



## Human Services Commission Meeting

Date: May 24, 2022

Time: 6:30 p.m.

Place: Virtual Zoom Meeting -

**Webinar ID:** <https://kirklandwa->

[gov.zoom.us/j/95665567758?pwd=eEhGaEYraThBbnlhUTdzUWVCa3c5dz09](https://kirklandwa.gov.zoom.us/j/95665567758?pwd=eEhGaEYraThBbnlhUTdzUWVCa3c5dz09)

**Passcode:** 862999

*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. LAND ACKNOWLEDGMENT</b>	5 minutes
<b>4. APPROVAL OF MINUTES</b>	5 minutes
a. May 18, 2022	
<b>5. ITEMS FROM THE AUDIENCE</b>	5 minutes
<b>6. OLD BUSINESS</b>	
a. Get to Know You Activity	10 minutes
b. Group Norms/Working Agreements	5 minutes
<b>7. NEW BUSINESS</b>	
a. 2023-2024 Human Services Goal Area 3 Grant Application Review	80 minutes
b. Updated 23-24 Application Review Timeline	5 minutes
<b>8. COMMUNICATIONS</b>	5 minutes
a. Commissioner Reports	
b. Staff Reports and Announcements	
<b>9. ADJOURNMENT</b>	Estimated meeting completion: 8:30 p.m.

#### Upcoming Commission Activities:

June 8, 2022 – Special Meeting

June 22, 2022 – Special Meeting

June 28, 2022 – Regular Meeting

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**CITY OF KIRKLAND**  
**HUMAN SERVICES COMMISSION**  
**Minutes Commission Special Meeting**  
**May 18, 2022**

**1. CALL TO ORDER**

Meeting was called to order at 6:38 pm by Chair Gildas Cheung

**2. ROLL CALL**

Members Present: Commissioners Gabriela Lopez Vazquez, Michelle Alten-Kaehler, Marjorie Carlson, Vice Chair Jonathan Stutz. Commissioner Jory Hamilton joined at 6:45pm.

Members Absent: Commissioner Laney Brackett (excused), Commissioner Antonio Avila

Staff Present: Antoinette Smith, Human Services Coordinator, Jen Boone, Human Services Manager

Meeting Recorder: Regi Schubiger, Youth Services Coordinator

**3. LAND ACKNOWLEDGEMENT**

Commissioner Gabriela Lopez Vazquez read the land acknowledgement.

Commissioner Antonio Avila will read the acknowledgment at the May 24th Commission meeting.

**4. APPROVE MINUTES**

Chair Gildas Cheung requested a motion to approve the April 26, 2022 minutes as presented. Moved by Commissioner Marjorie Carlson, seconded by Commissioner Michelle Alten-Kaehler.

Motioned carried (Yes: 3 No: 0, Abstained: 2).

**5. ITEMS FROM THE AUDIENCE**

None

## **6. OLD BUSINESS**

### Debrief Equity Training, Part 2

Commissioners discussed and debriefed Part 2 of the Equity Series workshop hosted by Amadeo Guiao.

## **7. NEW BUSINESS**

### a. Group Norms and Working Agreements

Antoinette Smith walked the Commission through creating group norms and working agreements. Next steps will involve staff compiling results to create a short list that will be reviewed at the May 24<sup>th</sup> meeting. The group will be asked to come to consensus on what items remain, which ones to discard, and any additions.

### b. 2023-2024 Grant Application Review Tools

Jen Boone ran through how to use the ShareOne app for Commissioners to review applications. Staff recommended Commissioners use the portal to log program review/comments/feedback. Using the ShareOne app tool helps staff align recommendations and comments into one document to assist with application discussion.

### c. 2023-2024 Goal Area 1 Grant Application Summary

The Commission adjusted the timeline of review areas based on application volume and requiring hard copies of the applications. At the May 24<sup>th</sup> meeting, the Commission will review Goal Area 3 applications first. The Commission will use the online portal for first review but have requested printed copies of applications for the remaining goal areas. The review calendar will be updated to reflect the change and shared at the May 24<sup>th</sup> meeting.

## **8. COMMUNICATIONS**

### a. Commissioner Reports

None

### b. Staff Reports

None

## **10. ADJOURNMENT**

Chair Gildas Chueng a motion to adjourn. Commissioner Jory Hamilton motioned, and Vice Chair Jonathan seconded. The meeting was adjourned at 8:34 p.m.



