



## AGENDA

### Human Services Commission

6:30 PM - Wednesday, September 12, 2018  
 City Hall Council Chambers, Sammamish, WA

Page		Estimated Time
	<b>CALL TO ORDER</b>	6:30 pm
	<b>ROLL CALL</b>	
	<b>PLEDGE OF ALLEGIANCE</b>	
	<b>APPROVAL OF AGENDA</b>	
	<b>APPROVAL OF THE MINUTES</b>	
3 - 4	1. July 11, 2018 Regular Meeting <a href="#">View Minutes</a>	
	<b>PUBLIC COMMENT</b> <i>3 minutes per person / 5 minutes if representing an organization</i>	6:35 pm
	<b>NEW BUSINESS</b>	7:00 pm
	1. Introduction: Human Services Strategic Plan	
	<b>OLD BUSINESS</b>	7:30 pm
5 - 10	1. Discussion: Human Services Grant Handoff to City Council <a href="#">View Memo &amp; Exhibits</a>	
	<b>NEXT MEETING AGENDA TOPICS</b>	
	1. Human Services Strategic Plan	
	<b>ADJOURNMENT</b>	8:30 pm
	<b>(NON-AGENDA) LONG TERM CALENDAR</b>	

1. [View Long Term Calendar](#)

**Note:** This is an opportunity for the public to address the Human Services Commission. Three (3) minutes are granted per person, or five (5) minutes if representing the official position of a recognized community organization.

If you are submitting written material, please supply 8 copies (7 for Human Services Commission; 1 for the record). If you would like to show a video or PowerPoint, it must be submitted or emailed by 5pm the day of the meeting to Janie Jackson at [jjackson@sammamish.us](mailto:jjackson@sammamish.us).

**THE COMMISSION MAY ADD OR TAKE ACTIONS ON ITEMS NOT LISTED ON THIS AGENDA.**

Human Services Commission meetings are wheelchair accessible. American Sign Language (ASL) interpretation is available upon request.

Please phone (425) 295-0500 at least 48 hours in advance. Assisted Listening Devices are also available upon request.



## MINUTES

### Human Services Commission

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6:30 PM - July 11, 2018

City Hall Council Chambers, Sammamish, WA

**Commissioners Present:**

Chair Tom Ehlers, Human Services Commissioner, Position 6  
Vice Chair Larry Wright, Human Services Commissioner, Position 4  
Jodi Nishioka, Human Services Commissioner, Position 1  
Nushina Mir, Human Services Commissioner, Position 2  
CJ Kahler, Human Services Commissioner, Position 5  
Joyce Bottenberg, Human Services Commissioner, Position 7

**Commissioners Absent:**

Stanley Gunno, Human Services Commissioner, Position 3

**Staff Present:**

Community Services Coordinator Rita Badh  
Management Analyst Mike Sugg  
Executive Assistant Janie Jackson

**CALL TO ORDER**

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6:33 p.m.

**ROLL CALL**

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Roll was called.

**PLEDGE OF ALLEGIANCE**

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Larry Wright led the pledge.

**APPROVAL OF AGENDA**

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**MOTION: Joyce Bottenberg moved to approve the agenda. Jodi Nishioka seconded. Motion carried unanimously 6-0 with Stanley Gunno absent.**

**APPROVAL OF THE MINUTES**

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June 28, 2018 Special Meeting

**MOTION: Joyce Bottenberg moved to approve the minutes as presented. Nushina Mir seconded. Motion carried unanimously 5-0 with Stanley Gunno absent.**

**PUBLIC COMMENT**

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Paul Stickney 504 228th Ave SE talked about working with the City Council and Planning Commission on housing strategies in Sammamish. He provided a handout to the Commission regarding land use changes.

**NEW BUSINESS**

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**Finalize Recommendation on 2019-20 Human Service Grant Funds**

Staff provided a high level overview of the grant funding process to date. Commissioners discussed how to implement a method for achieving the funding amount of \$240,000 and whether to request additional funding from the City Council. They reviewed each priority area and discussed refinements to the grant proposals if there was disagreement in the recommendations as presented. They also talked about communicating to the City Council the need to increase grant funding to be more in-line with neighboring cities.

In conclusion, Commissioners voted unanimously to approve the refined grant funding package recommendation.

**NEXT MEETING AGENDA TOPICS**

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August: No Meetings

September 12: Human Services Strategic Plan

**ADJOURNMENT**

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8:55 p.m.



