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## AGENDA COMMUNITY HUMAN SERVICES ADVISORY BOARD

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October 15, 2020 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89994024312?pwd=QlNTUzI0UEJlR0VYSUFibTh4d1p6dz09>

Meeting ID: 899 9402 4312

Passcode: 329866

Find your local number: <https://us02web.zoom.us/u/knmMD0Msv>

### **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**

1. 10.01.2020 CHSAB Meeting Minutes

### **OLD BUSINESS**

1. Purpose Statement – Deborah Knight, City Administrator
2. Ice Breaker/Getting to Know Eachother – Rachel Adams, City Project Management Consultant

### **NEW BUSINESS**

1. Human Services Communications Plan – Willow Russell, City Communications



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## **AGENDA COMMUNITY HUMAN SERVICES ADVISORY BOARD**

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October 15, 2020 06:00 PM Pacific Time (US and Canada)

- Consultant – EnviroIssues  
2. Temporary Encampment Code Review – Shana Restall, City Senior Planner

### **DISCUSSION BY BOARDMEMBERS AND STAFF**

### **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**

# COMMUNITY HUMAN SERVICES ADVISORY BORAD

October 1, 2020



## CALL TO ORDER AND ROLL CALL

The October 1, 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

Sarah Lunstrum  
Amber Mehta  
Jose Luis Nino de Guzman  
Aisha Sial (6:20pm arrival)  
Bridgette Tuttle

#### City of Monroe

Rachel Adams  
Tyler Christian  
Deborah Knight

#### Members

Todd Strickler (6:15pm arrival)

Amy Plumb

### Absent:

Bryan Lipsy

### Community Members:

Phil Spirito  
Inga Paige

## PUBLIC COMMENT

None.

## APPROVAL OF MINUTES

James Harrigan moved to approve the minutes from the September 3, 2020 meeting. Lynsey Gagnon seconded.

Tony Balk and Jim Bloss inquired about a "proposal" that was made by Jim Bloss at the September 24<sup>th</sup> 2020 meeting. The proposal was not a motion and did not have a second. Tony Balk and Jim Bloss would like the minutes adjusted to reflect this distinction

Meeting minutes approved as amended: 9 Yes/0 No

# COMMUNITY HUMAN SERVICES ADVISORY BORAD

October 1, 2020



## NEW BUSINESS

Ms. Knight gave a high level overview of ethics and conflict of interests. This included the difference between board members policy recommendations and council members making policy decisions.

Tony Balk raised a question about needing to file an F1 with the PDC. He requested follow up on this after staff has had time to explore the answer.

Ms. Knight also gave a high level explanation of Rules of procedure. This included information about Roberts Rules of Order for procedure at a committee meeting:

- How to make a motion
- How to second
- How to vote and approve a motion
- Order of speech

## OLD BUSINESS

Ms. Knight began to review the slides from the deep dive on the TAC proposal which included information on who is on the TAC and the organizations they represent.

Ms. Knight shared the proposal from the TAC for the Asset Mapping/Needs Assessment/Gap Analysis. The facility improvements to the St. Vincent De Paul Site are on hold until further details are worked out.

Tony Balk asked what role St. Vincent de Paul will be taking and for details of the agreement. Ms. Knight responded that there was no formal agreement at this time but that the organization was willing and would assume the lead role for now in their building.

### Motions Made:

Aisha Sial moves that we approve the \$50,000 for the Needs Assessment and the \$40,000 for a place holder. Sarah Lunstrum seconded the motion.

- Discussion on the motion (all members were given the opportunity to speak)
- Vote fails - 1for/9against

Tony Balks moves for a \$90,000 place holder to City Council for the use of addressing homelessness. Jim Bloss seconded the motion.

- Discussion on the motion (all members were given the opportunity to speak)
- Bridget makes an amendment to the motion that \$50,000 would be used for asset mapping
  - No second – motion fails
- Discussion moved back to Tony Balk first motion.

