



## Human Services Commission Special Meeting

Date: December 12, 2024

Time: 6:30 p.m.

Place: Peter Kirk Room, Kirkland City Hall, 123 5<sup>th</sup> 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 22, 2024
5. **ITEMS FROM THE AUDIENCE**
6. **BUSINESS**
  - a. 2025-2026 Human Services Grant Funding Recommendations Update
  - b. 2025 Human Services Commission Workplan
7. **COMMUNICATIONS**
  - a. Commissioner Reports
  - b. Staff Reports and Announcements
8. **ADJOURNMENT**

#### Upcoming Commission Activities:

Next regular meeting on January 28, 2025

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**CITY OF KIRKLAND  
HUMAN SERVICES COMMISSION  
Minutes Commission Regular Meeting  
October 22, 2024**

**1. CALL TO ORDER**

Chair Gabriela Lopez-Vazquez called the meeting to order at 6:38 pm.

**2. ROLL CALL**

Members Present: Commissioners Jory Hamilton, Kobey Sage Chew, and Vice Chair Sriram Rajagopalan.

Absent Commissioners Gildas Cheung and Melantha Jenkins

Commissioner Chloe Sow joined at 7:24pm

Commissioner Cristian Liu had an excused absence.

Staff Present: Jen Boone, Human Services Manager, Antoinette Smith, Human Services Coordinator, Regi Schubiger, Youth Services Coordinator, and Amanda Judd, Human Services Coordinator.

Meeting Recorder: Regi Schubiger, Youth Services Coordinator

**3. LAND ACKNOWLEDGEMENT**

Commissioner Jory Hamilton read the land acknowledgment.

**4. APPROVAL OF MINUTES**

Chair Gabriela Lopez-Vazquez requested a motion to approve the September 24, 2024, minutes. Commissioner Kobey Sage Chew motioned for approval. Vice Chair Sriram Rajagopalan seconded. Motion carried (Yes: 5 No: 0).

**5. ITEMS FROM THE AUDIENCE**

None

**6. BUSINESS**

**a. 2025-2026 Opioid Settlement Funds Recommendation**

That the Human Services Commission receive the staff recommendation on allocating the City's opioid settlement funds in 2025-2026.

Human Services Manager Jen Boone presented the recommendations for the use Opioid Settlement funds that included background information on this funding. Use of the funds

were recommended to be added to the 2025-2026 Grant Funding. This would equal approximately \$818,498 for the biennium (\$409,249/yr). This would include Option B funded programs and Homeless Outreach Coordinator funding. Majority vote needed for this recommendation as requested from the Council.

Chair Gabriela Lopez-Vazquez asked for a vote to approve the use of Opioid Settlement dollars to fund Option B of the 2025-26 Human Services Grants. Unanimously approved (Yes: 5 No: 0).

b. 2025 Human Services Commission Workplan

That the Human Services Commission receive the proposed 2025 Workplan.

Commissioners received a presentation on the proposed 2025 workplan. As part of the workplan, the Commissioners were asked to select their top two areas of interest for focused research and information gathering for the purpose of reporting out their findings to the rest of the Commissioners at their monthly meetings.

Kobey

Mental Health\*

Housing

Sriram

Mental Health

Prioritizing programs for BIPOC\*

Jory

Basic Needs\*

Mental Health

Gabby

Mental Health\*

Access to basic needs

Remaining Commissioners will need to choose their areas later.

There was also discussion regarding the move to in person meetings and allowing for call in option related to illness or other circumstances. In person will be strongly encouraged. Zoom option can be offered under prearranged circumstances. Question raised regarding youth commissioners who leave to attend college. Also raised was the need to have Commissioners notify staff and the Commission of an absence. Overall, Commissioners agreed with the proposed 2025 Workplan and would like to consider switching up the areas of focus sometime during the coming year. Jory raised the need for additional guidance and training in how to better represent the HSC and the City in the future when they are attending community events or engaging with community partners.

## **7. COMMUNICATIONS**

### **a. Commissioner Reports**

- Commissioner Jory Hamilton mentioned that there are several initiatives on the ballot and encouraged Commissioners to vote.

### **b. Staff Reports & Announcements**

- Human Services Coordinator Anny Smith congratulated Chair Gabriela Lopez-Vazquez on her presentation at the Bellevue Human Services Commission panel.
- Human Services Coordinator Anny Smith announced that December 12<sup>th</sup> was the selected date for the year-end special meeting.
- The November meeting is cancelled.
- Amanda Judd shared an update on the Health through Housing project that was presented at the October 15<sup>th</sup> City Council meeting.

## **8. ADJOURNMENT**

Chair Gabriela Lopez-Vazquez asked for a motion to adjourn meeting. Vice Chair Sriram Rajagopalan motioned and was seconded by Commissioner Kobey Sage Chew. Meeting was adjourned at 7:58pm.



