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## **Agenda**

### **HEALTH AND HUMAN SERVICES AD-HOC COMMITTEE**

Executive Briefing Room, Sammamish City Hall

April 5, 2016

9:30 a.m. – 11:00 a.m.

1. Introductions
2. Public Comment
3. Community Services Coordinator Report – Allison Gubata
4. Human Services Task Force Proposal
  - a. Formation of Task Force
  - b. Selection of Task Force Members
  - c. Duration of Task Force
  - d. Task Force Responsibilities
5. Supplemental Grant Questions (Discussion)
  - a. Determine if supplemental grant questions will be included in this grant process.
6. Next Meeting – May 2016
  - a. Select a Regular Meeting Date

# Human Services Task Force Proposal (DRAFT)

Presented on: April 5, 2016

## 1. Formation of Task Force

- a. Serve in an “advisory” capacity
- b. Formation of Task Force may be done by resolution
- c. Approval at [May 17] Council Meeting

## 2. Selection of Task Force Members

- a. Recommend no more than 7 members on the Task Force
- b. Each Council member nominates one person to the Task Force, council motion to approve all 7 of the nominees.
- c. Sammamish residency required.
- d. Participants must be available to participate in monthly meetings during business hours.

## 3. Duration of Task Force

- a. Needs to have an “end date” to be done by resolution
- b. Task Force work concludes by [December 2017], which would allow plenty of time to plan for and establish a Human Services Commission. Work may conclude prior to [December 2017].

## 4. Task Force Responsibilities

- a. Review and score the 2017-18 Grant Applications.
- b. Learn about the grant applicants and establish relationships with providers.
- c. With staff and Council Committee support, further explore the potential for a Human Services Needs Assessment.
- d. With staff and Council Committee support, develop a proposal for the formation of a Human Services Commission to include in the 2017-18 Biennial Budget discussions.
- e. With staff and Council Committee support, evaluate the grand funding cap and (if needed) prepare a recommendation to the City Council.
- f. Network with Eastside cities and attend meetings on human services topics (homelessness, coordinated entry, sustainable funding for humans services, etc.).
- g. Report to the Council Committee on a quarterly basis.

# 2017-2018 HUMAN SERVICE GRANTS

## Score Card

City of Sammamish

Agency:

Program:

Request:

Total Weighted Score:

Review Categories	Comments	Reviewer Score
<b>Program Description (25 Points)</b>		
	1. Existing needs program will address	
	2. Target population served by program	
	3. Core components of your program	
	4. Factors that demonstrate program can successfully managed	
<b>Program Accessibility (15 Points)</b>		
	1. List Service locations in King County	
	2. How is the program accessible in terms of affordability	
	3. How is program accessible in terms of persons with disabilities	
	4. Proximity to public and special transportations programs	
	5. Availability of services (waiting lists, prioritization)	
	5. How is program accessible regarding languages and diverse cultures	

# 2017-2018 HUMAN SERVICE GRANTS

## Score Card

City of Sammamish

### Service System Coordination (10 Points)

1. Does program fit within the regional system of human services
2. Does the agency have partnerships/collaborations to achieve long term outcomes
3. How does the program differ in type of services provided from other organizations offering similar type of service

### Outcomes & Performance (25 Points)

1. Degree to which the agency is equipped to succeed
2. Are there reasonable service unit numbers for what is being proposed
3. Are the program outcomes compleeing
4. Are the program outcomes well supported

### Budget/Capacity 25 Points)

1. Does the budget show diversity/leveraging in its funding
2. Does the budget show efficient use of resources
3. Does the request include all cities served by the agency
4. Does the ration of amount requested to service units provided roughly resemble that of other cities
5. Is there little or reduced funding available from other sources
6. Demonstrated capacity to run the program effectively
7. Demonstrated partnerships where relevant and opportune

**Meeting Minutes**  
**City of Sammamish Health and Human Services Committee**

Tuesday, March 22, 2016  
Executive Briefing Room - Sammamish City Hall  
9:30 a.m. – 11:00 a.m.

Committee Chair Tom Hornish called the meeting to order at 9:30 a.m.

