



MONROE CITY COUNCIL

Agenda Bill No. 20-091

SUBJECT:	Resolution No. 007/2020, Establishing the Community Human Services Advisory Board (CHSAB), formerly known as the Homelessness Policy Advisory Committee (HPAC)
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
06/23/2020	Administration	Deborah Knight Rachel Adams	Deborah Knight	New Business Item #3

Discussion: 06/23/2020

- Attachments:**
1. Resolution to Establish the Community Human Services Advisory Board (CHSAB) as a standing Committee.
 2. Draft CHSAB membership application, which outlines the CHSAB responsibilities, membership, selection process, and timeline.
 3. HPAC recommendations, which were adopted by Resolution by the Council on February 25, 2020.
 4. Resolution 001/2019 which established the HPAC.
 5. Exhibit A, which outlines the HPAC responsibilities, membership, selection process, and timeline.

REQUESTED ACTION: Move to approve Resolution No. 007/2020, establishing the Community Human Services Advisory Board, formerly known as the Homelessness Policy Advisory Committee, as a standing committee.

POLICY CONSIDERATIONS

Recommendations of the HPAC were adopted by resolution of the City on February 25, 2020. Approval of Resolution 007/2020, establishing the formerly named HPAC and henceforth referred to as the Community Human Services Committee, as a standing committee, will fulfill one of the recommendations of the HPAC.

DESCRIPTION/BACKGROUND

Mayor Thomas desired a forum for the coordination of information among citizens and stakeholders in the City of Monroe to seek solutions to, and assistance for unsheltered persons within the City. The City's proposed strategy included forming a Homelessness Policy Advisory Committee (HPAC) to provide advice and guidance regarding issues related to homelessness to the Mayor and City Council.

The HPAC was an ad hoc advisory body established by Resolution 001/2019 on January 22, 2019. The purpose of the HPAC was to provide a forum for the coordination of information among local citizens and stakeholders to seek thoughtful, effective, and lasting solutions to the city's homelessness crisis, and to facilitate assistance for unsheltered persons in the Monroe community. The committee was charged with providing non-binding advice and recommendations to the Mayor and City Council in the formulation, monitoring, implementation, and review of the city's homelessness programs and policies. Mayor Thomas appointed, and the City Council confirmed, ten community members to serve on the committee.

On November 19, 2019, the Mayor and Council reviewed the Homelessness Policy Advisory Committee (HPAC) draft recommendations that were presented at an Open House meeting on

November 14, 2019. The 2020 Adopted Budget includes \$100,000 to facilitate implementation of the HPAC recommendations, which were adopted by Resolution by the City Council on February 25, 2020.

The approved recommendations state that the HPAC should continue as a standing committee. Approval of Resolution 007/2020 will fulfill this recommendation and establish the formerly named HPAC, henceforth referred to as the Community Human Services Advisory Board (CHSAB), as a standing committee.

The CHSAB will be effective June 23, 2020 and will sunset automatically on May 31, 2024 unless extended by the City Council.

The CHSAB consists of 11 voting members representing a cross section of local residents, businesses, faith communities, and services providers.

Members will be appointed by the Mayor and confirmed by the City Council for a maximum of 4 years.

The Board will meet on the third Thursday of the month at 6PM and comply with the Open Public Meetings Act.

Board responsibilities include:

- 1) Provide nonbinding recommendations on how to assist community members: experiencing homelessness, who are at risk of becoming homeless or who are experiencing poverty or are adversely impacted by a crisis;
- 2) As directed, represent the City at established community events;
- 3) As directed, provide nonbinding recommendations for advocating for change at the local, county and state level along with elected City officials;
- 4) Act honestly, in good faith;
- 5) Perform their duties in a manner ensuring that the public trust in the integrity, objectivity, and impartiality of the CHSAB is preserved and enhanced;
- 6) Provide the coordination of information among local citizens and stakeholders to seek thoughtful, effective, and lasting solutions.
- 7) Provide nonbinding advice and recommendations to the Mayor and City Council in the formulation, monitoring, implementation, and review of the City's programs and policies;
- 8) Provide a communication link between the City, the community and local service providers on the community perspective and perception on how to assist community members: experiencing homelessness, who are at risk of becoming homeless or who are experiencing poverty or are adversely impacted by a crisis;
- 9) Participate in ongoing education on topics relating to equity and human services;
- 10) Provide nonbinding recommendations to the Mayor and the Council regarding a multi-year implementation strategy and funding;

11) Advise the City on the implementation of the HPAC recommendations.