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123 5<sup>th</sup> Avenue Kirkland, WA 98033 425.587.3300  
[www.kirklandwa.gov](http://www.kirklandwa.gov)

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## **MEMORANDUM**

**To:** Human Services Commission

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

**Date:** May 24, 2022

**Subject:** GROUP NORMS AND WORKING AGREEMENTS

### **RECOMMENDATION:**

That the Human Services Commission review the drafted list of Group Norms/Working Agreements.

### **BACKGROUND:**

At the May 18<sup>th</sup> meeting, the Commission participated in an exercise that responded to the following questions:

- What do you need from others to feel safe to share your views, opinions, and ideas in this space?
- What do you need from others to feel like your ideas are valuable to the conversation?
- What do you need from others to feel like you are being heard?

Responses from the Commission helped create a set of agreements. At the May 24<sup>th</sup> meeting, Commissioners will review the group norms/working agreements draft document. This is a working document and tool that can be used to center conversations, keep commissioners on track, and remind the Commission how they can honor each other, the communities that utilize these programs, and the applicants providing the critical services to the community.



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Human Services Commission Meeting:  
05/24/22  
Agenda: New Business  
Item #: 7a

## MEMORANDUM

**To:** Human Services Commission

**From:** Lynn Zwaagstra, Director  
Jen Boone, Human Services Manager

**Date:** May 24, 2022

**Subject:** 2023-2024 HUMAN SERVICES GRANT APPLICATIONS – GOAL AREA 3  
REVIEW AND PRELIMINARY RECOMMENDATIONS

## RECOMMENDATION

That the Human Services Commission review application submissions that meet the Goal Area 3 objectives in preparation for the May 24, 2022 meeting.

## BACKGROUND DISCUSSION

To prepare for Goal Area 3 review, the Commission is asked to review the 6 applications that meet the Goal Area 3: Safe Haven from All Forms of Violence and Abuse objective. Applicants include agencies who provide services to community members who are domestic violence and sexual assault survivors.

The Commission is asked to do the following in preparation of the May 24, 2022 meeting.

1. Review Attachment A for a comprehensive list of the 6 submissions that meet Goal Area 3 criteria. The list includes agency name, program name, and brief program description.
2. Review the 6 applications in the Share One app review portal.
3. Complete and submit ratings by **9am on Tues, May 24**.
4. Email application questions to Human Services Coordinator, Antoinette Smith at [amsmith@kirklandwa.gov](mailto:amsmith@kirklandwa.gov) by **9am on Tues, May 24**.

Of the 6 submitted applications for Goal Area 3, 2 applications are first-time requests. First-time requests are in bold in the attachment. First-time requests can include a new program from an agency who received funding in past cycles, or a new organization and program applying for the first-time.

For a summary of agency programs currently funded for the 21-22 cycle that meet the Goal Area 3 objective, refer to the [Kirkland Human Services Dashboard](#).

Staff will compile the Commission's recommendations to prepare for the discussion. Following group discussion, the Commission will outline preliminary recommendations for Goal Area 3.

## ATTACHMENT A

### 23-24 GOAL AREA 3 APPLICANTS

Agency Name	Program Name	Brief Description
Businesses Ending Slavery & Trafficking	Not Alone Human Trafficking Outreach Program	BEST will provide a city-wide public outreach campaign to help victims of human trafficking access the services they need to escape their traffickers. This project will place signage in public spaces within city departments such as parks, recreation facilities, libraries, court houses, and other city facilities. The messaging will speak directly to victims of human trafficking and be provided in multiple languages.
Consejo Counseling and Referral Service		Consejo's Domestic Violence Program promotes dignity, respect, and safety for all survivors through a holistic and culturally sensitive approach. In addition to community advocacy-based counseling, the program offers sexual assault services, mental health services, wellness services, access to primary care and transitional housing services.
Harborview Abuse & Trauma Center	Sexual Assault	Harborview Abuse & Trauma Center (formerly Harborview Center for Sexual Assault and Traumatic Stress) provides services for children, youth and adults who have experienced sexual assault or other traumatic events. Services include brief intervention; evidence based therapy for the effects of traumatic stress; medical and legal advocacy services; crisis intervention; information and referral; outreach and community awareness.
King County Sexual Assault Resource Center	Comprehensive sexual assault advocacy services	Child, teen and adult victims of sexual assault and abuse receive comprehensive trauma focused crisis and advocacy services in English and Spanish. We offer community based, survivor driven, flexible mobile advocacy services. Specialized counselors offer 24hr crisis intervention and case management connecting victims to all services including mental health treatment. Advocates help navigate victims through the criminal and civil legal system along with intensive parent/caregiver psychoeducation.
LifeWire	Survivor Advocacy Services	LifeWire will provide advocacy services for survivors of domestic violence. Advocacy services include case consultation, supportive listening, resource referrals, outreach services, legal system navigation assistance and individual as well as group behavioral health services.
The Genesis Project	Drop-in Center Operations	We are seeking funding for Genesis Project's center operations costs for our drop-in center serving survivors of sexual exploitation. During the interview intake process, case managers identify the immediate needs, missing support structures, do a comprehensive evaluation of their situation. Then they create a comprehensive A to Z action plan which includes creating goals for their career aspirations and providing ongoing personalized support.