801 228<sup>th</sup> Avenue SE ■ Sammamish, WA 98075 ■ phone: 425-295-0500 ■ fax: 295-295-0600 ■ web: [www.sammamish.us](http://www.sammamish.us)

*Memorandum*

**Date:** September 12, 2018  
**To:** Human Services Commission  
**From:** Rita Badh, Community Services Coordinator  
 Mike Sugg, Management Analyst  
**Re:** Human Services Grant Recommendation to City Council

On September 12, 2018, the Human Services Commission will finalize their recommendation to the City Council on funding for the 2019-2020 human services grant cycle. This includes two primary tasks, as described below.

**Additional Funding Allocation**

Staff had anticipated the 2019-2020 budget would propose \$240,000 in human services grant funding (the same level as in the 2017-2018 Budget). The City’s Finance Department recently assembled the draft 2019-2020 budget, which actually proposes \$249,000 in grant funding. This means the Commission has an additional \$9,000 to allocate in order to reach a new base recommendation of \$249,000.

Please see **Exhibit 1** for the recommendation approved by the Commission during their July 11 meeting. Note that the “amount remaining” portion of the spreadsheet has been updated to account for the \$249,000 target.

**Recommendation Letter**

The Commission will also discuss how best to hand-off their grant recommendation to the City Council. Included as **Exhibit 2** is a draft recommendation letter for review by the Commission. This hand-off is currently scheduled to occur at the Council meeting on October 2, 2018.

**Exhibits**

1. Commission-Approved Recommendation from July 11, 2018
2. Draft Recommendation Letter

**2019-2020 Human Services Grant Funding Recommendations**

<b>Amount Remaining (Over/Under \$249k Budget)</b>	<b>\$9,000</b>
<b>Additional Recommendation</b>	<b>\$85,445</b>

<b>Summary</b>				
Priority Area	Requested	Recommended	Add'l Rec.	% Total Rec.
Basic Needs	\$185,944	\$88,500	\$29,211	37%
Mental Wellness	\$139,571	\$72,000	\$32,334	30%
Cultural Inclusion	\$32,500	\$22,000	\$0	9%
Seniors	\$41,807	\$20,000	\$3,000	8%
Domestic Violence	\$44,200	\$20,000	\$7,700	8%
Uncategorized/Comp.	\$142,156	\$17,500	\$13,200	7%
<b>TOTAL:</b>	<b>\$586,178</b>	<b>\$240,000</b>	<b>\$85,445</b>	

<b>Priority Area: Basic Needs</b>				
Agency	Program	Requested	Recommended	Add'l Rec.
Imagine Housing	Imagine Housing Supportive Services	\$25,500	\$9,000	\$6,000
St. Vincent de Paul of Seattle KC	SVdP - Mary Queen of Peace Conference	\$15,000	\$9,000	\$1,000
Friends of Youth	TLP Housing for Homeless Young Adults and Young Families	\$7,000	\$6,000	\$0
Issaquah Food and Clothing Bank	Groceries to Go Expansion	\$25,000	\$5,001	\$7,499
Friends of Youth	Outreach/Drop-In Services for Homeless Youth & Young Adults	\$10,000	\$5,000	\$5,000
The Sophia Way	Outreach	\$6,787	\$5,000	\$1,787
Lk. Washington Schools Foundation	Pantry Packs	\$10,000	\$5,000	\$0
Catholic Community Services of KC	Eastside Emergency Shelter for Families	\$5,000	\$5,000	\$0
Hopelink	Emergency Food	\$5,000	\$5,000	\$0
Hopelink	Housing	\$5,000	\$5,000	\$0
Friends of Youth	Youth and Young Adult Shelter	\$5,000	\$5,000	\$0
The Sophia Way	Sophia's Place	\$4,184	\$3,500	\$500
Congregations for the Homeless	Men's Eastside Winter Shelter (EWS)	\$4,440	\$3,450	\$550
The Sophia Way	Day Center	\$5,875	\$3,000	\$2,875
Eastside Baby Corner (EBC)	Meeting Basic Needs for Children	\$6,109	\$3,000	\$0
Issaquah Community Services	Issaquah Community Services	\$3,000	\$3,000	\$0
Congregations for the Homeless	Year Round Rotating Shelter	\$2,250	\$2,250	\$0
HealthPoint	HealthPoint Dental	\$4,000	\$2,000	\$2,000
Congregations for the Homeless	CFH- Day Center	\$1,500	\$1,500	\$0
The Sophia Way	Eastside Women's Winter Shelter	\$1,456	\$1,456	\$0
Congregations for the Homeless	Housing	\$1,343	\$1,343	\$0
Assistance League of the Eastside	Operation School Bell	\$4,000	\$0	\$2,000
YWCA Seattle   King   Snohomish	Eastside Resident Services	\$10,000	\$0	\$0
HealthPoint	HealthPoint Medical	\$6,000	\$0	\$0
Catholic Community Services of KC	New Bethlehem Day Center	\$5,000	\$0	\$0
Bridge Disability Ministries	Meyer Medical Equipment Center	\$4,500	\$0	\$0
Community Homes, Inc.	Comm.-based Housing for People w/ Int. & Dev. Disabilities	\$3,000	\$0	\$0
<b>TOTAL:</b>		<b>\$185,944</b>	<b>\$88,500</b>	<b>\$29,211</b>

