

The Human Services Commission approved these minutes on May 22, 2012

CITY OF BELLEVUE
HUMAN SERVICES COMMISSION
MINUTES

April 17, 2012
6:30 p.m.

Bellevue City Hall
City Council Conference Room 1E-113

COMMISSIONERS PRESENT: Chairperson Bruels, Commissioners Beighle, Habib, Perelman, Plaskon, Stout, Yantis

COMMISSIONERS ABSENT: None

STAFF PRESENT: Emily Leslie, Joseph Adriano, Patrick Foran, Evita Almassi, Department of Parks and Community Services

GUEST SPEAKERS: None

RECORDING SECRETARY: Gerry Lindsay

1. CALL TO ORDER

The meeting was called to order at 6:33 p.m. by Chair Bruels who presided.

2. ROLL CALL

Upon the call of the roll, all Commissioners were present with the exception of Commissioner Plaskon who arrived at 6:39 p.m.

3. APPROVAL OF MINUTES

A. February 23, 2012

A motion to approve the minutes as submitted was made by Commissioner Beighle. Second was by Commissioner Stout and the motion carried unanimously.

B. March 6, 2012

A motion to approve the minutes as submitted was made by Commissioner Beighle. Second was by Commissioner Stout and the motion carried unanimously.

4. PETITIONS AND COMMUNICATIONS – None

5. STAFF AND COMMISSION REPORTS

Councilmember Wallace took a moment to wish Commissioner Habib a fond farewell and to thank him for his service to the city. He said he was excited to see him move toward his next adventure.

Councilmember Wallace said the Council at its April 16 meeting talked about the state budget and reported that the city is in a fairly fortunate position. The city will lose about a million dollars in state funding, particularly liquor funds, but it could have been much worse. The city is not flush by any means but appears things will be manageable.

Chair Bruels added his thanks to Commissioner Habib for his service on the Commission and wished him well in seeking election to the state legislature.

Parks and Community Services Director Patrick Foran announced that April is Volunteer Recognition Month. On behalf of the staff, he took a moment to thank each Commissioner for their service as citizen volunteers. The work done by the Commission is done well and with much consideration and thought, and the result is a positive and direct impact on individuals in the community.

Councilmember Wallace shared with the Commissioners the appreciation of the Council for the work done by the city's dedicated volunteers.

Mr. Foran gave Commissioner Habib a certificate acknowledging his service on the Commission. He said all the staff wished him well in his new endeavor.

Commissioner Habib thanked everyone for their kind words. He said were he not moving to Kirkland he would have retained his seat on the Commission. He said the work the Commission does on behalf of the city and its residents is remarkable and he learned a great deal during his tenure as a member of the Commission. He thanked the staff for the work they do and commented that the values held by the Council are absolutely reflected in everything the staff does.

Human Services Manager Emily Leslie commented on the liquor tax revenue the city will be losing. She said her understanding is that the state will keep the funding for the first year instead of sharing it with cities. About \$30,000 of the funds pass through the Human Services Division budget on their way to King County for alcohol and substance abuse treatment programs. The ultimate impact remains to be seen.

Mr. Foran noted that the second iteration of the Budget One process is under way. He said the process appears to be far more efficient the second time around. The management group and results teams are all up to speed. Currently all departments are working to develop individual budget proposals. The proposals must be submitted by April 30. The revenue picture is not fantastic but it is okay. The trendlines for the city's critical revenues are essentially flat, though the city is facing

growth in cost associated with union contracts and the like. Drafting the budget will be a challenge, and some cuts likely will have to be made.

Ms. Leslie said Human Services Planner Alex O'Reilly will be serving on one of the results teams. She said the human services budget proposal will include a full listing of the application requests. That will give the results teams a clear picture of the detail involved. The Commission will fill in the recommendations blanks by the end of July according to the schedule, and that will be passed along in due course.

Councilmember Wallace said the city's three primary revenue sources are sales tax, B&O tax, and property tax. All three of those appear to be trending upward.

Commissioner Plaskon asked what the trend is currently with regard to office building occupation in the downtown. Councilmember Wallace said there are very few large spaces still vacant in the downtown, though there are quite a few small spaces vacant. The vacancy rate overall is in double-digit range, but if a large company were to step forward looking for space they would not be able to find what they need. The prognosticators are saying that some new office construction is likely to be seen by the end of the year.

6. DISCUSSION

A. Orientation to 2013-2014 Human Services Funding Process

Grant Coordinator Joseph Adriano reminded the Commissioners that the application submission window would close on April 26 at 4:00 p.m. Any application time-stamped after that hour on that date will technically be deemed late. Some of the cities intend to be very strict about not addressing late applications, while others may show more leniency. The applications submitted to date and those actively being written are on track to exceed the number of applications submitted during the last cycle. The feedback received to date generally has been that the application website is quite easy to use.

Mr. Adriano said the process of sorting the applications will begin immediately after April 26. Once sorted they will be posted to a website, though not the same one as the application website. The applications will also be printed and put into binders for the Commissioners who want them that way and will be distributed in early May. During the first two weeks of May the Commission will review the applications that fall in the first of the five goal areas. At the same time staff will begin the process of writing their reviews of all the applications. On May 15 the Commission will conduct a preliminary review of the applications in the first goal area; each application will be briefly discussed, and any major questions will be identified and directed either to staff or the individual organization responsible for the application for clarification.

