

CHSAB

Community Human
Services Advisory
Board

October 1, 2020





AGENDA COMMUNITY HUMAN SERVICES ADVISORY BOARD

September 17, 2020 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86140027413?pwd=Ukt0OQ2hIR2xqQnJ0RFNwelZ1TFF3QT09>

Meeting ID: 861 4002 7413

Passcode: 671573

Find your local number: <https://us02web.zoom.us/j/86140027413?pwd=Ukt0OQ2hIR2xqQnJ0RFNwelZ1TFF3QT09>

CALL TO ORDER

ROLL CALL

- | | |
|---|---|
| <input type="checkbox"/> Interim Chair Tuttle | <input type="checkbox"/> Boardmember Lunstrum |
| <input type="checkbox"/> Boardmember Balk | <input type="checkbox"/> Boardmember Mehta |
| <input type="checkbox"/> Boardmember Bloss | <input type="checkbox"/> Boardmember Nino de Guzman |
| <input type="checkbox"/> Boardmember Evans | <input type="checkbox"/> Boardmember Sial |
| <input type="checkbox"/> Boardmember Gagnon | <input type="checkbox"/> Member Plum |
| <input type="checkbox"/> Boardmember Harrigan | <input type="checkbox"/> Member Strickler |
| <input type="checkbox"/> Boardmember Lipsy | |

PUBLIC COMMENT

This time is set aside for members of the public to speak to the Board. Comments by individuals are limited to three (3) minutes. The Board may not respond to matters brought up during public comment and may, if appropriate, address the matter at a subsequent meeting.

APPROVAL OF MINUTES

September 17, 2020

September 24, 2020

NEW BUSINESS

1. Discuss Conflict of Interests (City Administrator, Deborah Knight).
2. Discuss the process of making a motion (City Administrator, Deborah Knight).

OLD BUSINESS

1. Purpose Statement
2. Review and discuss 2021 Budget Proposals from the TAC
(City Administrator, Deborah Knight).

DISCUSSION BY BOARDMEMBERS AND STAFF



City of Monroe
806 West Main Street, Monroe, WA 98272
Phone (360) 794-7400 Fax (360) 794-4007
www.monroewa.gov

AGENDA COMMUNITY HUMAN SERVICES ADVISORY BOARD

September 3, 2020 06:00 PM Pacific Time (US and Canada)

ADJOURNMENT

ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES WILL BE PROVIDED UPON REQUEST.
For assistance, please contact the City Hall at 360-794-7400 48 hours in advance of the meeting.

**THE COMMUNITY HUMAN SERVICES ADVISORY BOARD MAY ADD AND TAKE
ACTION ON OTHER ITEMS NOT LISTED ON THIS AGENDA**

October 1, 2020 CHSAB Meeting - Objectives

- Review and discuss 2021 Budget Proposals from the TAC (City Administrator, Deborah Knight).
- Discuss Conflict of Interests.
- Discuss the process of making a motion.
- Make a CHSAB Recommendation on the TAC Proposal to the Mayor and Council.

ROLL CALL & CALL TO ORDER

Interim Chair Tuttle
Boardmember Balk
Boardmember Bloss
Boardmember Evans
Boardmember Gagnon
Boardmember Harrigan
Boardmember Lipsy

Boardmember Lunstrum
Boardmember Mehta
Boardmember Nino de Guzman
Boardmember Sial
Member Plum
Member Strickler

Public Comment

This time is set aside for members of the public to speak to the Board

Comments are limited to **three (3) minutes**.

The Board may not respond to matters brought up during public comment and may; if appropriate, address the matter at a subsequent meeting.

**COMMUNITY HUMAN SERVICES ADVISORY BORAD
SEPTEMBER 17, 2020**



CALL TO ORDER AND ROLL CALL

The September 17, 2020 Community Human Services Advisory Board (CHSAB) meeting was called to order at 6:00PM by Ms. Bridgette Tuttle. Ms. Rachel Adams facilitated roll call.

Attendees:

Board Members

Tony Balk
Jim Bloss
Roger Evans
Lynsey Gagnon
James Harrigan
Brian Lipsy

Sarah Lunstrum
Amber Mehta *(6:10pm arrival)*
Jose Luis Nino de Guzman
Aisha Sial
Bridgette Tuttle

City of Monroe

Rachel Adams
Tyler Christian
Deborah Knight
Becky Hasart

Members

Todd Strickler

Amy Plumb

Absent:

None

APPROVAL OF MINUTES

Bryan Lipsy moved to approve the minutes from the September 3, 2020 meeting. Tony Balk seconded.

