



AGENDA

Human Services Commission

6:30 PM - Wednesday, October 10, 2018

City Hall Council Chambers, Sammamish, WA

Page		Estimated Time
	CALL TO ORDER	6:30 PM
	ROLL CALL	
	PLEDGE OF ALLEGIANCE	
	APPROVAL OF AGENDA	
	APPROVAL OF THE MINUTES	
3 - 5	1. September 12, 2018 Regular Meeting View Minutes	
	PUBLIC COMMENT	6:35 PM
	<i>3 minutes per person / 5 minutes if representing an organization</i>	
	OLD BUSINESS	6:45 PM
6 - 8	1. Human Services Strategic Plan Kickoff with BERK Consulting View Discussion Guide from BERK	
	NEXT MEETING AGENDA TOPICS	
	1. Human Services Strategic Plan	
	ADJOURNMENT	8:30 PM
	(NON-AGENDA) LONG TERM CALENDAR	
9 - 10	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.

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.

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MINUTES

Human Services Commission

6:30 PM - September 12, 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
Stanley Gunno, Human Services Commissioner, Position 3
CJ Kahler, Human Services Commissioner, Position 5

Commissioners Absent:

Joyce Bottenberg, Human Services Commissioner, Position 7

Staff Present:

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

CALL TO ORDER

6:30 p.m.

ROLL CALL

Roll was called.

PLEDGE OF ALLEGIANCE

Stan Gunno led the pledge.

APPROVAL OF AGENDA

Commissioners discussed and clarified parts of the agenda. They added Re-categorization of Uncategorized/Complimentary grants to the agenda under Old Business.

MOTION: CJ Kahler moved to approve the agenda. Vice Chair Larry Wright seconded. Motion carried unanimously 6-0 with Joyce Bottenberg absent.

APPROVAL OF THE MINUTES

July 11, 2018 Regular Meeting

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MOTION: Vice Chair Larry Wright moved to approve the minutes. Nushina Mir seconded. Motion carried unanimously 6-0 with Joyce Bottenberg absent.

PUBLIC COMMENT

The following people provided public comment regarding Athletes for Kids:

Marni Kurtz
 Angie Ahlemeyer
 Nick Riley
 Fran Kennedy-Ellis
 Allisa Chew
 Doug Staab
 Natalie Triche

NEW BUSINESS

Introduction: Human Services Strategic Plan

Staff provided a high level overview of the need for a Human Services Strategic Plan and what could be included in the Plan. Commissioners requested the PowerPoint be emailed to them after the meeting. The City's consultant for the Strategic Plan will attend the next meeting on October 10.

OLD BUSINESS

Discussion: Human Services Grant Handoff to City Council

An explanation was provided for the increase in the budgeted Human Services grant funding amount by \$9,000 (from \$240,000 to \$249,000), and Commissioners discussed ways to distribute the additional funds. This resulted in increased funding amounts for certain providers. The discussion also included re-categorizing the providers listed in the priority area of Uncategorized/Complimentary into more appropriate focus areas for the services they provide. Commissioners voted unanimously to approve the funding allocation and recategorized grants. Note: Tom Ehlers recused himself from the funding discussion due to his affiliation with one of the organizations.

Discussion: Human Services Memo to City Council

Commissioners reviewed a draft memo to the City Council that would accompany their proposed grant recommendations. A few minor edits were made, and Commissioners voted unanimously to accept the memo as edited.

NEXT MEETING AGENDA TOPICS

Human Services Strategic Plan

ADJOURNMENT

8:27 p.m.

MOTION: Jodi Nishioka moved to adjourn. Vice Chair Larry Wright seconded. Motion carried unanimously 6-0 with Joyce Bottenberg absent.

(NON-AGENDA) LONG TERM CALENDAR

Draft

Human Services Strategic Plan

Information and Discussion Guide for the Human Services Commission

Staff and consultants have been working to develop a preliminary Strategic Plan. There will be a presentation on the content of the preliminary Strategic Plan at the Commission meeting with a discussion to follow. Below, you will find a high-level summary of the preliminary Strategic Plan and some questions that will be introduced for discussion.

Preliminary Strategic Plan Summary

BACKGROUND

In 2017 the City of Sammamish conducted a Health and Human Services Needs Assessment. Approved by Council in March 2018, the Needs Assessment identified five priority areas of need in the community: mental wellness, basic needs, cultural inclusion, seniors, and domestic violence. Transportation and housing were identified as regional advocacy issues since they had a strong nexus with human service needs in each of the five priority areas.

