



## **Human Services Advisory Committee Meeting Minutes**

Renton City Hall  
Council Conference Room, 7<sup>th</sup> Floor  
April 16, 2013, 3:00 p.m.

### **1. CALL TO ORDER**

Chair Linda Smith called the meeting to order at 3:09 p.m. A quorum was present.

#### **In Attendance**

Members: Linda Smith, Chair; Shannon Matson, Vice-Chair; Amy Bresslour; Dorothy Capers; Ryan McIrvin; Monica Mendoza, Leslie Anderson; Len Aron, Elyn Blandón.

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

#### **Absent**

Excused: Brook Lindquist; Zenovia Radcliff

### **2. APPROVAL OF PREVIOUS MINUTES**

Linda asked for a motion to approve the March 19, 2013, minutes. Leslie moved for approval of the minutes as presented; Amy seconded. Len asked for clarification of the two-year budget cycle. It was clarified that we will be preparing for the 2014 process. Motion carried.

### **3. REVIEW OF THE FUNDING APPLICATION AND RATING TOOL**

Dianne went over the rating tool and application. The group discussed each question with the committee's overall ratings. Explanations about the individual thought processes on the ratings for each score were discussed. How outcomes were determined was discussed. It also was suggested that prompts be used so that members know more clearly how to write up their comments about how each application is scored: what elements are missing, what elements were strong. Members thought it would be helpful to compare the best application to one that did not receive as high a score; staff agreed to email it to them.

### **4. HUMAN SERVICES FUNDING REALLOCATION**

Valley Cities' domestic violence program did not meet at least 90% of their 2012 performance measures, so \$1,893 was withheld the last quarter of 2012. These funds were carried forward to 2013 and will be used to bring the South King Council of Human Services allocation back to \$5,000.

The Safe & Sound Visitation Program for domestic violence is no longer in operation. It was recommended that the \$5,000 be reallocated to agencies and programs that we are currently funding in domestic violence. Of the five programs that are funded, three are new for 2013/2014. In the last funding cycle, the HSAC had decided that new programs would be funded at the \$5,000 level – so increasing their funding would put them over this limit. Staff suggested that the funding be given to two programs that have previously been funded – DAWN's Community Advocacy Program and the YWCA's Children's DV Program.

Elyn moved that DAWN's Community Advocacy Program and YWCA Children's DV Program be allocated the funds proportionately. Shannon seconded the motion. Motion carried.

South King Council of Human Services

The Committee was presented with options for the scope of work for Capacity Building. Staff was asked to do a survey of agency interest in one-to-one technical assistance and workshops.

**5. PROPOSED AGENCY VISIT AND TOUR SCHEDULE**

Two options were presented to the Committee. Option B was agreed on – there will be three meetings (one per quarter) where the committee members visit agencies. Agencies will be divided geographically and three will be randomly selected for the site visits. Those not selected will be invited to do presentations at the HSAC meetings.

Ryan moved to accept Option B; Amy seconded the motion; motion carried.

Amy, Shannon, Len, and Leslie volunteered to help write up the questions for the agency visits. A draft agency visit schedule was distributed.

**6. DRAFT WORK PLAN**

Karen developed a draft Work Plan for the Committee to consider, based on what committee members have shared at the meetings. It was distributed and there were no comments.

**7. INTERNSHIP**

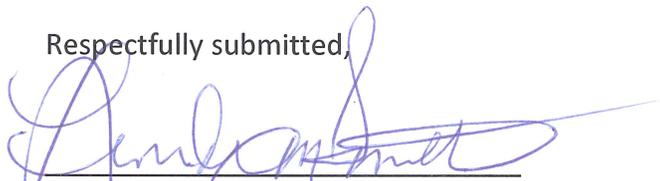
Karen shared that Monica has volunteered to intern in the Human Services Division at City Hall for spring quarter. Karen and Monica will work together to identify what she will be working on.

**8. NEEDS ASSESSMENT**

Karen advised the City is almost ready to go out with the Request For Proposal for the consultant contract.

The meeting was adjourned, and a brief tour of City Hall was conducted.

Respectfully submitted,



*Linda Smith, Chair*

NEXT REGULAR MEETING  
MAY 21, 2013 3:00 p.m. Council Conference Room 7<sup>th</sup> Floor Renton City Hall