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## **MEMORANDUM**

**To:** Human Services Commission

**From:** Lynn Zwaagstra, Director of Parks and Community Services  
Jen Boone, Human Services Manager

**Date:** May 24, 2022

**Subject:** 2023-2024 UPDATED REVIEW PROCESS TIMELINE

### **RECOMMENDATION:**

That the Human Services Commission receive the updated version of the 2023-2024 Human Services Grant Application review process and timeline.

### **BACKGROUND:**

Following a discussion at the May 18 Special Meeting, the review timeline has been adjusted to accommodate the volume of applications received in each Goal Area, ensuring the Commission has adequate time to review each application. Here is the updated timeline based on the Commission's feedback:

<b>Date</b>	<b>Time &amp; Location</b>	<b>Meeting Type</b>	<b>Agenda Items</b>
5/24/2022	6:30 pm Virtual	Regular Meeting	Review Goal Area 3 applications and preliminary recommendations
6/8/2022	6:30 pm Virtual	Special Meeting	Begin review of Goal Area 1 applications
6/22/2022	6:30 pm Virtual	Special Meeting	Finish review of Goal Area 1 applications and preliminary recommendations
6/28/2022	6:30 pm Virtual	Regular Meeting	Begin review of Goal Area 2 applications
7/13/2022	6:30 pm Virtual	Special Meeting	Finish review of Goal Area 2 applications and preliminary recommendations
7/20/2022	6:30 pm Virtual	Special Meeting	Begin review of Goal Area 4 applications
7/26/2022	6:30 pm Virtual	Regular Meeting	Finish review of Goal Area 4 applications and preliminary recommendations
8/10/2022	6:30 pm Virtual	Special Meeting	Review Goal Area 5 applications
8/17/2022	6:30 pm Virtual	Special Meeting	Draft Goal Area 5 preliminary recommendations
8/23/2022	6:30 pm Virtual	Regular Meeting	Discussion of available funding, structuring recommendations, and begin draft funding recommendations
8/31/2022	6:30 pm Virtual	Special Meeting	Confirm funding recommendations

Unless otherwise posted, all meetings will occur virtually on Zoom starting at 6:30pm and ending at 8:30pm.



<b>Date</b>	<b>Time &amp; Location</b>	<b>Meeting Type</b>	<b>Agenda Items</b>
5/24/2022	6:30 pm Virtual	Regular Meeting	Review Goal Area 3 applications and preliminary recommendations
6/8/2022	6:30 pm Virtual	Special Meeting	Begin review of Goal Area 1 applications
6/22/2022	6:30 pm Virtual	Special Meeting	Finish review of Goal Area 1 applications and preliminary recommendations
6/28/2022	6:30 pm Virtual	Regular Meeting	Begin review of Goal Area 2 applications
7/13/2022	6:30 pm Virtual	Special Meeting	Finish review of Goal Area 2 applications and preliminary recommendations
7/20/2022	6:30 pm Virtual	Special Meeting	Begin review of Goal Area 4 applications
7/26/2022	6:30 pm Virtual	Regular Meeting	Finish review of Goal Area 4 applications and preliminary recommendations
8/10/2022	6:30 pm Virtual	Special Meeting	Review Goal Area 5 applications
8/17/2022	6:30 pm Virtual	Special Meeting	Draft Goal Area 5 preliminary recommendations
8/23/2022	6:30 pm Virtual	Regular Meeting	Discussion of available funding, structuring recommendations, and begin draft funding recommendations
8/31/2022	6:30 pm Virtual	Special Meeting	Confirm funding recommendations