

The Human Services Commission approved these minutes on July 24, 2012

CITY OF BELLEVUE
HUMAN SERVICES COMMISSION
MINUTES

June 5, 2012
6:30 p.m.

Bellevue City Hall
City Council Conference Room 1E-113

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

COMMISSIONERS ABSENT: None

STAFF PRESENT: Emily Leslie, Alex O'Reilly, Joseph Adriano, Terry Smith, Department of Parks and Community Services

GUEST SPEAKERS: None

RECORDING SECRETARY: Gerry Lindsay

1. CALL TO ORDER

The meeting was called to order at 6:03 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 Perelman, who arrived at 6:11 p.m., and Commissioner Plaskon, who arrived at 6:56 p.m.

3. APPROVAL OF MINUTES

A. May 15, 2012

Commissioner Stout referred to the motion to approve the minutes of the March 20, 2012, meeting and pointed out that she had not seconded the motion.

Commissioner Stout also called attention to the last paragraph on page 10 and suggested striking the paragraph in its entirety.

Chair Bruels called attention to the fifth paragraph on page 3 and noted the reference to "Angelina's" should read "Angeline's" instead. He also referred to the first paragraph on page 10 and stated that the St. Vincent de Paul program is run out of his church, not Commissioner McEachran's church.

A motion to approve the minutes was made Commissioner Beighle. The motion was seconded by Commissioner Stout and the motion carried unanimously.

4. PETITIONS AND COMMUNICATIONS – None

5. STAFF AND COMMISSION REPORTS

Commissioner McEachran said he attended a barbeque on Memorial Day at Andrew's Glen which was attended by the Mayor and Deputy Mayor who took time to meet with each of the persons who have been helped by receiving transitional housing.

6. DISCUSSION

A. Preliminary Human Services Application Review (Goal 5 and CDBG)

Commissioner Stout took a moment to compliment the staff on their application reviews. She said they are very well done and very helpful.

81. AtWork! – Community Liaison

Commissioner Stout said the program addressed by the application is closely aligned with the transitional employment consultant program offered by AtWork! She said the two programs are crucial to the work done by the agency.

82. AtWork! – Transitional Employment Consultant

Commissioner Yantis said the ask does not represent a significant increase over the previous funding cycle. He said the program seeks to move clients from in-house enterprises into outside employment situations.

83. Bellevue College – Preparing for Work

Commissioner Yantis said the amount requested is only slightly higher than sought during the last funding cycle.

Commissioner McEachran disclosed that his wife teaches in the program.

84. Bellevue College – Career Center

Commissioner Yantis noted that the ask mirrors the amount sought during the last funding cycle. The program focuses on immigrants and refugees, dislocated workers and homemakers and provides assistance in finding better jobs or transitioning into employment.

85. Bellevue College – Head Start

Commissioner Yantis said the Head Start program serves some 200 infants, toddlers and preschoolers. About 53 percent of the parents of the children in the program are also enrolled in Bellevue College classes.

86. Bellevue School District – Early Learning Programs

Commissioner Yantis said the ask for the program represented a significant increase over the previous funding cycle, from \$85,000 to \$102,000. Their intent is to serve more students with the Early Learning Program, which has become both important and popular.

87. Boys and Girls Clubs of – Project Learn

Commissioner Yantis said the application talks about homework and other activities at the clubhouses, but does not specifically reference any time set aside for that purpose. Commissioner Stout said it was her understanding that time is set aside for homework, and assistance is provided.

Chair Bruels said the application outlines areas the agency would like to impact, including increased school effort, academic confidence, and community service activities. He allowed, however, that nothing is said about how the program did in those areas.

Assistant Director Terry Smith commented that both the Crossroads Community Center and the South Bellevue Community Center have Boys and Girls Club projects on the program.

88. Boys and Girls Clubs of Bellevue – Summer Camp

Commissioner Yantis said the program offers scholarships for summer camp and never turns anyone away for inability to pay. He noted that in the past he was involved with the Board of Directors for the organization.

Answering a question asked by Commissioner Perelman, Chair Bruels said his reading of the application is that the program is attempting to be more efficient by consolidating the summer camp programs to three different sites.

89. Cares of Washington

The Commission agreed not to consider funding for the application because it does not meet the minimum funding criteria.

