



Human Services Advisory Committee

Meeting Minutes

Renton City Hall

Council Conference Room, 7th Floor

January 21, 2014, 3:00 p.m.

CALL TO ORDER: Chair Linda Smith called the meeting to order at 3:05 p.m. A quorum was present.

ATTENDANCE:

In Attendance: Linda Smith, Chair; Shannon Matson, Vice-Chair; Leslie Anderson; Elyn Blandón; Len Aron; Ryan McIrvine.

Excused: Leslie Anderson. Unexcused: Dorothy Capers; Zenovia Harris.

City of Renton Staff: Karen Bergsvik; Dianne Utecht; Katie McClincy.

1. APPROVAL OF PREVIOUS MINUTES

Linda asked for a motion to approve the September 17, 2013, minutes. Shannon moved for approval of the minutes as presented; Brook seconded. Motion carried.

2. ELECTION OF CHAIR AND VICE-CHAIR

Linda explained the procedure is for the Vice-Chair to assume the position of Chair at the end of the current Chairperson's term. Responding to a question, Karen explained the function and duties of the Vice-Chair in terms of anticipated workloads.

Ryan nominated Linda Smith as the Vice-Chair. Motion seconded by Elyn. Because it is a funding year, and most of the committee members are relatively new, Linda agreed to take the position of Vice-Chair for a one-year term and assume the role without becoming a Chair-elect after that. Motion carried.

3. FUTURE LEADERSHIP OPPORTUNITIES

Shannon spoke about position of Vice-Chair and suggested members might want to "shadow" Linda as she goes through this coming year in that position. This would enable the members to see first-hand the level of involvement and time needed to commit to the position.

4. VACANCIES

Karen explained there are one adult and one youth term vacancy on the Human Services Advisory Committee. Two current committee members have recommended the same person to apply for the adult position.

Brook, Shannon, and Ryan volunteered to be on the Nominating Committee.

5. UPDATES

Karen gave an update on the ARISE program and noted it will be presented to Council on February 10, 2014.

The Emergency Feeding Program is looking for a facility as their lease ends in March 2014. Their Executive Director is diligently working on establishing and improving collaborations. They prefer to stay in Renton.

Dianne presented the 2013 Community Development Block Grants (CDBG) final allocations.

First Savings Bank of Renton has given \$20,000 to the City's Housing Repair Assistance Program for 2014.

The Needs Assessment report should be done and ready in February.

6. HOUSING REPAIR CUSTOMER SERVICE SURVEY

Karen went over the response results from the 2013 survey. Committee members requested more information about the demographics of the clients, and the clients served.

7. ATTENDANCE REMINDER

Linda reviewed Article 2, Section 4 of the By-Laws to remind members that they can miss four meetings a year, and they are to contact the Human Services Manager in advance for an excused absence.

8. INFORMATION UPDATES

The members present indicated that they like receiving information about Human Services from Karen; she will continue to email it to the members.

9. FUNDING OVERVIEW OF CURRENT FUNDING PROCESS

Dianne gave a brief description on the funding process and went over four items:

- A. Taking funds off the top of the total allocation for a specific purpose – Staff recommends continuing to take funds off the top for capacity building and to do a request for proposals from people who may be interested in doing this work. Committee members agreed with the staff recommendation.
- B. Allocation of remaining CDBG capital funds – approximately \$65,000; Staff recommends running a separate process later in 2014 if there are sufficient CDBG funds to allocate. Committee members agreed with the staff recommendation.
- C. Reading of Applications – Staff recommends everyone read each of the applications. There was discussion regarding the time commitment it would take to read and rate all the applications. During discussion, it was decided staff will investigate how the cities of Kent and Tukwila process their applications, paying particular attention to their timing and methodology of going through the agency applications. Staff will come back with a reverse timeline after checking out the other two cities' processes. This is still an open item.
- D. Limiting funding amount for the first time agencies that are recommended for funding – Staff recommends keeping the allocation at \$5,000 for first time agencies. Committee members will discuss this again at a later date when they have a bit more information. This is still an open item.

The meeting adjourned at 4:44 p.m.

Respectfully submitted,

*Approved as written and signed by
Linda Smith on February 18, 2014*

Linda Smith, Chair

NEXT REGULAR MEETING:

FEBRUARY 18, 2014, 3:00 p.m. Council Conference Room 7th Floor Renton City Hall