In mid-2018, Sammamish embarked upon the completion of a Human Services Strategic Plan. The purpose of the Strategic Plan is to further define the City's role in the five priority areas, propose a staffing plan, and identify potential funding sources. This process started with outreach to potential local partners to talk about the results of the Needs Assessment, identify opportunities for partnership, and assess capacity. It also included a workshop with a staff interdepartmental team to get a better understand the feasibility of staffing and workloads. A preliminary plan will be reviewed and refined by the Human Services Commission before going to Council for adoption.

OVERALL ROLES

A draft strategy emerged from the Needs Assessment, additional research, and outreach. In this strategy the City can take on four roles in human services, each with its own objective. Currently, the City directly funds human services with small grants or indirectly influences human services through its policies and programs. Four potential areas in which the City could expand its role in supporting human services are identified in the strategy:

- **Administrator.** Apply the strategy through an alignment of City policies, programs, and budget decisions and measure the progress made through City action.
- **Communicator.** Improve awareness of needs and services through events, campaigns, and training.
- **Facilitator.** Support agencies and service providers by convening partners, reprioritizing funding, and helping agencies find space in the community.
- **Advocate.** Support issues that affect human services such as Comprehensive Plan policies and

regional advocacy work.

GOALS AND STRATEGIES IN THE FIVE PRIORITY AREAS

For each priority need area, the strategy identifies a goal and potential measures of progress:

- **Mental Wellness.** Foster healthy families, students, seniors, and communities. Reduce the stigma for mental health in the community. Measure progress with Healthy Youth Survey data, King County health data, or through surveying.
- **Basic Needs.** Increase access to food, shelter, medical care, and transportation throughout the community. Measure this through spending.
- **Cultural Inclusion.** All members of the community feel accepted and welcome in Sammamish. Measure this through the availability of materials in different languages, interpreter services, and community space. Also through the representation of residents in civic events and as members of City boards and commissions.
- **Seniors.** Provide a good quality of life for aging Sammamish residents. Measure this through the availability of space for older adults, program registrations, mobility options.
- **Domestic Violence:** Reduce domestic violence in the community. Increase reporting, awareness of and access to services. Provide better training to respond to domestic violence. This will be measured by incidences reported.

The strategy also applies the four city roles:

	Administrator	Communicator	Facilitator	Advocate
Mental Wellness		✓	✓	✓
Basic Needs	✓	✓	✓	✓
Cultural Inclusion	✓	✓	✓	
Seniors	✓	✓	✓	✓
Domestic Violence		✓	✓	✓

IMPLEMENTATION

Strategy implementation requires both the establishment of an internal framework to support human services and then actions to maintain that framework. To establish the framework, the City should identify staffing, designate one or more of the five priority areas to initially focus on, and develop a work program for the Human Services Commission. To maintain momentum, the City should periodically update the Community Needs Assessment, maintain data on progress, and assess the need for additional staffing support at each budget cycle. Funding is also key to implementation, and the strategy identifies six potential funding sources for the City’s consideration.

Discussion Questions

- There are four roles identified for the City (Administrator, Facilitator, Communicator, and Advocate). Are these the right roles for City action? Do you feel the objective for each role is a good fit?
- Each of the five priority areas has a goal. Are the goals appropriate for each area?
- Each of the five priority areas includes measurements of progress. Are these measurements appropriate? Do they adequately measure progress toward the goal? Are there other measures that should be considered?
- Do you think there are any other steps needed to start implementing the Human Services Strategy? Are there any other steps that are necessary to ensure on-going implementation?
- What types of issues is the Commission interested in working on? How does the biennial grant cycle affect the Commission's interest and ability to work on these issues?
- Do you have any concerns about the ideas presented in the preliminary strategy?

HUMAN SERVICE COMMISSION 2018 LONG TERM AGENDA CALENDAR

Current as of: 10/5/2018

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

10/5/2018 11:30 AM

Tues, Oct 2	6:30 pm	City Council Meeting	Rita Badh Mike Sugg	<ul style="list-style-type: none">▪ Grant Recommendation Handoff to City Council
Weds, Oct 10	6:30 pm	Regular Meeting	Rita Badh Mike Sugg	<ul style="list-style-type: none">▪ Human Services Strategic Plan Kickoff (BERK)
Weds, Nov 14	6:30 pm	Regular Meeting	Rita Badh Mike Sugg	<ul style="list-style-type: none">▪ Human Services Strategic Plan (BERK)▪ Third Quarter Reports
Weds, Dec 12	6:30 pm	Regular Meeting	Rita Badh Mike Sugg	<ul style="list-style-type: none">▪ Finalize recommendation to City Council on Human Services Strategic Plan (BERK)▪ Year in Review▪ 2019 Work Plan