<b>Priority Area: Mental Wellness</b>				
Agency	Program	Requested	Recommended	Add'l Rec.
Youth Eastside Services	Behavioral Health Care for Children & Youth	\$26,169	\$20,000	\$6,169
The YMCA of Greater Seattle	Sammamish Y Teen Mental Health Support	\$34,965	\$15,000	\$19,965
NAMI Eastside	NAMI In The Schools	\$11,200	\$7,500	\$3,700
Friends of Youth	Youth and Family Counseling and Prevention	\$10,000	\$7,500	\$2,500
Crisis Clinic	Teen Link	\$6,000	\$6,000	\$0
Crisis Clinic	Crisis Line	\$5,500	\$5,500	\$0
Issaquah Schools Foundation	VOICE Mentor Program	\$15,000	\$5,000	\$0
Issaquah Schools Foundation	Power of Me, Power of We Student Leadership Conferences	\$7,000	\$3,000	\$0
Lake Wash. Schools Foundation	Looking Into the Needs of Kids and Schools	\$2,500	\$2,500	\$0
NAMI Eastside	Individual & Family Support/Education, Community Education, and R	\$7,077	\$0	\$0
Issaquah Schools Foundation	Community Take Back Your Meds Campaign	\$7,000	\$0	\$0
Therapeutic Health Services	Alcohol/Drug Treatment	\$4,160	\$0	\$0
HERO House	Supported Employment	\$3,000	\$0	\$0
<b>TOTAL:</b>		<b>\$139,571</b>	<b>\$72,000</b>	<b>\$32,334</b>

<b>Priority Area: Cultural Inclusion</b>				
Agency	Program	Requested	Recommended	Add'l Rec.
India Association of Western WA	India Association of Western Washington	\$10,000	\$10,000	\$0
Issaquah Schools Foundation	Cultural Bridges	\$11,000	\$5,500	\$0
India Association of Western WA	Cultural Navigator Program	\$10,000	\$5,000	\$0
Chinese Info. and Service Center	Eastside Cultural Navigator Program	\$1,500	\$1,500	\$0
<b>TOTAL:</b>		<b>\$32,500</b>	<b>\$22,000</b>	<b>\$0</b>

Exhibit 1

Priority Area: Seniors				
Agency	Program	Requested	Recommended	Add'l Rec.
Eastside Friends of Seniors	Helping Local Seniors	\$20,000	\$20,000	\$0
Easterseals Washington	Easterseals Washington Adult Care/ Health Services	\$6,240	\$0	\$3,000
Old Friends Club	Daytime Memory Care and Respite	\$12,000	\$0	\$0
Sound Generations	Meals on Wheels	\$2,567	\$0	\$0
Sound Generations	Volunteer Transportation Program	\$1,000	\$0	\$0
<b>TOTAL:</b>		\$41,807	\$20,000	\$3,000

Priority Area: Domestic Violence				
Agency	Program	Requested	Recommended	Add'l Rec.
LifeWire	Survivor Advocacy Services	\$27,700	\$20,000	\$7,700
Harborview Medical Center	Harborview Center for Sexual Assault & Traumatic Stress	\$9,000	\$0	\$0
KC Sexual Assault Resource Ctr.	Comprehensive sexual assault advocacy services	\$7,500	\$0	\$0
<b>TOTAL:</b>		\$44,200	\$20,000	\$7,700

