



Human Services Commission Meeting

Date: April 27, 2021

Time: 6:30 p.m.

Place: Virtual Zoom Meeting -

Webinar ID: [https://kirklandwa-](https://kirklandwa.gov.zoom.us/j/99015843335?pwd=SVk0ZGJsdGVmWW5MeG1QRGdibzZqdz09)

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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>
1. CALL TO ORDER	
2. ROLL CALL	
3. APPROVAL OF MINUTES	5 minutes
a. February 23, 2021	
4. ITEMS FROM THE AUDIENCE	5 minutes
5. SPECIAL PRESENTATIONS	
a. EBC	15 minutes
b. Child Care Resources	30 minutes
c. Indian American Community Services	30 minutes
6. NEW BUSINESS	
a. 2021 Human Services Commission Work Plan	20 minutes
7. COMMUNICATIONS	15 minutes
a. Commissioner Reports	
b. Staff Reports and Announcements	
8. ADJOURNMENT	Estimated meeting completion: 8:30 p.m.

Upcoming Commission Activities:

May 25, 2021 – Human Services Commission Meeting

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.

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CITY OF KIRKLAND HUMAN SERVICES COMMISSION Minutes of Meeting March 23, 2021

1. CALL TO ORDER

Meeting was called to order at: 6:33pm

2. ROLL CALL

Chair Jonathan Stutz, Vice Chair Dianne Bell, Michelle Alten-Kaehler, David Godfrey, Jory Hamilton

Gildas Cheung and Marjorie Carlson excused
Max Reisman absent

Staff Present – Betsy Maxwell, Program Coordinator; Leslie Miller, Human Services Supervisor;
Lynn Zwaagstra, Parks & Community Services Director

Meeting Recorder: Regi Schubiger, Youth Services Coordinator

3. APPROVAL OF MINUTES

a. February 23, 2021

Motion to Approve the February 23, 2021 minutes as presented.

Moved by Commissioner Jory Hamilton, seconded by Commissioner David Godfrey
Motion carried (Yes: 5, No: 0).

4. ITEMS FROM THE AUDIENCE

Paul Charbanneau from NAMI Eastside shared about their Youth Mental Health Conference, May 21 & 22.

5. PRESENTATIONS

The 2020 annual outcome agency reports were discussed.

6. COMMUNICATIONS

a. Commissioner Reports

Commissioner Michelle Alten-Kaehler brought up her concerns about lack of areas to play for children living at the Velocity apartment complex and if the parking lot to north of the facility

might be option. Leslie will follow up to see what residents are doing there and report back to the Commission.

Commissioner Jory Hamilton suggested that with the new human services staff coming on board, the division might want to work on increasing visibility on social media.

Chair Jonathan Stutz attended the recent Indivisible Kirkland event with the Right to Breath group and participated on the interview panel for the new Human Services Coordinator positions.

a. Staff Reports and Announcements

Betsy Maxwell shared that the City is cosponsoring a food giveaway on Friday at the North Kirkland Community Center where they will be giving out USDA boxes in cooperation with Badger Home Farms. Peter Kirk Community Center has partnered with Kirkland Fire to serve as a standby vaccine service site.

Lynn Zwaagstra shared that City Council is focusing on the operation policies of City Boards and Commissions. The hope is to have more consistency between board functions and equitable processes and increasing diversity of membership.

Leslie Miller shared that there has been a significant amount of focus on hiring two new staff to join the Human Services Division. The contracts for the 2021-22 grants are just about completed, just in time for the first quarter reports that are due April 15th.

7. ADJOURNMENT

Chair Jonathan Stutz asked for a motion to adjourn. Commissioner Jory Hamilton motioned; Commissioner Diane bell seconded. Motion carried (Yes: 5, No: 0). The meeting was adjourned at 8:05 p.m.



CITY OF KIRKLAND
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123 Fifth Avenue, Kirkland, WA 98033 425.587.3000
www.kirklandwa.gov

MEMORANDUM

To: Human Services Commission

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

Date: April 22, 2021

Subject: EBC-Eastside Baby Corner Presentation

RECOMMENDATION

Staff recommends that the Human Services Commission receive an update from EBC (Eastside Baby Corner).

BACKGROUND DISCUSSION

EBC-Eastside Baby Corner's mission is to help kids reach their full potential by meeting basic needs today. The agency does this by distributing orders of children's essential items through a 50+ agency partner network. In 2019 it delivered 111,009 orders of diapers, formula, car seats, pack n' plays, clothing, shoes, newborn supplies, school supplies and hundreds of other items valued at \$3.6 million dollars. EBC is centered in Issaquah, WA. The Northshore hub began operating in 2015, moving into its present Kenmore location in 2017. EBC – West Sound was launched by a team of volunteers, opening in 2016 in Bremerton.

More information about the organization is available on its website, www.babycorner.org.

The City of Kirkland fully funded its 2021-22 ask of \$11,318 each year.



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MEMORANDUM

To: Human Services Commission

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

Date: April 22, 2021

Subject: Child Care Resources Presentation

RECOMMENDATION

Staff recommends that the Human Services Commission receive a presentation from Child Care Resources.

BACKGROUND DISCUSSION

Child Care Resources works with families, child care providers, community organizations and advocacy groups in order to improve the quality of early childhood care in our region. The agency supports families in their search for child care, assist families experiencing homelessness with child care costs, coach and provide resources for child care professionals, and train and empower low-income and refugee women pursuing careers in early learning.

Child Care Resources requests funding from the City of Kirkland for its Information and Referral/Technical Assistance program. This program assists families in their childcare search by referring them to childcare providers, community resources, and education about quality childcare. CCR also provides customized, culturally relevant and inclusive Technical Assistance and Training to childcare providers to strengthen their delivery of childcare.