Ideally the Commission will review the applications in the second, third and fourth goal areas between May 16 and 21, then on May 22 the Commission will conduct its

preliminary review of the applications in those goal areas. Between May 23 and June 4 the Commission will focus on the applications in the fifth goal area as well as the CDBG applications, then on June 5 will meet to conduct its preliminary review of those applications.

Ms. Leslie said the CDBG allocation picture remains unclear. There were at one time rumors regarding a reduction of as much as 60 percent, but others say the reduction will be more along the lines of ten percent. The National Community Development Association recently reported that the House subcommittee has recommended increased funding for CDBG, but of course the Senate and the House will need to agree. However, because the federal budget reduction committee failed to reach consensus in 2011, automatic across-the-board cuts will kick in unless Congress acts to stop them.

Mr. Adriano said the second, or full application review, round will start on June 12. On that date the Commission will begin its in-depth discussion of the applications in the first two goal areas. The anticipation is that by that point the non-starter applications will have been weeded out. The full review round will continue on June 19 with a review of the applications in the third, fourth and fifth goal areas. The full review for the CDBG applications will occur on June 26, and time will be taken during that meeting to develop the contingency plan. The Commission will also begin developing its recommendations for General Fund allocations.

Commissioner Stout asked how many agencies new to Bellevue funding have submitted applications. Mr. Adriano answered that there have been a handful so far. Some agencies in the mix offer significant services to Bellevue residents but just happen to not network very well with established agencies and are thus not all that well known. In pre-application meetings with staff, the agencies have been informed that with limited resources they will need to make a compelling case for funding.

Mr. Adriano said the schedule calls for the Commission to nail down its preliminary funding recommendations during the first meeting in July. Those recommendations will then be released to the public and the notice of the July 24 public hearing will be published. The recommendations for both the General Fund and CDBG allocations will be finalized after the public hearing and forwarded to the budget process.

Asked by Councilmember Wallace to describe how the amount of available funding is determined, Ms. Leslie explained that human services has a funding formula based on cost of living and population growth. The formula is used to determine the placeholder amount that goes into the Budget One proposal. The cost of living adjustment has been calculated to be 2.1 percent, and population growth will include the recent annexations.

Mr. Adriano said the Commission will present its recommendations to the Council in late summer or early fall, probably in October. Action by the Council will occur in December.

Ms. Leslie said the Commissioners will be assigned to teams of two or three when the application notebooks are released.

Councilmember Wallace acknowledged the need to have a new Commissioner appointed to take the place of Commissioner Habib but said the earliest that could occur is May 7. He allowed that that will not leave the new appointee much time to get up to speed. Ms. Leslie noted that six applications have been received.

Commissioner Plaskon asked if there is any way the Commission could let other funders know about applications and programs that have merit but which for one reason or another will not be funded by Bellevue.

Commissioner Yantis pointed out that usually the Commission does not know until the very end of the process which applications will be funded and which will not. Commissioner Stout commented that some applications will be weeded out in the initial review process for various reasons. She agreed such programs could be benefited from being able to show other funders that Bellevue found the program worthy but was unable to fund it. Commissioner Yantis clarified that at that point the decision to fund or not fund programs will not have been officially determined; the final funding decision comes from the Council, and the recommendation of the Commission can be overruled. It is easy at the end of the process to highlight applications that were held in high esteem by the Commission but which did not fit the funding criteria, and agencies could certainly use that information in seeking funding from other sources.

Mr. Adriano said the ShareOneApp website will not be used to access the applications. The website is set up for panels that are going to use strict review tools, such as numerical ratings. Furthermore, the applications are categorized by goal area for review in Bellevue and Redmond only; the other 16 participating cities do not take that approach, thus sorting them by goal area does not make sense. It is easier to access the data online via SharePoint.

Mr. Adriano informed the Commissioners that he had set up a remote user registration for each on the city's human services SharePoint site. The site is normally used by the pooled program cities for document sharing. After following the login procedure, each Commissioner will be able to click on the link for the Human Services Commission, then on the 2013-2014 applications folder. Within that folder there will be a folder for each agency and application package. The folder for each application will include the staff review once completed, along with supporting materials uploaded by the agency. The binders will not have the ancillary materials available, however.

With regard to the review tool the Commission will be using, the Commissioners concurred that the draft copy looked very usable and approved it.

Commissioner Stout asked why the emergency plan was included in the application. Mr. Adriano said that has been an ongoing conversation topic for many of the cities. The plans are not required in the application, but the applicants are asked to outline what actions they will take in the event of a disaster emergency. Mr. Foran shared that the city's Emergency Operation Board believes such information is critical. The city as an organization can do very little in the face of a disaster, and knowing what agencies have plans in place that can be mobilized is vital.

Ms. Leslie added that as part of the last two funding cycles the applications included questions about the emergency plans in place by agencies, though the response sought was merely a yes or no. The current iteration seeks far more information so the city can have it in hand.

7. OLD BUSINESS

Ms. Leslie reported that the HUD agreement for 2012 has finally been received. She said the allocation represents a 16 percent reduction over the previous cycle. Because the original projection was for a 20 percent reduction, some money will be added back in in accord with the contingency plan.

8. NEW BUSINESS – None

9. PETITIONS AND COMMUNICATIONS – None

10. ADJOURNMENT

Chair Bruels adjourned the meeting at 7:52 p.m.

Secretary to the Human Services Commission

Date

Chairperson of the Human Services Commission

Date