



## Human Services Commission Special Meeting

Date: July 09, 2024

Time: 6:30 p.m.

Place: Hybrid – Rose Hill Room, Kirkland City Hall, 123 5<sup>th</sup> Ave Kirkland, WA 98033

Webinar ID: <https://kirklandwa.gov.zoom.us/j/87253748348?pwd=BlhH9b3AITRmxTIN5K5NObbK6otUbH.1>

Passcode: 401152

*The commission is directed by the City Council to advise the Parks and Community Services Department, City Manager, and City Council in leading the City's efforts to support a socially sustainable community through health and human services and programs that fulfill the basic needs of all people and enhance the quality of life in our city now and into the future.*

### AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **LAND ACKNOWLEDGEMENT**
4. **APPROVAL OF MINUTES**
  - a. June 25, 2024
5. **ITEMS FROM THE AUDIENCE**
6. **BUSINESS**
  - a. 2025-2026 Goal Area 1 Grant Application Review
7. **COMMUNICATIONS**
  - a. Commissioner Reports
  - b. Staff Reports and Announcements
8. **ADJOURNMENT**

#### Upcoming Commission Activities:

Special Meeting July 23, 2024

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**CITY OF KIRKLAND  
HUMAN SERVICES COMMISSION  
Minutes Commission Regular Meeting  
June 25, 2024**

**1. CALL TO ORDER**

Chair Gabriela Lopez- Vazquez called the meeting to order at 6:40 pm.

**2. ROLL CALL**

Members Present: Commissioners Gildas Cheung, Jory Hamilton, Kobey Sage Chew, and Vice Chair Sriram Rajagopalan.

Commissioner Melantha Jenkins joined at 6:53pm, Commissioner Chole Sow joined at 7:11pm

Members Absent: Commissioner Cristian Liu (excused)

Staff Present: Jen Boone, Human Services Manager, Regi Schubiger, Youth Services Coordinator, Antoinette Smith, Human Services Coordinator, and Amanda Judd, Human Services Coordinator.

Meeting Recorder: Regi Schubiger, Youth Services Coordinator

**3. LAND ACKNOWLEDGEMENT**

Chair Gabriela Lopez-Vazquez read the land acknowledgment. Commissioner Cristian Liu will read at the July 9<sup>th</sup> special meeting and Jory Hamilton will read for the regular meeting on July 23<sup>rd</sup>.

**4. APPROVAL OF MINUTES**

Chair Gabriela Lopez-Vazquez requested a motion to approve the June 11, 2024, minutes. Commissioner Sriram Rajagopalan made a motion for approval. Commissioner Jory Hamilton seconded. Motion carried (Yes: 4 No: 0 Abstention: 1).

**5. ITEMS FROM THE AUDIENCE**

None

**6. BUSINESS**

- a. 2025-2026 Goal Area 2 Grant Application Review

Goal Area 2 applications were reviewed by the Human Services Commission. Human Services Manager, Jen Boone, provided an update of where the review process currently stands.

A total of 22 applications were discussed during the meeting.

Boys & Girls Clubs of King County - Out-of-School Youth Development Programming, Families of Color Seattle - Peer-led Parent Groups for BIPOC Families, Friends of Youth - Healthy

Start, Immigrant Women's Community Center - Conflict Resolution Training Program, Indian American Community Services - Cultural Navigation Program, Indian American Community Services - Rahat Community Human Services Program, KidsQuest Children's Museum Sensory Access, KidsQuest Children's Museum – Noticias, Kinderling Center - Families in Transition, Kinderling - Center Child Care & Preschool Consultation, Kinderling - Center Parent Education & Family, King County Bar Foundation - Neighborhood Legal Clinics, MAPS – MCRC - Information & Referrals, MAPS - MCRC Golden Times - Senior Services, Northshore Senior Center - Adult Day Health and Inclusion, Northshore Senior Center - Transportation Program, Open Doors for Multicultural Families - Multicultural Case Management, Pride Across the Bridge - LGBTQIA+ Outreach and Programming, Sankofa Consulting DBA Africans on the Eastside - Bridging the Gap to Food and Housing Security, Sound Generations - Volunteer Transportation Services, Youth Eastside Services - Community-Based Outreach, Youth Eastside Services - Latine Programs

## **7. COMMUNICATIONS**

### **a. Commissioner Reports**

Jory looked for help with 4<sup>th</sup> of July event decorating

### **b. Staff Reports & Announcements**

Commissioners discussed option of an outside meeting for the August 27<sup>th</sup> in person meeting.