Meeting minutes passed: 11 Yes/0 No

PUBLIC COMMENT

None.

OLD BUSINESS

Ms. Knight reviewed the CHSAB Purpose Statement.

Ms. Adams led the getting to know one another Icebreaker conversation.

NEW BUSINESS

Ms. Hasart gave a presentation on the Open Public Meetings Act and Public Records Act. The training is required of all board members with in 90 days of their appointment. All board members should email

COMMUNITY HUMAN SERVICES ADVISORY BORAD
SEPTEMBER 17, 2020



Ms. Adams upon completion of training for Mr. Christian and Ms. Hasart to be able to keep track of completed trainings.

Ms. Knight shared the proposal from the TAC on facility improvements to the St. Vincent De Paul Site and Asset Mapping/Needs Assessment.

BOARD DISCUSSION

Discussion on the TAC Proposal ran out of time.

Tony Balk requested more information about affordable housing tax increase that is going to county council.

Rachel Adams made a shirt prototype with the #wearemonroewa logo that she shared with the group.

Next Meeting 10/1 (6-7:30pm)

ADJOURNMENT

Bryan Lipsy made the motion to adjourn the meeting. Amber Mehta seconded. Motion passed 11/0.

Meeting adjourned at 7:02pm.

**SPECIAL MEETING
OF THE
COMMUNITY HUMAN SERVICES ADVISORY BOARD
SEPTEMBER 24, 2020**



CALL TO ORDER AND ROLL CALL

The September 24, 2020 Community Human Services Advisory Board (CHSAB) meeting was called to order at 6:02PM by Ms. Rachel Adams. Ms. Deborah Knight facilitated roll call.

Attendees:

Board Members

Tony Balk
Jim Bloss
Roger Evans
Lynsey Gagnon
James Harrigan

Brian Lipsy (*joined at 6:15pm*)
Sarah Lunstrum
Aisha Sial
Bridgette Tuttle

City of Monroe

Rachel Adams
Tyler Christian
Deborah Knight

Members

Todd Strickler
Amy Plumb

Absent:

Amber Mehta
Jose Luis Nino de Guzman

APPROVAL OF MINUTES

None

PUBLIC COMMENT

None.

OLD BUSINESS

Ms. Knight read the CHSAB Purpose Statement.

Ms. Knight reviewed the CHSAB Responsibilities: Adopt multi- year strategy, implement the HPAC recommendations, and Consider human service policy issues.

**SPECIAL MEETING
OF THE
COMMUNITY HUMAN SERVICES ADVISORY BOARD
SEPTEMBER 24, 2020**



Ms. Knight facilitated a deep dive discussion on the TAC Proposal for Asset Mapping/Needs Assessment. The deep dive included additional information about who the TAC was, how they arrived at this proposal and its importance. Phil Spirito spoke on what the groups roles were and how they formed

Ms. Adams discussed how the TAC arrived at its current proposal of Needs Assessment/Asset Mapping.

The TAC 2021 Budget Recommendations are to ask for \$50,000 for the completion of a Needs Assessment/Asset Mapping and had also included an additional \$40,000 for Tenant Improvement. The Tenant Improvement part of the proposal is now "On Hold" and awaiting further information.

Ms. Knight shared about what Asset Mapping and Needs Assessment are and how the two work together.

Board members discussed the proposal for Asset Mapping/Needs Assessment and their feedback on the One Stop Shop/Monroe Community Resource Center.

- What are the needs?
- How and when to activate the one stop shop?
- How we decide what people need?
- At what point in the process are people ready to discuss this vs. starting with basic (Food/Shower/Shelter)?

Jim Bloss proposed the board move this action back to the TAC. No motion was made to move the action back to the TAC.

NEW BUSINESS

None.

BOARD DISCUSSION

Next Meeting 10/1 (6-7:30pm)

**SPECIAL MEETING
OF THE
COMMUNITY HUMAN SERVICES ADVISORY BOARD
SEPTEMBER 24, 2020**



ADJOURNMENT

Jim Bloss motioned to adjourn the meeting. Tony Balk Seconded.

The meeting adjourned at 7:35PM.

