



**Human Services Committee
Regular Meeting
June 23, 2025 - 4:00 PM
1 East Main Street
Annex Conference Rm 1
2nd Floor**

AGENDA

CALL TO ORDER

PUBLIC PARTICIPATION

- A. The Human Services Committee Meeting scheduled for Monday, June 23, 2025, at 4:00 p.m. will be held in person and virtually.

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 248 953 040 008

Passcode: AA2Tw5

Dial in by phone

[+1 509-530-1507,,207853047#](#) United States, Spokane

[\(509\) 530-1507,,207853047#](#) United States (Toll-free)

[Find a local number](#)

Phone conference ID: 207 853 047#

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

ROLL CALL

AGENDA MODIFICATIONS

AUDIENCE PARTICIPATION

This is the place on the agenda where the public is invited to speak to the Board on any issue.

- A. The public can participate in-person or submit written comments in advance. Participants can submit written comments via mail, fax, or email. All written comments must be received prior to 5:00 p.m. on the day before the scheduled meeting and must be 350 words or less.

Please mail written comments to:

City of Auburn

Attn: Jody Davison, CDBG Coordinator

25 W Main St

Auburn, WA 98001

Please fax written comments to:

Attn: Jody Davison, CDBG Coordinator

Fax number: 253-288-3132

Email written comments to: jdavison@auburnwa.gov

If an individual requires accommodation to allow for remote oral comment because of a difficulty attending a meeting of the governing body, the City requests notice of the need for accommodation by 5:00 p.m. on the day before the scheduled meeting. Participants can request accommodation to be able to provide a remote oral comment by contacting Human Services Department in person, by phone 253-876-1965, or by email (jdavison@auburnwa.gov).

ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS

- A. Presentation by Orion Industries

APPROVAL OF MINUTES

- A. Discussion and Approval of the May 19th Meeting Minutes
- B. Discussion and Approval of the June 9th Meeting Minutes

DISCUSSION ITEMS

ACTION ITEMS

UNFINISHED BUSINESS

- A. Committee Vacancy Interview - Ashley Samuel

NEW BUSINESS

SCHEDULE FOR UPCOMING MEETINGS

- A. The next regularly scheduled meeting of the Human Services Committee is July 28, 2025, at 4:00 PM.

ADJOURNMENT

Agendas and minutes are available to the public at the City Clerk's Office and on the City website (<http://www.auburnwa.gov>).



AGENDA BILL APPROVAL FORM

Agenda Subject:

Presentation by Orion Industries

Meeting Date:

June 23, 2025

Department:

Human Services

Attachments:

2025 Presentation - Auburn
Human Services Committee
updated

Budget Impact:

Administrative Recommendation:

Background for Motion:

Background Summary:

Councilmember:

Staff:

Auburn Human Services Committee

June 23, 2025

Orion's Mission



We believe everyone should have the opportunity to work. We offer hope and create paths to employment through building esteem, mentoring, training, education, community services and successful businesses.

U.S. Unemployment



2024 U.S. Unemployment Rates

- People without disabilities – 3.9%
- People with disabilities – 8.1%

People with disabilities are twice as likely to be unemployed and three times more likely to live in poverty than people without disabilities. They are also twice as likely to work part time and in service occupations. (BLS)

Formerly incarcerated individuals experience extreme rates of unemployment, hovering around six out of every 10 people being jobless from the time of release to four years after release. (US Chamber)

Orion History



- Social Enterprise 501(c)(3) established in 1957 by parents of children with disabilities
- Wood shop and metal shop training developed in partnership with a local church
- Goal since the start of Orion has been (and still is) to assess, train, educate and to provide vocational services to individuals with disabilities and/or barriers to employment

Theory of Change



Goal:

“Build stability, ability, and belief to access and sustain long-term employment.”

