Agenda
HUMAN SERVICES COMMITTEE
Executive Briefing Room - Plaza 111, Sammamish City Hall
June 27, 2017 – 9:00 – 10:00 a.m.

1. Call to Order

2. Approval of the Meeting Minutes – April 12, 2017

3. Public Comment

4. Human Services Task Force Recommendation to form a Human Services Commission

5. Community Services Coordinator Staff Report:
   a. 2016 Healthy Youth Survey Results
   b. 2017 King County Homeless County Report

6. Future Meeting Topics
   a. Human Services Needs Assessment (Fall 2017)

7. Next Meeting Date(s)
   a. October/November 2017 - TBD

8. Adjourn Meeting

Public Comment Guidelines:
This is an opportunity for the public to address the Committee. For non-agenda items, three (3) minutes are granted per person, or five (5) minutes if representing the official position of a recognized community organization. Seven (7) minutes are granted per person for agenda items.

If you are submitting written material, please supply a minimum of seven (7) copies (three (3) for the Committee; three (3) for Staff; one (1) for the record). If you would like to show a video or present a PowerPoint, please contact Tammy Mueller (tmueller@sammamish.us; 425-295-0514) to determine whether the meeting room is equipped to accommodate this. All videos and PowerPoint presentations must be submitted or emailed by 5:00 pm the day prior to the meeting to Tammy Mueller.

Please be aware that all materials submitted will become part of the public record.
Meeting Accessibility:
Committee meetings are wheelchair accessible. American Sign Language (ASL) interpretation is available upon request. Assisted Listening Devices are also available upon request. Please call (425) 295-0500 at least 48-hours in advance to request assistance.
Meeting Minutes
City of Sammamish Joint Meeting
Human Services Committee and Human Services Task Force
Wednesday, April 12, 2017 – 1:30 p.m.
Executive Briefing Room - Sammamish City Hall

Called to Order: Tom Hornish called the meeting to order at 1:33 p.m.

Committee Members Present: Tom Hornish
Bob Keller
Don Gerend

Task Force Members Present: C.J. Kahler
Pat Castillo
Joyce Bottenberg
Tom Ehlers
Jane Dulski

Staff Present: Jessi Bon, Deputy City Manager
Angie Feser, Parks & Recreation Director
Melonie Anderson, City Clerk
Allison Gubata, Community Services Coordinator
Janie Jackson, Administrative Assistant (Recording Secretary)

Others Present: Martha Sassarossi
Brook Buckingham
Byron Shutz
Marnie Maraldo

Public Comment: None

Approval of Meeting Minutes from November 2, 2016
No comments or corrections were noted. The minutes from November 2, 2016 were adopted.

Selection of a Committee Chair
Bob Keller nominated Tom Hornish for Committee Chair. Tom Hornish accepted the nomination.

Presentation: Eastside Human Services Forum Board Members
The Eastside Human Services Forum members were invited to speak about the work they do. Marnie Maraldo, Coordinator for the Eastside Human Services Forum, introduced the other members of the work group. Ms. Maraldo presented on the agency’s structure and mission to foster strong public/private partnerships to ensure a stable network of health and human services for the benefit of all east King County. Allison explained her role as liaison to the Eastside Human Services Forum and how it benefits the City of Sammamish. Although Sammamish is not currently a member, they have allowed Allison to participate for a nominal fee. Membership fees are based on population, each municipality contributes between $7,000 and $14,000 per year. The membership fee for Sammamish would be approximately $8,000 per year. The Committee and Task Force members asked questions and discussed the benefits of membership. Specifics related to the outcome of their work plan, benefits to Sammamish, success stories of the forum and confirmation of the cost of membership will be discussed with the City Council before a budget adjustment for membership with Eastside Human Services Forum is requested.
Community Services Coordinator Report – Allison Gubata
Allison shared some of the highlights of her work over the past several months. A copy of her report is attached (Attachment A).

Human Services Task Force Update
Pat reported out on the Human Services Task Force work plan to date. They are putting the final touches on a scorecard they developed for the process of evaluating grant recipients, which has garnered interest from other cities.

The SharePoint system currently used as a platform for each city to evaluate grants will no longer be supported and will be replaced soon.

C.J. and Nancy have created a general questionnaire, currently in draft form, for task force members to obtain information during site visits to funded agencies.

The Task Force is also developing a recommendation they hope to present in early June regarding the structure of a possible Sammamish Human Services Commission. They are planning site visits with staff and chairs of cities of Issaquah, Redmond, Bellevue and Kirkland to understand the Human Services structure in other cities.

Next Committee Meeting:
TBD

Other:
The tally for homeless count will be available in June.

Meeting Adjournment:
The meeting adjourned at 3:01
Summary for Sammamish Human Services Coordinator 1st Quarter 2017

The following bulleted items are a snapshot of the community connections and participation on local and regional levels. Staying informed by attending meetings, researching Sammamish grant funded non-profit websites and other local Human Service agencies and cities brings a central area of Human Service resources, programs and volunteer opportunities to Sammamish.