**CITY OF KIRKLAND**  
**Department of Parks & Community Services**  
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## **MEMORANDUM**

**To:** Human Services Commission

**From:** Jen Boone, Human Services Manager

**Date:** December 2, 2024

**Subject:** 2025-2026 Human Services Grant Recommendations Update

## **RECOMMENDATION**

That the Human Services Commission receives an update on 2025-2026 human services grant recommendations.

## **BACKGROUND DISCUSSION**

The Human Services Commission passed a motion approving the 2025-2026 grant recommendations at its August 27, 2024, meeting. Following the motion, staff prepared a [memo](#) to accompany the recommendations presented to City Council at its September 17, 2024 meeting.

At the City Council meeting on September 17, 2024, City staff and Human Services Commission Chair and Vice Chair presented the 2025-2026 human services grant recommendations. Staff requested City Council discussion and input on the grant recommendations to help inform the City Manager's proposed budget. Following Council discussion, the Commission rank ordered Option C and added a B+ for consideration based on Council feedback.

Council discussed Option B+ and the prioritized Option C with staff recommendations at the October 24, 2024, meeting. Council directed the City Manager to find additional one-time funding to fund Option C if possible. At the November 19, 2024, Council meeting, the City Manager proposed a budget amendment that funded \$1,017,151 of the \$1,087,888 recommended by the Commission for Option C. Council was supportive of the proposed amendment, so the current recommended total for human services grant funding for the 2025-2026 budget is \$6,275,096 or \$3,137,548 per year. Council is anticipated to adopt the 2025-2026 budget at its December 10, 2024, meeting. Staff will provide any updates at the Commission's meeting on December 12, 2024.

## **NEXT STEPS**

The list of grantees and total award is summarized in Attachment A.

ATTACHMENT A – 2025-2026 Grant Recommendations

<b>2025-2026 Human Services Grant Awards</b>		
<b>Organization Name</b>	<b>Program Name</b>	<b>Total Award</b>
4 Tomorrow	Housing & Homelessness Recovery Program	\$ 90,000
4 Tomorrow	Rental, Move-in and Mortgage Assistance	\$ 544,158
4 Tomorrow	Kirkland Teen Union Building	\$ 160,000
4 Tomorrow	Life Services Program	\$ 120,000
4 Tomorrow	Mental Health Coordination & Gap Therapy	\$ 120,562
Africans on the Eastside	Bridging the Gap to Food and Housing Security	\$ 10,000
Archdiocesan Housing Authority	New Bethlehem Programs	\$ 214,000
Asian Counseling and Referral Service	Children, Youth and Families Program	\$ 55,668
Asian Counseling and Referral Service	Whole Health Oriented Mental Health Program	\$ 22,724
Boys & Girls Clubs of King County	Kirkland Mental Wellness Program	\$ 77,006
Chinese Information and Service Center	East King County Family Resource Center	\$ 30,000
Chinese Information and Service Center	Russian Speaking Senior Day Program	\$ 20,000
City of Kirkland	Homeless Outreach Coordinator	\$ 100,000
City of Kirkland	Human Services Coordinator Wellbeing	\$ 280,000
City of Kirkland	RFP for Brazilian Community Support	\$ 20,000
City of Kirkland	Severe Weather Vouchers	\$ 20,000
Communities In Schools	Integrated Student Support	\$ 120,000
Consejo Counseling and Referral Service	Consejo Counseling and Referral Service	\$ 30,000
Eastside Legal Assistance Program	Housing Stability Legal Aid	\$ 308,000
Eastside Legal Assistance Program	Pooled Cities General	\$ 60,000
Eat Happy Now	Eat Happy Food Rescue and Delivery	\$ 10,000
Essentials First	World Food Program	\$ 20,000
Friends of Youth	Mental Health and Substance Use Disorder	\$ 40,000
Friends of Youth	Willows Youth Services Center (WYSC)	\$ 234,866
Friends of Youth	Youth Employment Program	\$ 30,000
Friends of Youth	Youth Haven	\$ 13,376
Harborview Medical Center	Abuse & Trauma Counseling Services	\$ 20,304
HealthPoint	Medical Care Program	\$ 13,264
HERO House NW	Supported Employment	\$ 23,540
HERO House NW	Supported Housing	\$ 50,000
Hopelink	Family Development	\$ 49,648
Hopelink	Financial Resiliency	\$ 74,900
Hopelink	Food	\$ 127,426
Hopelink	Housing	\$ 50,000
IKRON of Greater Seattle	Behavioral Health Services	\$ 90,000
IKRON of Greater Seattle	Integrated Employment Services	\$ 34,000
Imagine Housing	Activities of Daily Living Support	\$ 56,000
Imagine Housing	Behavioral Health Support	\$ 40,000
Imagine Housing	Resident Services	\$ 420,400
Immigrant Women's Community Center	Conflict Resolution Training Program	\$ 10,000
Indian American Community Services	Crisis Services Program	\$ 40,000
Indian American Community Services	Cultural Navigation Program	\$ 40,000
Indian American Community Services	Mental and Behavioral Health Services Program	\$ 80,000
Indian American Community Services	Rahat Community Human Services Program	\$ 40,000
KidVantage	Basic Needs	\$ 30,100
Kinderling Center	Child Care and Preschool Consultation	\$ 42,800
Kinderling Center	Families in Transition (FIT)	\$ 48,774
King County Bar Foundation	Neighborhood Legal Clinics	\$ 14,300
King County Sexual Assault Resource	Advocacy Services for Survivors and Families	\$ 44,000

