



Human Services Commission Meeting

Date: October 24, 2023

Time: 6:30 p.m.

Place: Hybrid – Peter Kirk Room, Kirkland City Hall, 123 5th Ave Kirkland, WA 98033

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

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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. September 26, 2023
5. **ITEMS FROM THE AUDIENCE**
6. **SPECIAL PRESENTATIONS**
 - a. Chinese Information Service Center
 - b. A Regional Coalition for Housing
7. **BUSINESS**
 - a. 2024 Meeting Calendar
8. **COMMUNICATIONS**
 - a. Commissioner Reports
 - b. Staff Reports and Announcements
9. **ADJOURNMENT**

Upcoming Commission Activities:

November 28, 2023 – Commission Meeting, Hybrid, 6:30pm

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
September 26, 2023**

1. CALL TO ORDER

Vice Chair Gabriela Lopez Vazquez called the meeting to order at 6:32 pm.

2. ROLL CALL

Members Present: Commissioners Melantha Jenkins, Jonathan Stutz, Sriram Rajagopalan, Cristian Liu, and Gildas Cheung.

Commissioner Chloe Sow joined at 6:34pm. Chair Jory Hamilton joined at 6:36pm.
Staff Present: Lynn Zwaagstra, Director, Jen Boone Human Services Manager; Antoinette Smith, Human Services Coordinator, Amanda Judd, Human Services Coordinator
Meeting Recorder: Regi Schubiger, Youth Services Coordinator

3. LAND ACKNOWLEDGEMENT

Commissioner Christian Liu read land acknowledgement. Commissioner Melantha Jenkins will read the acknowledgment at the October meeting.

4. APPROVAL OF MINUTES

Vice Chair Gabriela Lopez Vazquez requested a motion to approve the August 22, 2023 minutes. Commissioner Jonathan Stutz indicated a misspelling of Chair Jory Hamilton's name in the minutes. Commissioner Melantha Jenkins made a motion for approval with the spelling correction. Commissioner Cristian Liu seconded. Motion carried (Yes: 8 No: 0).

5. ITEMS FROM THE AUDIENCE

None

6. SPECIAL PRESENTATIONS

a. History of Exclusion on the Eastside

Human Services Commission (HSC) receive the presentation "History of Exclusion on the Eastside" from Guillermo Rivera of Eastside for All, Brady Nordstrom from Futurewise, and Chris Randels from Complete Streets Bellevue staff to learn about how structural racism continues to impact Eastside communities.

7. BUSINESS

a. Opioid Funding Recommendations

Human Services Manager Jen Boone shared staff recommendations on allocating the City's opioid settlement funds.

b. ARPA Funding Recommendations

Human Services Manager shared the Commission staff recommendations on allocating American Rescue Plan Act (ARPA) funds.

c. Joint Meeting with City Council

Commissioners were tasked with finalizing topics for discussion in advance of the joint meeting with City Council next month.

8. COMMUNICATIONS

a. Commissioner Reports

Commissioner Sri Rajagopalan attended the health fair – big take aways; affordable housing, eviction, rental assistance is just a band-aid; agencies don't have time to get data because they are busy providing services. Posed question on how to address such gap.

b. Staff Reports

9. ADJOURNMENT

Chair Jory Hamilton requested a motion to adjourn. Moved by Commissioner Sri Rajagopalan and seconded by Commissioner Jonathan Stutz. Meeting was adjourned at 8:52 pm.



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
Jen Boone, Human Services Manager
Antoinette Smith, Human Services Coordinator, Equity

Date: October 06, 2023

Subject: CHINESE INFORMATION AND SERVICE CENTER

RECOMMENDATION:

That the Human Services Commission (HSC) receive a presentation from Chinese Information and Services Center (CISC) 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.

CISC is a nonprofit organization working to support immigrants and their families by creating opportunities for them to succeed, while honoring their heritage. The team of bilingual staff provides linguistically and culturally appropriate information, referral, advocacy, social, and support services to the Chinese immigrant community and immigrants from Eastern Europe, Latin America, and other parts of Asia. They have offices in Seattle, Bellevue, Renton, and Redmond and numerous community-based sites.

CISC programming includes:

- Early Childhood Education
- Youth Development
- Family Support
- Senior and Adults with Disabilities Services
- Healthcare Access
- Civic Engagement

At the October meeting, CISC will present on its Russian Senior Day Program. CISC's Russian Senior Day Program provides a welcoming, supportive environment with access to resources and culturally relevant programming. The weekly day-long programming on Tuesdays and Fridays at the North Bellevue Community Center aims to connect seniors to activities and programs that will promote health, social connections, well-being, and quality of life. Learn more about this program and other services CISC is providing at the agency's [website](#).



