



**HUMAN SERVICES COMMITTEE
MINUTES
March 25, 2019**

I. CALL TO ORDER

The Human Services Committee meeting was called to order by Chair Jason Berry at 4:03 pm on Monday, March 25, 2019 at 1 East Main Street, Auburn, WA.

Committee Members present: Jason Berry, Barbara Derda, Tammy Gourdine, Susan Miller, Shawn Paton, Dana Riel

Staff present: Community Services Manager Joy Scott

Absent: Director of Community Development Jeff Tate, Lela Brugger, JoAnne Walters, Shanece Dedeaux

II. APPROVAL OF MINUTES

- Member Dana Riel moved to accept the February 25, 2019 meeting minutes; Member Barbara Derda seconded the motion. All committee members were in favor of adopting the minutes as amended.

The February 25, 2019 meeting minutes were approved.

III. MISCELLANEOUS

- Adopt Rules of Procedure

Joy Scott distributed copies of the draft Human Services Committee Rules of Procedure document. No proposed revisions were received by City of Auburn staff since the last meeting. Committee members discussed the document to ensure that the Rules of Procedure fit the needs of the group. The document outlines proposed operations of the Committee's purpose and structure and brings forth a framework for future meetings. Joy Scott offered to locate a quick reference guide or short summary of Robert's Rules to add to Committee members' binders and serve as a resource during future meetings. Member Barbara Derda made a motion to adopt the Rules of Procedure with no amendments. Member Dana Riel seconded the motion. All committee members were in favor; the motion passed.

- Site Visits

Joy Scott distributed a sign-up sheet for human service agency site visit options in the coming months, and asked committee members to indicate their preferred sites and availability. Staff will be in touch with committee members prior to the site visits to coordinate logistics.

- Quarterly Report Reviews

Joy Scott shared with the committee that the reporting process for human service agencies is undergoing changes. Agencies will now be submitting their quarterly reports online rather than email or mail. Committee members stated that no one recalled seeing an agency's quarterly report. First quarter reports will be due April 15, 2019. Joy will provide an overview at a future meeting of the quarterly reports.

- Subject Matter Presentations

Joy Scott shared an opportunity to have a presentation on Refugee Resettlement from Sarah Peterson, WA State Refugee Coordinator, at the April Human Services Committee meeting. Joy asked for input on what other subjects committee members would like to have presentations from experts on. Member Dana Riel suggested that a presentation from a Domestic Violence service provider, such as DAWN, would be helpful. Member Sue Miller would like a presentation on homelessness prevention and best practices. Member Shawn Paton expressed interest in hearing more about strategies to increase living wage jobs and job training programs. Barbara Derda would like to have a presentation from Nexus on their upcoming Arcadia House development and expansion. The group expressed a desire to hear more about how agencies are connected to each other and how they're collaborating. Joy will follow up at a future meeting with opportunities to receive information on these topics at meetings later this year.

- Needs Assessment Update

Joy Scott shared the City's RFP for a Community Needs Assessment and explained the timeline in the document. Once a contractor is selected, they will attend a future Committee meeting to share their outreach strategy and get input on how best to reach nonprofits in Auburn for their process.

IV. ANNOUNCEMENTS

- The next regular Human Services Committee meeting is scheduled for Monday, April 22, 2019 at 4:00 pm.

V. ADJOURNMENT

The meeting was adjourned at 4:40 p.m.

APPROVED THE 22nd day of April, 2019


Jason Berry, Human Services Committee Chair


Jeff Tate, Director of Community Development