



City of Tacoma

Neighborhood and Community Services

Human Services Commission Minutes

747 Market Street, Room 243,
Tacoma Washington 98402
January 8, 2020
6:00 PM

Commissioners present:

Members: Rahn Clayton, Luis Beltran, Elizabeth Pebley, Naomi Wilson, Kelly McDonald, Rebecca Stith, Magdalena Stickel, Jovan Dumas, Lisa Keating, Cherrielee Matthews (via phone), Amanda Scott-Thomas

Commissioners absent: Zach Dillon, Jason Grube, Valentine Smith

Staff Members present: Renee Adkins, Tiegan Tidball, Vicky McLaurin

Agenda Minutes:

1. Call to Order/Opening Remarks Chair: Rahn Clayton
Rahn Clayton called the meeting to order at 6:06 pm.
2. Approval of the January Agenda Chair: Rahn Clayton
Lisa moved to approve the January 2020 agenda at 6:07pm, Naomi seconded, and the agenda was unanimously approved by all Commissioners: Rahn Clayton, Luis Beltran, Elizabeth Pebley, Naomi Wilson, Kelly McDonald, Rebecca Stith, Magdalena Stickel, Jovan Dumas, Lisa Keating, Cherrielee Matthews (via phone), Amanda Scott-Thomas
3. Review/Approval of November Minutes Vice Chair: Zach Dillon
Edits needed for the November 2019 minutes include: change the date to November 13th and for items seven and eight should reflect Zach Dillon instead of Rahn Clayton.

A motion to approve the amended minutes was made at 6:08 pm by Naomi, seconded by Rebecca, the minutes were unanimously approved by all Commissioners: Rahn Clayton, Luis Beltran, Elizabeth Pebley, Naomi Wilson, Kelly McDonald, Rebecca Stith, Magdalena Stickel, Jovan Dumas, Lisa Keating, Cherrielee Matthews (via phone), Amanda Scott-Thomas

4. CDBG-ESG Update System Analysts: Tiegan
Due to the relatively small amount of funding available (around \$800,000) through CDBG and ESG, staff considered and has been analyzing not having the funding be competitive, but to be done internally instead. Subsequently, staff determined the funding would not be competitive for this upcoming cycle, meaning the Human Services Commission will not be reviewing those applications. This decision to not compete has been approved by the city manager, and once internal staff make

funding decisions for applicants, there will be a waiver submitted to the city manager to move forward.

5. NCS Strategic Plan Update

Program Manager: Vicky McLaurin

The contractor engaged in developing the new strategic plan has been identified and the insurance is in place. The scope has been developed and is uploaded into the Ariba system. Once it is live, the contractor will begin executing. Feedback from the Commission will likely be asked for in May 2020. This will replace our 2015-2019 Human Services Strategic Plan, and will align with the 2025 Strategic Plan, and encompass the entire department, not just Human Services. The goal for completion is June 2029.

6. Changing Meeting Location Discussion

System Analysts: Renee

The meeting space we have been using on the first floor is not considered conducive to our meetings. City staff presented two additional meeting options: Fleet or at the Urban Water location.

A discussion ensued with a decision to remain in the same location on the first floor of the City building.

Amid the discussion, Jovan expressed security concerns about Urban Water, and Lisa noted that parking at Fleet is awkward.

Rahn noted that we haven't had a situation where the entire council is unable to meet.

Luis indicated he likes the current space. Lisa remarked that the only time we needed more space we went to Urban Water on the weekend. Naomi agreed that Urban Waters does not feel safe.

Consensus seemed to be that the current space works well enough so we will stay put for now.

7. MHSUD Application Review/Discussion

System Analysts: Renee & Tiegan

Each meeting will have preparation for reviewing two applications moving forward through the year leading up to the competitive process for general funds. The hope is to increase familiarity with the process and to enhance rater reliability through this training. By March, these application reviews will occur online on e-clmpact.

The Commission dissected one of the applications, and discussed the merits and challenges of its proposal.

Renee mentioned there is a committee within the department that is working to best communicate to local nonprofits the grant opportunities.

Lisa mentioned how vital it can be to lean on the strengths of other Commissioners. Vicky noted that each Commissioner views applications through a different lens.

Rahn recommended that we get to know each other better to know those strengths each person brings to the table, and Amanda will do an icebreaker at next month's meeting to help us learn more about those strengths.

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Vicky reminded Commissioners that anything that is written in application review is subject to public record. Tiegan mentioned that they are also exploring ways to codify the oral presentations.

8. Good of the Order Chair: Rahn Clayton
- Rahn demonstrated what the applications look like on e-Clmpact, and also made audio files for the applications to listen to while commuting or working out. He demoed the audio file with a sample application.
 - The Point in Time count is in two weeks in case anyone wants to volunteer on January 24th. Magdalena asked that it requires that you have a smart phone that can access the apps and Tiegan said people are grouped into pairs. There will also be donations collected and services provided that day for people experiencing homelessness at St. Leo's from 11-3.
 - On Thursday, January 16th there will be a stakeholder meeting from 5:30-7:30 to discuss how the Beacon Center will be used at the Beacon Center located at 13th and Fawcett.
 - Tiegan mentioned the Community and Economic Development program will provide a presentation to the Commission at next month's meeting about how they plan to spend their funding.
 - Rahn asked if we will be replacing the Commissioner who resigned. Tiegan and Renee are working on that.
 - Rahn expressed his gratitude for the Commissioners and the energy brought by everyone.

9. Absences Chair: Rahn Clayton
- Zach Dillon, Valentine Smith, and Jason Grube were all absent tonight, all of which were communicated in advance. Jovan made a motion to accept the three absences at 7:51 and Luis seconded. All three absences were unanimously approved by all Commissioners still present: Rahn Clayton, Luis Beltran, Elizabeth Pebley, Kelly McDonald, Rebecca Stith, Magdalena Stickel, Jovan Dumas, Lisa Keating, Cherrielee Matthews (via phone), Amanda Scott-Thomas

10. Closing Comments/Adjourn Chair: Rahn Clayton
- Elizabeth moved to adjourn at 7:53 and Lisa seconded. All Commissioners unanimously voted to adjourn.

Next HSC Meeting: February 12, 2020 6:00 pm

HSC Chair's signature  Date 02/12/2020

City of Tacoma Staff's signature  Date 02/12/2020