Because of the network issues the City is facing, the July 11<sup>th</sup> packet may be completed a few days later than usual.

## **8. ADJOURNMENT**

Chair Gabriela Lopez-Vazquez asked for a motion to adjourn meeting. Commissioner Gildas Cheung motioned and was seconded by Vice Chair Sriram Rajagopalan. Meeting was adjourned at 9:10 pm.



**CITY OF KIRKLAND**

Department of Parks & Community Services  
123 5<sup>th</sup> Avenue, Kirkland, WA 98033 425.587.3300  
www.kirklandwa.gov

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**MEMORANDUM**

**To:** Human Services Commission

**From:** Jen Boone, Human Services Manager  
Antoinette Smith, Human Services Coordinator, Equity

**Date:** June 27, 2024

**Subject:** 2025-2026 HUMAN SERVICES GRANT APPLICATIONS REVIEW – GOAL AREA 1

**RECOMMENDATION**

That the Human Services Commission review application submissions that meet the Goal Area 1 objectives in preparation for the July 9, 2024, meeting.

**BACKGROUND DISCUSSION**

To prepare for Goal Area 1 review, the Commission is asked to review the first 20 applications (of a total 37 applications) that meet the **Goal Area 1: Roof Overhead and Food to Eat** objective. Applications in this category provide services to the community that support food insecurity, emergency services for those who are unoused or experiencing homelessness, and services for residents experiencing housing instability.

The Commission is requested to do the following to prepare for the July 09, 2024, meeting:

1. Complete review of the 20 Goal Area 1 applications assigned in the ShareOne app review portal.
2. Submit individual ratings in the ShareOne app review portal **by noon on July 09<sup>th</sup>**.
3. Email application questions to Human Services Coordinator, Antoinette Smith at [amsmith@kirklandwa.gov](mailto:amsmith@kirklandwa.gov) or call 425-587-3307 for more urgent concerns.

Grant review tools, group expectations, and funding priorities are included in the attachments listed below. For a summary of agency programs currently funded for the 23-24 cycle, please reference the [Kirkland Human Services Dashboard](#). Of the first 20 applications up for review, two applications are first-time requests. First-time requests are in bold in **Attachment A**.

Staff will compile Commissioner individual recommendations to prepare for the discussion.

**ATTACHMENT A:** 2025-2026 Goal Area 1 Application Summary  
**ATTACHMENT B:** ShareOne Review Portal Login Instructions  
**ATTACHMENT C:** Stoplight Equity Tool  
**ATTACHMENT D:** Group Expectations  
**ATTACHMENT E:** 2025-26 Human Services Funding Priorities

Organization Name	Program Name	Brief Description
4 Tomorrow	Eviction Prevention, Rental, Move-in & Mortgage Assistance	Housing Stability: Rental, Mortgage & Move-in Assistance to prevent displacement, homelessness and promote community well-being.
<b>4 Tomorrow</b>	<b>Emergency Temporary Housing &amp; Homelessness Recovery</b>	<b>Emergency hotel/motel stays for recently displaced or evicted community members while providing coordination &amp; resources for recovery.</b>
Archdiocesan Housing Authority- Coordinated Care Agency	New Bethlehem Programs	Provides day center services and two enhanced sheltered locations for families experiencing homelessness on the Eastside.
Eastside Legal Assistance Program	Housing Stability - Legal Aid	Free legal services, safeguarding tenant's right for low-income residents. The goal is to reach residents before eviction proceedings begin, using mediation & arbitration to find a solution that keeps the client housed.
<b>Eat Happy Now</b>	<b>Eat Happy Food Rescue and Delivery</b>	<b>Addressing food security in real-time by delivering fresh, surplus meals and produce to food-insecure residents at food banks, homeless shelters and community centers.</b>
Essentials First	Community Kits (+ Information & Assistance)	Kits of hygiene supplies (personal and household) for low- and no-income households, plus referrals to services
Essentials First	World Food Program	Culturally meaningful food program, distributing gift cards and nonperishable food boxes for immigrants and refugees to access the food that's comforting and dignified for them (halal, etc.)
Friends of Youth	Willows Youth Services Center	24/7 emergency shelter and drop-in facility for young adults (18-24)
Friends of Youth	Youth Haven	Emergency shelter for children and youth
HERO House NW	Supported Housing	Provides both supportive and transitional housing services that assist with finding and maintaining affordable housing.
Hopelink	Food	Provides food for nourishment and to supplement the income of households that make below 400% of the Federal Poverty Level.
Hopelink	Financial Resiliency	Financial assistance & resource connection to meet basic needs and prevent cascading impacts of a household financial crisis, particularly eviction and homelessness risks
Hopelink	Family Development	A voluntary case-management service aimed at helping low-income families in North and East King County who are either experiencing or at risk of homelessness.
Hopelink	Housing	Provides 225 housing units in programs that are specifically designed for families who are experiencing homelessness.