90. Child Care Resources – Child Care Consumer Education and Provider Quality Improvement

Commissioner McEachran noted that the program began service of its phone line statewide in 2012.

Commissioner Beighle asked what is included in the technical assistance line item at \$106 per hour. Commissioner Stout said the rate is not uncommon for technical assistance. Human Services Planner Alex O'Reilly added that the assistance can take a number of forms.

91. Child Care Resources – Child Care Financial Assistance

There were no questions regarding the application or the longstanding program.

92. Child Care Resources – Homeless Child Care

Commissioner Beighle asked if the number of residents served counts only the children or includes family members. Commissioner Stout said she has had the same question regarding several applications. Ms. O'Reilly said it appeared to her that the number represents only the children served.

93. Hopelink – Adult Education

There were no questions regarding the application or the longstanding program.

94. Jewish Family Service – Refugee and Immigrant Service Centers

Commissioner Beighle said it would be good if the agency would edit its mission to include other refugee groups since they do serve them. She also pointed out that the application indicates almost \$100,000 less in salaries and wages, yet nothing is said about any significant changes. She said she would like a clarification from the agency on that point.

Commissioner Beighle asked about the figure of 54 percent of the people measured able to keep a job for three months. Human Services Manager Emily Leslie commented that many of the employment programs serve people who have a lot of barriers to employment. Grant Coordinator Joseph Adriano said five years ago the rate was closer to 37 percent.

95. Jubilee REACH

Commissioner McEachran said his congregation is involved with Jubilee REACH in the volunteer program. He said he has on occasion had questions about who from the outside provides program monitoring. He also noted the effort of the program to reach out to middle school students with sports programs. Mr. Smith said they

stepped out with middle school after-school programming a couple of years ago using volunteer resources.

Commissioner Beighle pointed out that the agency is religiously based and has a direct partnership with the Bellevue School District and asked if anyone reviews the textbooks and the stories that the city is helping to fund; she voiced concern that they might be religiously based. Ms. O'Reilly agreed to ask the agency to answer the questions.

Commissioner Stout voiced concern about the conversations that go on with the children in addition to the stories read to them. The community is very diverse and the conversations that go on must be highly respectful and non-specific. Teaching moral values is fine provided it is done in the right way. She suggested that a monitoring visit to see the children's programming would be a good idea.

96. Kindering

Commissioner McEachran said the review team had no questions about the very successful and well-established program.

Commissioner Beighle said she continues to be amazed by the program's 97 percent retention rate. Commissioner Stout added that the program is making a huge difference.

97. Korean Women's Association – Jobs

Commissioner Beighle said the new Employment Service Program addresses the economic recession. The focus is primarily on HCH workers, including aging Baby Boomers and veterans returning home. She asked, however, if there are rules against the city funding unionized groups, which the HCH is. Ms. Leslie said many health agencies have unionized workers.

Commissioner Beighle questioned why there was such a big jump in residents served, and why the agency is not seeking money from Federal Way where they have a fairly large client base.

Commissioner Perelman pointed out that Bellevue residents do not make up a large percentage of the total residents served.

Chair Bruels added that the agency is located in South King County and is based in Tacoma, and commented that the ask is fairly large given that only 17 Bellevue residents were served. He proposed not funding the application but to star it for reconsideration should there be additional funding identified.

Mr. Adriano said he suspected that the agency is seeking funding from Eastside cities in order to expand its outreach on the Eastside.

98. Lake Washington Institute of Technology

Commissioner McEachran said the new request seeks to fund scholarships to give students a leg up to make their next step. He said he was not sure what impact the program has in Bellevue, however.

Commissioner Beighle said she concluded after reading the application that the intent is to improve upon the standard education classes by delivering academic instruction in the context of each student's field of study. There is a huge jump in tuition for the full college mode, and many of the low-income immigrant and refugee students cannot afford that, and that is where the scholarship dollars would be applied. She questioned why the college does not maintain income records for all incoming students.

Chair Bruels suggested that the small ask is an attempt to get a foot in the door and possibly a reflection of their need for backfill dollars in light of the fact that their Gates Foundation money is running out.

There was agreement not to consider funding the application.

99. YMCA of Greater Seattle

The Commissioners had no questions regarding the application or the longstanding program.