12) Advise the City on human service policy issues.

IMPACT – BUDGET

City Administrator Deborah Knight, and the City’s contracted Project Management Consultant will support the CHSAB; The Project Management Consultant contract includes the oversight and administration for this committee and will prepare meeting materials. There is no additional expenditures in the formation of the CHSAB.

The Committee may make future recommendations of expenditure of funds but those will have to be approved by the Mayor and the City Council.

TIME CONSTRAINTS

Delaying action to form the committee may result in increased frustration with homelessness within the community, as well as among those who are experiencing homelessness, at risk of becoming homeless, in marginalized communities, or who are experiencing poverty or adversely impacted by a crisis.

ALTERNATIVES TO REQUESTED ACTION

1. Do not approve the establishment of the Community Human Services Advisory Board as a standing committee.
2. Do not approve the resolution and direct staff to areas of concern.

**CITY OF MONROE
RESOLUTION NO. 007/2020**

A RESOLUTION OF THE CITY COUNCIL AND THE MAYOR OF THE CITY OF MONROE, WASHINGTON, ESTABLISHING THE COMMUNITY HUMAN SERVICES ADVISORY BOARD (CHSAB) AS A STANDING COMMITTEE.

WHEREAS, the City Council and the Mayor established the formation of the short-term Homelessness Policy Advisory Committee (HPAC) on January 19, 2019; and

WHEREAS, the HPAC met throughout 2019, provided recommendations, and presented their recommendations to the City Council on February 18, 2020; and

WHEREAS, the City Council and the Mayor approved the HPAC recommendations by resolution on February 25, 2020; and

WHEREAS, one of the approved recommendations was to have the HPAC continue as a standing ad hoc committee; and

WHEREAS, the City Council and the Mayor desire to establish the HPAC henceforth being renamed the Community Human Services Advisory Board (CHSAB) on a permanent basis, to provide a community filter for transparency, recommend priorities and establish a means to monitor progress on goals; and provide such other advice and guidance with furthering Monroe's response to homelessness.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONROE, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Establishment of City of the Community Human Services Advisory Board.

A. Term:

- 1) The CHSAB shall be established effective June 23, 2020 and shall sunset automatically on May 31, 2024 unless formally extended by the City Council.
- 2) Evaluation. The organization and effectiveness of the CHSAB shall be evaluated by the City Council prior to the above-referenced sunset date. The CHSAB may in the City Council's discretion be extended for a longer term by appropriate City Council action.

B. Membership:

- 1) The membership of the CHSAB shall be comprised of:

- a. Eleven voting members, representing a cross section of local residents, businesses, faith communities, and service providers, and the City of Monroe.
 - b. The Mayor, City Administrator, Chief of Police and City Project Management Consultant as ex-officio members.
- 2) Members shall be appointed by the Mayor and confirmed by the City Council.
- 3) Terms of appointment shall be for four years, except as provided below.
- 4) Initial terms of appointment shall be staggered as follows:
 - i. Four positions with terms ending December 31, 2023.
 - ii. Three positions with terms ending December 31, 2022.
 - iii. Four positions with terms ending December 31, 2021.
- 5) Members may be removed by the Mayor.

C. Staffing:

- 1) As determined by the Mayor.

D. Regular Meetings:

- 1) The CHSAB will meet regularly on the third Thursday of each month at 6pm at the City Council Chambers of Monroe City Hall. The CHSAB shall also meet at such additional times as may periodically be directed by the City Council.
- 2) The CHSAB's proceedings will comply with RCW 42.30, the Open Public Meetings Act, as appropriate according to law.

E. Responsibilities (at the direction of the City Council):

- 1) Provide nonbinding recommendations on how to assist community members: experiencing homelessness, who are at risk of becoming homeless or who are experiencing poverty or are adversely impacted by a crisis;
- 2) As directed by the Council, represent the City at established community events;