Four Key Outcomes

- Gain Employment
- Reduce Barriers
- Gain (Soft and Technical) Skills
- Build Self-Esteem

Our Business



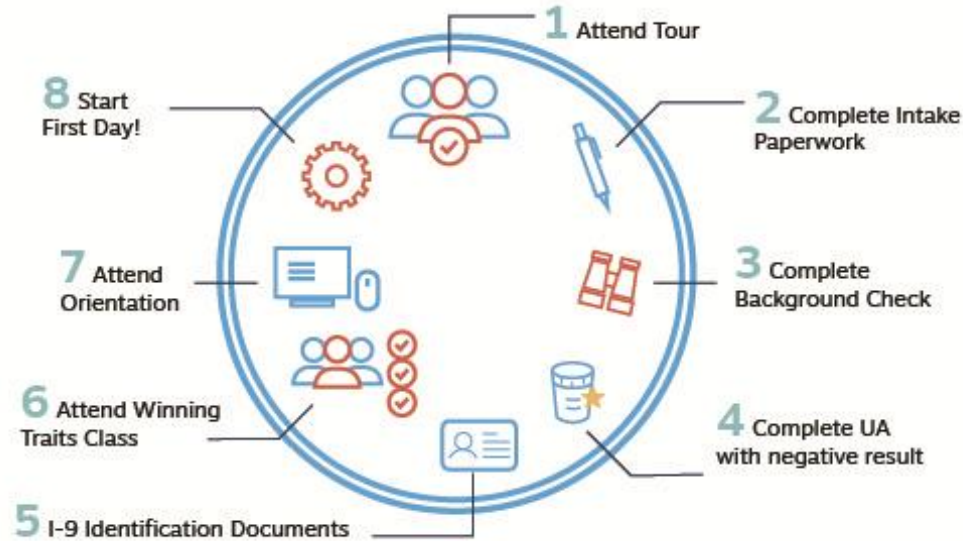
- Award-winning aerospace manufacturing business that manufactures components for every Boeing commercial aircraft
- Manufacture over 1.5 million parts annually
- Training programs are integrated into this business as on-the-job training
- Two locations, Auburn and Mukilteo
- We hold ourselves to the highest standards for performance, quality, and safety. Quality metrics: 99.94%

Training & Employment

The Orion Training Process



Monday Tours



Manufacturing Training

- 4-6 months average
- Paid minimum wage
- Assess and Train in different work areas
- Work side by side with a mentor who evaluates technical abilities and work traits
- Classroom-based training (math, blueprint reading)
- Monday - Thursday
- Part time – when available
- Swing shift available



Custodial Training

Participants receive hands-on experience in Custodial practices including:

- Restroom Cleaning
- Proper Chemical Dilution
- Hard Floor Care
- Carpet Care
- Best Practices of Disinfecting, and more

Participants are paid minimum wage plus shift differential



Clerical Customer Service



- Self paced
- Instructor evaluates technical abilities and soft skills
- 8 – 12 weeks
- Classroom-based Training 3 hours each day
- Examples of subjects studied include:
 - Keyboarding and Ten-key
 - Microsoft Office Suite
 - Customer Service Strategies
 - Office Etiquette
- Receive stipend of \$5/day

What We Focus On



Attendance



Attitude



Appearance



Team Work



Time Management



Communication



Organization



Respect



Character

©

Vocational Counseling

Participants receive support from a Vocational Counselor who provides:

- Assessment and feedback on progress
- Case management services to help manage/minimize barriers
- Assistance to set personal and professional goals
- Job path exploration
- Participant advocacy



Wraparound Support



- Each participant receives guidance and assistance to reduce barriers

Consistent vocational counseling

Manage personal obstacles

Identify strengths and set personal and professional goals

Connections to mental health, medical, dental, legal, food, clothing, identification, transportation, childcare, etc.

Job Development

Job Developers work 1:1 with participants to provide guidance and assistance in finding permanent employment.

- **Job Match!**
- Resume development
- Job Applications
- Job Search guidance
- Interview Preparation
- Locate appropriate Employers
- Other assistance as necessary
- 90 days retention services



Employer/Industry Partners

Providing feedback on upskilling and career opportunities

80+ employers / partners in the community including:

- Tessera (Skookum Aerospace)
- Competition Specialties
- RBK Manufacturing
- Skills Inc.
- Boeing
- AJAC – link with Apprenticeship opportunities
- ATS
- Sekisui
- Hy-Tek

what is a BARRIER?