DRAFT

New Business

1. Discuss Conflicts of Interest
2. Discuss what making a CHSAB recommendation might look like

Ethics and Conflict of Interests

- Washington State's ethics and conflict of interest laws apply to municipal "officers"
- Officers include elected and **appointed officials**, city managers, city or county administrators, and special district superintendents
- Can't use position to secure special privileges or special exemptions for themselves or others and entering into certain contracts or having other personal financial interests with their jurisdictions.

New Business Item #1

Prohibited Uses of Public Office

- Secure special privileges or exemptions for yourselves or others
- Give, receive, or agree to receive directly or indirectly, any compensation, gift, reward, or gratuity from any source except the city
- Accept employment or engage in business or professional activity that would lead to disclosing confidential information acquired by reason of your board appointment
- Disclose confidential information or use such information for personal gain or benefit

Prohibited Contract Interests

- Receiving a financial benefit from a contract made by, through, or under the supervision of the municipal officer, in whole or in part
- **When that municipal officer has the actual authority to enter into the contract on behalf of the municipality.**
- **Remote interests are exempt:**
 - A non-salaried officer of a nonprofit corporation that is a contracting party;
 - An employee or agent of the contracting party, where the salary consists entirely of fixed wages or salary;
 - The landlord or tenant of the contracting party; or
 - Someone who holds less than 1% of the shares of a corporation or cooperative that is a contracting party.

Making Recommendations through “Motions”

Roberts Rules of Order

- No one can discuss an issue unless a motion is made first and then seconded.
 - A second does not mean someone is in favor of the idea but that it should be discussed.
 - If a motion isn't seconded, it isn't discussed.
- when to call for the vote:
 - Let's say someone has made a motion: “I move the Board recommend setting aside 1 million dollars in the 2021 budget to fund affordable housing.”
 - the chair has repeated it. "It is moved and seconded to.....Is there any discussion?"
 - If the chair looks around and no one is asking to discuss it , the chair can say, "As many as are in favor say 'Aye'. (wait for the response from the group) Those opposed say, 'No'." (wait for response)
 - Announce the vote. "The 'Ayes' have it and the motion is carried and we will do.....So & so will carry it out." or, "The 'noes' have it and the motion is lost." Then go on to make another motion or to the next business in order.
- Another Rule many people don't know is that **a board member can only speak twice to a motion, but only after everyone who wants to speak for the first time does so.**

Old Business

1. CHSAB Responsibilities
2. Technical Advisory Committee 2021 Budget Recommendations

Responsibilities

Provide non-binding recommendations to the Mayor and City Council to:

