



Human Services Commission Regular Meeting

Date: May 27, 2025

Time: 6:30 p.m.

Place: Rose Hill Room, Kirkland City Hall, 123 5th Ave Kirkland, WA 98033

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. February 25, 2025
 - b. March 25, 2025
 - c. April 22, 2025
5. **ITEMS FROM THE AUDIENCE**
6. **BUSINESS**
 - a. April Panel Discussion Debrief
 - b. Election of HSC Chair & Vice Chair Update
 - c. Human Services Commission Responsibilities and Group Agreements
7. **COMMUNICATIONS**
 - a. Commissioner Reports
 - b. Staff Reports and Announcements
8. **ADJOURNMENT**

Upcoming Commission Activities:

Regular Meeting – June 24, 2025

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**HUMAN SERVICES COMMISSION
Minutes Commission Regular Meeting
February 25, 2025**

1. CALL TO ORDER

Chair Gabriela Lopez-Vazquez called the meeting to order at 6:30 pm.

2. ROLL CALL

Members Present: Commissioners Kobey Sage Chew, Cristian Liu, Jory Hamilton, Vice Chair Sriram Rajagopalan, and Chair Gaby Lopez-Vasquez

Absent Commissioners: Gildas Cheung, Melantha Jenkins, Chloe Sow

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

Meeting Recorder: Youth Services Coordinator Regi Schubiger

3. LAND ACKNOWLEDGEMENT

Human Services Manager Jen Boone read the land acknowledgment.

4. APPROVAL OF MINUTES

Chair Gabriela Lopez-Vazquez requested a motion to approve the December 12, 2024 minutes. Commissioner Jory Hamilton motioned for approval. Commissioner Kobey Sage Chew seconded. Motion carried (Yes: 5 No: 0).

5. ITEMS FROM THE AUDIENCE

None

6. SPECIAL PRESENTATIONS

a. City's Coordinated Response to Homelessness

Human Services Manager Jen Boone provided an overview of the City's coordinated response to homelessness including the continuum of care and action plan.

b. Behind the Scenes Series-After the Recommendations

Human Services Coordinator Anny Smith gave the first presentation of the Behind-the-Scenes Series that focused on the contracting process for 2025-2026 funded programs.

7. COMMUNICATIONS

a. Commissioner Reports

Commissioner Jory Hamilton shared a message from Commissioner Melantha Jenkins stating that she will not be seeking reappointment to the Commission due to relocating to

Redmond. Additionally, Jory met with a community member who is interested in engaging with the Human Services Commission.

Vice Chair Sriram Rajagopalan shared some information he learned regarding Pride Across the Bridge through social media research and meeting with staff.

Chair Gaby Lopez-Vasquez shared that she is part of Leadership Eastside focusing on youth mental health. Her group is doing this work with KTUB.

Commissioner Kobey Sage Chew shared that he attended a presentation on the Recovery Beyond Program hosted by NAMI Eastside.

Commissioner Cristian Liu reported that he recently had an article published online. The article focuses on using health data to combat gun violence. Commissioner Liu emailed the article link to City and staff who, in turn, forwarded to all Commission members.

b. Staff Reports & Announcements

Staff requests that information concerning Commissioner attendance be directed to staff, not Commissioners. Any Commissioner reports outside of Human Services Commission meetings should be sent to Chair, Vice Chair, and Staff.

Human Services Coordinator Anny Smith discussed alternative contracting options for Pride Across the Bridge that may be better aligned with their current volunteer staff capacity.

Human Services Coordinator Amanda Judd shared that 62 hotel vouchers were distributed during the recent severe weather episode.

Jen overviewed the upcoming reappointments and new applicant process for the Human Services Commission.

8. ADJOURNMENT

Chair Gabriela Lopez-Vazquez asked for a motion to adjourn meeting. Commissioner Jory Hamilton motioned and was seconded by Commissioner Kobey Sage Chew. Meeting was adjourned at 8:41pm.

HUMAN SERVICES COMMISSION
Minutes Commission Regular Meeting
March 25, 2025

1. CALL TO ORDER

Vice Chair Sriram Rajagopalan called the meeting to order at 7:00 pm.

2. ROLL CALL

Members Present: Commissioners Gildas Cheung, Kobey Sage Chew.

Commissioner Cristian Liu joined at 7:14pm. Commissioner Jory Hamilton joined at 7:38pm.
Commissioner Melantha Jenkins joined at 7:46pm.

