



City of Redmond Human Services Commission
Meeting Summary
Monday, May 13, 2013
6:30-8:30 pm

Members Present: Steve Daschle, Lynn Fleshman, Kellen Baker, Valerie Bays, Carolyn Mansfield, Jason Dick

Staff Present: Brooke Buckingham, Alaric Bien

Public Comment: There was no public comment.

April Meeting Summary: Approved

Updates from Commissioners:

- Lynn attended the human trafficking workshop and brought 3 church members. They didn't talk too much about warning signs and statistics, but focused more on referrals for other services providers.
- Carolyn went to the OneRedmond networking event where the guest speaker was from Swedish, talking about ACA and their merger. She made lots of connections with local business people.
- Steve will be meeting with the Mayor at the end of the month to talk about alternatives or enhancements to the annual celebration for boards and commissions.

Updates from Staff (handout):

- Staff shared winter shelter statistics and anecdotal outcomes and successes.
- Commissioners are encouraged to attend the EHSF event on June 6, as well as the AEA luncheon.
- Staff shared information about the status of the homeless outreach proposal. Chief Gibson is providing \$8000 in support of the proposal, in hopes of garnering support from other cities.

Old Business: none

New Business:

Open Meetings (handout)

Reviewed Open Public Meetings Act requirements, in particular regarding telephone and email communications. Discussed the use of SkyDrive to store reference materials for commissioners.

LWSD Meeting

Staff will meet with school district personnel on June 14. Commissioners suggest asking them what types of collaborations are they thinking about with the city and or provider community. They suggest that staff bring a list of the city's investments that impact schools and schoolchildren. Commissioners wonder if the schools have a mechanism to survey parents on the needs of their families.

Share1App Reports/Overview

Brooke showed how outcome data are collected and what the reports look like. Commission would like under and over performance data quarterly. They would like to hear one agency's narrative monthly. Commission wonders how we can track unmet needs. Turnaway data would be useful. They suggest asking agencies to describe their clients' unmet needs in the next application cycle and adding it to the reporting requirements.

Homelessness

Carolyn provided updated information related to some of her research, which included topic of panhandling.

Staff provided clarification on why they are considering targeting efforts around the topic of homelessness, which is not necessarily a mayor-driven initiative. Discussed the role of the city in prevention of homelessness. Many residents know there is homelessness, but wonder what *they* can do about it. Is there a slice of the homelessness issue that might intersect with our conversations with the schools? The role of the commission should focus more on advising the Mayor and Council on policy rather than focusing on services. Thanking the Council for their strong support is also indicated. Commissioners could serve as experts in their own communities/networks. They could educate the public on options to giving money to panhandlers. The Council has been creating community hubs where people can connect. We could use that as a way to help. We could educate ourselves and the council on what we are doing in regards to homelessness then figure out what else we need to do.

One idea is to specifically focus on this year's winter shelter. We could anticipate what policy questions might come up in regards to homelessness, what fads amongst other cities are there that we might want to head off.

Commissioners suggest:

- share a specific set of talking points to share what we're doing
- get the specifications for the winter shelter and commit to having one conversation with a potential community partner
- think about doing community engagement around the winter shelter as it is a tangible, urgent need
- invite the McKinney-Vento liaison from LWSD to come and talk about her work in June

Staff Work Plan Monthly Update April 2013

1. Support and Staff Commission
 - Eastside Pathways presentation to commission.
 - Staff shared networking opportunities with Commission (AEA luncheon, EHSF Annual event)

2. Funding/Contracting
 - sharelapp online reporting and invoicing launched and used successfully
 - Continued work on ES2P
 - NE Funders meeting, included Communities Count presentation. Some discussion about possibly having this be the focus of next Joint Commission meeting. Staff still needs to meet and plan next joint meeting.

3. Explore and Develop External Collaborations
 - Met with representative of [AISadaqa](#), an organization focused on coordinating the giving pillar of the Muslim faith for the Puget Sound region
 - follow up meeting late May to explore feasibility of using organization for assistance with emergency needs of Redmond residents
 - Listening session on Russian senior community needs
 - Facilitated Neighborhood Network conversation on disaster preparedness and community engagement
 - Meeting scheduled with LWSD

4. Strengthen internal collaborations with Police, Parks, and Intradepartment (Planning)
 - Continued discussion with Parks and others on race and leadership on the Eastside
 - Staff review of Senior Housing proposals.
 - Ongoing discussions with Planning department around what it means to become a High Performance Organization
 - Chief Gibson is sponsoring the homeless outreach proposal, providing an additional \$8000 in hopes to garner similar support from other cities

5. Strengthen ongoing subregional and regional partnerships
 - EHSF Workgroup meeting and Marketing Committee meeting
 - Coordination with other cities to provide data on funding commitments in support of homeless services, as part of a King County “System Mapping” project. The goal of this project would be to provide a better picture of the resources and distribution of resources across the county.

6. Represent Redmond regionally by staying connected to issues around transportation, early learning, PSRC, CDBG, Immigrant/Refugees, and Homelessness:
 - Actively participated in Families and Children Early Support – East meeting
 - Actively participated in Eastside Homelessness Advisory Committee meeting
 - Actively participated in Cultural Navigator Advisor Group meeting

- Hosted Eastside Easy Rider Collaborative meeting
- Ongoing discussions regarding winter shelter siting, including short and long term solutions and barriers

Washington Open Public Meetings Act (OPMA)
[RCW 42.30](#)

The Council and all City boards, commissions, and committees are required to comply with the OPMA

All boards/commissions must advertise their meetings to the public

All meetings must be open to the public unless otherwise allowed by law; such as an executive session

A meeting occurs whenever a quorum is present and the members are considering taking action or future action

The OPMA is not limited to physical meetings, but also email and telephone trees

Do not participate in email or telephone exchanges that involve a quorum of the commission and conduct commission business

One email from a commissioner to everyone else is OK – this is information sharing
But as soon as anyone responds, then it becomes a discussion and if a majority of the members are in on it, even if they don't all send emails, then it is a meeting of the commission

“Appearance of propriety”

Probably not a good idea for 4 members of the commission to convene somewhere outside of an open, public, noticed meeting – even if not discussing City business....
Someone can always assert that you did.

Violations can result in personal liability
Civil penalty in the amount of \$100

Public Records Act
[RCW 42.56](#)

A public record is **anything** related to the conduct of business regardless of physical form or characteristics

Anything transmitted or received via email in the transaction of official business is a public record and is subject to request