

CITY OF KIRKLAND

HUMAN SERVICES COMMISSION

Minutes Commission Special Meeting

May 18, 2022

1. CALL TO ORDER

Meeting was called to order at 6:38 pm by Chair Gildas Cheung

2. ROLL CALL

Members Present: Commissioners Gabriela Lopez Vazquez, Michelle Alten-Kaehler, Marjorie Carlson, Vice Chair Jonathan Stutz. Commissioner Jory Hamilton joined at 6:45pm.

Members Absent: Commissioner Laney Brackett (excused), Commissioner Antonio Avila

Staff Present: Antoinette Smith, Human Services Coordinator, Jen Boone, Human Services Manager

Meeting Recorder: Regi Schubiger, Youth Services Coordinator

3. LAND ACKNOWLEDGEMENT

Commissioner Gabriela Lopez Vazquez read the land acknowledgement.

Commissioner Antonio Avila will read the acknowledgment at the May 24th Commission meeting.

4. APPROVE MINUTES

Chair Gildas Cheung requested a motion to approve the April 26, 2022 minutes as presented. Moved by Commissioner Marjorie Carlson, seconded by Commissioner Michelle Alten-Kaehler.

Motioned carried (Yes: 3 No: 0, Abstained: 2).

5. ITEMS FROM THE AUDIENCE

None

6. OLD BUSINESS

Debrief Equity Training, Part 2

Commissioners discussed and debriefed Part 2 of the Equity Series workshop hosted by Amadeo Guiao.

7. NEW BUSINESS

a. Group Norms and Working Agreements

Antoinette Smith walked the Commission through creating group norms and working agreements. Next steps will involve staff compiling results to create a short list that will be reviewed at the May 24th meeting. The group will be asked to come to consensus on what items remain, which ones to discard, and any additions.

b. 2023-2024 Grant Application Review Tools

Jen Boone ran through how to use the ShareOne app for Commissioners to review applications. Staff recommended Commissioners use the portal to log program review/comments/feedback. Using the ShareOne app tool helps staff align recommendations and comments into one document to assist with application discussion.

c. 2023-2024 Goal Area 1 Grant Application Summary

The Commission adjusted the timeline of review areas based on application volume and requiring hard copies of the applications. At the May 24th meeting, the Commission will review Goal Area 3 applications first. The Commission will use the online portal for first review but have requested printed copies of applications for the remaining goal areas. The review calendar will be updated to reflect the change and shared at the May 24th meeting.

8. COMMUNICATIONS

a. Commissioner Reports

None

b. Staff Reports

None

10. ADJOURNMENT

Chair Gildas Chueng a motion to adjourn. Commissioner Jory Hamilton motioned, and Vice Chair Jonathan seconded. The meeting was adjourned at 8:34 p.m.