Uncategorized/Complimentary				
Agency	Program	Requested	Recommended	Add'l Rec.
Encompass Northwest	Family Enrichment Programs	\$3,000	\$3,000	\$0
Athletes For Kids	AFK Youth Mentoring	\$20,000	\$2,500	\$2,500
Kinderling Center	Kinderling - Early Care and Education Consultation (ECEC)	\$18,000	\$2,500	\$2,500
Encompass Northwest	Pediatric Therapy	\$5,000	\$2,500	\$0
Friends of Youth	Healthy Start Home Visiting Program	\$2,500	\$2,500	\$0
WA Autism Alliance & Advocacy	Family Health Insurance Navigation: Bridging Gaps Between Youth	\$14,931	\$2,500	\$0
Eastside Legal Assistance Program	Eastside Legal Assistance Program	\$7,500	\$2,000	\$0
Crisis Clinic	King County 2-1-1	\$7,000	\$0	\$3,500
Washington Poison Center	Washington Poison Center Emergency Services	\$2,500	\$0	\$2,500
King County Bar Association	King County Bar Foundation Pro Bono Services Dept.	\$1,200	\$0	\$1,200
Hopelink	Adult Education	\$16,000	\$0	\$1,000
MCNA	Job training in Coding and Digital Marketing	\$13,800	\$0	\$0
Hopelink	Employment	\$6,000	\$0	\$0
Friends of Youth	Teen Cafe - The Garage	\$5,000	\$0	\$0
Community Homes, Inc.	Housing Readiness Wrkshp Series for Adults w/ Int./Dev. Disabilities	\$5,000	\$0	\$0
Kinderling Center	Kinderling - Families In Transition (FIT)	\$4,590	\$0	\$0
Life Enrichment Options	Life Enrichment Options	\$3,500	\$0	\$0
The Tavon Center	Tavon Learning Center Health and Wellness Program	\$3,477	\$0	\$0
ANEW	ANEW	\$1,734	\$0	\$0
Child Care Resources	Information and Referral /Technical Assistance	\$1,424	\$0	\$0
<b>TOTAL:</b>		\$142,156	\$17,500	\$13,200

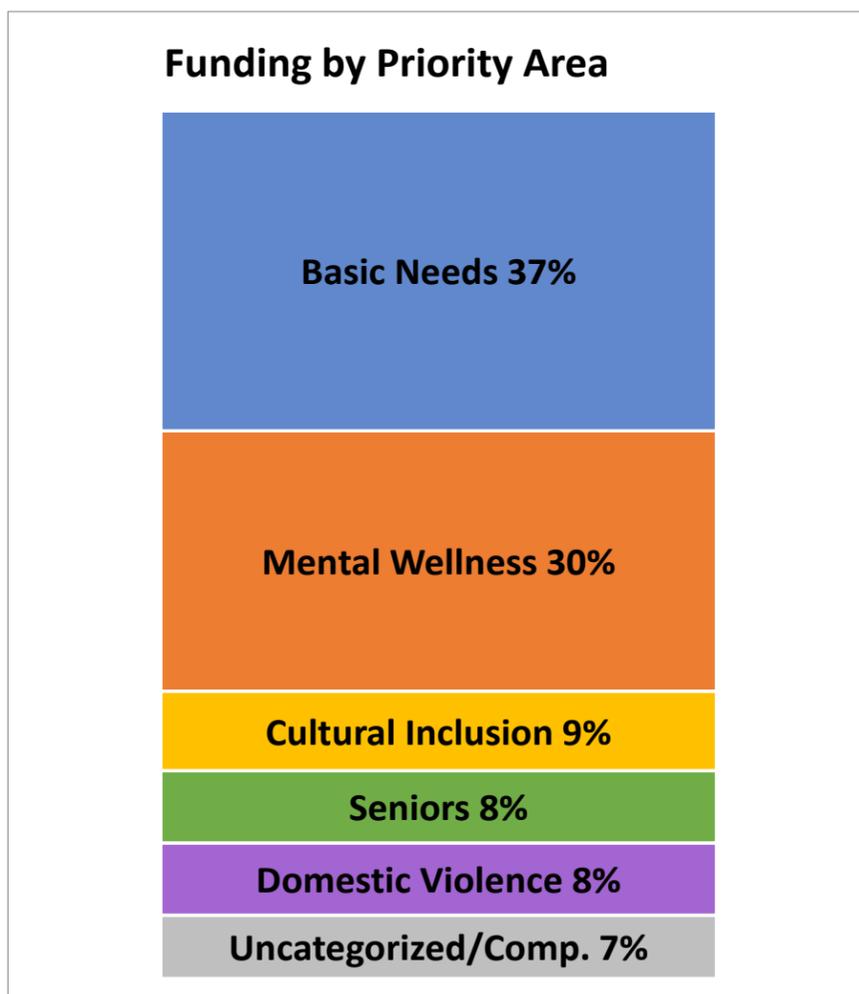


Exhibit 2



801 228<sup>th</sup> Avenue SE ■ Sammamish, WA 98075 ■ phone: 425-295-0500 ■ fax: 295-295-0600 ■ web: [www.sammamish.us](http://www.sammamish.us)

