



# City of Tacoma

## Human Services Commission

747 Market Street Tacoma, WA 98402

Conference room 148

Wednesday, June 12, 2019

6:00 p.m.

### Meeting Minutes

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**Members present:** Chair Rahn Clayton, Vice Chair Zach Dillon, Secretary Kelly McDonald, Jason Grube, Elizabeth Pebley, Amanda Scott-Thomas, Valentine Smith, Naomi Wilson, Jovan Dumas, Magdalena Stickel

Members not present: Lisa Keating, Cherrilee Matthews, Luis Beltran, Uhmavateykalyaney Chim, and Rebecca Stith

Staff present: Tiegan Tidball, Erica Azcueta, Linda Stewart

1. Call to Order Chair: Rahn Clayton  
Zach Dillon, Vice Chair called the meeting to order at 6:09 pm.
2. Approval of the May Minutes Chair: Rahn Clayton  
It was noted the May minutes date needed to update to May 8, 2019. With that modification in mind, at 6:15 Naomi Wilson moved to approve the May minutes, Jason Grube seconded, and the vote was unanimously passed by Rahn, Zach, Kelly, Jason, Elizabeth, Amanda, Valentine, Naomi, Jovan, and Magdalena.
3. Introduction of Commissioners Chair: Rahn Clayton  
Each Commissioner introduced themselves, said how long they have served on the Commission, and what their roles and day jobs are.
4. Staff Roles Director: Linda Stewart  
Linda Stewart congratulated new Commissioner Magdalena Stickel and thanked reappointed Commissioners for their service.

Linda shared news about the staffing. The department will be filling the role vacated by Yvette.

Management analysts staff the Commission, and they report to a program manager (either Erica Azcueta or Vicky McLaurin). The program managers report to Linda.

Linda stressed that the more engaged the Commission is, the less burdensome the review process is.

There is a commitment to comprehensive equity, diversity and inclusion to ensure the process is equitable and access is increased to prospective grantees.



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5. Executive Roles Chair: Rahn Clayton  
The roles of the Chair, Vice Chair and Secretary were described.
6. Funding Cycle Tentative Schedule Systems Analyst: Tiegan Tidball ESG and CDBG will take place in October 2019. The RFP was released the week of this meeting.

Prospective dates were shared on PowerPoint, but are subject to change.

Contract monitoring will report on outcomes rather than outputs.

CoT staff will report to the Commission where providers are on their equity journey.

Naomi asked about researching organizations that have applied. Linda encouraged Commissioners to research organizations if they wish.

Providers have noted that oral presentations are ineffective and poorly timed for them (at the end of a business day). It is possible oral presentations might be offered at different times to work with providers' schedules.

7. Absences Chair: Rahn Clayton  
Absences for the evening were Rebecca with a planned vacation, Lisa with a work commitment, Cherrielee emailed her absence, and no notification from Luis, and Uhmavateykalyaney. It is suspected that new Commissioners may have been unclear as to whether they were expected in attendance.

Zach Dillon moved to excuse the absences of Luis, Lisa, Rebecca, Uhmavateykalyaney, and Cherrielee. Valentine Smith seconded. The vote was unanimously passed by Rahn, Zach, Kelly, Jason, Elizabeth, Amanda, Valentine, Naomi, Jovan, and Magdalena.

8. Closing Comments / Adjourn Chair: Rahn Clayton  
Amanda suggested there should be a capacity building opportunity to help providers to present themselves best.  
Rahn suggested using modern technology to create efficiency and improve access for providers.

Zach Dillon moved to adjourn, Jason Grube seconded, and Rahn adjourned at 7:44 pm

***Next HSC Meeting: August 14, 2019 6:00pm***