Imagine Housing	Resident Services	Helps low-income families and seniors maintain stable housing and connect to needed community resources on-site at Imagine Housing affordable housing properties. Case Managers provide 1,400 low-income residents with one-on-one support, resource referrals, basic needs items, community events and other services
Imagine Housing	ADL Support	Imagine Housing partnership with Uncluttered Minds to provide in-home assistance to residents with hoarding and housekeeping issues at two Imagine Housing communities in Kirkland, Athene and Francis Village.
Imagine Housing	Behavioral Health Support	Partnership with IKRON to offer on-site and critically needed behavioral health support to individuals and families living at Imagine Housing properties. Providing services right where clients live helps reduce barriers and improve access.
KidVantage	A Strong Foundation for Kids - Basic Needs	Helps kids be safe, nourished, & healthy by providing essentials such as diapers, formula, car seats, clothing and more, helping kids reach their full potential tomorrow by meeting basic needs today.
Lake Washington Schools Foundation	Pantry Packs Food Security	Bridges the weekend hunger gap by providing convenient bags of nutritious, shelf-stable food to identified food-insecure students in the Lake Washington School District every Friday during the school year.
LifeWire	Housing Stability Program	Provides flexible, low-barrier financial assistance for survivors of domestic violence. Support can include rental assistance, supplying basic day-to-day needs, and funding to address financial barriers that impact survivors' opportunities to locate, secure, and maintain stable housing, employment, and legal assistance.

1. Go to <https://webportalapp.com/portal/review25-26>
2. Enter your email (associated with your Commission correspondence) and click Continue.
  - a. You will receive an email from Web Portal App [no-reply@webportalapp.com](mailto:no-reply@webportalapp.com).
  - b. Click the **Confirm Your Email To Get Started** link.
  - c. Create a password following the rules listed.
  - d. Click **Create Account**.
  - e. In the future, just log in with your email and password.
3. The home screen will display applications that have been submitted to your city.

The screenshot shows the 'Share One app' interface. At the top, there is a header with the logo and a description: 'An online collaborative to coordinate human services funding among East, North and South King County municipalities.' Below the header is a search bar with 'Search By: Record Title' and 'Sort By: Record Title'. The main content area displays a list of 18 applications. Each application entry includes the organization name and a status button: 'Done' (green), 'Continue' (orange), or 'Review' (blue). The 'Continue' button is visible for 'Athletes For Kids - Athletes for Kids'. To the right of the list is a 'Getting Started' section with instructions on how to review a submission, including clicking the 'Review' button, adding feedback, and saving drafts. At the bottom right, there is a 'Return to my Review List?' link.

4. You can sort All applications in the **Show** drop down menu: Review (you have not viewed the application), Continue (you have viewed the application), and Done (you have successfully submitted feedback).
5. Click on a record.
6. To make comments, click the blue **+Comments** button.
7. Use the drop down to **Select Form** to view: Application Narrative or Agency Profiles.
8. Click the **Form Attachments** drop down to view attachments related to that form.
9. Click **Save Draft** unless you are completely done with the review. When you log back in, the draft will have an orange **Continue** button.
10. When review is complete, click **Submit**.
11. Use the blue **Listings** hyperlink to go back to the listing of all applications.



## “How do we, as individual reviewers and as a group, advance equity?”



● Red Light	● Yellow Light	◆ Green Light
I am reading this application as a judge looking for reasons that they should not be funded.	I am reviewing this application as both a judge and an advocate.	I am reading this application as an advocate of this organization and the community it represents.
I am unaware of what my implicit biases are as I begin this application review process.	I am just beginning to or practicing my skills in identifying and discussing my implicit biases.	I am aware of and can name to my peers how my implicit biases may impact my analysis of an application.
I am judging a program’s effectiveness on their prior ability to attain grants.	I am starting to recognize some systemic reasons for an organization’s lack of prior funding.	I am able to recognize the systemic reasons that a program may have been historically excluded from funding opportunities.
I am assuming mainstream solutions are the best way to solve the issue being addressed in this application.	I prioritize mainstream solutions but am open to additional ideas.	I am open to new ideas and solutions and recognize that organizations that are closest to the issue are best suited to solve it.
I am looking for only weaknesses represented in this application.	I catch myself looking critically at an application and push myself to look to identify strengths.	I am looking for strengths represented in this application.
I am looking for a broad overarching solution to meet the needs of our community.	I prefer broad solutions but am interested in adding on a few additional approaches.	I recognize the importance of multiple approaches and community-specific tailored approaches in working to collectively meet the needs of our community.
I am basing my assessment of the organization’s competency on their ability to communicate in written English.	My assessment of competency is influenced by how well or poorly this application is written.	I am not factoring in the writing style to my assessment of organizational competency.

