City of Tacoma
Neighborhood and Community Services
Human Services Commission Minutes
747 Market Street, Room 243,
Tacoma Washington 98402
November 13, 2019
6:00 PM

Commissioners present:
Members: Vice Chair Zach Dillon, Secretary Kelly McDonald, Jason Grube, Lisa Keating, Valentine Smith, Naomi Wilson, Jovan Dumas, Luis Beltran, Magdalena Stickel, and Rebecca Stith

Commissioners absent: Chair Rahn Clayton, Cherrielee Matthews, Elizabeth Pebly, Amanda Scott-Thomas

Staff Members present: Renee Adkins, Tiegan Tidball, Erica Azcuet, Jason McKenzie

Agenda Minutes:
1. Call to Order/Opening Remarks
   Zach called the meeting to order at 6:03 pm

2. Approval of the November Agenda
   Vice Chair: Zach Dillon
   Jason moved to approved, Lisa seconded, all commissioners approved: Zach Dillon, Kelly McDonald, Jason Grube, Lisa Keating, Valentine Smith, Naomi Wilson, Jovan Dumas, Luis Beltran, Magdalena Stickel, and Rebecca Stith

3. Review/Approval of October Minutes
   Vice Chair: Zach Dillon
   Luis moved to approve, Rebecca seconded, all commissioners present approved: Zach Dillon, Kelly McDonald, Jason Grube, Lisa Keating, Valentine Smith, Naomi Wilson, Jovan Dumas, Luis Beltran, Magdalena Stickel, and Rebecca Stith

4. Ice Breaker
   Family holiday traditions

Vice Chair: Zach Dillon

5. Funding Process Timeline
   August 10-14th, would it be possible to have oral presentations during the day or on a Saturday a possibility?

Extra effort to do outreach among providers will be made to reach a wider array of providers than have historically applied, and the threshold for requests might be lowered to give access to providers who might be seeking smaller amounts.

Saturdays work well for all Commissioners provided it is not too difficult for providers.
Naomi moved to have staff check with providers if Saturday, August 8 or 15th might work for oral presentations. Seconded by Jovan, all commissioners assented.

The schedule will be emailed to Commissioners.

Stay tuned for additional scheduling requirements for CDBG/ESG.

6. Rater Reliability Training
   System Analysts: Tiegan & Renee
   6:25 pm – 7:30 pm
   The process is about seven months in total.
   Application will be open about 3 weeks (a reduction from a month in the past).
   The training and reliability training process has been greatly elongated.

   The training will be incorporated into upcoming meetings to keep Commissioners apprised and well trained as we move into the competitive process.

   Applications were sent out to Commissioners, but not many ratings came back.

   Tiegan will review the two applications shared and we will dissect as a group. Creating the greatest level of consistency among Commissioners is a goal, but if individual Commissioners maintain consistency in their ratings, that is also key.

   Can the online proposals be shifted to reflect the data needed to analyze responses where the data is needed? Potentially moving the budget narrative to the top. If a provider is funding a position through other sources in addition to COT funding, can they explain in the narrative how they plan to fund that position. Should peer support and peer advocacy be added as a way to demonstrate they are using a respected best practice instead of just motivational interviewing and trauma-informed care.

   Would it be possible to apply a point value to oral presentations since it is such a valuable part of the process?

   Moving forward, we will continue to review two applications.

   7. Good of the Order
      Vice Chair: Zach Dillon
      7:30 pm – 7:40 pm
      N/A

   8. Absences
      Vice Chair: Zach Dillon
      7:40 pm – 7:42 pm

      Jason moved to approve all four absences pending staff review of notice having been given.
      Rebecca seconded, and all Commissioners approved: Zach Dillon, Kelly McDonald, Jason Grube, Lisa Keating, Valentine Smith, Naomi Wilson, Jovan Dumas, Luis Beltran, Magdalena Stickel, and Rebecca Stith

      Rahn Clayton, Amanda Scott-Thomas, Elizabeth Pebley, Cherrielee Matthews
9. Closing Comments/Adjourn
   Chair: Rahn Clayton
   Jason moved to adjourn at 7:54, Lisa seconded, and all Commissioner approved: Zach Dillon, Kelly
   McDonald, Jason Grube, Lisa Keating, Valentine Smith, Naomi Wilson, Jovan Dumas, Luis Beltran,
   Magdalena Stickel, and Rebecca Stith

No meeting in December—enjoy!
Next Human Services Commission Meeting: January 8, 2020 6:00 pm

HSC Chair’s signature ____________________________ Date 02/12/20

City of Tacoma Staff’s signature ____________________________ Date 02/12/20