



## Human Services Commission Meeting

Date: July 23, 2019

Time: 7:00 p.m.

Place: Council Chambers, City Hall

*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

	<u>Estimated Time</u>
<b>1. CALL TO ORDER</b>	
<b>2. ROLL CALL</b>	
<b>3. APPROVAL OF MINUTES</b>	5 minutes
a. June 25, 2019	
<b>4. ITEMS FROM THE AUDIENCE</b>	5 minutes
<b>5. PRESENTATIONS</b>	
a. The Role of Community Action Agencies	75 minutes
<b>6. UNFINISHED BUSINESS</b>	
<b>7. NEW BUSINESS</b>	
a. 2020 Community Development Block Grant (CDBG) Recommendations	20 minutes
<b>8. COMMUNICATIONS</b>	15 minutes
a. Commissioner Reports	
b. Staff Reports and Announcements	
<b>9. ADJOURNMENT</b>	Estimated meeting completion: 9:00 p.m.

#### Upcoming Commission Activities:

August 27, 2019 – Regular Human Services Commission Meeting

September 17, 2019 – Special Joint Human Services Commission Meeting

September 24, 2019 – Regular Human Services Commission Meeting

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# **CITY OF KIRKLAND HUMAN SERVICES COMMISSION Minutes of Regular Meeting June 25, 2019**

## **1. CALL TO ORDER**

The June 25, 2019, Human Services Commission Regular Meeting was called to order at 7:06 p.m. by Co-Chair Jonathan Stutz.

## **2. ROLL CALL**

Commissioners present: Co-Chair Jonathan Stutz, Commissioners Michelle Alten-Kaehler, David Godfrey and Adam White.

Co-Chair Amy Falcone arrived at 7:15 p.m., Commissioner Gildas Cheung arrived at 7:08 p.m., Commissioner Dianne Bell arrived at 7:11 p.m., and Commissioner Max Reisman arrived at 8:18 p.m.

Staff present: Human Services Supervisor Leslie Miller and Youth Services Coordinator Regula Schubiger.

Recording Secretary: Senior Office Specialist Melissa Bartoletti.

### **Presenters:**

Daniel Luebke, Patrol Officer, Kirkland Police Department  
Deana Lansing, Neighborhood Resource Officer, Kirkland Police Department  
Joel Bodenman, EMS Captain, Kirkland Fire Department  
Jess Bermudes, Vehicle Outreach Housing Navigator, The Sophia Way  
Kelly Lovins, Mental Health Resource Specialist, Friends of Youth  
Tom Miles, Outreach Navigator, Congregations for the Homeless  
Sasha Vines, Drop-in and Street Outreach Program Coordinator, Friends of Youth

## **3. APPROVAL OF MINUTES**

### **a. May 28, 2019**

Motion to Approve the May 28, 2019 minutes as presented with the edition of the title of "Co-Chair" to the names of Jonathan Stutz and Amy Falcone in the last paragraph.

Moved by Commissioner Adam White, seconded by Commissioner Dianne Bell.

Commissioners Gildas Cheung and Michelle Alten-Kaehler Abstain.

Motion carried (Yes: 5, No: 0).

## **4. ITEMS FROM THE AUDIENCE**

No items.

## **5. Presentations**

- a. On the Frontline: First Responders Serving Community Members Experiencing Homelessness and/or with Behavioral Health Challenges

Each person on the panel shared their first-hand experiences and analysis from serving community members experiencing homelessness and/or behavioral health challenges and explained available services, and what resources they wish they had to be able to better serve those community members. Commission members and staff participated in the discussion.

Staff will update the emergency shelters resource list and send Commission members information on the need for a temporary site for the emergency women's shelter, and Real Change Resource Booklet.

## **6. UNFINISHED BUSINESS**

- a. Proposed Community Engagement Calendar  
Commissioners reviewed the Community Engagement Calendar handout as presented by Human Services Supervisor Leslie Miller and discussed desired site visits and panel discussion topics. In addition, Commission members expressed interest in having an update regarding ARCH in a future staff report.

Gildas Cheung left at 9:11pm.

