

**CITY OF MONROE**  
**RESOLUTION NO. 007/2020**

A RESOLUTION OF THE CITY COUNCIL AND THE MAYOR  
OF THE CITY OF MONROE, WASHINGTON,  
ESTABLISHING THE COMMUNITY HUMAN SERVICES  
ADVISORY BOARD (CHSAB) AS A STANDING  
COMMITTEE.

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WHEREAS, the City Council and the Mayor established the formation of the short-term Homelessness Policy Advisory Committee (HPAC) on January 19, 2019; and

WHEREAS, the HPAC met throughout 2019, provided recommendations, and presented their recommendations to the City Council on February 18, 2020; and

WHEREAS, the City Council and the Mayor approved the HPAC recommendations by resolution on February 25, 2020; and

WHEREAS, one of the approved recommendations was to have the HPAC continue as a standing ad hoc committee; and

WHEREAS, the City Council and the Mayor desire to establish the HPAC henceforth being renamed the Community Human Services Advisory Board (CHSAB) on a permanent basis, to provide a community filter for transparency, recommend priorities and establish a means to monitor progress on goals; and provide such other advice and guidance with furthering Monroe's response to homelessness.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONROE, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Establishment of City of the Community Human Services Advisory Board.

A. Term:

- 1) The CHSAB shall be established effective June 23, 2020 and shall sunset automatically on May 31, 2024 unless formally extended by the City Council.
- 2) Evaluation. The organization and effectiveness of the CHSAB shall be evaluated by the City Council prior to the above-referenced sunset date. The CHSAB may in the City Council's discretion be extended for a longer term by appropriate City Council action.

B. Membership:

- 1) The membership of the CHSAB shall be comprised of:

- a. Eleven voting members, representing a cross section of local residents, businesses, faith communities, and service providers, and the City of Monroe.
  - b. The Mayor, City Administrator, Chief of Police and City Project Management Consultant as ex-officio members.
- 2) Members shall be appointed by the Mayor and confirmed by the City Council.
- 3) Terms of appointment shall be for four years, except as provided below.
- 4) Initial terms of appointment shall be staggered as follows:
  - i. Four positions with terms ending December 31, 2023.
  - ii. Three positions with terms ending December 31, 2022.
  - iii. Four positions with terms ending December 31, 2021.
- 5) Members may be removed by the Mayor.

C. Staffing:

- 1) As determined by the Mayor.

D. Regular Meetings:

- 1) The CHSAB will meet regularly on the third Thursday of each month at 6pm at the City Council Chambers of Monroe City Hall. The CHSAB shall also meet at such additional times as may periodically be directed by the City Council.
- 2) The CHSAB's proceedings will comply with RCW 42.30, the Open Public Meetings Act, as appropriate according to law.

E. Responsibilities (at the direction of the City Council):

- 1) Provide nonbinding recommendations on how to assist community members: experiencing homelessness, who are at risk of becoming homeless or who are experiencing poverty or are adversely impacted by a crisis;
- 2) As directed by the Council, represent the City at established community events;

- 3) As directed by the Council, provide nonbinding recommendations for advocating for change at the local, county and state level along with elected City officials;
- 4) Act honestly, in good faith;
- 5) Perform their duties in a manner ensuring that the public trust in the integrity, objectivity, and impartiality of the CHSAB is preserved and enhanced;
- 6) Provide the coordination of information among local citizens and stakeholders to seek thoughtful, effective, and lasting solutions.
- 7) Provide nonbinding advice and recommendations to the Mayor and City Council in the formulation, monitoring, implementation, and review of the City's programs and policies;
- 8) Provide a communication link between the City, the community and local service providers on the community perspective and perception on how to assist community members: experiencing homelessness, who are at risk of becoming homeless or who are experiencing poverty or are adversely impacted by a crisis;
- 9) Participate in ongoing education on topics relating to equity and human services;
- 10) Provide nonbinding recommendations to the Mayor and the Council regarding a multi-year implementation strategy and funding;
- 11) Advise the City on the implementation of the HPAC recommendations.
- 12) Advise the City on human service policy issues.

F. Authority:

- 1) The CHSAB shall be a purely advisory body to the Mayor and City Council; provided, that no recommendation or other action by the CHSAB shall be a requirement, prerequisite or condition to or for any action by the City Council.
- 2) All recommendations by the CHSAB addressing work program, policy issues, and economic development related budget issues shall be made to the Mayor and the Monroe City Council.

Section 2. Effective Date. This resolution shall take effect immediately upon passage.

ADOPTED by the City Council of the City of Monroe, at its regular meeting thereof,  
and APPROVED by the Mayor this 23rd day of June, 2020.

Approved: June 23, 2020  
Effective: June 23, 2020

CITY OF MONROE, WASHINGTON

(SEAL)



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Geoffrey Thomas, Mayor

ATTEST:

APPROVED AS TO FORM:



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[Becky Hasart \(Jun 25, 2020 09:02 PDT\)](#)

Rabecca R. Hasart, Interim City Clerk



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[Zach Lell \(Jun 25, 2020 09:49 PDT\)](#)

J. Zachary Lell, City Attorney