

**CITY OF LYNNWOOD
HUMAN SERVICES COMMISSION MINUTES
April 7, 2016 Meeting**

Call to Order

The first meeting of the Human Services Commission was called to order by Senior Planner Chanda Emery at 6:30 p.m.

Roll Call

Commissioners Present:	Staff Present:
Julio Cortes	Chanda Emery, Sr. Planner
Peter Schmidt	Paul Krauss, Community Devt. Director
Kathy Coffey	
Sandi Farkas	
Pam Hurst (elected Chair)	
Michelle Reitan (elected Vice Chair)	
Mary Anne Dillon	
	Other:
Commissioners Absent: None	Council Liaison Shirley Sutton

Staff and Commission Reports

1. Election of Chair and Vice Chair

Pam Hurst nominated herself as Chair. Motion passed unanimously to elect Pam Hurst as Chair.

There was discussion about term lengths and consensus to re-elect a new Chair in January to follow the calendar year.

Michelle Reitan nominated herself as Vice Chair. Motion passed unanimously to elect Michelle Reitan as Vice Chair.

Discussion

Senior Planner Emery explained that at the next meeting the City of Bellevue's Human Services Commission Chair and Human Services Manager would come to help further define the roles and responsibilities of this new commission.

1. Draft Human Services Element

Senior Planner Emery distributed copies of the City's Comprehensive Plan which provides the framework for how the City grows and is amended

1 regularly. She reviewed the amendment process and explained that staff
2 will be proposing a new element to the Comp Plan to provide a framework
3 of goals and policies that are supportive of the City's efforts to facilitate
4 funding and improve the delivery of human services to residents. A copy
5 of the Draft Element was provided for review and comments. Ms. Emery
6 reviewed the timeline for the adoption process.

7
8 Chair Hurst asked for more information about public records. Community
9 Development Director Krauss indicated staff would be providing more
10 information about public records.

11
12 Commissioner Dillon referred to the twelve policies listed and
13 recommended that these be kept in mind in the future as something
14 people would support when applying for grants. Director Krauss
15 concurred. He suggested adding a policy that refers to a document with
16 those goals for programmatic responses. Senior Planner Emery concurred
17 and welcomed comments and suggestions from the Commission. Director
18 Krauss explained that the goal is to have this through the Planning
19 Commission in June or July so it can get to the Council and be adopted in
20 the fall.

21
22 2. Draft 2016 Human Services Work Plan

23
24 Senior Planner Emery presented the Draft 2016 Human Services Work
25 Plan for the remainder of the year. She noted that she has invited one of
26 the council members from the City of Edmonds to attend the next meeting.
27 Edmonds has reached out to the Council President because of the work
28 that Lynnwood has been doing to look at homelessness. City of Lynnwood
29 police staff will also be attending that meeting.

30
31 Ms. Emery explained that the City would like to prepare a Needs
32 Assessment document that the Commission can use to help prioritize
33 projects over the next few years. When the City reaches a population of
34 50,000, a portion of the Community Development Block Grant program
35 from the US Department of Housing and Urban Development will help
36 fund these human services programs on a two-year cycle. Staff is looking
37 to request 1% of the General Fund to support community-based non-profit
38 social service agencies that provide services to Lynnwood residents. The
39 Needs Assessment work is important because it will obtain a
40 comprehensive picture of current needs and issues in Lynnwood. It will
41 look at veterans, seniors, domestic violence, homelessness, and human
42 trafficking. Data will come from a number of sources. Community
43 conversations will also be significant. Staff and commissioners will have
44 the opportunity to go to meetings that are already being held in the
45 community to learn about issues and concerns before reporting back to
46 the group. Senior Planner Emery welcomed input from commissioners.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45

Commissioner Farkas asked who would be preparing the Needs Assessment. Ms. Emery replied that Community Development staff would be working on that and presenting it to the Commission for feedback. Commissioner Farkas asked about a timeline. Ms. Emery replied she is shooting for the end of this year when staff requests the 1% allocation from the General Fund.

Commissioner Dillon spoke to the importance of anecdotal information in addition to data because that can be just as powerful. Ms. Emery concurred and noted that is where the community conversations will be essential.

Commissioner Cortes asked if staff has looked at needs assessments done by other communities. Senior Planner Emery responded they have, and she will be modeling Lynnwood's document after the work done by the cities of Redmond, Bellevue, and Seattle.

Chair Hurst recalled during her interview for the Human Services Commission she had been told there was no budget for these services, and that they would need to rely on things like grants, other non-profit groups, and assistance from the faith-based community. She questioned whether 1% of the City's budget is really even possible. Director Krauss replied they aren't sure yet. The Council has been told that the goal is to provide some level of local funding as well as getting grants. He thought perhaps that what Chair Hurst was referring to was the fact that there is no dedicated funding at this time. He noted that many cities dedicate 1% of their General Fund for human services. The City has already committed some funds for homelessness in this year's budget. The Human Services Commission will be looking at future budgets. He commented on the dilemmas the Commission will be facing on how to use the funding they do receive.

Commissioner Coffey recommended discussing individuals who would be helpful to invite to address the Commission. In addition to those on the list provided, she recommended Dr. Robin Fenn with Snohomish County Human Services Department and Julie Fonholz (sp?) who is heading up the Everett Streets Initiative. Also, she thinks Housing Hope, Verdant, and the Edmonds School District Foundation should be prioritized as important contributors of information.

Commissioner Dillon (?) concurred and noted that United Way and their collective impact work around ending generational poverty would also be useful.