# COMMUNITY HUMAN SERVICES ADVISORY BOARD

October 1, 2020



- Vote fails 2 for- 8opposed

**James Harrigan moves to approve the TAC proposed \$50,000 for asset mapping/needs assessment. Lynsey Gagnon seconds the motion.**

- **Discussion on the motion (all members were given the opportunity to speak)**
- **Vote motion carries 8 for - 2 against (Balk and Bloss against)**

*Jim Bloss would like a minority report added to the minutes.*

*Motions were made to extend the meeting.*

*Jose Luis had to depart at 7:30pm.*

**Sarah Lunstrum makes a motion that if the needs assessment determines that a community resource center is needed a there is \$40,000 project place holder additionally set aside to support that need and a long term commitment funding (Commitment to be determined). Roger Evans seconds the motion.**

- **Discussion on the motion (all members were given the opportunity to speak)**
- **Vote 8 for 1 against and 1 abstention**

## BOARD DISCUSSION

**Next Meeting 10/15 (6-7:30pm)**

## ADJOURNMENT

Tony Balk made the motion to adjourn the meeting. Amber Mehta seconded. Motion passed 10/0.

Meeting adjourned at 7:40pm.

# CHSAB

Community Human  
Services Advisory  
Board

October 15, 2020



# Agenda - October 15, 2020

## AGENDA COMMUNITY HUMAN SERVICES ADVISORY BOARD

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### DISCUSSION BY BOARDMEMBERS AND STAFF

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# October 15, 2020 CHSAB Meeting - Objectives

- Review and discuss the Human Service Communication Plan.
- Review and discuss the Interim Temporary Encampment Code.

# 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

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

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# Approval of Minutes October 1, 2020

## COMMUNITY HUMAN SERVICES ADVISORY BOARD

October 1, 2020



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Brian Lipsy

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Bridgette Tuttle

##### City of Monroe

Rachel Adams  
Tyler Christian  
Deborah Knight

##### Members

Todd Strickler (6:15pm arrival)  
Amy Plumb

#### Absent:

None

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### ADJOURNMENT

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# Old Business

1. CHSAB Responsibilities
2. Ice Breaker

# 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**

# Getting to know one another (2-3mins per person)

- Name 3 people you would like to meet?

Board Members				
Sarah Lunstrum	Aisha Sial	James Harrigan	Roger Evans	Amy Plumb
Tony Balk	Lynsey Gagnon	Jose Luis Nino de Guzman	Todd Strickler	Jim Bloss
Amber Mehta	Bridgette Tuttle	Bryan Lipsy		
City Staff				
Becky Hassart	Rachel Adams	Tyler Christian	Deborah Knight	

\*We will do this, or something similar, at every meeting for a while to give us a chance to get to know each other.

## Old Business Item #2

# New Business

1. Human Services Communication Plan – Willow Russell City Communications Consultant - Envirolssues
2. Temporary Encampment Code Review – Shana Restall, City Senior Planner



