



## Human Services Commission Meeting

Date: May 28, 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. April 23, 2019	
<b>4. ITEMS FROM THE AUDIENCE</b>	5 minutes
<b>5. UNFINISHED BUSINESS</b>	
a. Overview of 2018 Agency Annual Reports	45 minutes
<b>6. NEW BUSINESS</b>	
a. Commission Outreach and Education Plan	45 minutes
<b>7. COMMUNICATIONS</b>	20 minutes
a. Commissioner Reports	
b. Staff Reports and Announcements	
<b>8. ADJOURNMENT</b>	Estimated meeting completion: 9:00 p.m.

#### Upcoming Commission Activities:

June 25, 2019 – Regular Human Services Commission Meeting

July 23, 2019 – Regular Human Services Commission Meeting

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# **CITY OF KIRKLAND HUMAN SERVICES COMMISSION Minutes of Regular Meeting April 23, 2019**

## **1. CALL TO ORDER**

The April 23, 2019, Human Services Commission Regular Meeting was called to order at 7:02 p.m. by Commissioner Adam White.

## **2. ROLL CALL**

Commissioners present: Commission Vice Chair Jonathan Stutz (via telephone), Commissioners Michelle Alten-Kaehler (via telephone), Dianne Bell, Gildas Cheung, David Godfrey, Max Reisman, and Adam White.

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

Recording Secretary: Senior Office Specialist Melissa Bartoletti.

Amy Falcone arrived at 7:05 p.m.

## **3. APPROVAL OF MINUTES**

- a. March 26, 2019  
Motion to Approve the March 26, 2019 minutes as presented.  
Moved by Commissioner David Godfrey, seconded by Commissioner Dianne Bell.  
Motion carried (Yes: 5, No: 0). Commissioners Michelle Alten-Kaehler and Max Reisman abstained.

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

No items.

## **5. UNFINISHED BUSINESS**

- a. Welcome of New Commission Members  
Michelle Alten-Kaehler joins the Human Services Commission to serve a four-year term and youth representative Max Reisman will serve for two years.  
Commissioner Adam White opened the floor for new member, current member, and staff introductions.

b. Overview of 2018 Agency Reports

Human Services Supervisor Leslie Miller presented trends and concerns across multiple programs during 2018 as reported by funded programs and asked the Commission for feedback on reporting methods and the presented materials.

One idea was to host a joint meeting with the Senior Council and invite programs supporting older adults.

Ms. Miller gave an overview of programs that did not meet their contracted annual goals and the challenges they experienced.

Staff will work on reporting strategies for 2019-2020.

c. Joint Commission Debrief

Commission Vice Chair Jonathan Stutz, Commissioners Michelle Alten-Kaehler, Dianne Bell, Amy Falcone (via telephone), David Godfrey, Max Reisman, Adam White, and Human Services Supervisor Leslie Miller and Senior Office Specialist Melissa Bartoletti participated in the Joint Human Services Commission meeting on April 16, 2019 from 6:00-8:00 p.m. at Bellevue City Hall. Commission members from Bellevue, Issaquah, Redmond, and Sammamish also participated.

Commission members discussed takeaways from the Joint Commission Meeting. Commissioners expressed a desire to continue these regional conversations.

## 6. NEW BUSINESS

a. Election of Officers

At the March meeting Commission Vice Chair Jonathan Stutz and Commissioner Amy Falcone expressed a desire to serve as co-chairs for the upcoming year. They shared their vision for sharing chair responsibilities.

Gildas Cheung motioned for the Human Services Commission to allow the election of Co-Chairs instead of individual positions of Chair and Vice-Chair for the term of May 2019 to April 2020. Seconded by Commissioner Dianne Bell. Motion carried (Yes: 8, No: 0)

Commissioner Adam White opened nominations for Commission Co-Chair. Commissioner David Godfrey nominated Commissioner Amy Falcone. Ms. Falcone accepted the nomination. Nomination was seconded by Commissioner Gildas Cheung.

Commissioner Dianne Bell nominated Commissioner Jonathan Stutz. Mr. Stutz accepted the nomination. Nomination is seconded by Commissioner Amy Falcone.

Mr. White asked if there were any other nominations for Co-Chair. No nominations were given. Mr. White asked for a second and third time whether there were any other nominations for Co-chair and no other nominations were made. Mr. White Closed nominations.

