget. To ensure the activities of the provider chosen qualify under federal guidelines, a provider of services to those experiencing homelessness has always been the recipient. The recommended recipient is not favored over other providers. The Human Services Commission determines the total amount of investment in programs which support people experiencing homelessness. Recommendations are prepared for the City Council by the Commission, with staff providing a recommendation of which providers receive City general funds and which agencies receive CDBG dollars.

Distribution of Kirkland's portion of CDBG funds is determined by the City Council through a Council resolution. The timeline for City Council authorization of the funds this year is as follows:

- | | |
|----------|---|
| 07/25/23 | Presentation to the Human Services Commission: Overview of the CDBG program and staff proposed recommendations |
| 08/02/23 | Submit the public notice publicizing the public hearing in the City's newspaper of record, <i>the Seattle Times</i> |
| 08/22/23 | Human Services Commission Public Hearing <ul style="list-style-type: none">• People in attendance will be given the opportunity to speak to proposed recommendations• Any comments received in advance in writing will be shared with the Commission |
| 09/19/23 | Resolution authorizing the recommended distribution of CDBG funds presented to City Council |
| 10/01/23 | The signed resolution, the Affidavit of Publication from <i>the Seattle Times</i> and other required documents submitted to King County for approval |



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MEMORANDUM

To: Human Services Commission

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

Date: July 17, 2023

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 2023 through May 2024.

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.