

**CITY OF KIRKLAND
HUMAN SERVICES COMMISSION
Minutes Commission Regular Meeting
April 23, 2024**

1. CALL TO ORDER

Chair Jory Hamilton called the meeting to order at 6:34 pm.

2. ROLL CALL

Members Present: Commissioners Cristian Liu, Sriram Rajagopalan, Kobey Sage Chew Melantha Jenkins, and Vice Chair Gabriela Lopez-Vazquez.

Commissioner Gildas Cheung joined at 6:50pm.
Chloe Sow excused and not in attendance.

Staff Present: Lynn Zwaagstra, Director of Parks and Community Services, 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

Commissioner Kobey Sage Chew read the acknowledgment. Commissioner Sriram Rajagopalan will read at the May 14th meeting.

4. APPROVAL OF MINUTES

Chair Jory Hamilton requested a motion to approve the March 26, 2024 minutes. Commissioner Sriram Rajagopalan made a motion for approval, Commissioner Cristian Liu seconded. Motion carried (Yes: 5 No: 0, Abstention: 1).

5. ITEMS FROM THE AUDIENCE

None

6. SPECIAL PRESENTATIONS

a. 2044 Comprehensive Plan Update – Human Services Element Policy Briefing
Lindsay Levine, Senior Planner, provided the Human Services with a briefing and discussed the draft revisions to the Comprehensive Plan Human Services Element goals and policies (Attachment 1). Provided staff with feedback to continue preparing the Human Services Element.

7. BUSINESS

- a. 2025-206 Application Request Overview
Human Services Manager provided an overview of grant application requests received for the 2025-26 cycle.
- b. 2025-2026 Grant Application Review Tools
Human Services Coordinator Anny Smith reviewed the tools the Commission will use to guide the application review process and provided copies of sample applications for practice.
- c. Group Norms

Human Services Coordinator Anny Smith provided an overview of group norms and the Commission drafted group expectations ahead of the review process. The group will revisit the draft list at its May 14th meeting.

8. COMMUNICATIONS

a. Commissioner Reports

None

b. Staff Reports and Announcements

Staff provided information about the new childcare stipend program and save the date for the Community Appreciation Night coming up on May 15th.

9. ADJOURNMENT

Chair Jory Hamilton asked for a motion to adjourn meeting. Commissioner Gildas Cheung motioned and was seconded by Commissioner Melantha Jenkins. Meeting was adjourned at 8:36 pm.