



AGENDA

Human Services Commission Regular Meeting

6:30 PM - Wednesday, March 13, 2019

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. February 13, 2019, Regular Meeting

[View Minutes](#)

PUBLIC COMMENT

3 minutes per person / 5 minutes if representing an organization

OLD BUSINESS

6 - 10

1. Adopt Commission Bylaws

[View Draft Bylaws](#)

NEW BUSINESS

1. Panel on Youth Mental Health

Guest Panelists:

- *Jaclyn Lane - Friends of Youth*
- *Michelle Brode - Youth Eastside Services*
- *Sara Dochow - Crosspath*
- *Allora Tvedt - YMCA*
- *Scott Paul - Lake Washington School District*

NEXT MEETING AGENDA TOPICS

- April 3: Work Session with Parks & Recreation Commission
- April 16: Joint Eastside Human Services Commission Meeting to Debrief on 2019-2020 Human Services Grant Process

ADJOURNMENT

8:30 pm

(NON-AGENDA) LONG TERM CALENDAR

11 - 12

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.

Draft



MINUTES

Human Services Commission Regular Meeting

6:30 PM - February 13, 2019

City Hall Council Chambers, Sammamish, WA

Commissioners Present:

Jodi Nishioka, Human Services Commissioner, Position 1
Nushina Mir, Human Services Commissioner, Position 2
Stanley Gunno, Human Services Commissioner, Position 3
Larry Wright, Human Services Commissioner, Position 4
CJ Kahler, Human Services Commissioner, Position 5
Tom Ehlers, Human Services Commissioner, Position 6
Joyce Bottenberg, Human Services Commissioner, Position 7

Commissioners Absent:

Staff Present:

Community Services Coordinator Rita Badh
Management Analyst Mike Sugg

CALL TO ORDER

ROLL CALL

Roll was called.

PLEDGE OF ALLEGIANCE

Stan Gunno led the pledge.

APPROVAL OF AGENDA

The agenda was amended to include an additional 15 minutes before the election of chair and vice chair for commissioners to talk about their backgrounds.

MOTION: CJ Kahler moved to approve the agenda as amended. Joyce Bottenberg seconded. Motion carried unanimously 6-0 with Tom Ehlers absent.

APPROVAL OF THE MINUTES

The minutes were amended to clarify a comment made by the public.

January 9, 2019, Regular Meeting

Draft

MOTION: CJ Kahler moved to approve the minutes as amended. Stanley Gunno seconded. Motion carried unanimously 6-0 with Tom Ehlers absent.

PUBLIC COMMENT

Margaret Rosenow - 21801 NE 4th Street, Sammamish. Representing the Arts Commission, she talked about the importance of art and provided a hand-out to the Commission.

COMMISSIONER INTRODUCTIONS

Commissioners spoke briefly about their backgrounds.

CHAIR/VICE CHAIR ELECTIONS

Community Services Coordinator, Rita Badh explained the voting protocol. Tom Ehlers (nominated by Jody Nishioka) and Joyce Bottenberg (nominated by CJ Kahler) were nominated for Chair. Tom was elected 5/2. Joyce Bottenberg (nominated by CJ Kahler) and Stanley Gunno (nominated by Jody Nishioka) were nominated for Vice Chair. Stanley Gunno was elected 4/3.

PRESENTATIONS

Sammamish Volunteer Website Preview

Recreation Manager, Chris Jordan presented an overview of the new Volunteer website that is expected to launch in April. The website will help streamline the processes of volunteer sign-up and tracking volunteer hours and will act as a clearing house for Sammamish based agencies who utilize volunteers.

Refresher on Advisory Boards

Management Analyst, Mike Sugg presented an overview on the role of the Human Services Commission.

NEW BUSINESS

Review Commission Bylaws

Management Analyst, Mike Sugg provided a review of the Human Services Commission bylaws. Commissioners discussed the bylaws and provided feedback on possible changes and updates. Staff will incorporate the changes and provide an updated copy of the bylaws at the March meeting for approval and adoption.

2018 Grant Reporting

Community Services Coordinator, Rita Badh provided an overview of 2018 statistics from grant-funded providers and announced staffing changes at grant-funded organizations.