1 Vice Chair Reitan stated that Verdant Health Commission has done a
2 Needs Assessment which was completed only a couple years ago. Ms.
3 Emery noted she has that document. Vice Chair Reitan asked if
4 community forums would be held to develop the Needs Assessment.
5 Director Krauss commented that staff would take direction from the
6 Commission. Several commissioners indicated support of community
7 forums.

8
9 Commissioner Dillon suggested that the Commission have a presentation
10 by the Landlord Engagement Program in Snohomish County later in the
11 year. That program is working to develop landlord opportunities around
12 Snohomish County.

13
14 Commissioner Schmidt commented that Jerry Gaddock (sp?) from the
15 Veterans Services Office at Snohomish County would be great to bring in.
16 He also said he would appreciate hearing firsthand from police officers
17 who are on the streets to get their perspective.

18
19 Vice Chair Reitan commented that it would be good to hear from the
20 Neighbors in Need program that Trinity Lutheran Church is doing on
21 Saturday mornings. Additionally, she noted that the Edmonds School
22 District also has Family Resource Advocates in some of their schools who
23 might have interesting information.

24
25 Commissioner Schmidt asked if the Needs Assessment is still being
26 formulated. Ms. Emery affirmed that it is. There is a framework now, and
27 she will be compiling information for review.

28
29 Other members of the Commission indicated an interest in learning more
30 about the Cocoon House and data from the Edmonds School District.
31 Chair Hurst recommended looking at Snohomish County Low Income
32 Community Needs Assessment. She also expressed her desire to get
33 busy doing something to help meet the community's needs, and not just
34 spend the Commission's time reviewing data. Director Krauss agreed. He
35 discussed the desire to have a long-term plan for the Commission, but
36 also the need to be involved in the budget process which starts in June
37 and July.

38
39 3. Association for Washington Cities - Center for Quality Communities'
40 Leadership Capacity Building Pilot Project

41
42 Senior Planner Emery then discussed the Association for Washington
43 Cities - Center for Quality Communities' Leadership Capacity Building
44 Pilot Project. She stated the Mayor has been approached by them to see if
45 the City is interested in participating in the pilot project. Mayor Smith thinks
46 this will be a good opportunity and will provide some resources to help

1 further the work of this commission. Senior Planner Emery and Director
2 Krauss discussed the pilot project. There was consensus to move forward
3 with looking into this opportunity.
4

5 **Old Business**
6

7 **New Business**
8

9 1. Commission Member Training Module and Acknowledgement Form
10

11 The Commission was shown a video regarding parliamentary
12 procedure/Roberts Rules of Order and signed forms acknowledging they
13 had seen it.
14

15 **Council Liaison Report**
16

17 Councilmember Shirley Sutton had the following comments:

- 18 • She is very happy to be part of this Commission.
- 19 • The Council is very excited to hear about new opportunities in the
20 community.
- 21 • Lynnwood has been voted one of the safest cities.
- 22 • The City has received a grant that will allow us bring on consultants as we
23 move through this light rail activity.
- 24 • As a new council member, she is trying to understand the budget and the
25 enormity of her responsibilities.
- 26 • She feels the Human Services Commission is one of the most exhilarating
27 things that could happen for the City at this point in time.
- 28 • The Association of Washington Cities is a great organization. A number or
29 council members went down to Olympia in January to lobby for what is
30 needed in Lynnwood.
- 31 • Lynnwood is a little more progressive in some areas than others. She'd
32 like to see the City continue that progress in the Human Services
33 Commission.
- 34 • She discussed a poverty simulation event that will be taking place in
35 Arlington which will give people a practical idea about what poverty is.
36 Commissioner Coffey added that the project is being run by one of the
37 Leadership Snohomish County groups in conjunction with the Mayor of
38 Arlington. They still need 60 volunteers to make the simulation work.
39 Councilmember Sutton indicated she would forward more information to
40 staff and the Commission about this event.
- 41 • She discussed the historic significance of the Interurban Trail.
- 42 • She thanked the Commission for their work and encouraged them to
43 communicate their needs to her.
44
45

1 **Director's Report**

2
3 Director Krauss had the following comments:

- 4 • Lynnwood is going through its biennial budget process. They will be using
5 a Budgeting for Outcomes strategy for the first time during this budget
6 process.
- 7 • He discussed the CHART (Chronic-Utilizer Alternative Response Team)
8 effort in Everett. He, Senior Planner Emery, and Deputy Chief Stanifer
9 attended one of their bi-weekly meetings with their staff at Everett City Hall
10 last week. The program is quite interesting in dealing with the chronic
11 homeless population. One thing Everett is doing is developing a Housing
12 First project with 30 units so there is a place where people can be offered
13 housing and some safety even while dealing with their addictions. The
14 County issued a grant for \$1 million for homeless efforts basically to fund
15 this project. He discussed the societal savings of helping the homeless get
16 healthy and get off the streets. He pointed out, however, that the savings
17 do not accrue to the agency that actually has to lay out the money to pay
18 for the program.
- 19 • He represents the City on the Volunteers of America/Boys and Girls
20 Club/Trinity Lutheran Service Center Project. The architect that was
21 brought in has come up with some initial designs. This is a joint effort of
22 the faith community and other non-profits. The location is just to the west
23 of the church. The center would provide after school activities, a drop-in
24 center for youth, services for adults and seniors, and shared office space
25 for multiple agencies to use. The location is great for access and proximity
26 to those who would use it.
- 27 • The Volunteer Appreciation Dinner is coming up on April 13. All
28 commissioners are welcome to attend.

29
30 Commissioner Schmidt thanked Commissioners Pam Hurst and Michelle Reitan
31 for stepping forward to be the leadership of the Commission.

32
33 **Adjournment**

34
35 The meeting was adjourned at 8:24 p.m.

36
37
38
39
40 _____
Pam Hurst, Chair