- 3) As directed by the Council, provide nonbinding recommendations for advocating for change at the local, county and state level along with elected City officials;
- 4) Act honestly, in good faith;
- 5) Perform their duties in a manner ensuring that the public trust in the integrity, objectivity, and impartiality of the CHSAB is preserved and enhanced;
- 6) Provide the coordination of information among local citizens and stakeholders to seek thoughtful, effective, and lasting solutions.
- 7) Provide nonbinding advice and recommendations to the Mayor and City Council in the formulation, monitoring, implementation, and review of the City's programs and policies;
- 8) Provide a communication link between the City, the community and local service providers on the community perspective and perception on how to assist community members: experiencing homelessness, who are at risk of becoming homeless or who are experiencing poverty or are adversely impacted by a crisis;
- 9) Participate in ongoing education on topics relating to equity and human services;
- 10) Provide nonbinding recommendations to the Mayor and the Council regarding a multi-year implementation strategy and funding;
- 11) Advise the City on the implementation of the HPAC recommendations.
- 12) Advise the City on human service policy issues.

F. Authority:

- 1) The CHSAB shall be a purely advisory body to the Mayor and City Council; provided, that no recommendation or other action by the CHSAB shall be a requirement, prerequisite or condition to or for any action by the City Council.
- 2) All recommendations by the CHSAB addressing work program, policy issues, and economic development related budget issues shall be made to the Mayor and the Monroe City Council.

Section 2. Effective Date. This resolution shall take effect immediately upon passage.

ADOPTED by the City Council of the City of Monroe, at its regular meeting thereof,
and APPROVED by the Mayor this 23rd day of June, 2020.

Approved: June 23, 2020
Effective: June 23, 2020

CITY OF MONROE, WASHINGTON

(SEAL)

Geoffrey Thomas, Mayor

ATTEST:

APPROVED AS TO FORM:

Rabecca R. Hasart, Interim City Clerk

J. Zachary Lell, City Attorney



CITY OF MONROE
APPLICATION
COMMUNITY HUMAN SERVICES ADVISORY BOARD (CHSAB)

NAME: _____ E-MAIL ADDRESS: _____

HOME ADDRESS: _____

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

HOME PHONE: _____ BUSINESS PHONE: _____ CELL PHONE: _____

PLEASE LIST ANY PREVIOUS CITY APPOINTMENTS/OFFICES: _____

WHY ARE YOU INTERESTED IN SERVING ON THIS ADVISORY BOARD? _____

WHAT COMMUNITY ACTIVITIES OR OTHER EXPERIENCE DO YOU BRING TO THIS POSITION, INCLUDING LEADERSHIP ROLES? _____

DO YOU HAVE ANY SPECIAL SKILLS OR EXPERTISE APPLICABLE TO THIS POSITION? _____

ANY ADDITIONAL COMMENTS/INFORMATION YOU WISH TO PROVIDE FOR CONSIDERATION? _____

ARE YOU AWARE OF THE MEETING SCHEDULE FOR THIS ADVISORY BOARD? _____

AND ARE YOU AVAILABLE TO ATTEND REGULARLY SCHEDULED MEETINGS? _____

Please submit completed applications to: the City Project Management Consultant, City of Monroe, 806 West Main Street, Monroe, WA 98272; RAdams@monroewa.gov; 360-794-4007 (fax); please contact the City Project Management Consultant for more information – 360-863-4538



CITY OF MONROE
APPLICATION
COMMUNITY HUMAN SERVICES ADVISORY BOARD (CHSAB)

**Meetings are scheduled for the first Thursday of the month. The first meeting will be Thursday, August 6, 2020, at 6 p.m.*

APPLICATION CERTIFICATION:

SIGNATURE: _____ DATE: _____

COMMUNITY HUMAN SERVICES ADVISORY BOARD (CHSAB)

ROLE OF THE ADVISORY BOARD

The Community Human Services Advisory Board has been established to provide a forum for the coordination of information among citizens and stakeholders in the City of Monroe to seek solutions to, and assistance for, unsheltered persons, marginalized communities, those experiencing poverty or adversely effected by crisis within the City. Committee members will provide advice and guidance regarding issues related to equity, recovery and community resiliency to the Mayor and City Council.

PUBLIC INPUT AND ATTENDANCE

All meetings of the committee will be official public meetings and open to the public. The meetings will be posted and/or advertised. There will be no public comment during meetings.

MEMBERSHIP CRITERIA

The CHSAB shall consist of eleven members representing a cross section of local residents, businesses, faith communities, service providers, and the City of Monroe. Members shall be appointed by the Mayor and confirmed by the Council. Members may be removed by the Mayor. At the City Council’s discretion, the HPAC shall be disbanded upon completion of the objectives set forth herein.