100. YWCA of Seattle – King – Snohomish Employment Services

There were no questions regarding the application or the longstanding program.

101. A Regional Coalition for Housing – Housing Trust Fund

Ms. Leslie reminded the Commission that the city funds ARCH using two different pots of money. One is CDBG, which is a relatively small amount, and the other is from the city's Housing Trust Fund, which comes from the General Fund. She said the budget proposal submitted for 2013-2014 would restore the city's regular General Fund allocation of \$412,000 for ARCH. In addition, ARCH is estimating \$80,000 from loan repayments, \$60,000 in estimated annual interest, and \$34,000 from the annual CDBG contribution, for a total of \$586,000.

Mr. Adriano pointed out that every year the ARCH application indicates the CDBG funds received will be used for acquisition, not for construction. Occasionally, however, ARCH does use the funds for construction. He said the amount going to ARCH is so small it does not make sense to treat the distinction loosely anymore; it should be strictly enforced that the funds will be used only for non-construction costs. Once the line is crossed into the construction arena using CDBD funds, a number of

federal requirements are triggered that are extremely staff intensive. The risk to the city is quite high relative to the amount of money involved.

102. City of Bellevue – CDBG Administration

The Commissioners had no questions about the application.

103. City of Bellevue – CDBG Planning

The Commissioners had no questions about the application.

104. City of Bellevue – Major Home Repair

The Commissioners had no questions about the application.

105. Hopelink – Employment Program

Chair Bruels asked if the application could be funded from the General Fund rather than from CDBG. Mr. Adriano said the Employment Program is a service program that is part of the family development program. Some years ago the decision was made to fund the employment program through CDBG through a special designation, but it does not have to be funded from that source.

There was agreement to move the application to Goal 5 and add it to the Hopelink Family Development Program application.

106. Senior Services – Minor Home Repair

The Commissioners had no questions about the application.

****BREAK****

7. DISCUSSION

A. Full Human Services Application Review (Goal 1)

Mr. Adriano informed the Commissioners that the value of the applications they rejected for funding totaled \$86,900. The requests still on the table total \$3.3 million, which is more than the \$2.9 million projected to be available.

Ms. Leslie reminded the Commissioners that the funding formula is based on a cost of living adjustment and population growth. The COLA is 2.1 percent, and the population growth factor with the annexation funds adds another \$100,000 or so.

The Commission concluded that in the next round of reviewing the applications they would shy away from being too specific with regard to funding amounts, rather they

would indicate if the funding should remain flat, be reduced, or be increased over the previous allocation. The Commissioners also discussed whether or not allocations in excess of the amount requested can be made and concluded that they cannot.

1. ABSOLUTE Ministries – Discipleship & Housing

The Commission agreed not to fund the application.

2. BAS Foundation

The Commission agreed not to fund the application.

3. Catholic Community Services of King County – Emergency Assistance

Chair Bruels said the program fits very well with the Commission's priorities and said he was leaning toward full funding.

Commissioner Stout voiced concern over the fact that the program is embedded in a program that could be doing a lot more to build self sufficiency with their clients. The program comes across as a finger in the dike without a component for long-term stability.

Chair Bruels acknowledged the truth in that concern but said there is certainly a role for emergency one-time funding to get families through a crisis. Commissioner Plaskon concurred.

There was consensus to consider increased funding for the application.

4. Catholic Community Services of King County – Harrington House

Commissioner Beighle voiced concern over the fact that the program does not engage in any planned parenting for the clients. Chair Bruels agreed there are needs in that area but pointed out that the program is focused on transitional housing, which means staff contact with the clients is fairly time limited.

Commissioner Stout said one concern she continues to have about the program is the relatively low number of Bellevue women served.

There was consensus to consider flat funding for the application.

5. Congregations for the Homeless – Drop In Center

Commissioner McEachran disclosed that he has a close engagement with all of the Congregations for the Homeless programs.

Commissioner Stout said she would like to see the new program seriously considered for funding. Her view was shared by the other Commissioners.

6. Congregations for the Homeless – Housing

Commissioner Beighle suggested that the case management offered as part of the program is what helps keep the clients moving forward.

There was consensus to consider increased funding for the application.