# Human Services Communications Plan

## Informed by

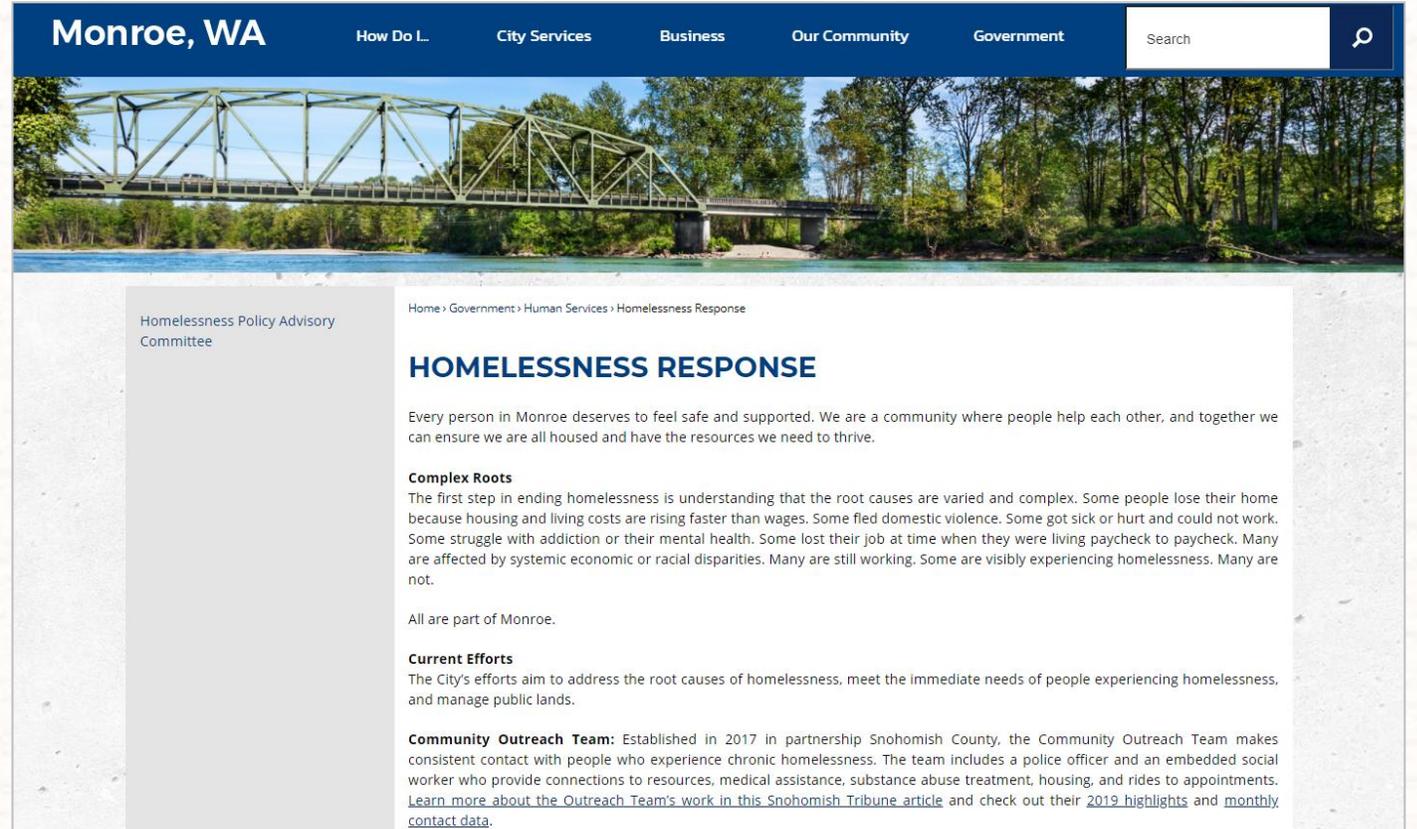
- Bridgette Tuttle, HPAC Member
- Debbie Willis, Administrative Bureau Director
- Deborah Knight, City Administrator
- Geoffrey Thomas, Mayor
- Jeff Jolley, Chief of Police
- Rachel Adams, HPAC Member
- Ryan Irving, Deputy Chief of Police

## Audience & Goals

Monroe community members ...

- Have a reality-based and unexaggerated understanding of homelessness in Monroe.
- Understand what the City is doing to ensure public safety and to help people experiencing homelessness.
- Understand individual constitutional rights and the City's legal limitations.
- Understand the varied and systemic factors that can lead to homelessness.
- Feel heard and know what to do if they ...
  - Feel unsafe.
  - Are experiencing homelessness and need help.
  - Want to help someone who does not have a home.

# Foundational Web Content



The screenshot displays the Monroe, WA website's navigation bar with links for 'How Do L...', 'City Services', 'Business', 'Our Community', and 'Government'. A search bar is located on the right. Below the navigation is a banner image of a green truss bridge over a river. The main content area features a breadcrumb trail: 'Home > Government > Human Services > Homelessness Response'. The page title is 'HOMELESSNESS RESPONSE'. The content includes an introductory paragraph, a 'Complex Roots' section, a 'Current Efforts' section, and a 'Community Outreach Team' section with a link to a 2019 article.

Monroe, WA

How Do L... City Services Business Our Community Government

Search

Homelessness Policy Advisory Committee

Home > Government > Human Services > Homelessness Response

## HOMELESSNESS RESPONSE

Every person in Monroe deserves to feel safe and supported. We are a community where people help each other, and together we can ensure we are all housed and have the resources we need to thrive.

