



## Special Human Services Commission Meeting

Date: December 21, 2021

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. APPROVAL OF MINUTES</b>	5 minutes
a. November 23, 2021	
<b>4. ITEMS FROM THE AUDIENCE</b>	5 minutes
<b>5. OLD BUSINESS</b>	
a. Identifying the Next Funding Priorities	30 minutes
<b>6. NEW BUSINESS</b>	
a. The City's Diversity, Equity, Inclusion, and Belonging Five Year Roadmap	30 minutes
b. A 2023-2024 Human Services Grant Application Process Overview	15 minutes
<b>6. COMMUNICATIONS</b>	15 minutes
a. Commissioner Reports	
b. Staff Reports and Announcements	
<b>8. ADJOURNMENT</b>	Estimated meeting completion: 8:10 p.m.

#### Upcoming Commission Activities:

January 26, 2022 – 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 Joint Commission Meeting**

### **November 23, 2021**

#### **1. CALL TO ORDER**

Meeting was called to order at 6:34 p.m.

#### **2. ROLL CALL**

Members Present: Chair Gildas Cheung, Vice Chair Jonathan Stutz, Antonio Avila, Marjorie Carlson, Jory Hamilton, Gabriela Lopez Vazquez

Members Absent: Laney Brackett, Michelle Alten-Kaehler

Staff Present: Jen Boone, Human Services Coordinator, Antoinette Smith, Human Services Coordinator, Leslie Miller Human Services Supervisor, Lynn Zwaagstra, Parks and Community Services Director

Meeting Recorder: Regi Schubiger, Youth Services Coordinator

#### **3. APPROVE MINUTES**

Motion to Approve the September 26, 2021 minutes as presented.

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

Motion to Approve the October 28, 2021 minutes as presented.

Moved by Commissioner Jory Hamilton, seconded by Commissioner Gabriela Lopes Vazquez  
Motion carried (Yes: 6 No: 0).

#### **ITEMS FROM THE AUDIENCE**

None

#### **4. OLD BUSINESS: HATE AND BIAS INCIDENTS - DEBRIEF**

Time was spent debriefing the Hate and Bias presentation made at the October joint commission meeting.

**A short break was taken at 7:15pm to switch to a Zoom link that allowed for breakout rooms. Meeting resumed at 7:26pm.**

## **5. NEW BUSINESS: Identifying Next Funding Priorities**

Jen Boone provided a presentation of the human services provider study that was conducted a few months ago.

The Commission spent time in small group discussing funding priorities.

## **6. Communications**

### **a. Commissioner reports**

Commissioner Gabriela Lopes Vazquez reported out on her experience helping at the November 6<sup>th</sup> Kirkland Health Fair and Community Vaccine Event.

### **b. Staff Report – Antoinette Smith provided an overview and event summary of the health fair.**

Jen Boone reported that \$80,000 of ARPA funds have been distributed for rental assistance.

## **7. ADJOURNMENT**

Chair Gildas Cheung asked for a motion to adjourn. Commissioner Jory Hamilton motioned; Commissioner Jonathan Stutz seconded. The meeting was adjourned at 8:36 p.m.



**CITY OF KIRKLAND**  
**Department of Parks & Community Services**  
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## **MEMORANDUM**

**To:** Human Services Commission

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

**Date:** December 15, 2021

**Subject:** IDENTIFYING NEXT FUNDING PRIORITIES

### **RECOMMENDATION:**

That the Human Services Commission continue their discussion of identifying the next funding priorities for funding available for human services grants in 2022.

### **BACKGROUND DISCUSSION:**

In addition to the regular human services grant funding allocated in the City's 2021-2022 budget, COVID Community Development Block Grant, Human Services Reserve and ARPA funding have been apportioned in 2021. Additional Community Development Block Grant funding is available to allocate for 2022. At the November 23<sup>rd</sup> meeting Commissioners heard a staff presentation the results of a non-profit agency survey completed earlier in the year. Following the presentation, Commissioners had the opportunity to meet in two breakout groups to discuss the information shared and identify the highest priority needs to fund for 2022. At the December 21<sup>st</sup> meeting, Commissioners will have an opportunity to discuss the priorities raised in the two breakout sessions.



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## **MEMORANDUM**

**To:** Human Services Commission

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

**Date:** December 15, 2021

**Subject:** THE DRAFT DIVERSITY, EQUITY, INCLUSION, AND BELONGING FIVE YEAR ROADMAP

## **RECOMMENDATION:**

That the Human Services Commission review and provide feedback on the City's draft Diversity, Equity, Inclusion, And Belonging Five Year Roadmap.

## **BACKGROUND DISCUSSION:**

Following the tragic killing of George Floyd by a police officer on May 25, 2020 in Minneapolis, Minnesota, numerous marches and rallies were held in Kirkland calling for an end to structural racism and for the City to demonstrate that Black lives matter. At the June 16, 2020 Council meeting, the Council issued a statement directing the City Manager to develop a framework for the City's response to the community. On August 4, 2020, the City Council adopted Resolution R-5434 (R-5434). The Council committed the City to create a community where Black people feel safe and respected and interpersonal, institutional and structural racism no longer exists.

Section 3b of R-5434 called for "Contracting for a comprehensive City organizational equity assessment to identify gaps in diversity, equity and inclusion in all areas of City policy, practice and procedures, and to identify proposed actions steps to address these gaps." The City contracted with Chanin Kelly-Rae Consulting LLC to conduct this assessment. As part of that work, Ms. Kelly-Rae worked closely with City staff on the draft Diversity, Equity, Inclusion, and Belonging (DEIB) Five Year Roadmap found [here](#), which will be one chapter of the City's Equity Plan of Record. The DEIB Five Year Roadmap is structured to align with the King County Equity and Social Justice Strategic Plan and contains the same six goal areas as the King County plan. Within those six goal areas are currently a total of 18 goals and 67 objectives. The King County strategic plan is available [here](#).

The City is asking City and community stakeholders to review and comment on the draft document. While the document will be a dynamic and living document, meant to evolve as our collective community evolves, the City Council is expected to adopt the City's first formal version of it in early 2022. This document serves to address inequities in both the government and the larger community. The document lays out what results the City will address, not how.

As you review the draft document in preparation for the Commission meeting on Tuesday, December 21st, please consider the following:

- Which identified goals and objectives would you prioritize? Why?
- Is there anything you would add to or remove from the Roadmap?
- What additional feedback would you like conveyed to the City Manager's Office?
- What role do you see for the Human Services Commission in the implementation of the plan?  
What might that look like?



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## **MEMORANDUM**

**To:** Human Services Commission

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

**Date:** December 15, 2021

**Subject:** A 2023-2024 HUMAN SERVICES GRANT APPLICATION PROCESS OVERVIEW

### **RECOMMENDATION:**

That the Human Services Commission receive an overview of the 2023-2024 human services grant application process.

### **BACKGROUND DISCUSSION:**

Human services grants are allocated as part of the City's biannual budget process. The Human Services Commission will be recommending funding for 2023-2024 grants to City Council in the fall of next year. Staff will provide a presentation that outlines the process used to make the recommendations.