7. Congregations for the Homeless – Eastside Winter Shelter

There was consensus to consider increased funding for the application.

8. Congregations for the Homeless – Shelter

Chair Bruels noted that the increased ask amount is intended to increase case management rather than increasing shelter capacity. He suggested holding the allocation flat for the application.

Commissioner Yantis pointed out that the Commission previously expressed caution regarding funding a housing program because it did not have case management, and suggested it would not make sense to argue against increasing funding for a shelter program simply because it wants to increase case management. He said he would prefer to increase funding for the application.

There was consensus to consider increased funding for the application.

9. Eastside Baby Corner – Meeting Basic Needs for Children

Chair Bruels disclosed that one of the donation sites for the program is operated at the church he attends. He said he likes the program and recommended full funding for it.

Commissioner Beighle voiced concern over the fact that the program has reduced its number of volunteers and is having to use more of its dollars for staff salaries. Commissioner Stout said she would increase funding for the agency for that very reason.

There was consensus to consider increased funding for the application.

10. Eastside Domestic Violence Program – My Sister's Home

There was consensus to consider increased funding for the application.

11. Emergency Feeding Program of Seattle King County

Commissioner McEachran disclosed that the program operates one of its distribution centers from his church.

Commissioner Stout voiced concern with the fact that the agency has a very large debt load; the debt load is larger than their ask of the city. She allowed that the cost of two dollars per food bag is very reasonable.

Commissioner McEachran said the program meets immediate needs without any questions asked. Their food sacks are quite diversified.

Chair Bruels said he was encouraged by the fact that the program is seeking funding from all of the Eastside cities.

There was consensus to consider increased funding for the application.

12. Food Lifeline

Commissioner Beighle proposed not funding the program at all. Chair Bruels agreed but commented that he loves the program.

Commissioner Stout pointed out that the agency is astute enough to recognize the need to have a healthy reserve in order to continue serving during difficult economic times.

There was agreement not to fund the application because of the risk involved, and the fact that the amount of funding sought compared to the overall program is very small.

13. Friends of Youth – Homeless Youth Services

Commissioner Stout voiced some hesitancy with regard to some of the budget figures, especially in light of the fact that the Friends of Youth board has voiced concerns about financial conditions.

Ms. Leslie pointed out that the agency is the only one that serves homeless youth and young adults on the Eastside.

Commissioner Stout suggested that the amount of money requested is high in light of the number of Bellevue residents served. She said she would be making comments about salaries and wages in association with several of the applications; in many instances they are incredibly low for the number of staff involved, while in other cases they are quite high. In the case of Friends of Youth, the Commission should be alert to the fact that the agency has totally new leadership.

Commissioner Yantis touted the value of the program and noted that the agency has been very consistent over the years. He said he was willing to give them the benefit of the doubt.

There was consensus to consider flat funding for the application.

14. Friends of Youth – The Landing Shelter

There was consensus to consider flat funding for the application.

15. Habitat for Humanity of East King County

There was consensus not to fund the application.

16. Hopelink – Emergency Food

There was consensus to consider increased funding for the application.

17. Hopelink – Emergency Services Financial Assistance

There was consensus to consider flat funding for the application.

18. Hopelink – Housing

Commissioner Yantis said he has always been a fan of the housing program because of the wraparound services the agency brings to bear.

Commissioner Beighle noted that the program ask was increased due to the fact that at the city's request the agency combined the Hopelink housing and Avondale Park elements together. She noted that the program is highly leveraged and that the agency is projecting to help 987 Bellevue residents in 2013, for which the city would only pay for 152.

There was consensus to consider increased funding for the application.

19. Imagine Housing – Francis Village

Commissioner McEachran disclosed that the program is operated out of his church. He said the program enjoys a strong interface between Sophia Way, Friends of Youth and Eastside Domestic Violence Program and is a very good model of how collaborative impact work successfully. He added that the impact crosses multiple municipalities.

Mr. Adriano pointed out that the property is in Kirkland, and that CDBG dollars from Bellevue were used for the building itself.

Commissioner Beighle noted that Bellevue dollars fund the services for every client.

Commissioner Perelman voiced concern over the fact that the facility is located in another jurisdiction and that there is no guarantee the program will serve Bellevue residents. She allowed that the need is clear but said she was not ready to support it at full funding over other programs.