- Coordination with All Home King County for the 2017 1 night count in Sammamish
- Attend Monthly Sammamish Nourishing Network meetings
- Attend Monthly Regional Alliance Eastside Agencies meetings
- Attend Monthly Regional Eastside Human Services Forum meetings
- Sammamish Rotary Community Service Grant Review
- Coordination of Sammamish Task Force meetings with Human Service Committee Chairs and staff from the cities of Redmond, Bellevue, Issaquah and Kirkland for the purpose of researching and gathering Committee work plan information.
- Indian Association of Western Washington – Connection with EX3Teen Center for weekly cultural inclusion programming.
- Keeping front line staff (Sammamish Police Department; Main Reception Desk; Maintenance and Operations Center) informed on Shelter updates
- Sammamish Health and Human Services Grant Monitoring Site Visits
- Newsletter; Website; Facebook & Channel 21 updates
- Sammamish Farmer’s Market 2017 line up for participation from non-profits receiving HS Grants
- Continually message out Human Service programing, resources and volunteer opportunities
City of Sammamish Human Services Task Force
Recommendation on the Formation of a Human Services Commission
Approved: June 7, 2017

Part 1: Recommend forming a Commission
The Human Services Task Force (the “Task Force”) was created by the Sammamish City Council in 2016 to recommend a two-year portfolio of grants and to make recommendations to address the human service needs of residents now and in the future.

One of the tasks assigned to the Task Force, was to evaluate the need for a permanent advisory group. The Task Force has completed the analysis and recommends the City create a permanent Human Services Commission. The recommendation is based on experience gained from one cycle of reviewing/recommending human service grants, a review of how similar communities address human-service related issues, and the personal experience/expertise of Task Force members.

Part 2: Proposed Scope of Work for Commission
The Task Force recommends the newly formed Human Services Commission be tasked with four main responsibilities:

1. **Review and provide recommendations to the City Council on the Human Services grant program, including the following:**
   a. Budget recommendations and funding levels related to the grant program.
   b. Policies guiding the selection and distribution of grant funds.
   c. Evaluation of grant applications and recommendations regarding allocation of grant funds.

2. **Ongoing collaboration and outreach with human services organizations that receive grant funding from the City of Sammamish.**

3. **Review and provide recommendations to the City Council on other matters related to Human Services including the following:**
   a. Strategic plans including needs assessment studies related to human services and specifically the goals, policies and objectives of the plan.
   b. Proposed budget items related to human services, including recommended funding levels for programs and partnerships (e.g. ARCH etc.)
   c. Proposed ordinances, resolutions and policies related to human services.
   d. Policy review for other human services related work plan items as directed by the City Council.

4. **Participate in relevant/appropriate regional task forces, working groups and committees.**
Part 3: Rationale for Recommendation

Commission is for the long term: A Human Service Commission does not have the same time constraints as a Task Force and as a result can provide deep, thematic, insights rather than cursory, episodic, recommendations.

The City and Region Are Changing: As the City of Sammamish and the region continue to evolve, there is likely to be a growing demand for human services. The Commission will be an ongoing resource, providing insights and recommendations to help the City Council navigate these changes.

Investing in Bench Strength: Similarly, the permanent status of the Commission will allow Commissioners, staff, and Council Members to develop expertise in human service-related issues. This bench strength will grow with time, providing a considerable resource for the City and its residents.

Seat at the Table: With a formal Commission comes the imprimatur of the City Council and the ability to represent the City and its interests in regional human service groups. This participation, in turn, communicates the needs of Sammamish to others in the region as well as provides a means to learn about best practices in other cities.

Signals Commitment to Residents: Creating a Human Services Commission signals to Sammamish residents that its elected officials understand the needs of its residents and are committed to addressing them for the long-term.

Efficient Use of Resources: A commission provides an entry point for residents to share insights and concerns about human services. In addition, a commission is able to use that input and other data points to vet opportunities and challenges, saving council members and staff time and effort to engage issues further downstream.

Part 4: Implementation of a Human Services Commission

Our recommendation is to proceed with the steps necessary to implement a Human Services Commission now, such that an ordinance could be adopted in the fall. This timing would allow for the recruitment of commissioners to take place at the same time recruitment is occurring for all other commissions at the end of 2017. The new Human Services Commission would officially commence work at the beginning of 2018. The Human Services Task Force will sunset at the end of 2017.

The development of a Human Services Commission can proceed in two phases. The initial phase is budget neutral, running through the current biennium and encompassing work that has already been approved by the City Council (e.g. human services grant program). Sufficient funds and staff resources exist to support this body of work and a new Human Services Commission.

The future phase of commission work is largely dependent on the outcomes of the Human Services Needs Assessment and subsequent recommendations on human services programs. The resources needed to support additional human services work will need to be evaluated as part of a future budget cycle.