Absent: Chair Gabriela Lopez-Vazquez

Staff Present: Human Services Manager Jen Boone and Human Services Coordinator Anny Smith

Meeting Recorder: Youth Services Coordinator Regi Schubiger

3. LAND ACKNOWLEDGEMENT

Commissioner Gildas Cheung read the land acknowledgment. Commissioner Kobey Sage Chew will read for the April meeting.

4. APPROVAL OF MINUTES

Vice Chair Sriram Rajagopalan requested a motion to approve the February 25, 2024 minutes. Commissioner Kobey Sage Chew motioned for approval. Commissioner Jory Hamilton seconded. Motion carried (Yes: 4 No: 0 Abstention: 1).

5. ITEMS FROM THE AUDIENCE

None

6. SPECIAL PRESENTATIONS

a. 2024 Agency Performance Review

The Human Services Commission received a presentation and overview of human services agency program performance during 2024.

b. The Impact of Changing Policies on Immigrants and Refugees Panel Introduction

Human Services Coordinator Anny Smith shared information in preparation for the presentation focused on the impact of changing policies on immigrants and refugees panel discussion scheduled for the April 22, 2025, regular Commission meeting.

c. Behind the Scenes Series: The Reporting and Payment Process

The business item was postponed to a future Commission meeting.

7. COMMUNICATIONS

a. Commissioner Reports

Commissioner Gildas Cheung went to Olympia to advocate for Community Health Centers needs January. Commissioner Cheung also shared that he is stepping down from the Commission.

Commissioner Cristian Liu shared accolades for the latest Recreation Guide.

Commissioner Kobey Sage Chew watched a NAMI forum on eating disorders.

Commissioner Jory Hamilton shared an op-ed letter from Kurt Triplett on the permanent supportive housing project in Kirkland.

Vice Chair Sriram Rajagopalan shared information about the upcoming NAMI Youth Mental Health conference this weekend and some highlights on youth mental health and resources available.

Commissioner Melantha Jenkins shared some parting thoughts, appreciation, and good-byes with the group as she did seek re-appointment to the Commission.

b. Staff Reports & Announcements

Human Services Manager Jen Boone shared that there are four Commission positions that need to be filled. Commissioner Jory Hamilton was reappointed as was Chair Gabriela Lopez-Vazquez.

Staff would like to have new commissioners paired with current member to serve in a supportive resource role which will be known as the Onboarding Buddy program. Volunteers to support the incoming Commission appointees in April are Chair Gaby Lopez Vazquez, Vice Chair Sri Rajagopalan and Commissioner Kobey Chew.

Human Services Manager Jen Boone also shared that Kerry Lam joined the Human Services team for the part-time Office Specialist position.

Human Services Coordinator Anny Smith shared information on a Hopelink meeting on March 28th that focused on disability services and resources. She also shared a message from CISC recapping their first meeting of their Russian speaking Seniors group at the Peter Kirk Community Center.

8. ADJOURNMENT

Vice Chair Sriram Rajagopalan asked for a motion to adjourn meeting. Commissioner Gildas Cheung motioned and was seconded by Commissioner Melantha Jenkins. Meeting was adjourned at 8:03 pm.

DRAFT

HUMAN SERVICES COMMISSION
Minutes Commission Regular Meeting
April 22, 2025

1. CALL TO ORDER

Chair Gaby Lopez-Vazquez called the meeting to order at 6:42pm.

2. ROLL CALL

Members Present: Vice Chair Sriram Rajagopalan, Commissioners Kobey Sage Chew, Tasnim Rehamani, Eric Dodd, and Chair Gaby Lopez-Vazquez.

Commissioner Shannon Quinn joined at 6:46pm.

Absent: Commissioner Jory Hamilton

Commissioner Cristian Liu had an excused absence.

Staff Present: Human Services Manager Jen Boone and Human Services Coordinators Anny Smith and Regi Schubiger, Homeless Outreach Coordinator Meli Paulo.

Meeting Recorder: Human Services Office Specialist Kerry Lam.

3. LAND ACKNOWLEDGEMENT

Commissioner Kobey Sage Chew read the land acknowledgment. Commissioner Tasnim Rehamani will read for the May meeting.

4. APPROVAL OF MINUTES

Due to lack of quorum, the approval of the minutes from the February 25, 2025 and March 25, 2025 meetings was postponed until the next meeting.

5. ITEMS FROM THE AUDIENCE

None.

6. BUSINESS

Current Commissioners, new Commissioners, and staff introduced themselves.