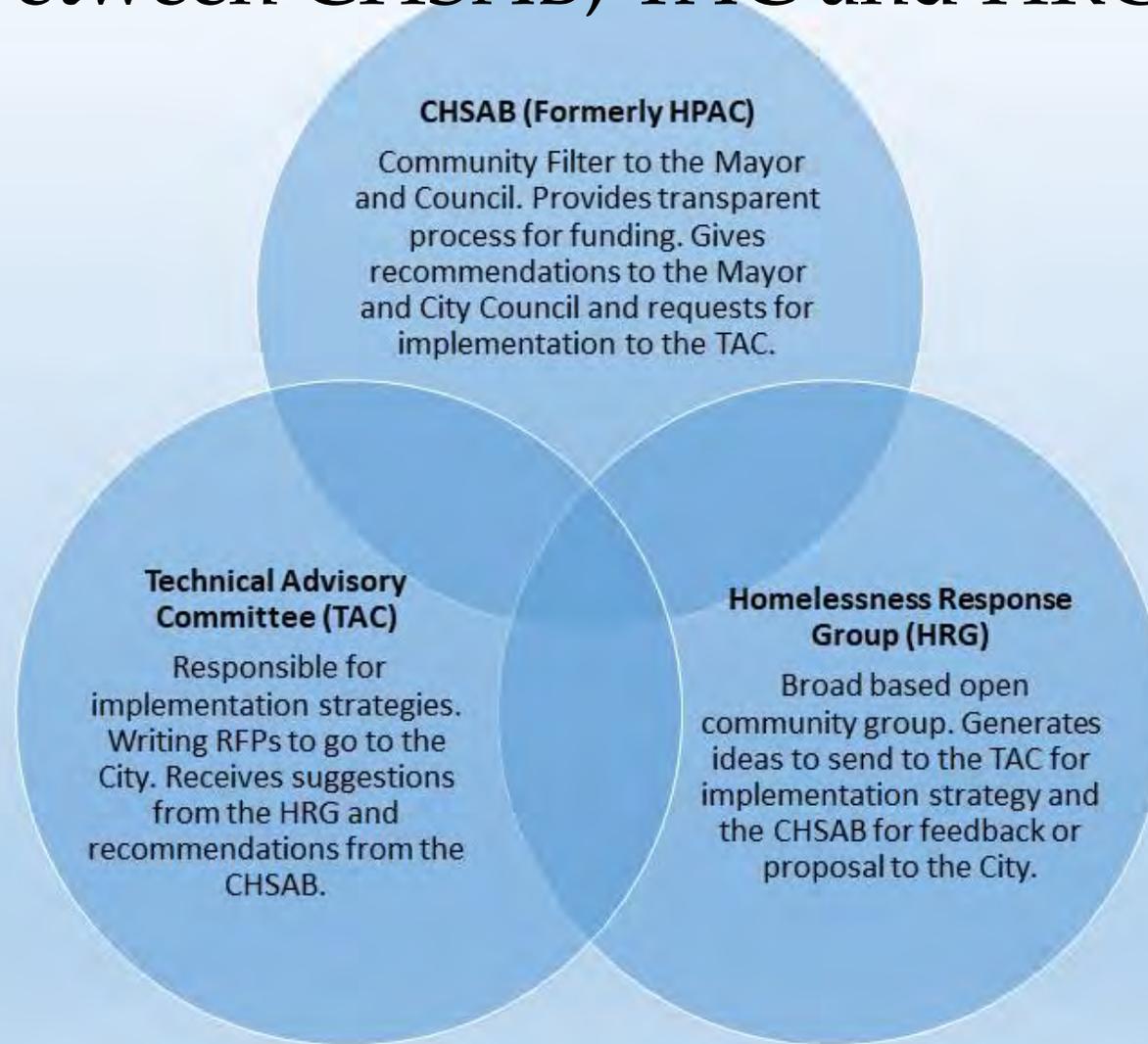
- **Advocate** for change at the local, county, and state level along with elected officials.
- **Coordinate** information among local residents and stakeholders to seek thoughtful, effective, and lasting solutions.
- **Formulate**, monitor, implement, and review city programs and policies.
- **Provide** a communications link between the city, the community, and local service providers on the community perspective and perception on how to assist community members.
- **Participate** in ongoing education on topics relating to equity and human services.
- **Adopt a multi-year implementation strategy and funding.**
- **Implement the HPAC recommendations.**
- **Consider** human service policy issues.

Old Business Item #1

Review 2021 Budget Proposals

Old Business Item #2

Coordination between CHSAB, TAC and HRG



Old Business Item #2

TAC Team

TAC Member	TAC Role	Organization
Deborah Knight	Team Champion	City of Monroe
Rachel Adams	Project Manager	City of Monroe
Dawnie Carroll	SME, Community Champion	Volunteers of America
Amy Christine	SME, Community Champion	St. Vincent De Paul
Kristina Clem	SME, Community Champion	Cascade Church
Alexandra Durham	Community Champion	Snohomish County Executive Office
Lynsey Gagnon	SME, Community Champion	Volunteers of America
Chris Gray	SME, Community Champion	Housing Hope
Desiree Hinson	SME, Community Champion	Evergreen Health Social Services
Angelique Laine	Community Champion	Community Foundation of Snohomish County

TAC Member	TAC Role	Organization
Anna Swab Lundstrum	Community Champion	Take the Next Step
Nicole Nagle	SME, Community Champion	Court Advocate
Joe Neigel	SME, Community Champion	Monroe School District
Laron Olson	SME, Community Champion	Take the Next Step
Inga Papp	SME, Community Champion	St. Vincent De Paul
Paul Ryan	SME, Community Champion	Monroe Police Department
Phyllis Spence	SME, Community Champion	Monroe Public Library
Mary Wahl	SME, Community Champion	Catholic Community Services
Janie Williams	SME, Community Champion	YMCA

SME (Subject Matter Expert) are expected to bring their direct expertise to bear concerning the local homeless community, local service provider network to develop TAC's scope of work that meets our community's needs.