*Memorandum*

**Date:** October 2, 2018  
**To:** City Council  
**From:** Tom Ehlers, Human Services Commission Chair  
 Larry Wright, Human Services Commission Vice Chair  
**Re:** Human Services Commission 2019-2020 Grant Recommendations

On behalf of the Human Services Commission, we are pleased to forward to the City Council this funding recommendation for the 2019-2020 Human Services grant cycle. This is the first grant review by the newly-formed Human Services Commission. We feel the breadth of knowledge and diverse viewpoints of the seven commissioners, combined with the *Health and Human Services Needs Assessment*, contributed greatly to a successful grant review process.

**Process**

Human services providers submitted 72 applications for funding totaling \$586,179. In April 2018, we began reviewing these grants using a scoring rubric we developed that was closely aligned with the *Health & Human Services Needs Assessment*. The Needs Assessment identified five priority needs in the community – basic needs, cultural inclusion, domestic violence, mental wellness and seniors.

To help split up the workload, we divided commissioners into three sub groups corresponding to the priority needs identified in the Needs Assessment. Sub groups then met to discuss the applications within their assigned priority needs and to develop a recommendation. Recommendations were presented to the full Commission, with each grant application being discussed individually.

After the sub groups had the opportunity to present to the full Commission, we then debated how to reconcile preliminary grant recommendations with expected funding in the 2019-2020 Budget (\$249,000). Once the budgeted number was reached, the Commission voted to approve the recommendation. We felt this level of funding did not adequately address the true need in the community, so we unanimously agreed to recommend additional funding as described below.

Exhibit 2

**Funding Comparison**

For the 2017-2018 Human Services grant cycle, the City Council allocated \$249,670 in grant funding per year, or the equivalent of \$3.93 per capita in 2018. On a per capita basis, this level of funding is significantly lower than our peer cities, as shown in the following table.

City	2018 Grant Funding	2018 Population	Per Capita Grant Funding
Bellevue	\$3,543,990	142,400	\$24.89
Redmond	\$1,115,012	64,050	\$17.41
Kirkland	\$903,762	87,240	\$10.36
Issaquah	\$371,500	37,110	\$10.01
<b>Sammamish</b>	<b>\$249,670</b>	<b>63,470</b>	<b>\$3.93</b>

**Commission Recommendation**

We are recommending \$334,445 in grant funding allocated among programs as shown in Attachment A. This recommendation represents \$249,000 included in the draft preliminary 2019-2020 Budget, plus an additional \$85,445 request.

As a Commission, we found it challenging to address the needs of the community within the budgeted amount. The additional request allows the City to maintain its participation in regional programming while funding critical services in areas such as mental wellness and basic needs. As a reminder, the Needs Assessment identified that 21% of 12<sup>th</sup> graders considered suicide and 36% reported substance abuse in past 12 months. We feel that additional funding will begin to address these and other vital human services needs in Sammamish.

If approved at the recommended level of \$334,445, the City’s human services funding would increase from \$3.93 to \$5.27 per capita. We feel this is a good first step toward funding at a level consistent with regional cities. The Human Services Strategic Plan is currently in progress and will consider options for funding the grant program in the future.

Exhibit 2

**Summary**

Our 2019-2020 human services grant funding recommendation is summarized as follows:

<b>Base Recommendation</b>	\$249,000
<b>Additional Recommendation</b>	\$85,445
<b>Total</b>	<b>\$334,445</b>

We worked hard to develop a recommendation based on the \$249,000 in expected funding. However, we strongly urge the City Council to budget for and approve an additional \$85,445 for the grant program. This additional funding will help ensure our resources are prioritized toward driving a real and noticeable impact to the residents in Sammamish.