Mr. White asked for a vote for Commissioner Amy Falcone to serve as Co-Chair for the term of May 2019 to April 2020 (Yes: 8, No: 0).

Mr. White asked for a vote for Commissioner Jonathan Stutz to serve as Co-Chair for the term of May 2019 to April 2020 (Yes: 8, No: 0).

## **7. COMMUNICATIONS**

### **a. Commissioner Reports**

Commissioner Amy Falcone attended the Eastside Race and Equity Summit on March 29, 2019. Ms. Falcone attended a Family Education Workshop organized by LWSD at Juanita Elementary.

### **b. Staff Reports and Announcements**

On Wednesday, April 10, Human Services Supervisor Leslie Miller joined City leaders, leaders from King County, ARCH, the New Bethlehem Project, the Sophia Way, Salt House and other community partners at a groundbreaking celebration for the new permanent Kirkland Shelter for women and families with children. This project will provide lifesaving shelter and supportive services for people experiencing homelessness.

## **8. ADJOURNMENT**

Commissioner Adam White asked for a motion to adjourn. Commissioner Gildas Cheung motioned, Commissioner Amy Falcone seconded. Motion carried (Yes: 8), No: 0). The meeting was adjourned at 9:14 p.m.



**CITY OF KIRKLAND**  
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## **MEMORANDUM**

**To:** Human Services Commission

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

**Date:** May 23, 2019

**Subject:** Review of Agency Annual Reports and 2018 Results

### **RECOMMENDATION:**

That the Human Services Commission hear an overview presentation of the annual reports requested of programs supported by the City's human services grants and the results of the 2018 reports.

### **BACKGROUND:**

Last month the Commission heard a presentation regarding the information provided in program quarterly reports. The quarterly reports allow city staff to track the number of unduplicated residents served, the type and number of services provided, and review a narrative update. In addition to the quarterly reports, agencies are required to provide annual outcomes and demographics information. The outcome section allows programs to demonstrate the effectiveness of their programs. The demographic reports show the breakdown of clients based upon income, homeless status, age, gender, disabilities, race and military service.

Staff will present an overview of how outcome information is requested and the reported accomplishments of programs for 2018. In addition, city staff will share some of the learnings that came from reviewing demographic information. Staff will ask for feedback on what information shared provides needed context in preparation for the 2021-2022 grant application process.



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## **MEMORANDUM**

**To:** Human Services Commission

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

**Date:** May 23, 2019

**Subject:** Commission's Outreach and Education Plan

### **RECOMMENDATION:**

That the Human Services Commission assist staff with developing an outreach and education plan Between June 2019 and March 2020 to prepare for the 2021-2022 grant application review.

### **BACKGROUND:**

In the months leading up to the 2019-2020 grant application review, the Human Services Commission had the opportunity to learn about some of the needs in the community from a series of expert speakers. In preparation for 2021-2022, the Commission has expressed interest to learn not only from additional expert speakers, but also learn about the experiences and needs of the clients of agencies.

Based upon the expressed interests of the Commission and the capacity of the human services staff to deliver the desired opportunities, staff recommends the following.

1. Ask Imagine Housing to host the Human Services Commission at one of its Kirkland properties. The Commission could provide food for a community meal and have an opportunity to speak with residents. Following the meal, the Commission would carry out a monthly business meeting with a panel of Imagine Housing staff and residents.
2. Host a joint Senior Council and Human Services Commission meeting. During the first part of the meeting Council and Commission members would hear from agencies providing services. Council and Commission members would then discuss what they learned and consider possible priority areas for the City's attention.
3. Ask senior programs that operate at the Peter Kirk Community Center to provide an opportunity for Commission members to interact with their clients on site. Agencies to ask could include Evergreen Health, Northshore Senior Center, India Association of Western Washington, Sea Mar and the Chinese Information and Service Center.
4. Schedule a series of program site visits for individual Commission members to see some of the programs the City funds and have an opportunity to connect with clients.

5. Participate in the City's upcoming community engagement campaign regarding the City's ADA Transition Plan.
6. Host additional panels at regularly scheduled Commission meetings.

Staff is looking forward to Commission members' feedback and asks that Commission members come to the May meeting with a list of priority site visits and topics for panels.