Community Champions although experts in their field, TAC Community Champions are expected to communicate and support TAC's work and solution within their sphere of influence.

Old Business Item #2

TAC Mission – What are we trying to accomplish?

Help people out of being stuck where they are. Have services to offer them that have impact and get them on the right track.

Make Monroe / Sky Valley a better place for every person. A place where all have equitable access to meaningful resources, services, and care. Where homeless individuals and families find access to meaningful – and this is important – realistically available services, shelter, and housing. Where families who struggle to make ends meet can find affordable housing, help meeting their basic needs, and a safe community.

Equitable distribution of services, exploration of future services.

Understand the importance of serving ALL the citizens of Monroe.

Increasing stability and self-sufficiency for individuals and families experiencing homelessness through better collaboration of services and resources.

A useful response to the problem of people who are homeless. Reduce the number of people who are homeless in Monroe.

New - Less homeless in our community and more compassion and understanding for how people find themselves in this predicament. I hope that if the homeless community feels genuinely cared for that there will be less unwanted/criminal behavior.

Old Business Item #2

TAC 2021 Budget Recommendation

- Needs Assessment and Asset Mapping \$50,000
- Tenant Improvements at Saint Vincent DePaul to create a Community Resource Center \$40,000
(On Hold – Working out the Details)

Old Business Item #2

What would a recommendation coming from this group look like?

A Approve the TAC Proposal of \$50,000 for the asset mapping/needs assessment & a \$40,000 project place holder.

B Approve the TAC Proposal of \$50,000 for the asset mapping/needs assessment.

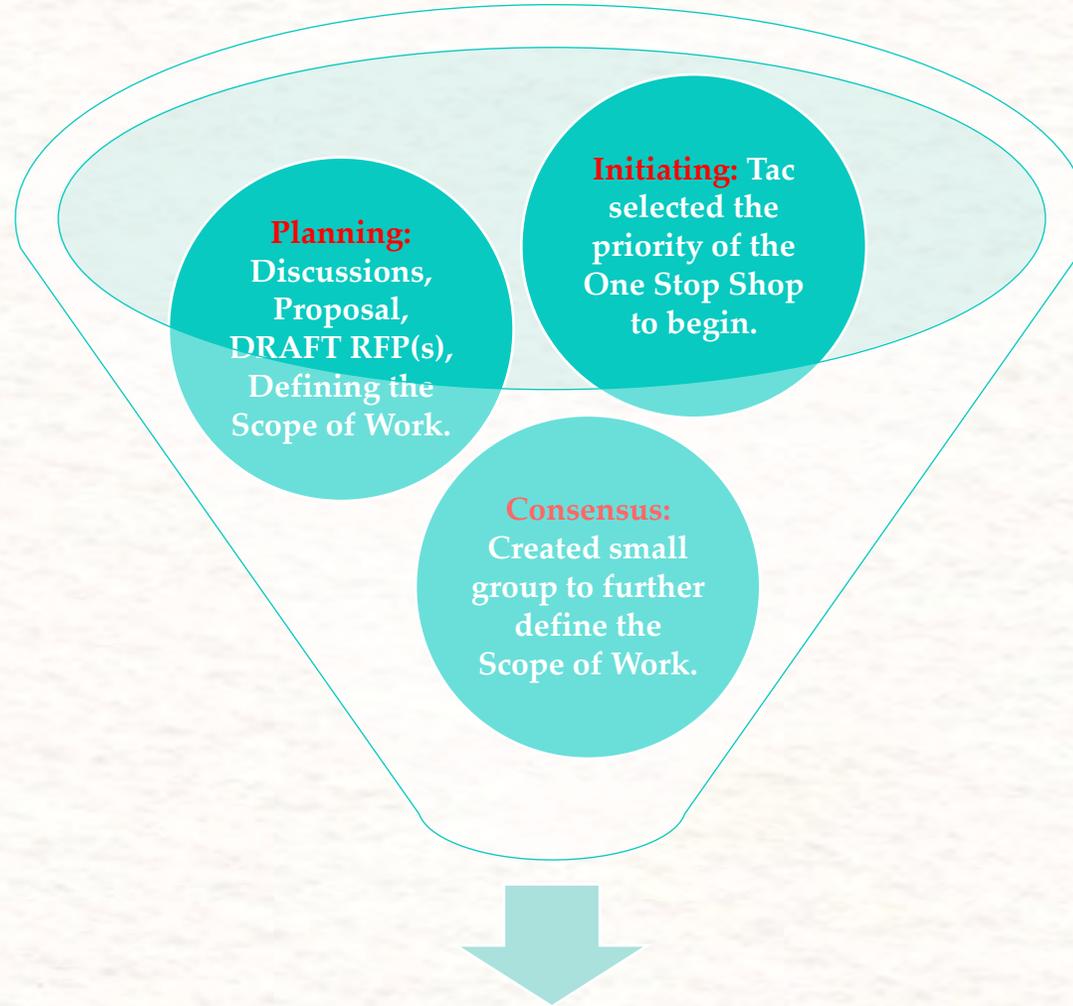
C Ask for a place holder in the 2021 budget for \$90,000 and return the Proposal to the TAC asking for more detail to be worked out.