## **7. NEW BUSINESS**

### **8. COMMUNICATIONS**

- a. Commissioner Reports  
Commissioner Adam White joined NAACP and attended a meeting on June 24<sup>th</sup>, 2019 and invited the Commission to join as well. The NAACP meets every 4<sup>th</sup> Monday of the month at the Washington State Labor Council Seattle location.

Commissioner David Godfrey shared information about the Free Summer Meals Program at the Kingsgate Library. Lunches are served at the noon hour Monday through Friday from June 24<sup>th</sup> to August 30<sup>th</sup> for ages 18 and younger.

Co-Chair Jonathan Stutz shared the benefits from attending a recent session of the Diversity Learning Series; facilitating three focus groups of women from Saudi Arabia and Dubai; and volunteering with his work team to make meals and snack packs for children in Seattle organization.

Co-Chair Amy Falcone represented the Human Services Commission at the first School Resource Officer Task Force meeting. The Task Force is comprised of mostly district staff

and police officers with few community members. Amy Falcone expressed the need for more diverse appointees.

- b. Staff Reports and Announcements  
No Reports.

## **8. ADJOURNMENT**

Co-Chair Jonathan Stutz asked for a motion to adjourn. Co-Chair Amy Falcone motioned, Commissioner Dianne Bell seconded. Motion carried (Yes: 7, No: 0).  
The meeting was adjourned at 9:23 p.m.



**CITY OF KIRKLAND**  
**Department of Parks & Community Services**  
 123 5<sup>th</sup> Avenue Kirkland, WA 98033 425.587.3300  
[www.kirklandwa.gov](http://www.kirklandwa.gov)

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## MEMORANDUM

**To:** Human Services Commission

**From:** Lynn Zwaagstra, Director  
Leslie R. Miller, Human Services Supervisor

**Date:** July 18, 2019

**Subject:** The Role of Community Action Agencies

### **RECOMMENDATION:**

That the Human Services Commission hear a presentation on the role of Community Action Agencies (CAA) in communities and learn about the local CAA, Hopelink.

### **BACKGROUND:**

In January 1960, President Lyndon Baines Johnson declared an “unconditional war on poverty.” The 1964 Economic Opportunity Act created the Community Action Program (CAP) with the vision that the war on poverty would be fought in part by empowering the poor. The requirements of the CAP are carried out by Community Action Agencies (CAA). Communities in the United States and its territories are served by over 1,000 CAAs. Kirkland falls within Hopelink’s territory. Hopelink is one of 30 CAAs that belong to the Washington State Community Action Partners (WSCAP).

Hopelink provides a wide variety of services to the local community. Through its human services grant program, the City of Kirkland is supporting six of its programs in 2019 and 2020. The total grant amount is \$128,214 dollars each year. The six programs and the amount of City support are provided below.

Adult Education	\$14,229
Emergency Food	\$46,410
Employment Program	\$10,200
Family Development Program	\$6,375
Financial Assistance Resiliency Program	\$30,600
Housing	\$20,400



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## **MEMORANDUM**

**To:** Human Services Commission  
**From:** Leslie R. Miller, Human Services Supervisor  
**Date:** July 23, 2019  
**Subject:** Community Development Block Grant 2020 Distribution

## **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 2020.

## **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. A 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 our 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 biannual 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 biannual 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 to people experiencing homelessness it will recommend to City Council and then decides which providers it will recommend receive city general funds and which one 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 distribution of Community Development Block Grant Funds for 2020 is as follows:

July 23	Presentation to the HSC: Overview of the CDBG program Review of proposed recommendations for 2020
August 1	Submit the public notice publicizing the public hearing in the City's newspaper of record, <i>the Seattle Times</i>
August 27	Human Services Commission Public Hearing <ul style="list-style-type: none"><li>• People in attendance will be given the opportunity to speak</li><li>• Any comments received in writing will be shared</li></ul>
September 17	Resolution authorizing the recommended distribution of CDBG funds will be on the City Council's consent agenda
October 1	The signed resolution, the Affidavit of Publication from <i>the Seattle Times</i> and other required documents will be forwarded to King County

Related document:

Public Notice of the proposed distribution of CDBG 2020 funds (handout at the July 23<sup>rd</sup> meeting)