- Low Income
- Limited English
- Homelessness
- Justice Involved
- Learning disorders
- Limited education
- Limited experience
- No transportation
- Other



33%
Female

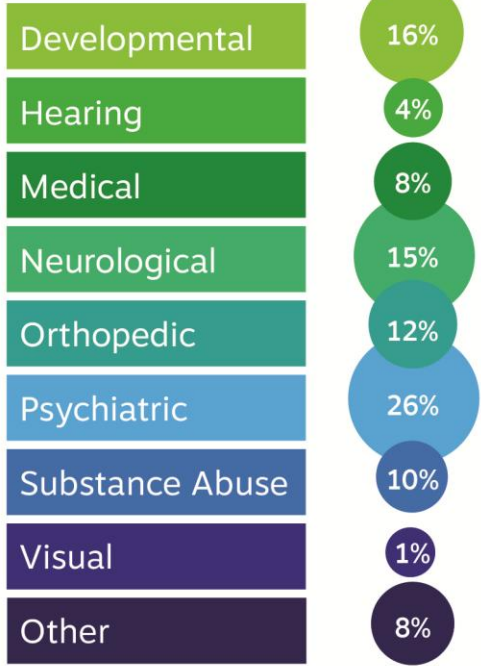


66%
Male



1%
Non-binary

dis ABILITY



2024 Social Return on Investment



ANNUAL RETURN ON INVESTMENT FOR SOCIAL ENTERPRISES

2:1

NUMBER OF JOB MATCHES MADE IN 2024

113

PEOPLE PLACED IN JOBS OVER THE PAST 10 YEARS

2,500

AVERAGE STARTING WAGE PER HR.

\$20.52

AVERAGE NUMBER OF HOURS PER WEEK

38

Nearly all positions offered full time hours and benefits, which place individuals on a career path to increased wage earning potential.

History

- 2019 – 336 served (72 Auburn)
- 2020 – 247 served (54)
- 2021 – 256 served (55)
- 2022 – 280 served (60)
- 2023 – 401 served (67)
- 2024 – 378 served (50)

Support Services

- Housing
- Washington ID and Social Security Card
- Transportation
- Food Handlers card
- Starter tool set for job
- ORCA card/ Fuel Cards
- Clothing



Tours

- Auburn tours every Monday at 9am – open to all!
- Mukilteo tours by appointment



Questions?

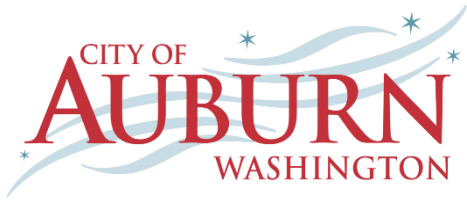


Thank You!

Nicole Zinn

Nicole.zinn@orionworks.org

www.orionworks.org



AGENDA BILL APPROVAL FORM

Agenda Subject:

Discussion and Approval of the May 19th Meeting Minutes

Meeting Date:

June 23, 2025

Department:

Human Services

Attachments:

May 19th meeting minutes

Budget Impact:

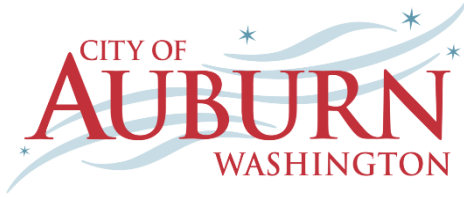
Administrative Recommendation:

Background for Motion:

Background Summary:

Councilmember:

Staff:



**Human Services Committee
Special Meeting
May 19, 2025 - 4:00 PM
1 East Main Street
Annex Conference Rm 1
2nd Floor**

MINUTES

CALL TO ORDER

Chair Carmen Goers called the meeting to order at 4:01 PM in the Auburn City Annex, Conference Room 1, located at 1 East Main Street, Auburn, WA.

ROLL CALL

Committee Members present: Chair Carmen Goers, David Wright, Amber Lott, Sue Miller, Heather Wise, Erica Thomas

Committee Members absent: Erica Thomas

Staff present: Human Service Director Kent Hay, Jody Davison, Christina Alexander

AUDIENCE PARTICIPATION

No one came forward to speak.

AGENDA MODIFICATION

- A. Due to a notice of discrepancy, this agenda topic has been re-noticed for June 9, 2025 @ 4:00 PM - 1 East main Street Annex Conference Rm1, 2nd Floor.