Lake Washington Schools Foundation	Pantry Packs Food Security	\$ 20,000
LifeWire	Emergency and Transitional Shelter	\$ 79,114
LifeWire	Housing Stability Program	\$ 35,310
LifeWire	Survivor Advocacy Services	\$ 210,878
MAPS - MCRC	Emergency Rental Assistance	\$ 70,000
MAPS - MCRC	Food & Gas Cards	\$ 21,400
MAPS - MCRC	Information & Referrals	\$ 32,100
MAPS - MCRC	Transitional Housing for Single Women	\$ 18,000
NAMI Eastside	Community Mental Health Education and Support	\$ 14,340
Overlake Christian Church	Emergency Financial Aid and Assistance	\$ 46,000
Overlake Christian Church	Safe Parking & Day Center Program	\$ 20,000
Porchlight	Behavioral Mental Health	\$ 40,000
Porchlight	Enhanced Shelter Program	\$ 220,000
Porchlight	Housing	\$ 20,000
Porchlight	Housing Navigation	\$ 5,350
Porchlight	Rotating Shelter	\$ 10,000
Renewal Food Bank	Grocery Style Food Bank	\$ 16,050
The Sophia Way	Helen's Place	\$ 321,000
The Sophia Way	Sophia's Place	\$ 26,194
Sound Generations	Meals on Wheels	\$ 25,268
Therapeutic Health Services	Substance Use & Mental Health Treatment	\$ 33,418
Youth Eastside Services	Behavioral Health Care for Children and Youth	\$ 258,940
Youth Eastside Services	Community-Based Outreach	\$ 82,396
Youth Eastside Services	Early Childhood Behavioral Health	\$ 95,028
Youth Eastside Services	Kirkland Teen Union Building	\$ 280,000
Youth Eastside Services	Latine Programs	\$ 84,494
	<b>Total</b>	<b>\$ 6,275,096</b>



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## **MEMORANDUM**

**To:** Human Services Commission

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

**Date:** November 26, 2024

**Subject:** 2025 HUMAN SERVICES COMMISSION WORKPLAN

## **RECOMMENDATION**

That the Human Services Commission receive the 2025 workplan.

## **BACKGROUND DISCUSSION**

The Human Services Commission meets on the fourth Tuesday every month at 6:30pm. In 2025, the Commission will meet in person at City Hall, unless otherwise specified.

2025 is an education year so the Commission will participate in a variety of events, discussion panels, and joint opportunities with other Eastside Cities. The purpose of the education year is to further inform the Commission on current, emerging, and urgent human services needs locally, regionally, and globally. This preparation equips the Commission to develop priorities for the 2027-2028 human services funding grant cycle. Staff has prepared a calendar of items following input and discussion at the October 28 meeting. Attachment A outlines the final workplan for 2025.

## **NEXT STEPS**

At its December meeting, the HSC will receive the finalized 2025 workplan.

ATTACHMENT A - 2025 Human Services Commission Workplan



<b>2025 Human Services Commission Schedule &amp; Agenda</b>	
January <i>Special Meeting</i> <i>Tentative date January 13</i>	<i>Disability Services Panel with City of Redmond</i>
February 25 Regular Meeting	Homelessness Action Plan and HART Team-Discussion Panel Commissioner Expectations
March 25 Regular Meeting	2024 Agency Performance Review and Dashboard Behind the Scenes Series-After the Recommendations are Finalized
April 22 Regular Meeting	The Impact of Changing Policies on Immigrants and Refugees-Discussion Panel Commissioner Introductions
May 27 Regular Meeting	Behind the Scenes Series: The Reporting Process
June 24 Regular Meeting	New Agencies and Programs-"Get to Know You" Discussion Panel Election of HSC Chair & Vice Chair
July <i>Special Meeting</i> <i>Tentative 14th date</i>	2025 CDBG Presentation <i>Tentative-Joint Cities tour with 4T at Together Center</i>
August 26 Regular Meeting	2025 CDBG Public Hearing KTUB Tour and Discussion Panel
September 23 Regular Meeting	Youth and Families: Support Needs in Kirkland-Discussion Panel
October 28 Regular Meeting	2026 Meeting Calendar Finalization Behind the Scenes Series: The Monitoring Process
November 25 Regular Meeting	Begin priority discussion
December	No meeting