



Human Services Commission Special Meeting

Date: November 20, 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. October 28, 2025
- 5. ITEMS FROM THE AUDIENCE**
- 6. BUSINESS**
 - a. Annual Election of Officers
 - b. 2026 Meeting Calendar
- 7. COMMUNICATIONS**
 - a. Commissioner Reports
 - b. Staff Reports and Announcements
- 8. ADJOURNMENT**

Upcoming Commission Activities:

Regular December Meeting-Canceled

Next Regular Meeting-January 27, 2026

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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HUMAN SERVICES COMMISSION
Minutes Commission Regular Meeting
October 28, 2025

1. CALL TO ORDER

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

2. ROLL CALL

Members Present: Chair Gabriela Lopez Vazquez, Vice Chair Sriram Rajagopalan, Commissioners Kobey Sage Chew, Cristian Liu, Shannon Quinn, Tasnim Rehamani, Youth Commissioner Eric Dodd.

Staff Present: Human Services Manager Jen Boone, Human Services Coordinators Anny Smith and Regi Schubiger.

Commissioner Jory Hamilton arrived at 6:45pm.

Meeting Recorder: Human Services Coordinator Regi Schubiger.

3. LAND ACKNOWLEDGEMENT

Commissioner Tasnim Rehamani read the land acknowledgment. Commissioner Shannon Quinn will read the land acknowledgement for the November meeting.

4. APPROVAL OF MINUTES

Chair Gabriela Lopez Vazquez requested a motion to approve the September 23, 2025 minutes, Vice Chair Sriram Rajagopalan motioned for approval Commissioner Kobey Sage Chew seconded. Motion carried (Yes: 7; No: 0; Abstention: 0).

5. ITEMS FROM THE AUDIENCE

None.

6. BUSINESS

a. Homelessness Continuum of Care Action Plan Update

Management Analyst Juliana da Cruz and Human Services Manager Jen Boone provided an update and new actions that were added to the Homelessness Continuum of Care Action Plan after Phase 2 of community engagement.

7. SPECIAL PRESENTATIONS

a. King County Sexual Assault Resource Center (KCSARC)

CEO Kate Garby and Sexual Assault Legal Advocate Hua Goldstein of KCSARC provided an overview of their organization and the services they provide. Hua's new Kirkland specific role focusing on strengthening survivor support and increasing community awareness was also highlighted.

b. Behind the Scenes Series: The Monitoring Process

Human Services Coordinator Anny Smith gave a presentation covering the monitoring process which is a requirement for any agencies receiving grant funding from the City. This information will help to inform Commissioners as they prepare for the 2027-2028 Human Services Grant review process.

8. COMMUNICATIONS

a. Commissioner Reports

Commissioner Tasnim Rehamani shared two upcoming events: Saturday, November 1st Hopelink Open House; Nov 14th Sophia Way Fundraiser.

Commissioner Cristian Liu provided an update after attending Harvest Festival.

Commissioner Jory Hamilton served as legislator for Washington state PTSA and highlighted that the focus was on ICE not going to schools.

Vice Chair Sriram Rajagopalan reported on attending King County Behavioral health legislative forum on November 18th.

Commissioner Shannon Quinn reported that she planned on attending ribbon cutting at Friends of Youth on November 4th.

b. Staff Reports & Announcements

Human Services Coordinator Anny Smith reported back on the rapid response services funding. Six were awarded funds and will be received by agencies in early 2026.

Staff began discussion of the 2026 calendar and the need to schedule special meetings. Human Services Coordinator Anny Smith will send out a poll and the calendar will be finalized at the November meeting.

The HSC November meeting will be moved to Thursday November 20th due to the Thanksgiving holiday. December meeting will be cancelled.

Chair and Vice Chair elections will take place at the next meeting.

Human Services Supervisor will attend the November meeting.

9. ADJOURNMENT

Chair Gabriela Lopez Vazquez asked for a motion to adjourn meeting. Commissioner Tasmin Rehamani motioned to adjourn and was seconded by Commissioner Cristian Liu. Meeting was adjourned at 8:36 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: Jen Boone, Human Services Manager
Antionette Smith, Human Services Coordinator, Equity

Date: November 04, 2025

Subject: **Annual Election of Officers**

RECOMMENDATION:

That the Human Services Commission conducts elections to fill the positions of Chair and Vice Chair for the 12-month period of November 2025 through November 2026.

