



## Human Services Commission Meeting

Date: July 27, 2021

Time: 6:30 p.m.

Place: Virtual Zoom Meeting -

**Webinar ID:** [https://kirklandwa-](https://kirklandwa.gov.zoom.us/j/99015843335?pwd=SVk0ZGJsdGVMMWw5MeG1QRGdibzZqdz09)

[gov.zoom.us/j/99015843335?pwd=SVk0ZGJsdGVMMWw5MeG1QRGdibzZqdz09](https://kirklandwa.gov.zoom.us/j/99015843335?pwd=SVk0ZGJsdGVMMWw5MeG1QRGdibzZqdz09)

**Passcode:** 430356

*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

	<u>Estimated Time</u>
<b>1. CALL TO ORDER</b>	
<b>2. ROLL CALL</b>	
<b>3. WELCOME TO NEW COMMISSIONERS</b>	
<b>4. APPROVAL OF MINUTES</b>	5 minutes
a. June 22, 2021	
<b>5. ITEMS FROM THE AUDIENCE</b>	5 minutes
<b>6. NEW BUSINESS</b>	
a. Introduction to the Kirkland's Human Services Grant Program	30 minutes
b. Introduction to Community Development Block Grant Funding	30 minutes
c. Community Responder Program Feedback	20 minutes
<b>7. COMMUNICATIONS</b>	15 minutes
a. Commissioner Reports	
b. Staff Reports and Announcements	
<b>8. ADJOURNMENT</b>	Estimated meeting completion: 8:15 p.m.

#### Upcoming Commission Activities:

August 24, 2021 – Human Services Commission Meeting

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**Alternate Formats:** Persons with disabilities may request materials in alternative formats. Persons with hearing impairments may access the Washington State Telecommunications Relay Service at 711.

**Title VI:** Kirkland's policy is to fully comply with Title VI of the Civil Rights Act by prohibiting discrimination against any person on the basis of race, color, national origin or sex in the provision of benefits and services resulting from its programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with the City.

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# **CITY OF KIRKLAND HUMAN SERVICES COMMISSION Minutes of Meeting June 22, 2021**

## **1. CALL TO ORDER**

Meeting was called to order at: 6:35pm

## **2. ROLL CALL**

Chair Jonathan Stutz, Michelle Alten-Kaehler, Antonio Avila, Laney Brackett, Marjorie Carlson, Gildas Cheung, Jory Hamilton, Gabriela Lopez Vazquez

Staff Present – Jen Boone, Human Services Coordinator, Leslie Miller, Human Services Supervisor; Antoinette Smith, Human Services Coordinator, Lynn Zwaagstra, Parks & Community Services Director

Meeting Recorder: Regi Schubiger, Youth Services Coordinator

## **3. APPROVAL OF MINUTES**

a. May 25, 2021

Motion to Approve the May 25, 2021 minutes as presented.

Moved by Commissioner Jory Hamilton, seconded by Commissioner Gildas Cheung  
Motion carried (Yes: 6, No: 0).

## **4. ITEMS FROM THE AUDIENCE**

None

## **5. NEW BUSINESS**

a. Commissioner and Staff Introductions

b. Training Presentations

Director Lynn Zwaagstra gave a brief overview of the Parks and Community Services department.

Regi Schubiger gave an overview of the City's Youth Services programs and offerings.

Jen Boone gave an overview of eviction prevention/moratorium/tenant protection program, efforts that are currently going on.

c. Election of Chair and Vice Chair

Jonathan Stutz nominated Gildas Cheung for Chair. Approved unanimously (Yes: 8, No: 0).

Gildas Cheung nominated Jonathan Stutz for Vice Chair. Approved unanimously (Yes: 8, No: 0).

## **6. COMMUNICATIONS**

### **a. Commissioner Reports**

Commissioner Jory Hamilton attended the Juneteenth event in Bellevue.

Chair Jonathan Stutz met with City Councilmember Jon Pascal to give updates on the Human Services Commission work.

### **b. Staff Reports and Announcements**

Leslie Miller asked commissioners to review proposed community responder recommendations provide feedback.

## **7. ADJOURNMENT**

Chair Jonathan Stutz asked for a motion to adjourn. Commissioner Jory Hamilton motioned; Commissioner Marjorie Carlson seconded. Motion carried (Yes: 8, No: 0). The meeting was adjourned at 9:01 p.m.



**CITY OF KIRKLAND**  
**Department of Parks & Community Services**  
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[www.kirklandwa.gov](http://www.kirklandwa.gov)

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Human Services Commission  
Meeting: 7/27/2021  
Agenda: New Business  
Item#: 6a

## **MEMORANDUM**

**To:** Human Services Commission

**From:** Lynn Zwaagstra, Director  
Leslie R. Miller, Human Services Supervisor

**Date:** July 23, 2021

**Subject:** Human Services Grant Process

### **RECOMMENDATION**

That the Human Services Commission receive an overview of the human services grant program.

### **BACKGROUND DISCUSSION**

The main responsibility of the Human Services Commission is to make grant recommendations to the City Council as part of the biennial budget process. The commission spends much of the off years learning about the needs of the community and the agencies that serve it. Staff will provide an overview the phases of the process and review the funding awards for 2021-2022.