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MEMORANDUM

To: Human Services Commission

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

Date: October 10, 2023

Subject: A REGIONAL COALITION FOR HOUSING

RECOMMENDATION:

That the Human Services Commission (HSC) receive a presentation from A Regional Coalition for Housing.

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.

A Regional Coalition for Housing (ARCH) was established through an interlocal agreement between City of Bellevue, Kirkland, Redmond, and King County in 1992 following recommendations from the Citizen Affordable Housing Task Force. The coalition was formed in response to the following issues:

- There is a growing need for affordable housing in East King County;
- There are many gaps in the current delivery system;
- Local government support is critical to increasing the affordable housing supply;
- Increased local government support complements the efforts of private sector housing developers; and
- Local governments that work together can be more effective.

Today, ARCH is comprised of fifteen cities on the Eastside, with oversight by the ARCH Executive and Community Advisory Boards, and supported by member City Councils, ARCH staff, and Eastside city staff. The mission of the organization is to preserve and increase the supply of housing for low- and moderate-income households in East King County.

Each year ARCH addresses the following program areas through the annually approved work plan, which is adopted by member City Councils.¹

1. Affordable Housing Investment

¹ <https://www.archhousing.org/mission-work-program>

- Award loans and grants to developments that provide below-market rate housing, and make other local contributions to housing such as land and fee waivers (For more information, see [ARCH Housing Trust Fund](#))
 - Establish goals for member investments in affordable housing.
 - Coordinate local resources with other public and private funds
 - Prepare and monitor contracts so affordability is maintained and, if applicable, loan payments are made
 - Support special projects of high priority to ARCH members, including transit-oriented development sites, and construction of emergency shelters.
2. Housing Policy and Planning
- Assist in development of local plans, policies, strategies and regulations, including:
 - Housing Elements
 - Housing Strategies
 - Regulations to permit diverse housing types
 - Design of density bonuses and other land use and tax incentives for developments that include below-market rate housing
 - Coordinate inter-jurisdictional planning between ARCH members
 - Identify and advance shared legislative priorities
 - Represent East King County communities in regional and countywide planning efforts
3. Housing Program Implementation
- Administer city incentive and inclusionary programs, working with developers to ensure the creation of below-market rate housing in market rate developments
 - Monitor property compliance with ongoing rent and income restrictions, and provide technical assistance to property managers working with the [ARCH Rental Program](#)
 - Steward long-term affordability of below market ownership homes in the [ARCH Homeownership Program](#)
 - Collect data and evaluate housing program performance
4. Outreach and Engagement
- Assist people looking for affordable [ownership](#) and [rental housing](#)
 - Market available housing to the community
 - Engage the broader community on local housing issues
 - Generate educational information for the public through publications, the ARCH website, ARCH housing tours and other outreach events
 - Make community awards to publicly recognize individuals, projects and programs that result in outstanding housing efforts
5. Administrative Procedures
- Staff the ARCH Executive Board and ARCH Community Advisory Board.

Kirkland City Council passed a resolution approving the ARCH 2023 Work Program at its [February 7, 2023 meeting](#).



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MEMORANDUM

To: Human Services Commission

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

Date: October 16, 2023

Subject: 2024 Human Services Commission Meeting Calendar

RECOMMENDATION

That the Human Services Commission discuss the 2024 meeting calendar.

BACKGROUND DISCUSSION

The Human Services Commission meets on the fourth Tuesday every month at 6:30pm. In 2023, the HSC agreed to continue meeting virtually except for an in-person meeting each quarter.

Ahead of 2024, staff want to finalize the calendar and determine if Commission meetings will be virtual, in-person, or hybrid. One consideration for the Commission in 2024 is a grant application review year. During the grant application year in 2022, the Commission met 19 times in response to the volume of applications received. Between May-August, the Commission met three times per month.

The Human Services Commission also needs to reschedule its joint meeting with City Council in early 2024. The following dates are available:

- Tuesday, February 20th
- Tuesday, March 5th
- Tuesday, March 19th
- Tuesday, April 2nd

At its October meeting, the HSC will provide feedback to staff on the preferred meeting type, frequency, and identify the preferred date for the joint meeting with City Council.