PUBLIC HEARING

- A. A Public Hearing to consider the City of Auburn's intent to seek a HUD 108 Loan. Due to a notice discrepancy, this agenda topic has been re-noticed for June 9, 2025 @ 4:00 PM - 1 East Main Street Annex Conference Rm1 2nd Floor.

Carmen Goers expressed that the build-out of the Auburn resource center is a strong investment in the community. Amber Lott expressed support for the project. Sue Miller expressed uncertainty around HUD financing but believes an investment the community needs to make. David Wright also expressed support for the project, as well as Heather Wise.

ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS

- A. Section 108 Loan Application Proposal

Redevelopment and Expansion of the Resource Center

COMMUNICATION RECEIVED

- A. Letter from Compass Housing Alliance

APPROVAL OF MINUTES

- A. Discussion and Approval of the April 28, 2025 meeting minutes

Committee Member Sue Miller moved and Committee Member Amber Lott seconded to approve. Motion carried.

- B. Discussion and Approval of the amended March 28, 2025 meeting minutes

Committee Member Sue Miller moved and Committee Member David Wright seconded to approve the Amended Minutes. Motion carried

ACTION ITEMS

- A. Discussion and Approval of Interview Questions and Vacancy Procedures for Human Services Committee

The committee will move forward with pre-interviews for the committee vacancy. Committee expressed a desire for an established protocol for filling a committee vacancy.

UNFINISHED BUSINESS

- A. 2024 Unallocated Human Services Funding Discussion and Potential Action

The committee reviewed the reporting and determined to add this to the agenda for the June 9th, 2025 meeting.

SCHEDULE FOR UPCOMING MEETINGS

- A. The next regularly scheduled meeting of the Human Services Committee is June 23, 2025, at 4:00 pm.

There will be a Special Human Services Meeting on June 9, 2025 @ 4:00 pm.

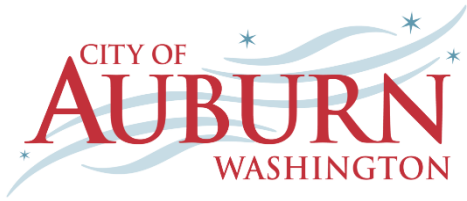
ADJOURNMENT

It was moved by Amber Lott and seconded by David Wright. There being no further business to come before the Human Services Committee, the meeting was adjourned at 5:09 p.m.

APPROVED this _____ day of _____, 2025

Human Services Chair, Carmen Goers

Director of Human Services, Kent Hay



AGENDA BILL APPROVAL FORM

Agenda Subject:

Discussion and Approval of the June 9th Meeting Minutes

Meeting Date:

June 23, 2025

Department:

Human Services

Attachments:

2025.06. - DRAFT Minutes

Budget Impact:

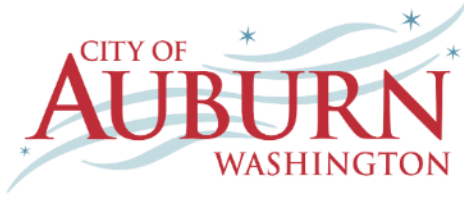
Administrative Recommendation:

Background for Motion:

Background Summary:

Councilmember:

Staff:



**Human Services Committee
Special Human Services Meeting
June 9, 2025 - 4:00 PM
City of Auburn, Annex Building,
Conference Room 1
1 East Main Street, Auburn, WA 98001**

MINUTES

CALL TO ORDER

Chairperson David Wright called the meeting to order at 4:03 PM in the Auburn City Annex, Conference room 1, located at 1 East Main Street, Auburn, WA.

ROLL CALL

Committee Members present: David Wright, Erica Tomas, Heather Wise, Sue Miller, Amber Lott.

Committee Members excused Chair Carmen Goers

Staff Present: Human Service Director Kent Hay, Jody Davison, Christina Alexander

AUDIENCE PARTICIPATION

No one came forward to speak.

ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS

PUBLIC HEARING ON HUD SECTION 108 LOAN

David Wright called for public comment on the HUD 108 Loan for the Auburn Resource Center rebuild at 4:05PM.

4:06 PM Last call for public comment

No public comments received

4:07 PM Period for public comment closed.