Ex Officio Members. The committee may also include representatives from the Monroe Chamber, Downtown Monroe Association, Monroe School District, Everett Community College, Hospital District and not-for-profit partners as ex-officio (non-voting) members.

SELECTION PROCESS

Applications for positions on the CHSAB will be available from June 24th to July 1st, 2020.

Mayor Thomas will review applications and present appointments to the City Council for confirmation on July 28, 2020.

SELECTION TIMELINE

Applications available	June 24, 2020
Applications close	July 1, 2020
Applications reviewed	July 1 – 5, 2020
Interviews	July 6, 2020
Council Confirmation	July 28, 2020

HPAC Final Recommendations
Approved January 16, 2020

Housing

- **Establish Temporary-Housing** in a permanent facility to serve Monroe residents with adjacent secured parking for those living in vehicles and RVs for overnight stay
- **Establish a Sky Valley Housing Consortium** to establish short, long-term, and alternative housing
- **Increase alternative housing that includes but is not limited to men, youth, LGBTQ, and families and pets**

Partners

- **Establish Service Provider Networks** to provide services and housing 24/7 in Sky Valley
- **Increase public transportation** between Monroe & Everett
- **Involve other public entities** in a network to prevent and end homelessness in Sky Valley
- **Create an education campaign** that supports affordable housing, job training, and treatment options

Prevention

- **Gather and analyze accurate data** about homelessness in Monroe
- **Create an education campaign** about homelessness: causes, prevention strategies, and alternatives
- **Promote social services networks** focused on youth and families

Policy/Budget

- **Lobby legislators** at all levels to increase funding for addiction and mental health treatment, affordable housing, job training, and support services
- **Identify and lobby for new law enforcement** strategies focused on personal accountability
- **Engage developers** in building affordable and subsidized housing
- **Implement HB 1406** Explore all revenue options for housing, mental health, and chemical dependency
- **Continue HPAC as standing committee** Monitor progress towards implementing HPAC recommendations. Review Technical Committee recommendations.
- **Adopt and fund a Six-Year Plan** to fulfill HPAC's recommendations

Public Safety

- **Implement law enforcement strategies** and regulations that increase personal accountability and adhere to civil and personal rights
- **Gather and analyze accurate data** about crime in Monroe

HPAC Final Recommendations

Approved January 16, 2020

- **Initiate a residential and business** crime prevention program
- **Continue to budget** for the Embedded Social Worker/Community Outreach
- **Use technology to increase public safety and protect infrastructure.**
- **Implement Community Court** so treatment for addiction and mental health can be offered as an alternative to jail

Support Services

- **Create a coordinated homeless response center.**
- **Create a system of services** that responds to the homeless crisis 24/7
- **Establish more accessible mental health** and addiction services in Monroe
- **Obtain supportive services to navigate people through resources**
- **Support agencies that serve and promote self-reliance** among people in need

CITY OF MONROE
RESOLUTION NO. 001/2019

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MONROE, WASHINGTON, ESTABLISHING AN AD HOC
HOMELESSNESS POLICY ADVISORY COMMITTEE

WHEREAS, the issue of homelessness has become a pressing and highly visible public health, safety and welfare concern for the City of Monroe and the Monroe community; and

WHEREAS, the Mayor and City Council recognizes the desirability of providing a forum for the coordination of information among local citizens and stakeholders to seek thoughtful, effective and lasting solutions to the current homelessness crisis, and to facilitate assistance for unsheltered persons in the Monroe community; and

WHEREAS, the Mayor and City Council desires to establish an ad hoc committee to provide such a forum and to offer nonbinding, advisory recommendations to the Council as requested.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONROE, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Establishment of Homelessness Policy Advisory Committee.
The City Council hereby approves the establishment of an ad hoc committee to be known as the Homelessness Policy Advisory Committee. The composition, membership criteria, responsibilities, and procedures of said committee shall be as provided in Exhibit A, attached hereto and incorporated herein by reference as if set forth in full.

Section 2. Effective Date. This resolution shall take effect immediately upon passage.

ADOPTED by the City Council of the City of Monroe, at its regular meeting thereof, and APPROVED by the Mayor this 22nd day of January, 2019.