There was consensus to consider funding the application.

20. Imagine Housing – Resident Services

Mr. Adriano said the city used to fund resident services and Andrew's Glen for Imagine Housing, but the agency decided to roll the services together into a single program. In doing so they determined some services they offered were not necessary and cut them out, thus their request is reduced.

Commissioner Stout commented that the group is still working out many of its systems, and added that it appears they are doing so with a great amount of care.

There was consensus to consider increased funding for the application.

21. Kirkland Interfaith Transitions in Housing – Transitional Housing Program

Ms. Leslie informed the Commissioners that one of the properties for which the agency offers case management is Housing at the Crossroads. Recently Housing at the Crossroads met with staff to discuss whether or not they should apply separately, but they were told it would make more sense to apply under KITH. Housing at the Crossroads is exploring a merger with another agency, of which KITH is one. Much of the requested funding increase from KITH is related to case management for Housing at the Crossroads. If Housing at the Crossroads stays with KITH, there is no issue, but if they merge with another agency, there will be an issue.

There was consensus to consider flat funding for the application.

22. Refugee Women's Alliance – Basic Food

Commissioner Stout said the application makes mention of a contract with the city of Renton, but no income from that jurisdiction is noted in the budget. Ms. Leslie said it could be that the agency receives money from Renton for a different program or a different service.

Commissioner Stout said she had questions about salaries. The application shows almost \$97,000 in wages and salaries, without the benefits element, yet the application indicates only half an FTE is funded. She said that question should be answered by the agency.

Commissioner Beighle voiced concerns that Bellevue dollars are being spent on non-Bellevue residents.

Chair Bruels said the program is valuable and does a lot to sign people up for assistance, but added that he is concerned about the wages and salaries figure in the budget.

There was consensus to consider decreased funding for the application because of questions about salaries and the number of employees.

There was agreement to ask the agency to attend a Commission meeting to answer questions.

23. Salvation Army – Eastside

Commissioner Stout asked why the ask was so substantial. Mr. Adriano said the application seeks funding for youth services, which during the last cycle was not funded.

Commissioner Stout said it appeared the only auditing done was by internal staff and asked if the agency is required to have independent auditing done. Ms. Leslie agreed that from the application it appears there has been no independent audit since 2009.

Commissioner Stout said she has had a lot of discomfort with the organization for a number of years, not the least of which is centered on the religious verbal message given to clients by the organization.

Commissioner Yantis noted that the organization has always floated on the edge where the Commission is concerned. There have been issues with the quality of the applications submitted, but the Commission always concluded that funded was warranted because the agency was doing so much with so little. He asked the staff if that is still the case. Ms. Leslie said the three main emergency assistance providers funded by the city are Hopelink, Catholic Community Services and Salvation Army. Both Catholic Community Services and Hopelink offer additional services and are able to connect clients to those services. Emergency services is by definition a band aid approach to get people over a hump. Salvation Army also offers additional programs, though very few of them are offered on the Eastside.

Mr. Smith said when Salvation Army first came to the Eastside they were very isolated and did not interact much with the city. Crossroads Community Center outreached to them and introduced them to others and connected them to the community. The agency has responded by stepping up with the meals program and the winter shelter program. Funding the agency does help to maintain that

connection, though admittedly the agency is a regimented and somewhat isolated organization.

Commissioner Yantis noted that Hopelink is asking for additional funding for a similar service, and the city's dollars would be better spent there.

There was consensus not to fund the application in favor of putting money into other organizations that offer similar and more comprehensive services.

24. Senior Services – Meals on Wheels

Commissioner Stout pointed out that where Emergency Feeding has diversified its food bags, Meals on Wheels has not. Additionally, the number of people served by the program is very small.

Chair Bruels commented that the services are offered to residents of jurisdictions that provide funding; if Bellevue does not fund the program, any requests made to the agency by Bellevue residents will not be accepted. The program serves people who are very isolated; often the one who delivers the food is the only person the client sees on a regular basis.

Commissioner Plaskon observed that the agency charges its clients based on a sliding scale, and the cost is actually quite high, primarily because of fuel costs. If Bellevue does not fund the program, the services will not be offered in Bellevue.