Human Services Strategic Plan Update/Next Steps

The draft Human Services Strategic Plan was presented to the City Council on February 5, 2019, by consultant Erika Rhett from BERK Consulting and Chair Tom Ehlers. The City Council discussed the document and provided feedback. Based on their feedback, a revised draft will be prepared and presented to the Council again on March 5, 2019. Chair Tom Ehlers and Commissioners discussed the role of the Human Services Commission going forward, once the City Council adopts the Strategic Plan. A copy of the presentation made to the City Council will be emailed to the full Commission.

ADJOURNMENT

Draft

MOTION: Jodi Nishioka moved to moved to adjourn at 8:31 p.m. Joyce Bottenberg seconded. Motion carried unanimously 6-0 with Larry Wright absent.

City of Sammamish

Human Services Commission Bylaws

ARTICLE I: MEMBERS

The Human Services Commission consists of seven (7) members who are appointed by the City Council, per the authorizing ordinance [O2017-443](#).

ARTICLE II: PURPOSE

The Human Services Commission serves in an advisory capacity to the City Council, providing guidance and recommendations in meeting the human service needs of the Sammamish community. The City Council reviews and approves all policy recommendations provided by the Commission.

ARTICLE III: DUTIES & RESPONSIBILITIES (O2017-443)

The Human Services Commission shall make reports and recommendations to the City Council concerning human services issues including:

1. Development and assessment of human services in the City.
2. Determination of priorities of human service needs within the City.
3. Evaluation and recommendation on funding requests submitted to the City.
4. Review of City actions which may affect the availability and quality of human services provision in the City.
5. Coordination with other groups and human services planning agencies and organizations to pursue the goal of regional cooperation in the planning, funding and delivery of human services.
6. May provide recommendations to the City Council on emerging issues and concerns related to human services.

As an advisory board, the Human Services Commission shall not direct significant staff work, nor is the Commission authorized to commit any funds of the City without approval from the City Council.

ARTICLE IV: OFFICERS

The elected officers of the Commission shall consist of a Chair and Vice Chair. The Vice Chair serves in the absence of the Chair. In the absence of both the Chair and Vice-Chair, the members present shall elect a Chair Pro-Tempore.

The term of office for Chair and Vice Chair is one (1) year with the possibility of reelection. For Chair Pro-Tempore, the term shall be only for the meeting at which appointed. In the event of a vacancy from office, a replacement Chair and/or Vice Chair shall be elected to serve the unexpired term of the vacant office(s).

Election Process

At the Commission's February meeting, the following process is conducted to elect the new Chair and Vice Chair positions:

- Motion to elect Chair and Vice Chair will be placed on the agenda.
- Each Commission member has the opportunity to nominate a candidate.
- Nominations do not require a second vote.
- If no further nominations, the Chair declares nominations closed.
- Voting takes place in the order nominations are made.
- Commissioners will be asked for a voice vote and a raise of hands.
- Once a nominee receives a majority vote, they are declared elected to the position.
- If none of the nominees receive a majority vote, nominations are requested again, and the process repeated until a candidate receives a majority vote.
- The process is repeated for Vice Chair.
- A tie vote will result in failed nomination.

One-year terms for Chair and Vice Chair take effect at the 1st meeting in February. The election cycle is repeated annually.

Duties of the Chair and Vice Chair:

- Run/facilitate Human Services Commission meetings in a fair, efficient, productive and informative manner.
- Act as spokesperson to City Council and, when necessary, to the public and/or media.
- Work with City staff to schedule/calendar and meeting agendas.

The Vice Chair is to attend meetings with staff and Chair and to fulfill duties of the Chair in the Chair's absence.

ARTICLE V: MEETINGS

Regular Meetings

The regular meetings of the Commission are normally held on the 2nd Wednesday of every calendar month from 6:30pm to 8:30pm. Meetings are not held during the month of August, unless the Commission calls for a special meeting. Staff is responsible for noticing meetings to the public and to generate and update a calendar for upcoming Human Services Commission meetings.

Special Meetings

Any non-regular meeting of the Commission is considered a special meeting. Special meetings may be called by the Chair or a majority of the members of the Commission. Unless otherwise specified, all

special meetings shall be held at the regular meeting place of the Commission. Staff is responsible for noticing meetings to the public. All regular and special meetings of the Commission are open to the public.