**Complex Roots**  
The first step in ending homelessness is understanding that the root causes are varied and complex. Some people lose their home because housing and living costs are rising faster than wages. Some fled domestic violence. Some got sick or hurt and could not work. Some struggle with addiction or their mental health. Some lost their job at time when they were living paycheck to paycheck. Many are affected by systemic economic or racial disparities. Many are still working. Some are visibly experiencing homelessness. Many are not.

All are part of Monroe.

**Current Efforts**  
The City's efforts aim to address the root causes of homelessness, meet the immediate needs of people experiencing homelessness, and manage public lands.

**Community Outreach Team:** Established in 2017 in partnership Snohomish County, the Community Outreach Team makes consistent contact with people who experience chronic homelessness. The team includes a police officer and an embedded social worker who provide connections to resources, medical assistance, substance abuse treatment, housing, and rides to appointments. [Learn more about the Outreach Team's work in this Snohomish Tribune article](#) and check out their [2019 highlights](#) and [monthly contact data](#).

# Foundational Web Content

## Who

- EnviroIssues and City staff

## What

- Easy links for to share
- Core messages about the City's beliefs and approach
- Answers to frequently asked questions
- Stories that demonstrate the City's efforts
- Stories and data that combat stereotypes and misperceptions about homelessness
- Resources for those seeking help

## How

- City of Monroe website



# Outbound Communications

## Who

- City staff and/or a consultant

## What

- Highlight bright spots
- Combat stereotypes of people experiencing homelessness
- Encourage civil behavior – the Golden Rule
- Share steps people can take if they ...
  - Feel unsafe
  - Are experiencing homelessness and need help
  - Want to help someone who is unsheltered

## How

- Facebook, Monroe This Week, flyers, publications

# Volunteer & Learning Ops



Image Credit: New Port Richey

# Volunteer & Learning Ops

## Who

- City staff with nonprofit partners

## What

- Promote volunteer events and opportunities
- Encourage people to donate food, essential items, or money to service providers
- Post reading lists and organize discussions to learn about systemic causes of homelessness
- Produce and distribute resource cards

## How

- Facebook, Monroe This Week, flyers, Next Door

# Ambassadors



Image Credit: Success Magazine

# Ambassadors

## **Who**

- Start with CHSAB members and grow from there

## **What**

- Carry City's message and bolster with personal stories
- Dispel misinformation
- Collect We Are Monroe stories

## **How**

- Over virtual coffee, on social media, on Next Door
- Supported by a City staff member or a consultant
- Meet monthly to share successes and challenges
- EnviroIssues will provide tools and support



We Are Monroe



#WeAreMonroeWA

We are volunteers.





## We Are Monroe

### **Who**

- City staff and consultant (with help from CHSAB)

### **What**

- Social media campaign about the people of Monroe
- Elevates commonalities and shared values
- Sparks connections and cultivates empathy
- Brings joy and a sense of community

### **How**

- Share stories and photos of the people of Monroe
- Modeled after the Humans of New York



# We Are Monroe

 **We Are Monroe WA**  
July 13 · 🌐

Julie Moyer has been volunteering her mornings Monday through Friday to make lunches in the Monroe Community Senior Center kitchen. She makes about 30 per day with 20 being distributed to the residents at the Village East Apartments next door. The remainder are available Monday through Friday from 12:00 to 12:30 to anyone in the community who is in need.

[#WeAreMonroeWA](#) [#MonroeStrong](#) [#MonroeThankful](#)  
[#WeGotThisMonroe](#) [#InThisTogether](#) [#ActsofKindness](#)



 **We are volunteers.** 

    Rachel Adams and 15 others 1 Share

 **We Are Monroe WA**  
August 10 · 🌐

On a recent walk around town, [City of Monroe, WA](#) resident Rachel Adams noticed that a neighbor had setup four bubble machines in their neighborhood. According to Rachel, "it was so incredibly magical!" The neighbor told Rachel he got them for a birthday party that had been canceled and now he sets them up because its relaxing for him. Rachel and her son Dorian have stopped and enjoyed them when out and about.