ACTION ITEMS

The committee reviewed the reporting for the 2024 Unallocated Human Services Funding.

Committee member Erica Tomas moved to approve the following disbursement of the un-allocated Human Services funding: \$50,000 to Vine Maple Place, \$5,000 to Christ Free Community Clinic and \$39,000.00 to the Auburn Food Bank.

Motion seconded by Amber Lott

Motion Carried

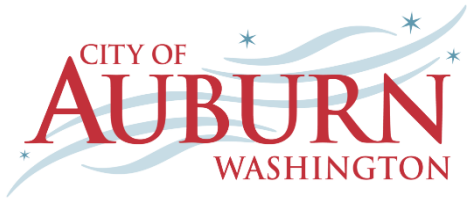
ADJOURNMENT

It was moved by David Wright and seconded by Erica Tomas. There being no further business to come before the Human Services Committee, the meeting was adjourned at 4:28PM.

APPROVED this 23rd day of June 2025

Vice Chair, David Wright

Kent Hay, Human Services Director



AGENDA BILL APPROVAL FORM

Agenda Subject:

Committee Vacancy Interview - Ashley Samuel

Meeting Date:

June 23, 2025

Department:

Human Services

Attachments:

2025 Ashley Samuel Application
for Human Services Committee

Budget Impact:

Administrative Recommendation:

Background for Motion:

Background Summary:

Councilmember:

Staff:

Application Form

Profile

Ashley

First Name

Samuel

Last Name

Middle Initial

ashleys@visionhouse.org

Email Address

30117 50th Lane S

Home Address

Suite or Apt

Auburn

City

WA

State

98001

Postal Code

Home: (470) 819-7696

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Human Services Committee: Submitted

Are there any special accommodations needed?

Yes No

If yes, please list anything we can help with: Translation services, Hearing or ADA Accomodations

Education

DATES:

2009

LOCATION:(City, State)

Atlanta, GA

SCHOOL NAME:

Strayer University

Did you graduate?

Yes No

DEGREE RECEIVED:

Bachelors in Accounting

Work Experience

DATES:

2001-present

Vision House

Employer

Finance Director

Job Title

ADDRESS: (Street, City, State)

450 Bremerton Ave

DUTIES:

Oversee Accounting and Finance Department

Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board or commission?

My life consists of being a servant leader, and I serve communities in my career and personal life. My family is new to the Auburn area and being a new mother, I would like to be involved in the area where I'm raising my son. Whatever is needed to ensure domestic safety, economic progress, educational stability for the youth, and Environmental health.

[Ashley_Samuel_Resume_2024.docx](#)

Upload a Resume

Demographics

Some boards and commissions require membership to be racially, politically or geographically proportionate to the general public. The following information helps track our recruitment and diversity efforts.

Ethnicity

African American

Gender

Female

Job Specific Supplemental Questions

Are you a City of Auburn resident?

Yes No

Have you previously served on a City of Auburn Board, Commission, or Committee?

Yes No

If yes, please explain which.

Why are you interested in serving on this board or commission?

My life consists of being a servant leader, and I serve communities in my career and personal life. My family is new to the Auburn area and being a new mother, I would like to be involved in the area where I'm raising my son. Whatever is needed to ensure domestic safety, economic progress, educational stability for the youth, and Environmental health.

Please list any experience that would assist you in serving on this board.

I currently work for a non-profit organization in Renton where we provide transitional housing for families experiencing homelessness. I also assist families with resources around childcare through federal and state funding.

Please list your professional activities that relate to this position.

I have experience in accessing community resources, evaluating economic opportunities and needs and developing strategic solutions.

Please list your community activities that relate to this position.

Are you related to any elected City official or staff member?

Yes No

If yes, please provide the name of the City official or staff member, as well as your relationship.

Do you or any of your family members work for, or serve on, the board of directors of any organization which has contracted with or applied for funding from the City of Auburn?

Yes No

If yes, describe the relationship.

Are you involved in any personal, professional, or business pursuit that would affect your ability to make fair and impartial recommendations/decisions as a member of a City citizen advisory committee?

Yes No

Are you able to attend daytime meetings?

Yes No

Are you able to attend evening meetings?

