

**CITY OF ISSAQUAH
HUMAN SERVICES COMMISSION**

**March 22, 2016
6:30 PM**

**Police Facility
Eagle Room**

<p>MEMBERS PRESENT</p> <p>Mariah Bettise, Chair Sophie Marts (Student) Ana Jiménez-Inman Doug Strombom Chris Weber Loretta Jancoski Monic Payne Elizabeth Maupin (alternate)</p> <p>MEMBERS NOT PRESENT</p> <p>Kyla Scott (resigned) Sam Hansen (Student) excused Leo Finnegan, Vice-chair (resigned)</p>	<p>ADMINISTRATIVE STAFF PRESENT</p> <p>Sherry Smith, Recording Secretary Martha Sassorossi, HS and Sustainability Coordinator David Fujimoto, Planning Manager</p> <p>VISITORS PRESENT</p>
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CALL TO ORDER

Chair BETTISE called the meeting to order at 7:14 p.m. after attending the first half hour of the Council meeting.

APPROVAL OF MINUTES

PAYNE moved to approve the minutes of February 23, 2016. MAUPIN seconded. Motion carried.

CHAIR REPORT – BETTISE

Alliance of Eastside Agencies Winter Assembly

MAUPIN - Funders discussed how their priorities were shaped by the donors and agencies discussed how funder priorities, in turn, affected their strategies and programs.

Resignation

FINNEGAN has resigned. BETTISE shared how long Leo FINNEGAN has been on the Commission and that he would be missed.

STAFF REPORT

Day Center Updates – Sassorossi

Congregations for the Homeless is losing their current site. There is a team with staff from the City of Bellevue that is working to identify and secure a winter shelter site as well as a Day Center site.

New Bethlehem Project

There is a new Day Center out of Holy Families. *Sassorossi* will send an email to members with more information.

AGENDA ITEMS**Review Process for Application Scoring and Funding Deliberations - *Sassorossi***

Sassorossi submitted a draft document to members, Grant Application Review and Funding Process. She reviewed the three-phase process for reviewing, scoring, and deliberating applications and funding recommendations as well as additional information within the reference document. While reviewing the grant process, the Commission agreed that there may need to be an additional meeting in the summer to provide adequate time to complete the review of applications. Additionally, meetings will need to be extended to provide more time for deliberation. The meetings will be scheduled for 2.5 hours from May to September and may begin at 6:00 p.m. A separate meeting to provide training on scoring and the Share1App scoring tool will also be required. The Commission identified a tentative date of April 27 from 6:00 – 7:30 PM for the training.

Review Grant Process Improvements Timeline - *Sassorossi*

Sassorossi reviewed the calendar/timeline items for April and the rest of the calendar year. April 7 is the deadline for applications.

Review Draft Funding Guidelines - *Sassorossi*

Sassorossi submitted a report of Draft Funding Guidelines, and reviewed the history of funding with members. The Commission will review the draft guidelines and resume discussion at the April meeting.

Nonprofit Finance and Budgets Q and A - *Sassorossi*

Members reviewed information that had been previously sent to them by *Sassorossi*.

Filling Commission Vacancies - *Sassorossi*

Sassorossi shared that there are 12 interviews scheduled for next week. There were 19 applicants. Recommendations go to the Mayor in early April and then Council in mid-April. New terms begin in May, but new members will be invited to the April meeting. A vote for Vice-chair will be scheduled for the April meeting. *Sassorossi* reviewed Vice-chair responsibilities.

MARTS and HANSEN will be graduating this spring, creating two openings for representatives from the Youth Advisory Board. MARTS shared how the Youth Advisory Board fills open board positions. *Sassorossi* has reached out to the staff liaison, who will get back to her. It was suggested a member of the Commission attend one of the Youth Advisory Board meetings to share an overview of the Human Services Commission.

2015 Grant Performance - *Sassorossi*

Sassorossi will submit the 2015 Grant Performance report electronically to Commission members. She reviewed some of the information in the document.

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PUBLIC COMMENTS

None.

OTHER BUSINESS / ANNOUNCEMENTS

None.

ACTION ITEMS:

Sassorossi will share more information on the New Bethlehem Project via email. – March
Sassorossi will electronically submit to members the 2015 Grant Performance. – March

NEXT MEETING

Regular meeting – Tuesday, April 26, 2016, at 6:30 p.m.

ADJOURNMENT

The meeting adjourned at 9:00 p.m.

Respectfully Submitted,

Sherry Smith
Recording Secretary