Limited-Term Working Groups

Limited-term working groups, composed of a subset of the whole Commission, may be formed to address specific tasks related to topics on the Commission’s work calendar. The formation of any working group shall be approved by a majority vote or consensus of the Commission. Due to the requirements of the Open Public Meetings Act (Chapter 42.30 RCW), a working group shall contain fewer members than a quorum of the whole Commission.

ARTICLE VI: AGENDA AND STAFF REPORTS FOR MEETINGS

A copy of the agenda and accompanying materials for each meeting should be provided to each member not less than four (4) business days prior to the date of the meeting.

Proposed additions to an upcoming meeting agenda shall be submitted to the Chair for consideration. Submissions must be received by the Monday of the week prior to the meeting. Additions to an agenda may also be considered during a meeting under “approval of agenda.”

The City Manager shall appoint appropriate staff to assist the Human Services Commission as necessary for the proper operation of the commission.

ARTICLE VII: MINUTES AND RECORDS

The approved action minutes serve as the record of actions taken. Draft action minutes will be provided to the Human Services Commission Chair for initial review and correction. The Chair's proposed final minutes will be distributed to the entire Human Services Commission for review. Approval will occur at a subsequent Commission meeting.

ARTICLE VIII: PUBLIC INVOLVEMENT

Public comment at the beginning of each meeting is limited to three (3) minutes per individual, or five (5) minutes per group. At the end of public comment and at the discretion of the Chair, the Commission may ask questions.

ARTICLE IX: PUBLIC REPRESENTATION AND STATEMENTS FROM THE COMMISSION

Any member of the Commission has a right to express personal views and opinions. However, statements representing the views or recommendations of the Human Services Commission must be authorized by a majority or consensus of the Commission. Consultation with staff on messaging is ~~recommended~~required.

ARTICLE X: EX-PARTE CONTACTS AND SHARING OF INFORMATION

It is in the public interest that, to the greatest extent possible, all members of the Human Services Commission have an opportunity to be aware of and act upon the information that is available to other members. All members should place upon the record of the Human Services Commission at the next scheduled meeting the substance of all ex-parte contacts that have occurred during the time a

matter has been introduced and is still before the Human Services Commission for a recommendation.

To disclose ex-parte contact, commissioners should request time on the next meeting agenda as described in Article VI.

ARTICLE XI: CONFLICT OF INTEREST

If an actual or perceived conflict of interest exists that affects the work of the Commission, it is each member’s responsibility to openly describe the issue and refrain from any subsequent Commission participation, deliberation or voting on the subject.

ARTICLE XII: ORDER OF BUSINESS

The Chair may adjust or amend the order of business as needed. The Commission’s regular meetings normally use the following format:

- Call to Order
- Roll call
- Pledge of Allegiance
- Approval of Agenda
- Approval of Minutes
- Public Comment
- Agenda Items
- Adjourn

The Chair shall conduct meetings in an open, fair and transparent manner. In the event of a procedural question, the Chair may refer to Roberts Rules of Order for guidance.

ARTICLE XIII: ATTENDANCE

Each Human Services Commission member should strive to attend all Commission meetings, to read materials beforehand and to participate fully. In-person attendance is preferred, but when this is not possible, attendance via conference call can be arranged. Commission members will strive to provide at least 24-hours of notice to the staff when a conference call is needed.

Except in instances of sudden illness or other unforeseen hardship, members should advise the staff and the Chair/Vice Chair, of their intended absence prior to 4:30 p.m. on the day prior to the meeting. Excused absences will be noted for the record at the roll call.

If a member misses three consecutive meetings, the Chair will have a discussion with said Commissioner and then determine whether or not to recommend to the City Council, in concert with City Staff, a new appointment for said Commissioner’s position.

ARTICLE XIV: RECOMMENDATIONS OF THE COMMISSION

The goal of the Human Services Commission is to provide a recommendation to the City Council. When a consensus cannot be reached, a majority vote is taken. Minority positions may be conveyed as well.

To document the actions taken by the Human Services Commission, staff will prepare a written

statement or memorandum, including the facts, findings and rationale for the final recommendations. The Chair of the Human Services Commission will present the recommendations to the City Council on behalf of the Human Services Commission.

ARTICLE XV: REVIEW OF BYLAWS

The Human Services Commission shall review bylaws annually at the first Human Services Commission meeting in February.

