

## ***Human Services Advisory Committee***

### **Meeting Minutes**

Renton City Hall  
Council Conference Room, 7<sup>th</sup> Floor  
February 19, 2013, 3:00 p.m.

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

Chair Linda Smith called the meeting to order at 3:03 p.m. A quorum was present.

#### **In Attendance**

Members: Linda Smith, Chair; Shannon Matson, Vice Chair; Elyn Blandón; Brook Lindquist; Amy Bresslour; Dorothy Capers; Ryan McIrvine, Zenovia Radcliff, Monica Mendoza and Len Aron.

City of Renton Staff: Karen Bergsvik; Dianne Utecht; Katie McClincy; Mark Santos-Johnson; Angie Mathias

#### **Absent**

Unexcused: Leslie Anderson

#### **2. WELCOME**

Linda welcomed everyone and thanked them for attending. She explained that Mayor Law and Terry Higashiyama, the Community Services Administrator, would be joining us when available and we would switch the order of the agenda to accommodate their visit.

#### **3. MAYOR LAW and TERRY HIGASHIYAMA**

Mayor Law thanked the Human Services Committee for their involvement, commenting that they have a vital role to play, and that Council appreciated their input, leadership, and direction in funding. Noting that human services are facing increasing needs with fewer dollars, the City is looking for partnerships and creative ways to address the needs. Responding to a question about the role of the Human Services Advisory Committee, Terry said her vision was for the HSAC to be interactive with the human services providers in Renton, because contact with the agency either by site visits or having them present to the Human Services Advisory Committee would be helpful in guiding their decisions.

#### **4. INTRODUCTIONS**

This is the first meeting for three of the new members, so Linda asked them to share a little bit about their background. Len shared that he is an administrator for a non-profit organization, Monica is a UW student, and Zenovia is working on her Master's degree in public administration.

#### **5. GROUND RULES**

Referring to the New Member Handbook, Linda encouraged the members to review the City of Renton Guide to Boards and Commissions. She then reviewed two key ground rules for the Committee.

- Practice active listening skills.
- Raise your hand and wait to be acknowledged before speaking.

**6. APPROVAL OF MINUTES**

Ryan moved to approve the January Minutes as written and Amy seconded the motion. Motion carried.

**7. COMPREHENSIVE PLAN HOUSING AND HUMAN SERVICES ELEMENT**

Angie Mathias, a planner with Community and Economic Development, explained that Renton is updating their Comprehensive Plan (Plan) and expects to have it completed within the next two years. It is mandated by the Growth Management Act. She noted that Housing is a required element and that Human Services is an optional element. Because there is so many crossovers in these two elements, they are being combined for this Plan update.

As part of the process, a *Strategic Plan* (which is a two to five year strategy on how to achieve the Comprehensive Plan) needs to be developed. The first step is a *Needs Assessment* for the city, and that data will feed into the *Strategic Plan*. Staff envisions the HSAC role will be to act as a sounding board, volunteer for sub-committees to assist in outreach, focus groups, or Plan content. Karen asked HSAC members who are interested in the details to contact her for more information sharing.

**8. PROPOSED AGENCY VISIT SCHEDULE**

Based on input from Linda and Shannon, Karen asked HSAC members to ignore the agency visit mailing. They felt a more equitable approach would be to survey the agencies to see if they were interested in a site visit or coming to an HSAC meeting. If the response is overwhelming, then we can do some sort of lottery system to determine which agencies to include in the visit schedule. The Committee members decided that the purpose of the visits should be clarified before proceeding. How are we planning to use the visits in the process? What is the impact on the organization? Could the visits be used to gather information useful for the *Needs Assessment*? Staff will survey agencies prior to the March meeting. Members requested information on the past funding cycle be provided at the next meeting before making any decisions.

**9. VOLUNTEER FOR RESOURCE/VOLUNTEER FAIR**

Karen announced there will be a volunteer resource fair in early October. The fair would have Renton's non-profits promoting their volunteer opportunities to businesses and citizens looking for ways to give; allow non-profits to educate the public on their services; and, recruit potential board members. Karen asked for volunteers to contact her if they are interested. Zenovia and Monica indicated their interest.

**10. 2012 PERFORMANCE MEASURES**

Dianne briefly explained the contracting and reporting process for agencies funded by Renton. She provided some background on how the performance measures are determined and how the city works with the agencies to help them be successful. Dianne further discussed the three programs that did not meet their contract goals for the year, providing information on the issues and how we are looking to address those issues in the programs funded in 2013. The performance measures discussion emphasized that an overview of the funding process is a high priority for the next meeting.

The meeting was adjourned at 5:00 p.m.

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*Signature Linda Smith, Chair*

NEXT REGULAR MEETING

March 19, 2013, 3:00 p.m.