

**CITY OF LYNNWOOD
HUMAN SERVICES COMMISSION MINUTES
December 10, 2020 Meeting**

Call to Order

The meeting was called to order by Chair Farkas at 6:33 p.m.

Roll Call

| Commissioners Present: | Staff: |
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| Mary Anne Dillon | Lynn Sordel, PRCA Director and Staff Liaison |
| Vanessa Villavicencio | Mary-Anne Grafton - Absent |
| Pam Hurst | Misty Burton-Burke |
| Michelle Reitan | Leah Jensen |
| Chair Sandi Farkas | |
| Vice Chair Chris Collier | |
| Kris Hildebrandt | |
| City Council Liaison: | |
| Jim Smith | |

Approval of Minutes

November 5, 2020 minutes approved.

Citizen Comments

None

Commissioner Comments

Commissioner Hildebrandt asked Director Sordel for an update on the Public Health Foundation of Snohomish County. Director Sordel shared that the Foundation Board has met twice and are working on a memorandum of understanding with the Snohomish County Health District and working on the Foundation's Bylaws and other organizing tasks.

DISCUSSION/ACTION ITEMS:

Follow-up Discussion: Stakeholder/Partner Survey Results

As a follow-up to the stakeholders/partners interviews conducted in February, Director Sordel and staff sent an email to each stakeholder/partner, which included the packet of information that was formulated by the Commissioners, and a survey. Only four stakeholders responded to the email and survey. Commissioner Hurst suggested waiting until after January 4, 2021 to reach out to the stakeholders that did not respond.

1 Commissioners agreed to the suggestion. Commissioner Hurst and Director Sordel will
2 send an email and make phone calls to follow up with the stakeholders.

3
4 Commissioners reviewed a summary of the stakeholder/partner responses received,
5 thus far. There was a consensus among the stakeholders that afternoons are the best
6 time for meetings. Stakeholders also identified the challenges that are a result of the
7 pandemic. A discussion ensued on how the Human Services Commission might help
8 with the challenges. Commissioners agreed that setting clear expectations about the
9 manner of assistance the Commission and the City can and cannot provide is crucial.

10 11 **Finalize Stakeholder/Partner Meeting Details**

12
13 A first meeting with stakeholders may be scheduled in February 2021. An exact date for
14 the stakeholders meeting will be determined at the Commission's January 7, 2021
15 meeting. Ideas for the agenda:

- 16 1. Introductions.
- 17 2. Setting expectations of the role that the City of Lynnwood and the Human
18 Services Commission can play in a partnership with stakeholders.
- 19 3. A discussion of the human services needs within the community in order to flesh
20 out the Commission's goals.
- 21 4. Introduce a legislative agenda as one of the Commission's priorities, layout a
22 timeframe and solicit input from stakeholders.

23
24 Director Sordel will present an outline of the meeting with the stakeholders to the
25 Commissioners at the January 7th meeting. Details of the stakeholders meeting will be
26 finalized at that time.

27 28 **Board Chair and Vice Chair Elections for 2021**

29
30 Commissioner Collier elected Human Services Commission Chair for 2021.

31
32 Commissioner Villavicencio elected as Vice Chair for 2021.

33 34 **OTHER BUSINESS/REPORTS:**

35
36 None

37 38 **COUNCIL LIAISON REPORT:**

39
40 Council member Smith congratulated the Chair Collier and Vice Chair Villavicencio and
41 thanked Commissioner Farkas for her service.

42
43 ***NEXT MEETING: January 7, 2021 at 6:30 p.m.***

44 45 **ADJOURNMENT**

1 The meeting was adjourned at 7:31 p.m.

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3 ***SUBMITTED BY Sandi Farkas, CHAIR***

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5 *Recorded by Executive Assistant Leah Jensen*

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