ARTICLE XVI: CODE OF CONDUCT

The Human Services Commission has developed the following 'group norms' to define the expectations for conduct by Commissioners and the interaction among members. It is the intent that these be simple, self-explanatory and self-enforced. The Chair is empowered to remind members as the need arises to employ these norms. Commissioners will demonstrate respect for members of the public, staff and other Commissioners by:

- Attending each meeting and arriving on time (if late arrival is necessary, please call or email ahead).
- Reading materials in advance, coming to the meeting prepared and submitting questions in advance.
- Respectfully and attentively listening to the speaker (~~minimal~~ avoid side discussions).
- Speaking respectfully to and about the public, staff and other Commissioners.

Bylaws adopted by the Human Services Commission on ~~{Date of Approval}~~ March 13, 2019.

Human Services Commission Chair

Date

HUMAN SERVICE COMMISSION 2019 LONG TERM AGENDA CALENDAR

Current as of: 3/4/2019

Date	Time	Type	Staff	Topics
Weds, Jan 9	6:30 pm	Regular Meeting	Rita Badh Mike Sugg	<ul style="list-style-type: none"> ▪ 2018 Year in Review ▪ 2019 Work Plan Discussion
Mon, Feb 4	6:30pm	City Council Study Session	Rita Badh Mike Sugg	<ul style="list-style-type: none"> ▪ Human Services Strategic Plan Handoff to City Council
Weds, Feb 13	6:30 pm	Regular Meeting	Rita Badh Mike Sugg Chris Jordan	<ul style="list-style-type: none"> ▪ Welcome & Introductions ▪ Election of Chair & Vice Chair ▪ Introduction to Advisory Boards ▪ Review Commission Bylaws ▪ Sammamish Volunteer Website Preview ▪ 2018 Grant Reporting
Weds, Mar 13	6:30 pm	Regular Meeting	Rita Badh Mike Sugg	<ul style="list-style-type: none"> ▪ Panel on youth mental health with providers ▪ Adopt Commission Bylaws
Weds, Apr 3	6:30 pm	Joint Meeting with Parks Commission	Rita Badh Mike Sugg Angie Feser Chris Jordan	<ul style="list-style-type: none"> ▪ Work session with Parks Commission
Tues, Apr 16	6:00 pm – 8:00 pm	Joint Eastside Human Svcs Commission Meeting @ Bellevue	Rita Badh Mike Sugg	<ul style="list-style-type: none"> ▪ Debrief with Eastside cities on 2019-2020 human services grant process ▪ Location: Bellevue City Hall, 450 110th Ave NE, Bellevue, 98004
Weds, May 8	6:30 pm	Regular Meeting	Rita Badh Mike Sugg	<ul style="list-style-type: none"> ▪ Panel on basic needs with providers ▪ First quarter grant reporting
Weds, June 12	6:30 pm	Regular Meeting	Rita Badh Mike Sugg	<ul style="list-style-type: none"> ▪ Welcoming Week presentation ▪ Panel on immigrant issues with providers
Weds, July 10	6:30 pm	Regular Meeting	Rita Badh Mike Sugg	<ul style="list-style-type: none"> ▪ Panel on senior needs with providers
August	N/A	N/A	N/A	NO AUGUST MEETING
Weds, Sept 11	6:30 pm	Regular Meeting	Rita Badh Mike Sugg	<ul style="list-style-type: none"> ▪ Provider presentation on domestic violence ▪ Second quarter grant reporting

Oct TBD	TBD	Joint Eastside Human Svcs Commission Meeting	Rita Badh Mike Sugg	<ul style="list-style-type: none">▪ TBD
Weds, Oct 9	6:30 pm	Regular Meeting	Rita Badh Mike Sugg	<ul style="list-style-type: none">▪ Review 2019-2020 grant review process▪ 2021-2022 Grant Cycle Discussion
Weds, Nov 13	6:30 pm	Regular Meeting	Rita Badh Mike Sugg	<ul style="list-style-type: none">▪ Drug Drop Box Program Presentation▪ Panel on substance abuse and heroin/opiate epidemic
Wed, Dec 11	6:30 pm	Regular Meeting	Rita Badh Mike Sugg	<ul style="list-style-type: none">▪ 2020 Census Presentation▪ Year in Review▪ Third quarter grant reporting