EXECUTIVE SUMMARY:

- Per Kirkland Municipal Code 3.70.080, the Human Services Commission elect a Chair and Vice Chair annually for 12-month terms.
- Members of the Human Services Commission will nominate a Chair(s) and Vice Chair(s) and take a vote to elect their new officers.
- Following the elections, terms of newly elected officers will commence immediately.

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.

DISCUSSION/ANALYSIS:

None.

NEXT STEPS:

Following the elections, terms of newly elected officers will commence immediately.

ATTACHMENTS:

None



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MEMORANDUM

To: Human Services Commission

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

Date: November 07, 2025

Subject: **2026 Meeting Calendar**

RECOMMENDATION:

That the Human Services Commission (HSC) finalize 2026 HSC Meeting Calendar and identify a joint City Council meeting date for 2026.

EXECUTIVE SUMMARY:

- In 2026, the HSC will review the 2027-2028 Human Service Funding Grant applications.
- With staff support, the HSC will prepare a comprehensive set of recommendations for funding nonprofits that will be presented to City Council.
- During the months of May through August of 2026, the HSC will meet on additional scheduled days to support the grant application review and funding recommendations process.
- HSC will meet with the City Council for a joint session ahead of the Human Services Funding Grant application and funding recommendations process. The HSC will provide an overview of their funding priorities list and receive feedback and guidance from Council moving forward.
- The HSC will finalize the 2026 HSC meeting calendar and identify a meeting date for the joint City Council meeting.

BACKGROUND:

The HSC meets on the fourth Tuesday every month at 6:30pm in person at City Hall from 6:30pm to 8:30pm, unless otherwise indicated.

Ahead of 2026, staff must finalize the meeting calendar and determine the cadence of the HSC during the Human Services Grant Funding application review and funding recommendations creation process. In 2024, the Commission met 18 times. This included their meetings for the application review and recommendations process, the joint cities equity training and the joint City Council meeting. Between May-August, the Commission met two times per month for three-hour increments each.

The Human Services Commission meets with City Council for a joint meeting that typically occurs prior to the Human Services Grant Funding application review and funding recommendations process. These meetings occur during the Council's study session period that

begins at 5:30pm. This meeting is a time to provide Council with information about your planned priorities list for the review process and to request feedback and guidance from Council to consider during that process.

DISCUSSION/ANALYSIS:

The HSC will consider the results of the 2026 HS Grant Review Calendar poll sent out to Commissioners by staff on November 4th as part of the calendar discussion. They will also discuss availability preference for additional days of the week to schedule the additional HSC meeting(s).

The Commission will also consider and identify a joint City Council meeting date for early 2026. The proposed date is Tuesday, April 7th at 5:30pm. The Commission is expected to participate in this joint meeting with Council.

NEXT STEPS:

At the November 20th meeting, 2026 HSC meeting calendar will be finalized, and staff will move forward to schedule the joint meeting with City Council in early 2026.

ATTACHMENTS:

Attachment 1 – Draft 2026 Calendar

2026 Human Services Commission Schedule & Agenda

January 27 Regular Meeting	Hopelink Presentation: Community Needs Assessment 2027-2028 HS Grant Funding Priorities Discussion Federal Impacts Report
February 24 Regular Meeting	Finalize 2027-2028 HS Grant Funding Priorities Discussion 2025 Agency Performance Review Joint meeting with Council topics Equity Training Pre-Work
March 14 Special Meeting (3 hours)	Joint Equity Lens Training -- Communities Rise
March 24 Regular Meeting	Debrief Equity Training Overview of HS Grant Review Process Finalize prep for joint meeting with Council
April 7 Special Meeting (1 hour)	Joint City Council Meeting
April 28 Regular Meeting	Overview of application requests Practice Application Review Review and update working agreements
May TBD Special Meeting	Application Review
May 26 Regular Meeting	Code of Ethics and Conduct Forms Review Application Review
June TBD Special Meeting	Application Review
June 23 Regular Meeting	Application Review
July TBD Special Meeting	Application Review
July 28 Regular Meeting	Overview of Funding CDBG Presentation
August TBD Special Meeting	CDBG Public Hearing Agency Invitation to Public Comment Draft Funding Recommendations
August 25 Regular Meeting	Agency Invitation to Public Comment Funding Recommendations Review (Forced Rankings Back-up)
September 23 Regular Meeting	09/16 Council direction on recommendations and next steps
October 27 Regular Meeting	TBD
November 24 Regular Meeting	<i>Cancel - or special meeting depending on Council direction</i>
December 16 Special Meeting	Election of HSC Chair & Vice Chair Year-in-Review/End of Year Celebration Funding Update