Approved: January 22, 2019
Effective: January 22, 2019

CITY OF MONROE, WASHINGTON



Geoffrey Thomas, Mayor

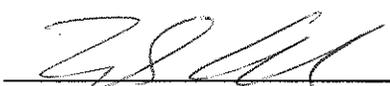
(SEAL)

ATTEST:

APPROVED AS TO FORM:



Elizabeth M. Adkisson, MMC, City Clerk



J. Zachary Lell, City Attorney

EXHIBIT A

City of Monroe

Homelessness Policy Advisory Committee

1. Introduction

The purpose of the Homelessness Policy Advisory Committee (HPAC) is to provide a forum for the coordination of information among local citizens and stakeholders to seek thoughtful, effective, and lasting solutions to the City's homelessness crisis, and to facilitate assistance for unsheltered persons in the Monroe community. The HPAC will provide the Mayor and City Council with nonbinding advice and recommendations regarding issues related to homelessness.

2. Authority

The HPAC is an ad hoc advisory body established by Resolution No. 001/2019, approved by the Monroe City Council on January 22, 2019. The HPAC shall serve in a purely recommendatory, as-requested, capacity. Nothing herein shall be construed as requiring the City Council to solicit, accept, and/or follow any recommendation(s) proposed by the HPAC as a prerequisite for any City Council action.

3. Responsibilities and Functions

As may be requested by the Mayor and the City Council, the HPAC will:

- a. Provide nonbinding advice and recommendations to the Mayor and City Council in the formulation, monitoring, implementation, and review of the City's homelessness programs and policies; and
- b. Provide nonbinding advice or assistance to the Mayor and City Council on any other issues related to homelessness.

In recognition of the important role that other organizations and agencies play in addressing the needs of homeless persons and issues related thereto, the HPAC will consider and make recommendations concerning potential partnerships between the City and such organizations to ensure appropriate collaboration, maximize efficiencies, and coordinate efforts and resources.

4. Membership; Duration

The HPAC shall consist of nine to eleven members representing a cross section of local residents, businesses, faith communities, service providers, and the City of Monroe. Members shall be appointed by the Mayor and confirmed by the Council. Members may be removed by the Mayor.

At the City Council's discretion, the HPAC shall be disbanded upon completion of the objectives set forth herein.

5. Obligations of Members

Members of the HPAC, in performing their duties, shall:

- Act honestly and in good faith;
- Participate in the work of the HPAC; and

EXHIBIT A

- Perform their duties in a manner ensuring that the public trust in the integrity, objectivity, and impartiality of the HPAC is preserved and enhanced.

6. Meetings and Minutes

The HPAC will meet at 6:00 p.m. on the first Thursday of every month in the City Council Chambers of Monroe City Hall. Other meetings of the HPAC may be scheduled as needed, with notice sent to the members with an agenda at least twenty-four hours in advance.

Meetings of the HPAC shall be open to the public and shall comply with Chapter 42.30 RCW, the Open Public Meetings Act, to the extent required by law. Provided, that no public comment shall be allowed at HPAC meetings.

A quorum for purposes of any meeting shall be the number of HPAC members who represent a simple majority of all members.

HPAC meeting minutes will be approved at the beginning of each meeting. Minutes will be distributed to the committee members and available on the City's website.

7. Reports

Advice and recommendations of the committee relating to specific projects and policies will be reported to the Mayor and City Council as requested.

8. Remuneration

Members of the HPAC shall serve without compensation.

EXHIBIT A**City of Monroe****Homelessness Policy Advisory Committee****1. Introduction**