<p>I am basing program evaluation and effectiveness exclusively on an organization's ability to collect comprehensive data.</p>	<p>I am basing program evaluation and effectiveness on connection with their community, but require data to support it.</p>	<p>I am basing program evaluation and effectiveness on an organization's connection with their community.</p>
<p>My review of applications results in a collective pool of grantees that does not reflect our target focus areas and goals.</p>	<p>My review of applications results in a collective pool of grantees that somewhat reflects our target focus areas and goals.</p>	<p>My review of applications results in a collective pool of grantees that reflects our target focus areas and goals.</p>
<p><i>(add your own!)</i></p>		

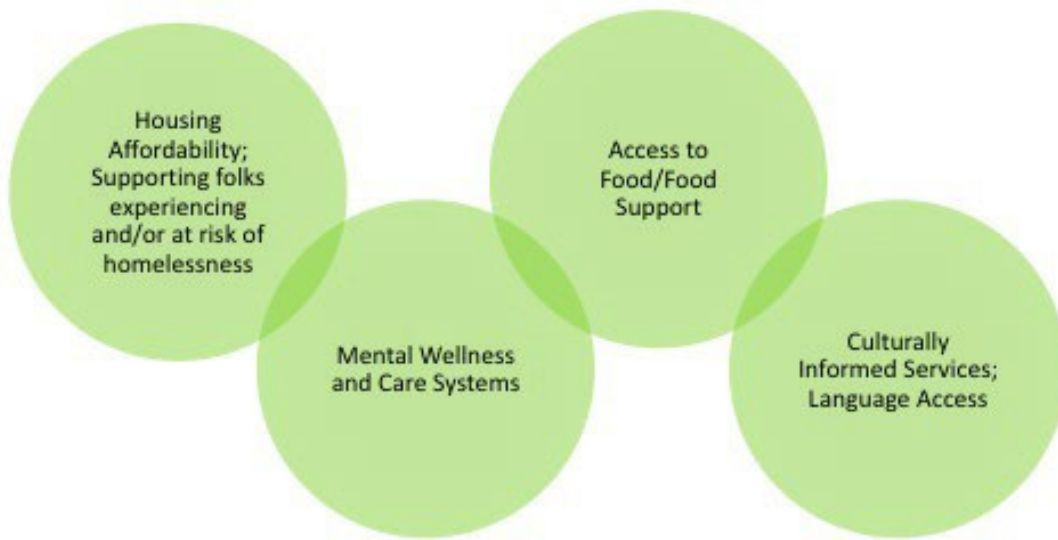
## Equity Statements and Shared Funding Priorities

Redmond Human Services: “When we support well-being, we make sure that everyone can reach their potential and fully contribute to our community”

Issaquah Human Services: “Our work in Human Services is centered around the vision of Issaquah as a welcoming, inclusive, equitable and just community, with a broad range of social services where every person is respected, and where meeting basic human needs is a shared responsibility.”

Kirkland Human Services: “The City of Kirkland’s Human Services Division serves as coordinator, collaborator, facilitator, and funder for support systems that help people through economic and personal crises and provide low-and moderate-income persons with opportunities to succeed.”

Sammamish Human Services: “The City of Sammamish promotes a healthy community where every person is considered essential. Meeting basic human needs is considered a shared responsibility.”



Human Services Commission Group Expectations

Updated 05-14-2024

- Be curious, don't be afraid to ask questions
- Share ideas with respect
- Respect others' boundaries
- Reiterate goals to ensure we are on the same page
- Be open to constructive feedback
- Take care of yourself, take time and space as appropriate.
- Show compassion to others and yourself
- Assume positive intent and reflect back understanding with grace
- Be honest
- Speak your truth, and acknowledge there may be multiple truths
- Acknowledge feedback through verbal or nonverbal cues
- Receive feedback without taking it personally.
- Keep feedback focused on the idea not the person
- Agree to disagree
- Work together to find a solution
- Listen to understand, don't listen to respond
- Reflect back what you heard to ensure understanding
- Be open to taking a collective break as needed

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**MEMORANDUM**

**To:** Human Services Commission

**From:** Lynn Zwaagstra, Director  
Jen Boone, Human Services Manager  
Antoinette Smith, Human Services Coordinator, Equity

**Date:** January 29, 2024

**Subject:** 2025-26 HUMAN SERVICES FUNDING PRIORITIES

**RECOMMENDATION**

That the Human Services Commission review the City's community goal areas and the most recent needs assessment to help inform and finalize the priorities discussed at last month's meeting.

