



City of Covington

16720 SE 271st Street, Suite 100 • Covington, WA 98042 • (253) 638-1110 • Fax: (253) 638-1122

HUMAN SERVICES COMMISSION

MINUTES

January 10, 2013- 6:30 p.m.

CALL TO ORDER

Chair Ahmad called the January 10, 2013 meeting of the Human Services Commission to order at 6:40 p.m.

MEMBERS PRESENT

Haris Ahmad, Leslie Hamada, Colleen Holmes, Fran McGregor-Hollums and Sue Ray

MEMBERS ABSENT

Mia McFarland unexcused and John Woodcock excused.

CITY STAFF PRESENT

Victoria Throm, Personnel & Human Services Analyst

APPROVAL OF CONSENT AGENDA

CM MCGREGOR-HOLLUMS MOVED AND CM RAY SECONDED TO APPROVE THE AGENDA, WHICH INCLUDES THE MINUTES FROM NOVEMBER 8, 2012 AS WRITTEN. VOTE: 5-0. MOTION CARRIED.

OLD BUSINESS:

None

NEW BUSINESS:

Item 1. Review End of Year Service Reports

The majority of providers submitted their end of year service reports which included performance measures, demographic profile, and final outcomes report. The Commission members reviewed each of the reports with the following comments or requests:

ChildCare Resources – Outcomes C. Goal: 55% of clients served find child care due to information and referral service. Data Collection: clients are sent a survey to evaluate the service. Outcome: 64% of clients indicated they found child care as a result of the service. Sample size was 3,808 with only 228 responses, which is a very low 6% response rate.

Although the majority of clients using this service do indicate they found child care, the number of responses to the evaluation was extremely low, at 6%. CM Ray indicated that this may not be a useful tool if they only hear from 6%. Victoria added that most parents who receive a survey probably are busy and don't bother to send it in. She will

talk with ChildCare Resource staff about other ways they might be able to get this information and achieve a higher percentage of responses.

Safe & Sound Visitation Center – they announced the closing of this program due to lack of stable funding. This was very disappointing to the Commission who are concerned about where these families will go to gain safe visitation.

Another issue discussed was the dilemma of reimbursing for 4th quarter if the program is closed. The commission asked Victoria to find out if there are debts remaining to be paid. If there are, the commission felt responsible to reimburse for 4th quarter. It was also noted that the city was never invoiced for 3rd quarter by Sound Mental Health who acts as the fiscal agent. Program Manager, Tracee Parker said she completed a 3rd quarter report but SMH did not submit an invoice.

ACTION: CM MCGREGOR-HOLLUMS MOVED AND CM HAMADA SECONDED TO THE FOLLOWING CONTINGENCY PLAN: A) PAY \$250 REIMBURSEMENT IF THEY SUBMIT A 3RD QUARTER INVOICE AND REDESIGNATE \$250 FROM THE 4TH QUARTER OR B) IF NO 3RD QUARTER INVOICE SUBMITTED THEN NO PAYMENT AND REDESIGNATE \$500 FROM 3RD AND 4TH QUARTER. VOTE: 5:0 MOTION CARRIED.

South King Council of Human Services – A narrative of the year’s accomplishments were provided and reviewed. The Commission would like to have more specifics about what dollars were actually generated by Capacity Building, additional measurements and outcomes, specifically what actions were completed that resulted in what specific benefit to the agency. Victoria was asked to schedule Nathan Phillips, Program Director to one of our meetings to discuss these questions.

King County Housing Repair Program – The total dollars spent for Covington repairs in 2012 were \$3,528 which was very low compared to other cities. The commission asked to define ‘funded’ and ‘spent’. Victoria explained that funded activities are those projects where the money is set-aside or committed to specific individual repair projects during that reporting period. Once the project is completed and paid for, those funds are considered spent. She also explained that some projects may be delayed for months meaning a project may be funded in 2012 but not spent until 2013. Therefore it is best to look at a history of 3-4 years to get a true picture of money actually spent in each city. One year it may be very low and the next year high. They did note that there were 10 applications this year so hopefully more projects will be approved and completed. Noreen Beaufriere asked Victoria to find out why a project is canceled; is that because they do not qualify or does that mean the client cancels?

Item 2. Designate Remaining Funding to Existing Providers

Victoria notified the commission that they had the following balance of funds to designate to one of the agencies:

\$ 1,000	2013 grant to Safe & Sound Visitation Center which has closed
\$ 840	2012 employee human service funds donation

\$ 500 2012 unpaid 3rd and 4th quarter Safe & Sound Visitation Center
\$2,340

The Commission reviewed the funding list for the agencies that were not recommended for full funding. After a great discussion, the commission vote.

ACTION: CM MCGREGOR-HOLLUMS MOVED AND CM HOLMES SECONDED TO DESIGNATE THE EXPENDITURE OF EXCESS FUNDS TO:

\$1,000	- DYNAMIC PARTNERS (CHILDREN'S THERAPY) From closure of Safe & Sound Visitation 2013 funds
\$ 500	- GREATER MAPLE VALLEY REGIONAL SHUTTLE From the employee donation funds
\$ 340	- KENT YOUTH AND FAMILY SERVICES HEADSTART From the employee donation funds
<u>\$ 500</u>	- ADDITIONAL FUNDS TO KENT HEADSTART BASED ON THE CONTINGENCY PLAN IN ITEM 1 ABOVE (unspent 3 rd and 4 th quarter payments to Safe & Sound)
\$2,340	TOTAL

VOTE: 5:0 MOTION CARRIED.

Item 3. Commission Training for Conducting Service Audits of Providers

Victoria shared a copy of the newly drafted Monitoring Tool form designed by the South King County Human Services Planners. The objective was to have a common tool that all cities would use when conducting service audits of the agencies funded by each city. Victoria stated her goal is to meet with each of the agencies this year to complete a monitoring visit. This month she is scheduled to meet with Communities in Schools and Storehouse.

Item 4. Discuss Joint Reporting Form Changes

Tabled to the March meeting.

COMMENTS AND DISCUSSION OF COMMISSIONERS AND STAFF

The February meeting will fall on Valentine's Day so the commission asked to change the date. A site visit is also scheduled for February and the commission agreed to view Auburn Youth Resources, Street Outreach Program for Wed., February 13th at 6:00 p.m. Victoria will contact the program manager and confirm that time. The commissioners were asked to meet at City Hall at 6:00 p.m. to carpool to Auburn.

With no further business, Chair Ahmad adjourned the meeting at 8:30 p.m.

Submitted by:


Victoria Thom

Personnel & Human Services Analyst