Commissioner Beighle said she would very much like to see the program revised to include a wider variety of food bags.

There was consensus to consider flat funding for the application.

25. Solid Ground – Housing Stability Project

Commissioner Stout said the program is well managed by a competent organization.

Chair Bruels commented that the program goes right to the heart of addressing recession impacts.

There was consensus to consider increased funding for the application.

26. Sophia Way – Eastside Winter Shelter

Ms. Leslie pointed out that the agency is still seeking a new site for the program. Two sites are being investigated, both of which would increase capacity.

Commissioner Yantis said the need is clear and the program addresses the need.

Chair Bruels commented that the demand for the service has skyrocketed.

There was consensus to consider increased funding for the application.

27. Sophia Way – Sophia's Home

Commissioner Stout said the program is both well designed and well managed, and it addresses a huge need.

There was consensus to consider increased funding for the application.

28. Sophia Way – Sophia's Place

Ms. Leslie said Sophia's Place is moving to the new St. Luke's site and will represent a major expansion of the agency's shelter program.

Commissioner Stout voiced concern over the fact that the new site is some 28 blocks from the transit center. She said she did not know how frequent the bus service is along Bellevue Way, particularly at night.

Commissioner Beighle asked why the program ask was up. Ms. Leslie explained that the shelter operated at First Congregational Church has only eight beds, whereas the new shelter will have 21 beds.

There was consensus to consider increased funding for the application.

29. Sophia Way – Sophia's Shoppe

There was consensus not to fund the application.

30. St. Vincent de Paul – Bellevue Conferences

Chair Bruels disclosed that the program is operated out of his church.

Commissioner Stout questioned why other religious organizations are not stepping up with funding instead of turning to government for funding. Chair Bruels said other organizations are doing what St. Vincent de Paul does in terms of the model. The program sends volunteers out to clients homes, conducts interviews, and puts together plans for how to move past their current crises.

Commissioner Beighle suggested the program should continue to gain funding from the local parishioners. The program operated successfully on that model before the city began funding it. Chair Bruels said the problem is that donations to all churches are down, both for charity work and for local operating expenses.

It was noted that the program was previously funded with one-time recession impact dollars.

There was consensus not to fund the application.

31. World Impact Network – Renewal Food Bank

Commissioner Stout voiced concern over the size of the increased ask for the program.

Mr. Adriano said the program previously received one-time recession impact funds from the city.

Commissioner McEachran commented that the program does not request evidence of citizenship. He noted that Emergency Feeding also does not require that documentation. The two programs are duplicating services to some degree.

Commissioner Beighle said she used to have the same argument until she learned that clients utilize the service specifically because they do not collect personal information. She said she favored continued funding for the program.

There was consensus to consider increased funding for the application.

32. YWCA – Angeline's Eastside Homeless Women's Center

Ms. Leslie noted that the program is in the process of moving to St. Luke's and will be complementary to the Sophia's Way shelter program.

There was consensus to consider increased funding for the application.

33. YWCA – Seattle/King County/Snohomish County – Family Village

Commissioner Stout asked why the program only reached 93 percent of its previous contracted service. Ms. Leslie said 90 percent is the city's threshold beyond which they are considered to have met their contractual obligations.

Commissioner Stout pointed out that according to the application the program defines service units are the number of unduplicated clients and noted that typically housing programs use bednights as the reporting unit. Mr. Adriano said after the series of mid-biennial reviews were conducted the agency was made aware of the Commission's concerns regarding the quality of service units and outcomes. The agency was one of the first to say they would be willing to try something different and seek to provide more valuable information. At that time they indicated they may use a measure other than bednights.

There was consensus to consider increased funding for the application.

8. OLD BUSINESS – None

9. NEW BUSINESS

Commissioner Yantis proposed starting at 6:00 and ending close to 9:00 for the remaining June Commission meetings, even if that means moving beyond the advertised agenda, and to add preliminary funding numbers to each application as part of the review. He further suggested that each Commissioner should come to the next meeting with a funding number in mind for each application.

10. PETITIONS AND COMMUNICATIONS – None

11. ADJOURNMENT

Chair Bruels adjourned the meeting at 8:40 p.m.

Secretary to the Human Services Commission

Date

Chairperson of the Human Services Commission

Date