

Human Services Advisory Committee

Meeting Minutes

Renton City Hall
Council Conference Room, 7th Floor
January 19, 2016 3:00 p.m.

CALL TO ORDER: Shannon Matson, Chair, called the meeting to order. A quorum was present.

ATTENDANCE: Shannon Matson, Brook Dodd, Leslie Anderson, Amy Koehl, Ashley Wolfe, Monica Mendoza-Castrejon, Joanie Howe, Sheila Houston, Krista Townsend, Tina Harris. Excused: Henry Malphus. **Staff:** Karen Bergsvik, Dianne Utecht, Katie McClincy, Kelly Beymer, Jennifer Jorgenson.

1. INTRODUCTIONS

Shannon welcomed the new Committee members. Introductions were made around the table.

2. APPROVAL OF PREVIOUS MINUTES

It was moved by Monica, seconded by Leslie, to table approval of the November Minutes until the next meeting. Motion carried.

3. ELECTION OF CHAIR AND VICE-CHAIR

Shannon explained the duties of the Chair and Vice-Chair positions. The Chair holds the position for two years; the Vice-Chair is a one-year commitment and will assume the chairmanship the following year.

Shannon explained that with the recent turnover on the committee there were only a few Committee members that were experienced with the funding process. She talked to them, and, two members agreed to be the Chair and Vice-Chair. Shannon and Linda gave their overview of the commitment and requirements to be an effective chair for the HSAC. One important aspect is that both the chair and vice chair work together as a cohesive team. Shannon noted the importance of being available to attend meetings: presentations at City Council meetings, meetings with the Mayor and Jay Covington, as well as the HSAC meetings. During the funding cycle, the time commitments for everyone will be greater. Monica moved and Joanie seconded a motion to elect Brook Dodd to the Chair position and elect Amy Koehl to the Vice-Chair position. Both positions were unanimously approved.

4. LOGISTICS OF THE GROUP

After discussion, the members agreed to:

- A. Get hard copies of the agenda and documents, and have a notebook so that the materials are easily accessible. The agenda and materials will be sent out electronically prior to the meeting. Karen will electronically forward items of interest to the committee members.
- B. Karen gave a brief explanation of two committees and invited members to attend at their convenience – the South King Council of Human Services meets on the fourth Tuesday of every month at SeaTac City Hall (4800 S. 188th St.) from 12:00-1:30pm in the Council Chambers; the South King County Refugee Forum meets the third Thursday of every month in the Renton City Hall Council Chambers from 10:00-11:30am. Dianne Utecht attends both meetings and members are welcome to go with her.

- C. Year in advance – 2016: The Committee needs to set two days aside for funding deliberations. This item was postponed until the February meeting so that the staff can compile a calendar with key dates. Members were asked to bring their calendar to the February meeting.
- D. Karen explained the City hired a consultant, Benita Horn, to help the City's Business Plan goal of building an inclusive informed city. She is working with department administrators to develop an equity lens tool that will assess potential impacts on diverse communities pertaining to city policies, budgets, and planning. Preparation of the equity lens will include an assessment of key systems and ongoing education to train staff and deepen community partnerships. The City's Human Services Advisory Committee volunteered to be the pilot for the equity lens and will apply this work to the 2017/2018 funding process.

Benita attended the HSAC meeting in November and did internal bias training. Because of the number of new members that did not participate in the training, and the feeling that all the members need to have the same foundation of knowledge, it was decided that it would be beneficial to have this training again for the new members. Karen will schedule it for an upcoming meeting.

- E. Members were asked to check information on the HSAC roster and report any changes that need to be made.
- F. Shannon encouraged the incoming members to contact herself, Brook, Leslie, or Amy if they have questions or would like to discuss anything about the HSAC. Karen, Dianne, and Jennifer are available to help. Karen explained the relationship between this committee and the City Council's Community Services Committee.
- G. As the new chair, Brook explained that her style is not as formal as Robert rules of order, and that when motions or votes are needed for record-keeping.
- H. Karen reviewed the organizational charts for Community Services and for Human Services.

6. **SHARING – Overview of Housing and Human Services Needs Assessment and Funding**

Karen provided a broad overview of the funding process.

Eighteen cities in King County are part of a collaborative funding process. Its purpose is to streamline the application process for the agencies and cities. Share1 is the software program that is the funding application, as well as the reports. Between now and August we will be focusing on the funding process. The regional collaboration is looking at how to make sure that the process is fair to all agencies, and may have a parallel application process that occurs in 2017. Renton will need to decide how we want to make sure the process is fair to smaller agencies/programs.

The funding applications will be available in March.

The *Community Needs Assessment for Human Services and Housing (Needs Assessment)* and the *Human Services Draft Strategic Plan (Strategic Plan)* will be used in the funding process. The Needs Assessment is the basis for defining the needs of the community.

The Strategic Plan defines our role. It is the foundation of the methodology for the funding recommendations.

Shannon encouraged everyone to become familiar with both documents, which were attached as part of the agenda package.

7. **SHARING**

Brook asked members to share what they would like to learn or know more about during the coming year.

- How Seattle growth impacts Renton; the gentrification of Seattle and what Renton experiences
- Ways for people to get around; transportation resources
- Change the time of the HSAC meeting
- How effective is the funding that we give agencies – assess funds that are given (February)
- Make sure that funding goes to agencies that serve diverse populations – that it is fair/equitable; how do we split funding out? (February/March)
- Training on how to go online to see the applications
- Rating Tool – time to incorporate the equity lens (February/March)
- Sunset Terrace project
- Public planning process for the City– transportation, moving transit center
- Center of Hope
- Affordable Housing – what do we have in Renton, how is funding leveraged, senior housing; HEN program
- What is in the wings? What has and has not worked?
- Regional trends – transportation
- Sustain and foster economic stability
- Changing demographics
- Economic Development/human services
- How to keep providing affordable housing? What is the vision of the City?
- Safety aspect – sirens/crime rates
- City and school district – working together
- As we fund organizations – are they reflective of our community? Diversity?
- Mayor – his priorities for human services (February/March)
- What is the diversity of people that live in Renton?
- How do we strengthen our neighborhoods? Use the Neighborhood Picnics?

Brook adjourned the meeting at 4:57 p.m.

Respectfully submitted,



Brook Dodd, Chair

NEXT REGULAR MEETING: FEBRUARY 16, 2016, 7th Floor, Council Conference Room