D Approve the TAC Proposal of \$50,000 for the asset mapping/needs assessment, a \$40,000 project place holder & ask for a commitment to long term funding of the SVDP lease.

E Do nothing at this time.

New Business Item #2

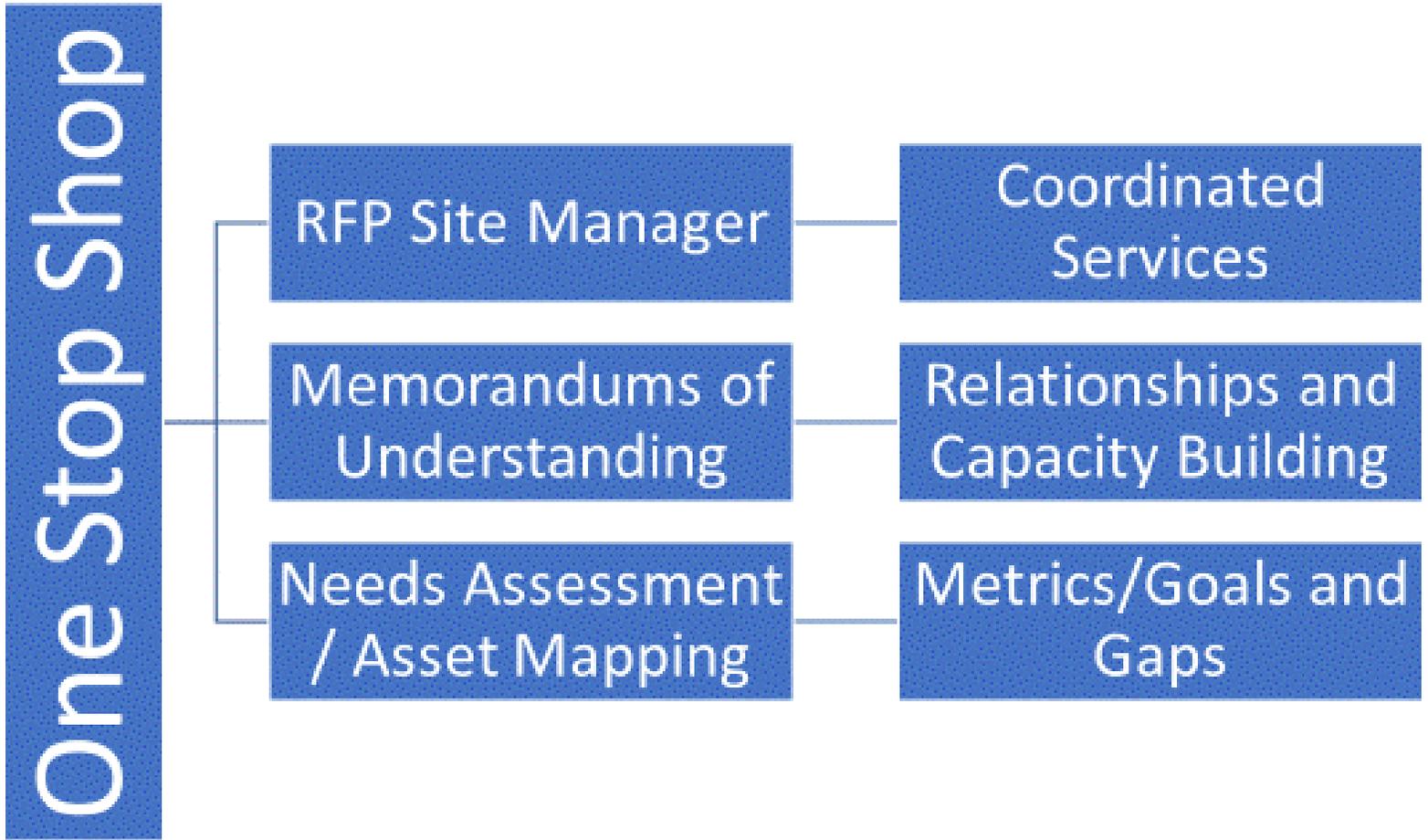
Steps to Reach Recommendation



Planning Grant – Phase 1:

Asset Mapping / Needs Assessment

Old Business Item #2



Old Business Item #2

Monroe Community Resource Center St Vincent de Paul - Monroe

Office / Navigator Space



Common Area Space
(between Resource Center and Master Ji's)



Old Business Item #2

Assets and Needs Mapping

“Gap Analysis”



Old Business Item #2

Asset Mapping Approach

- Identify:
 - Resources, skills and talents of community
 - Capabilities available (or possible) through organizations and institutions
 - Needs

Then tackle important issues impacting the community

- Features of Asset Mapping
 - Asset Based – uncovers talents/skills in the community
 - Internally Focused – identifies the community's assets, not those outside
 - Relationship Driven – seeks to build relationships and linkages among local people, institutions and organizations.

Old Business Item #2

Importance of Asset Mapping

- Create awareness of local resources
- Use resources to identify community connections, meet community needs, and other activities
- Recognize and value the resources in the community
- Build relationships among local assets
- Explore how assets can mobilize to meet identified needs
- Hear from those seeking services what they need
- Engage the community in visioning and planning

Why do we need a Needs Assessment and Asset Mapping?

- **Hearing from the Community** – The population we are serving has told us what they need.
- **Mapping our Assets.** What services and “assets” are available to meet our community’s needs.
- **Collecting Evidence** and **data.** Support requests for funding from City, County & State.
- **Defining measurable results.** Is what we are doing working? If not, then we need to make course corrections.
- **Planning for system improvements.** Homelessness Response Group was focused on how can we help with situations of immediate need response – not for planning systems.

Old Business Item #2

Asset Mapping - Proposed Scope and Timeline

Phase 1 – Needs Assessment and Asset Mapping 1/21-4/21	Phase 2 - Develop/Issue RFP for Resource Center 5/21-8/21	Phase 3 – Award Implement Recommendations 9/21-12/21
<ul style="list-style-type: none"> • Interview stakeholders • Survey agencies • Facilitate focus group meetings • Create community asset map • Assess funding gaps/overlaps • Identify funding resources • Evaluate best practices for service delivery during Covid19 and recommend safety measures • Summary report • workshop to review report findings and recommendations • Final report • Wrap up meeting 	<p>workshop to build scope of work and create the critical path to issue RFP for Community Resource Center</p> <ul style="list-style-type: none"> • Create Scope of Work • Identify Service Provider(s) • Award Contract(s) 	<p>TBD</p>

Old Business Item #2

Proposed Multi-Year Human Services Budget

	Recommendation	Description	Schedule	2021	2022	2023
Project Management Consultant Contract	City Staff	City liaison with providers, TAC, CSHAB support	6/20-12/23	\$48,000	\$52,000	\$52,000
Needs Assessment & Asset Mapping	TAC	Determine needs, gaps	1/21-5/21	\$50,000	\$0	\$0
Community Resource Center/ Operations	Under TAC Review	Based on needs assessment	9/21-12/23	\$28,400	85,200	\$85,200
Resource Center Build-Out	Under TAC Review	Based on needs assessment	2022 (?)		\$40,000	\$0
TOTAL				\$126,400	\$177,200	\$137,200

Old Business Item #2

Do we have a motion?

Discussion and Next Meeting Agenda

Board Members, Staff and Consultants

Board Discussion

General comments about agenda or other topics of interest to board members.

Next Meeting – October 15, 2020 6pm-7:30pm

- Review Proposed Temporary Encampment Regulations – Shana Restall, Senior Planner
- Enviro Issues Consultant Willow Russel will present the Human Services communication plan.
- Review WeAreMonroeWA (facebook & Instagram)
- Does anyone have anything to add to an upcoming agenda?

Thank you!!



WeAreMonroe