**BACKGROUND DISCUSSION**

The City of Kirkland seeks to enhance the quality of life for all citizens in the community, regardless of race, nationality, creed, ethnic background, socioeconomic status, sexual orientation, gender, or age. The City recognizes that each person needs to have a sense of belonging, support in their community, and access to opportunities that fulfill the basic needs of life. The City has made a commitment to providing services and programs to those considered more vulnerable and/or at risk, including youth, seniors, and those with financial need, special needs, and disabilities.

The [City's Comprehensive Plan](#) specifies that Human Services are those efforts targeted directly to individuals and families to meet basic human needs, and can be represented on a continuum of services including intervention, prevention, and enhancement. To address these needs, the City of Kirkland has five community goal areas that all community members should be able to achieve. First developed by the United Way of King County, and later adopted by several local jurisdictions including Bellevue, Redmond, Seattle, King County, and Kirkland, these Community Goal Areas reflect the belief that all people should have:

**Goal #1: Food to Eat and a Roof Overhead**

- Food Security
- Emergency services if unhoused or experiencing housing instability

**Goal #2: Supportive Relationships within Families, Neighborhoods and Communities**

- Social Support
- Legal Assistance
- Access to services

Goal #3: Safe Haven from All Forms of Violence and Abuse

- Domestic Violence Survivor Support
- Support to Address Child Abuse & Neglect
- Sexual Assault, Rape, and Child Sexual Abuse Survivor Services

Goal #4: Health Care to Be as Physically and Mentally Fit as Possible

- Medical Care
- Dental Care
- Behavioral Health Care

Goal #5: Education and Job Skills to Lead an Independent Life

- Employment/Training
- Education
- Childcare

To learn how grant awards are reported out under the community goals, visit the [Human Services Dashboard](#).

Needs Assessment Data

The Community Needs Assessment released by Hopelink in June 2022 identifies four overarching themes of program and service needs on the Eastside. The needs all stem from having insufficient financial resources to meet one's needs in North and East King County. The themes are interrelated, and intersect with race, ethnicity, nativity, and personal history to shape the experience of poverty in the region. While the assessment uses the latest available data and reports, some data is based on pre-COVID findings and therefore is already outdated in assessing a hyper-current snapshot of needs. The themes are as follows:

1. Community members are challenged to meet their basic needs.
2. Lack of affordable housing is undermining household security and leading to displacement.
3. There are insufficient transit and transportation options for people with low incomes, particularly outside of urban centers.
4. There is persistent evidence of food insecurity and hunger.

In response to the request for data at the January 2024 HSC meeting, staff encourage the Commission to review the Needs Assessment to understand current trends and needs that impact the human services landscape. The full report released by Hopelink can be found [here](#) with the corresponding memo prepared for City Council in Fall 2022.

Human Services Commission Current Priorities:

The Human Services Commission (HSC) discusses the specific needs of the community emerging at the time of considering the next cycle of human services grants. Making recommendations on what programs to fund is difficult, recognizing the valuable services each respective organization provides to the community. Unfortunately, not all grant requests can be funded. Understanding current community needs and developing priorities helps guide the HSC in making their recommendations. The tentative priorities were identified at the [January 2024 HSC meeting](#) for use with the 2025-2026 grant application review process.

- Homelessness and Affordable Housing
  - Includes emergency shelter and associated wrap-around services
  - Affordable housing supports
  - Emergency financial assistance
  
- Access to Basic Needs
  - Food assistance
  - Healthcare access
  - Domestic Violence/Sexual assault survivors support and services
  - Legal assistance-of all kinds
  
- Behavioral Health/Mental Health services
  - Adults
  - Youth
  - Including Substance Use Disorder supports and treatment services
  
- Prioritizing programs and services offered by organizations and agencies that are new, small, and/or Black, Indigenous and People of Color (BIPOC)-led and serving. There will be an emphasis on funding programs focused on services and support to BIPOC community members, and/or those who identify as part of groups who have been historically marginalized.