



**HUMAN SERVICES COMMISSION
MINUTES**

May 12, 2016- 6:30 p.m.

CALL TO ORDER

Chair McGregor called the May 12, 2016 regular meeting of the Human Services Commission to order at 6:33 p.m.

MEMBERS PRESENT

Emily Bykonen (excused from meeting at 7:00 pm), Melissa Edlund-Oakley, Leslie Hamada, Kasia Kelley, Brian Lord, Josh Max, and Fran McGregor

CITY STAFF PRESENT

Victoria Throm, Personnel & Sr. Human Services Planner

APPROVAL OF CONSENT AGENDA

Chair McGregor asked that Item 1 be moved to Item 2 and Item 2 be moved to Item 1.

CM HAMADA MOVED AND CM MAX SECONDED TO APPROVE THE AGENDA AS AMENDED AND ACCEPT THE MINUTES OF APRIL 14, 2016 AS WRITTEN. VOTE: 7:0 MOTION CARRIED.

PUBLIC COMMENTS – *None*

OLD BUSINESS - *None*

NEW BUSINESS:

Item 1. Review First Quarter Service Reports

The commissioners reviewed the first quarter service units for each of the programs. Several programs had already met their annual goal. In addition were the narrative reports. CM Hamada had questions about Auburn Youth Resources which mentioned meeting with homeless youth who had Section 8 which is unusual for this clientele. Secondly she asked for a clarification on Catholic Community Services Emergency Services report of serving 2 households for 279 bednights which seemed very high. Victoria explained it is a standard measurement to count each person in the family as a bed night so for example a family of 5 staying one night would be 5 bednights, but this still appears to be high. Lastly, she asked that South King Council of Human Services give more specifics on what agencies from Covington were helped. Victoria will contact the agency directors for answers and report back at the June meeting.

Item 2. Designate Employee Funds to Human Services Agency

Each year the City of Covington employees have the opportunity to participate in a direct withdrawal from one's paycheck into a human services fund account. At the end of the year these funds are dedicated to an agency which is currently being funded. It is the commission's

responsibility to choose an agency that best deserves additional funding. After reviewing the first quarter reports followed by a brief discussion, a motion was made.

CM HAMADA MOVED AND CM LORD SECONDED TO GIVE \$1,760.00 FROM THE COVINGTON EMPLOYEES HUMAN SERVICES FUND TO HEALTHPOINT DENTAL. VOTE: 6:0 MOTION CARRIED.

Item 3. Training for Rating Applications for 2017-18 Funding Cycle Process

Chair McGregor began by explaining to the new commissioners how to complete the rating score sheet for each program. Victoria provided an Application notebook for each commissioner with 17 of the 30 applications submitted with an application analysis that she completes. The analysis is a general overview of the program on one page and can be used as a quick reference. Victoria will complete the remaining applications by the June meeting.

CM McGregor chose one application from Children's Therapy Center as a 'practice' to become familiar with the application questions and the rating sheet. The commissioners went through the narratives, the residents served page, service unit goals, budget & revenue pages and Board of Directors list. It was agreed that all applications should be reviewed, rated, and turned in to Victoria by the August 11th meeting or before. That would be an average of 10 per month. CM Hamada, Lord, and McGregor gave tips on scoring, making notes, and answered any questions. Any agencies that are requested to be interviewed should be submitted by July in order to set up director interviews for August.

COMMENTS AND DISCUSSION OF COMMISSIONERS AND STAFF

Chair McGregor asked CM Kelley to report on the site visit to Children's Therapy Center held on Friday, April 22nd at 9:30 am. In attendance were Fran McGregor, Kasia Kelley and staff Victoria Throm. CM Kelley was very impressed with the work that is being done for the children but saddened to learn that due to funding, they are shifting their focus back to Birth to Three so they can receive Medicaid funding.

On Thursday, May 5th Fran McGregor, Leslie Hamada, Kasia Kelley and Staff Victoria Throm attended a site visit to HeadStart ECEAP program held at Jenkins Creek Elementary School. Director Theresa LaRonde provided a tour of two classrooms with children ages 3-5. Fran mentioned she had never been in a preschool before! Not only were the children very diverse but also the staff. Children were very engaged in a variety of activities and very happy. These children show an increased readiness for kindergarten since being in the program.

CM LORD MOVED AND CM HAMADA SECONDED TO ADJOURN THE MEETING AT 8:15 P.M. VOTE: 6:0. MOTION CARRIED

Submitted by:



Victoria Throm
Personnel & Sr. Human Services Planner