7. SPECIAL PRESENTATIONS

a. The Impact of Changing Policies on Immigrants and Refugees Panel

Discussion facilitator, Debbie Lacy with Eastside for All. Panelists: Adam Dibba, Africans on the Eastside, Ayan Abdulahi, Ayan Maternity Healthcare Support, Nick Kim, BigHug Korean

American Resource Center, Danielle Caldwell, Eastside Legal Assistance Program, Narima Amin, Global Social Business Partners, Lalita Uppala, Indian American Community Services, Mohamed Bakr, Muslim Community Network Association (provided written comment)

Panelists shared insight on the work their organizations are doing, discussed capacity challenges they are facing, and explained how changing policies affect their work. Issues discussed included increased isolation related to fear of detention and/or deportation, lack of legal assistance services to meet the increased need, and limited funding given the continued increase in needs gaps. They also answered questions from Commissioners regarding how they are managing these challenges and what support the City could provide.

8. COMMUNICATIONS

a. Commissioner Reports

Commissioner Sriram Rajagopalan shared “Know Your Rights” book, shared information about webinars provided by ACLU.

Commissioner Kobey Chew reported he attended NAMI Youth Mental Health Conference, “Making Waves: Spreading Mental Wellbeing Together”. Commissioner Tasnim Rehamani was also present at the conference.

Chair Gaby Lopez-Vazquez commented about the availability of resources for mental health and related classes. Commissioner Tasnim Rehamani added that she also recommended this class/training.

Commissioner Sriram Rajagopalan emphasized the importance of discussing impacts on youth and children.

Commissioner Tasnim Rehamani shared observations from a visit to Consejo Counseling and Referral Services, noting that parents are not attending mental health appointments, and highlighted the negative impacts on children as well.

b. Staff Reports & Announcements

Human Services Manager Jen Boone shared changes to Human Services staff; Kerry Lam will be joining the meetings, and Regi Schubiger has been re-classified to Human Services Coordinator position.

9. ADJOURNMENT

Chair Gaby Lopez-Vazquez asked for a motion to adjourn meeting. Commissioner Tasnim Rehamani motioned to adjourn meeting and was seconded by Commissioner Sriram Rajagopalan. Meeting was adjourned at 8:27 pm.



City of Kirkland
Parks and Community Services
123 5th Avenue, Kirkland, WA 98033
425-587-3000

MEMORANDUM

To: Human Services Commission

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

Date: May 15, 2025

Subject: **April Panel Discussion Debrief**

RECOMMENDATION:

That the Commission participate in a debrief of the April 22nd service provider panel discussion and identify next steps.

BACKGROUND DISCUSSION:

On April 22nd, the Commission hosted a panel discussion coordinated in partnership with organizations who support individuals and families directly impacted by changing policies. These organizations provide critical services such as legal support, resource navigation, family support, maternal health support, among other needs. Information and experiences on current and evolving needs faced by impacted communities were shared by the community partners listed below:

Discussion facilitator:
Debbie Lacy with Eastside for All

Panelists:
Adam Dibba, Africans on the Eastside
Ayan Abdulahi, Ayan Maternity Healthcare Support
Nick Kim, BigHug Korean American Resource Center
Danielle Caldwell, Eastside Legal Assistance Program
Narima Amin, Global Social Business Partners
Lalita Uppala, Indian American Community Services
Mohamed Bakr, Muslim Community Network Association (provided written message to Commission via discussion facilitator, Debbie Lacy)

DISCUSSION/ANALYSIS:

During the panel discussion, the Commission heard from local service providers about challenges faced by immigrant and refugee community members because of sweeping policy changes that have cut funding and reduced staffing for essential human services.¹ These issues

¹ <https://immigrantjustice.org/press-releases/house-bill-supercharges-sweeping-enforcement-strips-away-basic-protections-expense>

included lack of legal assistance for immigration and deportation concerns and proactive planning for children in families with mixed citizenship status (i.e. identifying guardianship for children in the event of parent detention and/or deportation). Another worsening problem is increased feelings of isolation related to fear of being detained by Immigration & Enforcement (ICE).² The result is many community members are foregoing medical care, food access, and other critical basic supports. Compounding these issues is the potential funding cuts to programs that cover basic needs like Supplemental Nutrition Assistance Program (SNAP) and Medicaid.³

Currently, service providers are providing additional services to these communities most impacted by policy changes with no additional funding. The organizations could not have anticipated the increase in need when requesting funding in Q1 2024. There is no additional funding to support this additional work on the Eastside, and the gap continues to grow. Some of these additional services include legal support and maternal care visits in homes where staff are doing house visits, which is an expansion in scope of services provided.