Yes No

Reference #1: Please list a non-relative reference who can provide reliable information about you. Please be sure to list the following information: name, relationship to you, phone number, and e-mail address.

Brianna Baines 425-351-3889 briannab@visionhouse.org. She is a coworker and friend

Reference #2: Please list a non-relative reference who can provide reliable information about you. Please be sure to list the following information: name, relationship to you, phone number, and e-mail address.

Derek Sciba 206-713-5564 dereks@visionhouse.org he is the Executive Director of Vision House whom I report to.

Ashley Samuel

30117 50th Lane S
Auburn, WA 98001
(470) 819-7696

Shane4558@gmail.com

Areas of Practice

Payroll
Audit
Asset Management
Property Management
Accounts Payable
Accounts Receivable
General Ledger Balancing
Cash Flow Analysis
Budget Facilitation
Non-Profit Filings
Business Compliance

Computer Applications

ADP
ADP - Enterprise
Quickbooks
Gemini
MS - Excel (pivot tables, v-look ups)
MS - Access
Great Plains
Monarch
Reportsmith
Peoplenet
Paylocity
Donor Perfect
AppFolio
MasterBuilder
SQL

Education

Certificate:
Computer Administration
Beta Tech, Columbia, SC

Bachelors:
Accounting
Strayer University

Licensed Insurance Agent
Georgia School of Insurance
Georgia
Louisiana

Professional Experience

Vision House Organization

April 2021 to Present

Finance Director

- Oversee the operations and development of the company's finance department including recruiting staff: A/P, A/R, Payroll
- Supervise the preparation of quarterly and annual account reconciliations.
- Monitor and enforces compliance within tax and financial reporting for grants
- Advise colleagues and executive management on decisions related to the company's finances.
- Mediate between the organization, employees, donors and board financial issues and resolutions
- Manages the entire company's financial status
- Supervises Cash Flow, Billing, Banking, Collections and Construction transitions

MC Construction/Rainier Property Services

March 2018 to 2020

Operations Accounting Manager

- Oversee Property Management Accounting for Point Ruston Area in Tacoma
- Prepare Monthly Financials for 8 Condominiums HOA's and Board of Directors
- Manage Accounting for over 7 + retail entities
- Assisted with Lease-up and Apartment Management for New Buildings
- File Annual and Quarterly Tax documents
- Manages Investment Accounts
- Manage Transition from the Developer and Operational Entities
- Supports CFO and Controller with Strategic Financing Planning
- Administers Detail Budgets to Associations and Commercial Landlords
- Supervises Cash Flow, Billing, Banking, Collections and Construction transitions
- Negotiate Resident and Retail Leases

South Sound Physicians
**Accounting Consultant - Contract
Position**

February 2018
to March 2018

- I was hired from South Carolina to learn South Sound Physicians outdated accounting system. Consult with them on which accounting programs are best for their company's structure and perform the merge.

Staples
Accounts Receivable Team-lead

December 2016
to July 2017

- Processed Drop Box Payments
- Reconciled and Submitted Charge-off Accounts
- Processed daily reports and tasks for the Team member
- Managed a team of 10 AR representatives

June 2015 to
December 2016

Hospitality Staffing Solutions
Payroll Specialist

- Process Payroll for West and Central Hotels- Over 100 properties
- Manage Client Relations with General Managers
- Managed Workers Comp Employee's payroll
- Managed Basic HR documents for new/hires
- Maintained Garnishment Documents

Automatic Data Processing (ADP)
Payroll Specialist II

- Processed Payroll for Ralph Lauren and Realogy Employees
- Monitored internal and external reporting files
- Processed manual check entries for over 2500 employees

World Financial Group

Commissions Accounting Manager

- Analyzed Commissions Data from 13 Insurance companies
- Processed Payroll for over 350 agents weekly
- Processed IRS Garnishments and yearly 1099's
- Reported Cash Flow and Income analysis to Department Heads and CEO

Jackson & Coker Lt

Accounting Manager

- Process Provider Payroll
- Managed a team of 4 Specialist
- Distributed Payroll Checks and Client Invoices
- Billed and collected deposits from clients
- Coordinated company audits
- Managed department office supplies
- Processed Commissions; recorded general ledger entries
- Coordinated department group outings
- Processed and maintained all providers 1099's