HUMAN SERVICES COMMITTEE
MINUTES
February 24, 2020

I. CALL TO ORDER

The Human Services Committee meeting was called to order by Committee Vice-Chair, Sue Miller, at 4:01 pm on Monday, February 24, 2020 at 1 East Main Street, Auburn, WA.

Committee Members present:	Jason Berry (phone), Barb Derda, Tammy Gourdine, Sue Miller, Shawn Parkhurst Paton, JoAnne Walters
Staff present:	Community Services Manager- Joy Scott, Human Service Program Coordinator- Kyla Wright
Absent:	Kelly Lindberg

II. APPROVAL OF MINUTES

- Committee Member JoAnne Walters moved to accept the January 27, 2020 meeting minutes; Committee Member Barb Derda seconded the motion. All committee members were in favor of adopting the minutes as amended.

  The January 27, 2020 meeting minutes were approved.

III. MISCELLANEOUS

- Kyla reviewed some overview topics that were discussed during the January Retreat. She updated the Committee Members on responses to the questions that were not answered during the Retreat. Between the time of the Retreat and this meeting, the total amount for Human Services dollars has been calculated to be roughly $680,000 which is approximately 1% of the City of Auburn's annual budget.

  Kyla provide an explanation to why funds to able to reimbursed to agencies during the year are not able to be reallocated to other agencies or other expenses in large part because agencies have the full calendar year to meet service unit goal and receive a full payout. Even if agencies were not on track to meet goals mid-year, their reimbursement could not be diverted because they could claim that full amount by year's end.

  Joy discussed that there are elements in the Human Services Workplan that could address the situations where funds are not allocated, such as when an

agency elects not to be reimbursed and the City is not able to redistribute those dollars.

Kyla also reviewed the steps in the 2021-2022 application process for agencies. Agencies have received email communication directly from City staff in addition to outreach from community and service provider meetings throughout South King County. Joy disseminated a timeline of all the communication efforts between December 2019 and the close of the application in April.

Committee Members are not able to assist agencies with the application process and should direct agency representatives to City Staff. Staff will be able to answer questions regarding the application process and offer technical assistance.

- The schedule for the 2020 Joint meeting was discussed and collectively the Committee agreed that March 30th would be the best day for the Joint Meeting and would like to reschedule the regular Human Services Committee Meeting to also take place on March 30th at 4pm.
- Kyla announce that two new potential Committee members. Carmen Goers and Janeane La Casse, were interviewed by herself and Vice-Chair Sue Miller and have been recommended to Council to be appointed to the Committee. The appointment process should allow new Committee Members to join the March Meetings.
- Kyla gave a brief overview of the 2019 Annual Service Unit completion rates by the 2019 agencies receiving Human Service funds. The overview show that the nearly all agencies hat met or exceeded their annual targets and received a full payout. Agencies who had not met annual goals had been in contact with City Staff to discuss extenuating circumstance and/or challenges that hindered service unit completion and have developed strategies to increase or enhance service delivery in 2020.
- Joy presented an overview of the next steps for the 2021-2022 Application Cycle. There will be an Auburn Supplemental application for agencies to complete and designate which funding priority area most closely aligns with their program. Included in the Supplemental will be technical assistance drop-in times for agency representatives to meet with City Staff to review the application and ask questions about the process.

  The Human Services Committee should expect to review applications in three batches beginning in April 2020 with scoring and comments to be submitted to Kyla on a monthly basis. For example, the first batch of application will be designated at the end of April to be review by the end of May.

IV. ANNOUNCEMENTS

- Next Human Services Committee Meeting, March 30, 2020 4pm
- Joint City Council/Human Services Committee Meeting, March 30, 2020 5:30pm

V. ADJOURNMENT

The meeting was adjourned at 5:03 p.m.

APPROVED THE 20 day of March, 2019

Carmen Goens
on behalf of Jason Berry
Jason Berry, Human Services Committee Chair

Jeff Tate, Director of Community Development

City of Auburn
Human Services Committee

February 24, 2019
4:00-5:00 p.m.
Annex Conference Room 1
1 East Main Street, Auburn

Agenda

4:00 PM	Welcome & introductions	
	Minutes	Jason
	Miscellaneous	
	• Retreat Follow Up	Kyla/Joy
	• 2020 Joint Meeting	Joy
	• New Committee Member Update	Kyla
	• 2019 Quarterly/EOY Report Update	Kyla
	• Application Cycle Next Steps	Joy
5:00 PM	Adjournment	

Additional Information

Notes:

Reminders:

Next Meeting: February 24, 2020