

**City of Redmond  
Human Services Commission  
Retreat Summary  
October 26, 2009**

---

**Commissioners Present:** Steve Daschle, John Enslein, Diana Farrow, Lynn Fleshman, Raul E. Muñoz Sr., Kerry Smith, Connie Stansberry  
**Staff Present:** Colleen Kelly, Brooke Buckingham  
**Facilitator:** Debbie Lacy

**COMMUNICATION GROUND RULES**

- Listening
- Atmosphere of trust to express without fear of being judged
- Respectful disagreement
- Assume best intentions
- A willingness to see different perspectives and to change one's mind
- Effective structure to support group's goals
- Focus on working as a team, not as individuals
- Asking questions
- Establish common knowledge base
- Be succinct

**ROLES AND RELATIONSHIPS**

Presented by Colleen and Brook

- The Commission is an independent body.
- The Commission is an advisory group, charged with making recommendations to the Mayor and City Council.
- Issues related to the work of the Commission should be addressed in the structure of the Commission first and foremost, as opposed to individual conversations with the Mayor or City Council members.
- Colleen and Brooke are available to provide information to support Commissioners' decision-making process.
- Brooke handles funding contracts with agencies and monitors agencies. Colleen focuses on policy issues at regional and subregional levels.
- If you are called upon to give a statement or opinion, please note that you can speak for yourself as an individual Commissioner, but you cannot speak on behalf of the entire Commission unless a position has been established through formal procedure during meetings.
- You will be invited to outside meetings, events, trainings, etc. You are welcome to attend, but you are not required to do so.

A question was raised about whether emails are public record. Colleen said she believed they were considered public record, but she would check into that further and let the Commissioners know.

## **DEVELOPMENT OF BY-LAWS**

(See By-Laws draft.)

Regarding Chair and Vice-Chair positions, the group agreed that those interested would let Colleen know via email by this coming Wednesday. Elections will take place at the November meeting. Given that the Commissioners have just begun working together, it was decided that the Chair and Vice-Chair positions will be reassessed in June.

There was a discussion about whether to allow people to be present via phone for meetings if they can't attend and whether phone-in votes should be allowed. Steve expressed the opinion that having been in that situation in the past in meetings, his experience was that the group misses out on nonverbal communication from the person on the phone and there can be no guarantee that the caller is fully engaged and tracking the conversation. Others shared that teleconferencing can be distracting and doesn't always work well. It was agreed that Commissioners wouldn't be able to participate in the meetings via phone. To vote, they must attend in person. If they can't attend, they may contribute to the discussion via email prior to the meeting, but they cannot vote via email.

## **WORK PLAN**

Colleen shared draft of orientation information to be shared between now and February. The suggestion was made to find out what topics other Human Services Commissions discuss at their meetings and what they focus on in their agendas, especially outside of funding deliberations.

The group decided to postpone the Veterans and Human Services Levy presentation past the November meeting. There is time to receive that information after the Commission has some of the bigger picture information.

The suggestion was made to have an overview of the grants currently in process (outcomes, etc.).

The Commissioners wish to receive materials for each meeting in advance via email. If Commissioners want hard copies and are unable to print out all the materials, let Colleen or Brooke know.

November Agenda to include:

- Elect Chair and Vice-Chair
- Review/Approve By-Laws
- General Orientation (Federal, State, County, and City, along with regional and sub-regional committees and initiatives relevant to human services)
- Review/Revise Work Plan to include items requested by Commissioners