Thank you,

\_\_\_\_\_  
 Tom Ehlers  
 Chair, City of Sammamish Human Services Commission

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Larry Wright  
 Vice Chair, City of Sammamish Human Services Commission

\_\_\_\_\_  
 Date

## HUMAN SERVICE COMMISSION 2018 LONG TERM AGENDA CALENDAR

*Current as of: 9/7/2018*

Date	Time	Type	Staff	Topics
<b>Weds, Feb 28</b>	6:30 pm	Regular Meeting	Jessi Bon Rita Badh Mike Sugg	<ul style="list-style-type: none"> <li>▪ Welcome &amp; Introductions</li> <li>▪ Election of Chair &amp; Vice Chair</li> <li>▪ Introduction to Advisory Boards</li> <li>▪ Introduction to Commission Bylaws</li> </ul>
<b>Weds, Mar 14</b>	6:30 pm	Regular Meeting	Jessi Bon Rita Badh Doug McIntyre Mike Sugg	<ul style="list-style-type: none"> <li>▪ Introduction of Housing Strategy</li> <li>▪ Adopt Commission Bylaws</li> <li>▪ Overview of Human Services Needs Assessment</li> <li>▪ Human Services Strategic Plan</li> </ul>
<b>Thurs, Apr 5</b>	6:30 pm	Joint Meeting with Planning Commission	Rita Badh Mike Sugg Doug McIntyre	<ul style="list-style-type: none"> <li>▪ Work Session: Housing Strategy Update</li> </ul>
<b>Weds, Apr 11</b>	6:30 pm	Regular Meeting	Jessi Bon Rita Badh Doug McIntyre Mike Sugg	<ul style="list-style-type: none"> <li>▪ Housing Strategy Update</li> <li>▪ Overview of Human Services Grant Program</li> <li>▪ Grant Criteria Discussion</li> <li>▪ Grant Review Commission Assignments</li> </ul>
<b>Weds, May 9</b>	6:30 pm	Regular Meeting	Rita Badh Doug McIntyre Mike Sugg	<ul style="list-style-type: none"> <li>▪ Housing Strategy Update</li> <li>▪ Application Reviews: Mental Wellness</li> <li>▪ Application Reviews: Domestic Violence</li> </ul>
<b>Thurs, May 24</b>	6:30 pm	Joint Meeting with Planning Commission	Rita Badh Mike Sugg Kellye Hilde Doug McIntyre	<ul style="list-style-type: none"> <li>▪ Work Session: Housing Strategy Update</li> </ul>
<b>Weds, June 13</b>	6:30 pm	Regular Meeting	Rita Badh Mike Sugg	<ul style="list-style-type: none"> <li>▪ Application Reviews: Basic Needs</li> <li>▪ Application Reviews: Seniors</li> </ul>
<b>Thurs, June 28</b>	6:30 pm	Special Meeting	Rita Badh Mike Sugg	<ul style="list-style-type: none"> <li>▪ Application Reviews: Cultural Inclusion</li> <li>▪ Application Reviews: Uncategorized</li> <li>▪ Discussion: Process for Developing Final Rec.</li> </ul>
<b>Weds, July 11</b>	6:30 pm	Regular Meeting	Rita Badh Mike Sugg	<ul style="list-style-type: none"> <li>▪ Confirm recommendation to City Council on 2019-20 Human Services Grant Funds</li> </ul>
<b>August</b>	N/A	N/A	N/A	*NO AUGUST MEETING*
<b>Weds, Sept 12</b>	6:30 pm	Regular Meeting	Rita Badh Mike Sugg	<ul style="list-style-type: none"> <li>▪ Human Services Strategic Plan Introduction</li> <li>▪ Discuss grant hand-off to City Council</li> </ul>

9/7/2018 11:31 AM

<b>Weds, Oct 10</b>	6:30 pm	Regular Meeting	Rita Badh Mike Sugg	<ul style="list-style-type: none"><li>▪ Human Services Strategic Plan Kickoff (BERK)</li></ul>
<b>Weds, Nov 14</b>	6:30 pm	Regular Meeting	Rita Badh Mike Sugg	<ul style="list-style-type: none"><li>▪ Human Services Strategic Plan (BERK)</li><li>▪ Third Quarter Reports</li></ul>
<b>Weds, Dec 12</b>	6:30 pm	Regular Meeting	Rita Badh Mike Sugg	<ul style="list-style-type: none"><li>▪ Finalize recommendation to City Council on Human Services Strategic Plan (BERK)</li><li>▪ Year in Review</li><li>▪ 2019 Work Plan</li></ul>