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## **MEMORANDUM**

**To:** Human Services Commission  
**From:** Leslie R. Miller, Human Services Supervisor  
**Date:** July 23, 2021  
**Subject:** Community Development Block Grant 2022 and CDBG-CV Distribution

## **RECOMMENDATION**

That the Human Services Commission receive a presentation providing an overview of the Community Development Block Grant (CDBG) program and review the proposed distribution of CDBG funds for 2022 and CDBG-CV funds.

## **BACKGROUND DISCUSSION**

The primary objective of the federal Community Development Block Grant program is to support the development of viable urban communities by providing decent housing, a suitable living environment via community facilities and public infrastructure, and expanded economic opportunities, principally for persons of low and moderate income. Funds are distributed to communities nationwide on a formula basis. The three areas where CDBG funds can be used are:

- **Capital projects** serving low and moderate income residents;
- **Public service programs** serving low and moderate income residents; and
- **Planning and administration** in support of these activities.

The City currently receives its CDBG funds through an agreement with King County as part of a CDBG Consortium of 34 cities and towns. A Joint Recommendations Committee (JRC), comprised of officials representing the participating cities, the Sound Cities Association, and King County, advises the County on CDBG funding and program decisions.

Since 2015 the City of Kirkland has chosen the option of participating within the King County Consortium as a Joint Agreement City. With this option the King County Consortium "passes through" a portion of the CDBG funds to larger member cities known as Joint Agreement cities. These cities allocate their portion of the funds to meet locally identified needs through their own allocation process. Efforts are made by the Consortium to coordinate multi-jurisdictional projects with the Joint Agreement cities. In addition to Kirkland, the cities of Burien, Redmond, Renton, and Shoreline are currently Joint Agreement cities within the County Consortium.

As a participating "Joint Agreement City" Kirkland and King County each receive some of the CDBG funds attributable to the City, with each having different responsibilities for program administration. The County retains half of available planning/administration funds to provide contract oversight and satisfy Federal administrative requirements. The City retains the other half of the planning and administration allocation, which helps to pay for City staff to provide the necessary program support. The City also receives a portion of the capital projects and public service programs CDBG funds to allocate towards eligible projects that are selected by the City.

As part of the interlocal agreement with King County, Kirkland must develop a plan for allocating our portion of CDBG funds every year. Funds for public services and capital projects must be utilized to benefit those with low to moderate income and be consistent with the King County Consortium Consolidated Housing and Community Development Plan.

At the City of Kirkland, the recipient of the public services dollars is determined within the biannual human services grant process. For that reason, if the service provider is in good standing, the Commission recommends a continued commitment to the same programs in the second year of the biannual budget. To ensure the activities of the provider chosen qualify under federal guidelines, a provider of services to those experiencing homelessness has always been the recipient. The recommended recipient is not favored over other providers. The Human Services Commission determines the total amount of investment in programs to people experiencing homelessness it will recommend to City Council and then decides which providers it will recommend receive city general funds and which one receive CDBG dollars.

In addition to the annual CDBG dollars, the City is able to distribute funds to meet needs resulting from the COVID-19 pandemic.

Distribution of Kirkland's portion of CDBG funds is determined by the City Council through a Council resolution. The timeline for City Council authorization of the funds this year is as follows:

July 27	Presentation to the HSC: Overview of the CDBG program Review of proposed recommendations
August 2	Submit the public notice publicizing the public hearing in the City's newspaper of record, <i>the Seattle Times</i>
August 24	Human Services Commission Public Hearing <ul style="list-style-type: none"><li>• People in attendance will be given the opportunity to speak</li><li>• Any comments received in writing will be shared</li></ul>
September 7	Resolution authorizing the recommended distribution of CDBG funds will be on the City Council's agenda
October 1	The signed resolution, the Affidavit of Publication from <i>the Seattle Times</i> and other required documents will be forwarded to King County



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Human Services Commission  
Meeting: 7/27/2021  
Agenda: New Business  
Item#: 6d

## **MEMORANDUM**

**To:** Human Services Commission

**From:** Lynn Zwaagstra, Director  
Leslie R. Miller, Human Services Supervisor

**Date:** July 23, 2021

**Subject:** Proposed Community Responder Program Feedback

## **RECOMMENDATION**

That the Human Services Commission review the consultant's recommendations for the community responder program presented at the May 18, 2021 Council meeting and provide feedback.

## **BACKGROUND DISCUSSION**

In addition to making biannual recommendations for human services grants, the City Council from time to time will ask for the Human Services Commission feedback regarding issues it is addressing. Council expressed interest in hearing feedback regarding the proposed community responder program.

In the aftermath of the killing of George Floyd and the demands from community members to examine and dismantle institutional and structural racism in Kirkland, the City Council passed Resolution R-5434. This resolution lays out a number of commitments that the City of Kirkland will take to ensure the safety and respect of Black people in Kirkland. Community engagement was one of those commitments. One of the messages that the City has heard from that engagement is the need for alternatives to police response when people are in crisis. The 2021-2022 budget includes funding for four new "Community Responder" positions as part of the Community Safety Initiative. In total, these four positions represent the most significant funding priority within the Community Safety Initiative and Resolution R-5434. The memo laying out the recommendations begins on page 2 of the [May 18, 2021 study session packet](#). The corresponding presentation is available [here](#).