The panel participants requested that the HSC consider recommending to Kirkland City Council tangible steps that can be taken to provide additional supports to front line service providers who are supporting communities, mainly immigrant, refugee, and asylum seekers, who are experiencing disproportionate impacts as a result of federal policy changes.

NEXT STEPS:

Commissioners will participate in a facilitated discussion about the panel, including identifying next steps. One option to explore is creating a workgroup to developing recommendations for the Commission to review and discuss at the June regular meeting.

² <https://www.ice.gov/about-ice>

³ <https://www.cbpp.org/research/health/house-republican-bill-would-cut-medicaid-funding-to-states-providing-own-health>



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Parks and Community Services
123 5th Avenue, Kirkland, WA 98033
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MEMORANDUM

To: Human Services Commission

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

Date: May 15, 2025

Subject: **Election of Human Services Commission Chair & Vice Chair Update**

RECOMMENDATION:

That the Commission receives an update on the plan for the Chair and Vice Chair election schedule.

BACKGROUND DISCUSSION:

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.

DISCUSSION/ANALYSIS:

Historically, the Chair and Vice Chair elections have been held at the June Human Services Commission meeting annually. This schedule has proved challenging during years where the Commission is tasked with Human Services Grant Funding applications and development of funding recommendations.

Staff recommends that future elections be moved to align with the end of the calendar year. This recommendation aligns with the majority of other City Board and Commission elections. Elections would be held in November beginning in 2025.¹ Both Chair Gabriela Lopez Vazquez and Vice Chair Sriram Rajagopalan have agreed to continue their current terms through November 2025, when the election will be held on November 25, 2025. At that time, parliamentary procedure will be followed to conduct the election.

¹ Human Services Commission meetings are held on the fourth Tuesday of each month. Because of the cadence, the December meeting is regularly cancelled due to the City holiday.

NEXT STEPS:

Commissioners will have the opportunity to ask questions at the meeting. Staff will update the Human Services Commission workplan and the Human Service Commission webpage to reflect the new election schedule.



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Parks and Community Services
123 5th Avenue, Kirkland, WA 98033
425-587-3000

MEMORANDUM

To: Human Services Commission

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

Date: May 19, 2025

Subject: **Human Services Commission Responsibilities and Group Agreements**

RECOMMENDATION:

That the Human Services Commission (HSC) receive an overview of Commission responsibilities and review the group agreements established by the group in 2024.

BACKGROUND DISCUSSION:

Three new Commissioners, including a new Youth Commissioner, were appointed to the Human Services Commission (HSC) in April. The Council appointed Eric Dodd, Youth Commissioner, Shannon Quinn, and Tasnim Rehamani to fill the vacant seats. All Commissioner bios and terms can be found on the Commission's webpage.¹

There are responsibilities outlined in the Kirkland Municipal Code for individuals serving on the Kirkland Human Services Commission that include attendance, code of conduct and ethics, duties and powers, staff support, and workplan.²

Additionally, the Human Services Commission established group agreements last year that require review and discussion with the newly appointed members. The group agreements are in Attachment 1.

DISCUSSION/ANALYSIS:

Staff will provide a presentation that provides an overview of Commission responsibilities and review the group agreements that were developed in 2024. The Commission and staff will also participate in an exercise to get to know the new Commissioners as well.

¹ <https://www.kirklandwa.gov/Government/Departments/Parks-and-Community-Services/Human-Services/Human-Services-Commission>

² <https://www.codepublishing.com/WA/Kirkland/html/Kirkland03/Kirkland0370.html>

NEXT STEPS:

Commissioners can review the responsibilities outlined in the Kirkland Municipal Code for members serving on the Human Services Commission and review the group agreements in preparation for the meeting.

ATTACHMENTS

Attachment 1 – Human Services Commission Group Agreements

Human Services Commission Group Expectations

Updated 05-14-2024

- Be curious, don't be afraid to ask questions
- Listen to understand
- Share ideas with respect
- Respect others' boundaries
- Reiterate goals to ensure we are on the same page
- Be open to constructive feedback
- Take care of yourself, take time and space as appropriate.
- Show compassion to others and yourself.
- Assume positive intent and reflect back understanding with grace
- Be honest
- Speak your truth, and acknowledge there may be multiple truths
- Acknowledge feedback through verbal or nonverbal cues
- Receive feedback without taking it personally.
- Keep feedback focused on the idea not the person
- Agree to disagree
- Work together to find a solution
- Don't listen to respond, listen to understand
- Reflect back what you heard to ensure understanding