**Committee Members Present:**

Tom Hornish (Chair)  
Christie Malchow  
Bob Keller

**Staff Present:**

Lyman Howard, City Manager  
Jessi Bon, Director, Parks and Recreation  
Melonie Anderson, City Clerk  
Allison Gubata, Community Services Coordinator  
Janie Jackson, Administrative Assistant and Recording Secretary

**Public Comment:**

**Nancy Anderson** – Recommended a Needs Assessment and formalizing Human Services and Senior Services in Sammamish. Chair Hornish pointed out that Allison Gubata’s new position is a step towards expanding human services in Sammamish and that the Committee will be discussing affordable housing as well.

**CJ Kahler** – Agrees that a Needs Assessment and formalizing Human Services is the right direction for Sammamish.

**Jan Bennett** – Agrees that Sammamish needs affordable housing, and suggested the committee look at our neighboring cities on how they are addressing affordable housing and homelessness.

**Community Services Coordinator Report**

Update on activity over the past 30 days identifying community outreach with the Human Service grant funded non-profits and communication to Sammamish residents on available resources.

There are housing needs in Sammamish as a direct result of domestic violence and our existing safe houses are at capacity. The Committee discussed the Needs Assessment and asked if the Community Services Coordinator could provide a data driven report on Human Service needs in Sammamish? A report generated through the Human Services Grant application portal Share1App will provide data until a decision is made about a future Needs Assessment. At this time, the Community Services Coordinator position is a half-time position and focused primarily on outreach and coordination, which limits the ability of this position to perform a Needs Assessment. Staffing and a future Needs Assessment will be reviewed for the 2017-18 budget cycle.

As a point of comparison, Jessi shared the City of Issaquah grant funding guidelines. They are restructuring their grants process and utilizing the goals from United Way of King County. These goals are consistent with the City of Bellevue and the City of Redmond.

**Human Services Grant Program/Long-Term Human Services Strategy Discussion**

Melonie Anderson began her report with a brief history of the Human Services Grant Program in Sammamish and the Human Service Grant Consortium. Sammamish is currently accepting grant applications for a 2-year funding cycle. April 7 is the deadline for applications. The City has a funding cap, limiting each organization to a maximum

funding amount of \$10k annually. Melonie handed out the rating sheet that has been used to evaluate applications. She explained that the evaluation committee uses a rating sheet similar to what the cities of Redmond and Kirkland use. She also circulated a handout listing the evaluation criteria. This information can also be found on the City's website. Applications can be reviewed by evaluation committee members online. Before the application process opened, the consortium held two meetings so that providers could learn about the application process and ensure the applications are filled out correctly. Evaluation committee members typically meet once over the summer to review the applications and finalize their recommendations to the City Council.

The Committee discussed the possibility of forming a citizen task force in the near future. The Committee also discussed the method used to select task force members. This topic will be discussed in depth at the next meeting. Staff will speak with the City Attorney regarding the process needed for task force formation and will prepare a proposal for the next meeting.

Although not feasible for the current year, the long-range discussion focused on the potential formation of a Human Services Commission. The group agreed that more public involvement is desired.

#### **Homelessness Discussion**

At the March 11 "Convening of Cities" – All Home's new Strategic Plan is challenging all King County cities to come together for collaboration on homelessness within and across communities.

- In 2016, King County has 1,600 people living in vehicles
- 50% of current homeless in King County are experiencing this for the 1<sup>st</sup> time – 97% from WA
- 85% stay housed after being homeless
- City of Portland Lt. spoke of the "beat copy" approach to engaging the community
- City of Bellingham uses an outreach team to address homelessness with funding from a 7-yr levy which provides 3 million per year in funding.

Although not as obvious as in other cities, homelessness does exist in Sammamish. Separation, divorce, family job loss and students staying behind to finish school can result in homelessness for adults and kids.

#### **Future Meetings**

Tuesday, April 5, 2016 at 9:00 am at Sammamish City Hall

##### ***Action Items:***

- ***Schedule next Health & Human Services Ad-Hoc Committee meeting.***
- ***Staff work proposal for task force.***
- ***Segmentation, how to appoint task force, size, etc.***

**Meeting adjourned: 10:47 am**

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