[#WeAreMonroeWA](#) [#MonroeStrong](#) [#MonroeThankful](#)  
[#WeGotThisMonroe](#) [#InT...](#) [See More](#)



 **We are bubbly.** 

    You, Rachel Adams and 47 others 4 Comments 7 Shares



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 **Don Wycoff**  
Hey, that's me! Glad to know everyone loves them! 🥰

Love · Reply · 9w  7

↳ 2 Replies

 **Kristine Bjornsen**  
We are out today!!!



Like · Reply · 9w  2



## How You Can Help

### **Collect Stories & Photos!**

- Acts of kindness and/or fun facts (big and small)
- People-focused and short (<100 words)
- Photos of the person or subject (high res, horizontal)
- Story subject approval

### **Send to Rachel & Rich**

- [wearemonroewa@monroewa.gov](mailto:wearemonroewa@monroewa.gov)
- (360) 722-1684



# Temporary Encampments

CITY OF Monroe  
CHSAB Meeting  
October 15, 2020

# Applicability

- Must be on property owned or controlled by the host religious organization
- May be located inside or outside of buildings
- Temporary encampments include:
  - o Outdoor encampments
  - o Indoor overnight shelters
  - o Temporary small house on-site
  - o Vehicle resident safe parking

# Outdoor Encampments

- Term shall not exceed four consecutive months
- Three months between outdoor encampments at a particular site
- Simultaneous outdoor encampments located at least 1,000 feet from each other
- 20-foot minimum setback from the property line
- Exterior lighting directed downward
- Maximum density is one occupant per 400 square feet of the lot area
- The maximum number of occupants shall not exceed 100 regardless of the lot size
- Minimum separation of six feet between structures, including tents



# Indoor Overnight Shelters



If the fire official finds that fire-related concerns pose an imminent danger, the city may:

1. Limit the religious organizations' availability to host the shelter
2. Require the host to enter into an MOU for fire safety that includes:
  - a. Inspections by the fire code official
  - b. Outline for appropriate emergency procedures;
  - c. Determination of evacuation route
  - d. Details about appropriate illuminated exit signage
  - e. Panic bar exit doors; and
  - f. A completed firewatch agreement indicating:
    - i. Posted safe means of egress;
    - ii. Operable smoke and carbon monoxide detectors and fire extinguishers
    - iii. Plan for monitors who spend the night awake

# Temporary Small Houses On-Site

- A renewable one-year duration agreed to by the host religious organization and the city via MOU
- Maximum unit area of 120 square feet
- Units set at least six feet apart
- Electricity and heat, if provided, must be inspected by the city
- Space heaters, if provided, must be approved by the local fire authority
- Doors and windows must be included and be lockable
- Each unit must have a fire extinguisher
- Adequate restrooms must be provided including restrooms solely for families, if present,
- Provide handwashing and potable running water if not provided within the individual units



# Vehicle Resident Safe Parking Areas



- No less than one safe parking space per ten on-site parking spaces
- Restroom access provided either within buildings on the property or through portable facilities
- Provision of safe parking spaces shall not reduce the total number of available parking spaces below the minimum number required by the MMC
- The City may enter into an MOU with the host to reduce the minimum number of on-site parking spaces required

# Community Meeting and Notice

Unless the use is in response to a declared emergency, the host shall hold a community meeting open to the public prior to the opening:

1. The religious organization must provide written notice of the meeting to the City Council at least one week, if possible, but no later than ninety-six hours prior to the meeting
2. The notice must specify the time, place, and purpose of the meeting
3. Public notice of the meeting shall be made by taking at least two of the following actions at any time prior to the time of the meeting
  - a. Delivering to each local newspaper of general circulation
  - b. Posting on the code city's web site.
  - c. Signage at least two feet in height and two feet in width, one or more notices that can be placed on or adjacent to the arterials by the meeting location; or
  - d. Prominently displaying the notice at the meeting site.

**QUESTIONS?**

# Discussion and Next Meeting Agenda

Board Members, Staff and Consultants

# Staff Update

Filing an F1?

Not required for City board or commission members.

# **Board Discussion**

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

## **Next Meeting – November 5, 2020 6pm-7:30pm**

- Drafting Meeting Schedule, Agenda Setting and Work Plan.
- Does anyone have anything to add to an upcoming agenda?

**Thank you!!**



**# WeAreMonroe**