It is receiving \$7,500 in 2021 and 2022 from the City of Kirkland.

More information is available at Child Care Resources website, www.childcare.org.



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MEMORANDUM

To: Human Services Commission

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

Date: April 22, 2021

Subject: Indian-American Community Services Presentation

RECOMMENDATION

Staff recommends that the Human Services Commission receive a presentation from Child Care Resources.

BACKGROUND DISCUSSION

Indian-American Community Services (IACS) formerly known as India Association of Western Washington (IAWW), is the longest-serving Indian community based organization in the Pacific Northwest. Secular and volunteer-driven, the IACS works to connect and empower the Asian-Indian community through programs, services, and advocacy for people of all ages and all life stages. As a result, the IACS is able to involve its full community in ways that incorporate and respect cultural traditions and values.

The City of Kirkland are funding the two following programs \$5,000 each.

The Cultural Navigation Program offers community members access to staff, workshops, training and information to connect them to basic resources, address their concerns with support services continuing to follow up and ensure that needs are met comprehensively. IACS is a safe and familiar space for our community to reach out during challenging times to access emergency and crises care services from food, housing, legal, healthcare regardless of religion, gender, language, or socio-economic status.

The Mental Health Support Program provides culturally nuanced services for mental health support of Asian Indian families, seniors and youth addressing body, mind and soul. This program uses a community input driven approach to identify, address mental health struggles comprehensively by hosting weekly conversation driven moderated support groups, wellness programs (created with input from youth and seniors), yoga, meditation, art, music, monthly webinars, as needed personalized counseling and connection to resource groups.

More information is available at its website, www.iacswa.org.



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MEMORANDUM

To: Human Services Commission

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

Date: April 22, 2021

Subject: 2021-2022 Human Services Commission Work Plan Introduction

RECOMMENDATION

Staff recommends that the Human Services Commission review and discuss its 2021 work plan before recommending adoption at its May meeting.

BACKGROUND DISCUSSION

A draft of the Human Services Commission Work Plan for 2021 is included as **Attachment A**. As advisory body to City Council, the work plan is based on the priorities set by City Council and the City Manager. Additional work plan items include Human Services Commission projects, and high priority Parks and Community Services Department needs. The Human Services Commission can make limited recommendations to modify the work plan based on the priorities of the city and the department.

Staff will incorporate any feedback received and will bring back a final version of the plan for approval during the May 25, 2021 Commission meeting. The approved work plan will then be adopted by City Council.

Attachment A: 2021 Draft Human Services Commission Work Plan

Parks and Community Services: 2021-2022 Work Plan Items for the Human Services Commission

Task	Topic	Description	Staff Lead	2021				2022
				Q1	Q2	Q3	Q4	
1	Equity Lens Training	Continue with training opportunities and discussions to ensure that funding recommendations address the impacts of racism and further the city goal to foster a welcoming, safe and inclusive community.	Miller	X	X	X	X	X
2	Human Services Grants	Review quarterly and annual reports to ensure that agencies are providing services to Eastside residents with positive outcomes.	Miller		X	X	X	
3	Human Services Dashboard	Provide feedback on a dashboard that provides transparency into the distribution of grant dollars	Miller	X	X			
4	Expansion of Human Services Team	Meet and greet with new HS Coordinators	Miller		X			
5	Community Development Block Grant Funds	Provide recommendations to City Council for annual distribution of CDBG funding	Miller			X		
6	Commission Education	Invite local service providers, school officials, and subject matter experts to share best practices and ongoing challenges with meeting community needs.	Miller		X	X	X	
7	Eastside City Human Services Collaboration	Participate in joint meetings with human services commissions from other Eastside cities.	Miller			X	X	X
8	King County Funding of Human Services	Track Eastside investments of King County initiatives, such as MIDD, Best Starts for Kids, Veterans, Seniors and Human Services Levy and recommend Kirkland advocacy when needed.	Boone			X	X	X
9	Engage internal stakeholders	Collaborate with the City's Youth and Senior Councils to identify and address community needs.	Miller			X	X	X
10	Engage with community consumers of human services	Connect with Kirkland residents who utilize human services to understand their needs.	Smith			X	X	X
11	Discuss how the City's human services grants and policies further the goal of achieving a welcoming and equitable community for all residents	Utilize an equity lens to carry out this work for the City. This includes understanding the inequities in the community, the sources of these inequities and the best practices to address them.	Miller	X	X	X	X	X

Task	Topic	Description	Staff Lead	2021				2022
				Q1	Q2	Q3	Q4	
12	Help keep Kirkland a safe, welcoming and inclusive city for all people	Support community and City of Kirkland actions to ensure a safe, welcoming and inclusive community	Smith		X	X	X	X
13	City equity gap assessment	City project through Chanin Kelly-Rae to assess gaps in equity practices	Shellenbarger		X	X		
14	Youth Services/Youth Council format update	Provide input on the Department's efforts to redevelop the youth council to create broad youth participation, education and relationship-building with the City	Schubiger		X	X		
15	PROS Plan Briefings	6-year required plan that serves as the parks and recreation chapter of the City's comprehensive plan	Gardocki		X	X	X	X
16	Community Needs Assessment	Assist the Department with outreach and surveying of community interests	Gardocki		X	X		X
17	ADA Self Evaluation and Transition Plan	Provide in put on the parks and recreation facilities assessment for accesibility and corresponding plan to increase accessibility	Gardocki		X	X		X
20	KTUB Briefing	Evaluation of KTUB service levels and non-profit operators	Miller			X	X	
21	Department diversity and gender equity policy	Provide input in Department's inclusive policy to ensure equitable access to programs and services	Zwaagstra					X