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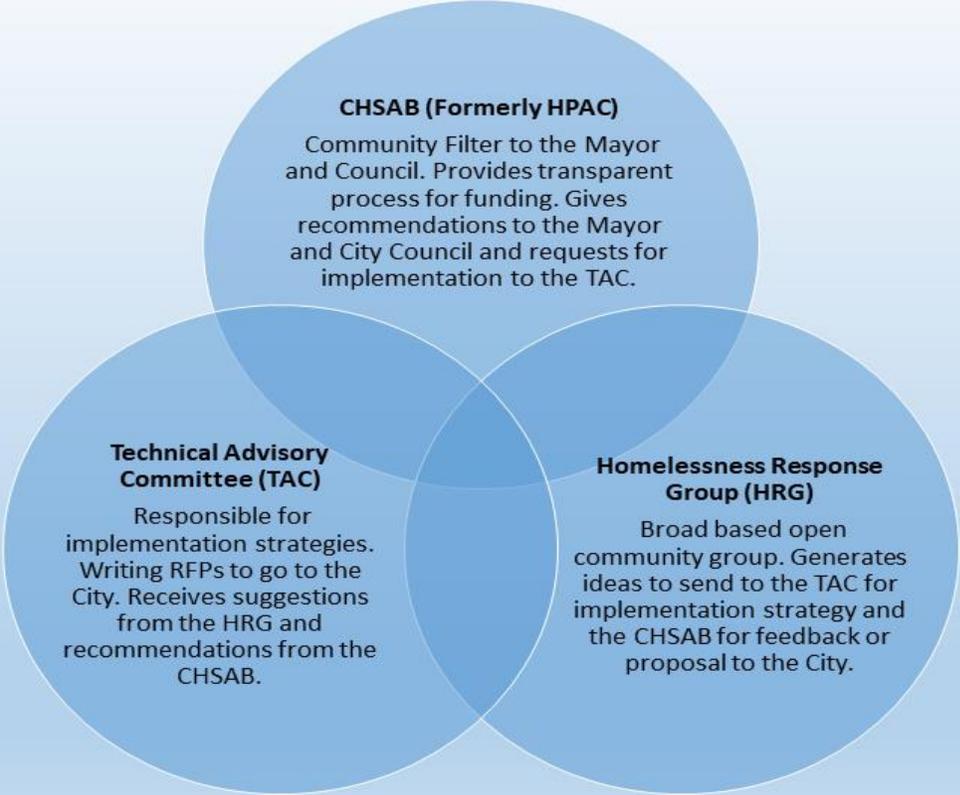
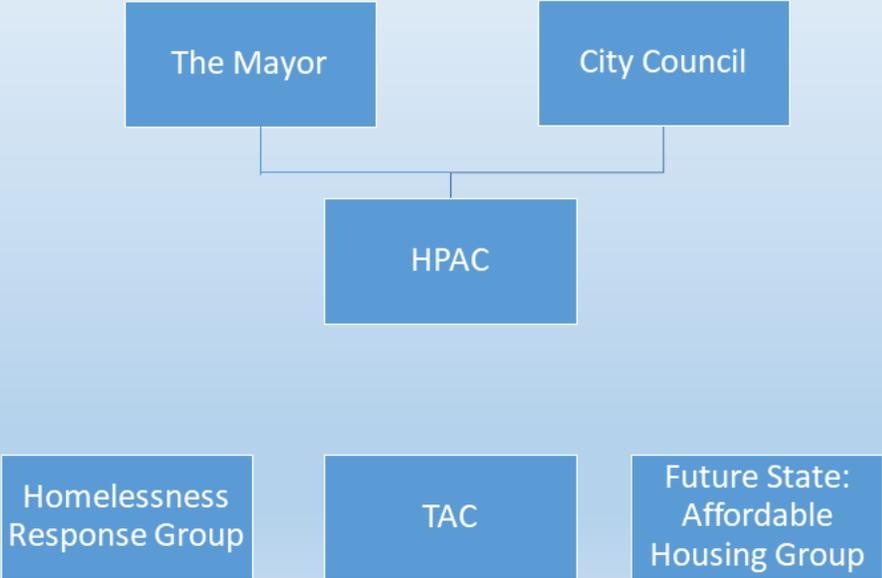
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REQUESTED ACTION:

MOVE TO APPROVE RESOLUTION NO. 007/2020,
ESTABLISHING THE COMMUNITY HUMAN SERVICES
ADVISORY BOARD, FORMERLY KNOWN AS THE
HOMELESSNESS POLICY ADVISORY COMMITTEE, AS A
STANDING COMMITTEE.

Presented to Mayor Thomas and Monroe City Council June 23, 2020 by Rachel Adams

Engagement Flow Chart



WORKING TOGETHER AND RESPONDING TO OUR COMMUNITY.

RESPONSIBILITIES OF THE CHSAB

Recommend

Represent

Advocate

Advise

Educate

Coordinate

Communicate

Act honestly,
in good faith

Ensure the
public trust

Strategize

REQUESTED ACTION:

MOVE TO APPROVE RESOLUTION NO. 007/2020,
ESTABLISHING THE COMMUNITY HUMAN SERVICES
ADVISORY BOARD, FORMERLY KNOWN AS THE
HOMELESSNESS POLICY ADVISORY COMMITTEE, AS A
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Presented to Mayor Thomas and Monroe City Council June 23, 2020 by Rachel Adams