

## Policy & Budget:

### **Community Human Services Advisory Board (CHSAB)**

On July 1, 2021, the Community Human Services Advisory Board heard from legislative representatives at the Association of Washington Cities (AWC) recapping the 2021 legislative session. Sharon Swanson and Carl Schroeder presented the board with information and answered questions about bills that had passed through legislation and how they would pertain to human services issues.

On July 15, 2021, the CHSAB received a presentation on the City budget from City of Monroe Finance Director Becky Hasart. Ms. Hasart shared with the board about how the budget is created and the potential sources of human services funding.

To view the Agenda materials please visit the City Website:  
<https://www.monroewa.gov/Archive.aspx?AMID=99>

## Partners, Support Services & Prevention:

### **Community Asset Mapping and Facilitated Program Development**

Mr. Alcorn has been working with Ms. Adams to facilitate key informant interview and gather resident survey data. Mr. Alcorn made an onsite visit to Monroe and connected with the Latino community to pilot a focus group.



*Sky Valley*  
HUMAN SERVICES  
COMMUNITY NEEDS ASSESSMENT  
2021

QR CODIO PARA ENCUESTAR EN ESPANOL

QR CODE TO SURVEY IN ENGLISH

TAKE THE SURVEY AND HELP IDENTIFY OUR COMMUNITY'S HEALTH AND HOUSING NEEDS.

THIS SURVEY WILL TAKE YOU LESS THAN 5 MINUTES TO COMPLETE, AND WILL HELP DETERMINE HOW TO MEET COMMUNITY HEALTH AND HOUSING NEEDS IN THE FUTURE.

Survey closes August 15, 2021.

<https://www.surveymonkey.com/r/skyvalleycrn2021spanish>

<https://www.surveymonkey.com/r/skyvalleycrn2021>

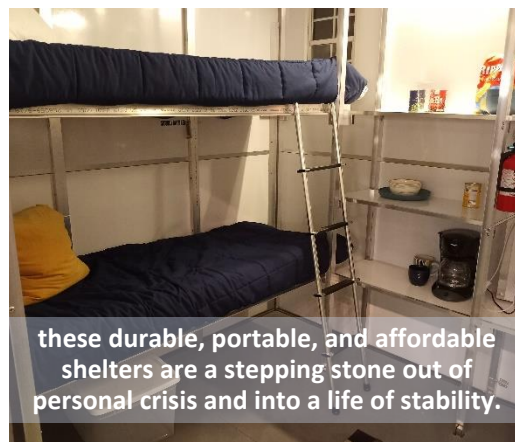
## Prevention

Ms. Adams assisted with facilitating a meeting for the families that are being displaced due to the sale of the Sky River Apartment complex with Housing Hope Certification Specialist Kris Clark. Ms. Clark shared with the families all the information on the application process and the available local and regional housing units.

## Housing & Public Safety:

### Heathers Hope for Community

Ms. Adams was invited to tour the pallet shelter factory along with members of Housing Hope and Heathers Hope for Community. For more information about this company and their product please visit: [Pallet \(palletshelter.com\)](http://Pallet (palletshelter.com))





# Human Services Work Report July 2021



## Local Human Service Events during Covid19

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
211 East County Navigator at SVDP				211 East County Navigator at TTNS		
		Sky Valley Foodbank 2pm-5pm	MPD Outreach Team			
TTNS Outreach Team		TTNS Outreach Team		TTNS Outreach Team		
		Hot Food Event 12pm-1pm at the Library	Hot Food Event 12pm-1pm at the Library		Hot Food at Foursquare Church 10am	
	Food Share 9:30am at The Library	Food Gleanings 2pm-4pm at The Rock Church	Grocery Distribution at French Creek Manor 2pm-4pm	Food Gleanings 4pm-6pm at The Rock Church		
VOA Showers 10pm-2pm		VOA Showers 12pm-5pm				

## We Are Monroe WA Stories July 2021



“Hi, my name is Autumn, and I am five years old. I moved to the [City of Monroe, WA](#) with my mom when I was three. I met Commander Paul Ryan of the [Monroe Police Department](#) at the [Monroe Farmers Market](#) last year. Meeting Commander Ryan was the first time I really reached out to meet anyone new in town. The move was really hard on me with so many changes. Meeting Commander Ryan has helped change things for the good. When I met him at the Farmers Market last summer, I asked him to come speak to my preschool class and he came! I was so happy to have one of the policemen come to my school. All

the other kids were happy to meet him too! I wanted to make sure and thank Commander Ryan again before I leave to visit my dad in Spokane for a couple weeks.

Commander Paul Ryan is a real hero! I even dressed up as him for Halloween. Thank you Commander Paul Ryan and Monroe Police Department.



The goal of #WeAreMonroeWA is to elevate commonalities and shared values among City of Monroe residents, spark connections, and ultimately cultivate empathy that is grounded in shared humanity rather than circumstances. Similar to Humans of New York.

[#WeAreMonroeWA](#) will feature about the people who make Monroe the amazing community it is. Because we are all Monroe. Have a story to share? Email [wearemonroewa@monroewa.gov](mailto:wearemonroewa@monroewa.gov), or text 360-722-1684. Please include a photo with your story submission, and if it is about a specific person, their contact information so the City can get their permission to share the story.

# COMMUNITY HUMAN SERVICES ADVISORY BOARD

July 1, 2021



## CALL TO ORDER AND ROLL CALL

The July 1, 2021, Community Human Services Advisory Board (CHSAB) meeting was called to order at 6:00PM by Chair Harrigan. Mr. Tyler Christian facilitated roll call.

### Attendees:

#### Board Members

		City of Monroe
Tony Balk	Bryan Lipsy	Rachel Adams
Jim Bloss	Sarah Lunstrum	Tyler Christian
Roger Evans	Amber Mehta( <i>arrived at 7:08pm</i> )	Deborah Knight
James Harrigan	Jose Luis Nino De Guzman	Rich Huebner
	Bridgette Tuttle	Ali Edwards
	Aisha Sial	Claire Sorgen

#### Members

Amy Plumb                      Todd Strickler

### Absent:

Lynsey Gagnon

### Community Members:

Marcos Alcorn  
Sharon Swanson  
Carl Schroeder

## PUBLIC COMMENT

Marcos Alcorn, KSA Consultant, thanked the board for the input on the survey and spoke to some of the issues that had been brought up in the feedback he had received. Mr. Alcorn asked to have board members who had not scheduled their key informant interview. General discussion followed and Ms. Knight offered to set aside more time to continue the discussion in a small group. Board Member Jim Bloss, Board Member Bryan Lipsy and Member Amy Plum volunteered to be part of the survey review group.

# COMMUNITY HUMAN SERVICES ADVISORY BOARD

July 1, 2021



## APPROVAL OF MINUTES

Chair Pro-tem Balk made the motion to approve the 06.17.2021 CHSAB Meeting Minutes. Board member Bloss seconded. Board Member Sial requested something that she said to be clarified. Ms. Knight suggested that Ms. Sial and Ms. Adams work on this correction together and then bring the minutes back to the next meeting to be approved.

## DISCUSSION

### Human Services Legislative Recap (Deborah Knight)

Ms. Knight introduced the City interns who had worked on the legislative recap and the two subject matter experts Carl Schroeder and Sharon Swanson from AWC.

Mr. Schroeder shared a little about AWC and what they do. Mr. Schroeder has covered homelessness and human services.

Ms. Swanson shared the issues that she covers in the legislation.

Mr. Schroeder spoke about the challenges related to covid19. They focused on rental and foreclosure assistance and additional resources. Mr. Schroeder summarized information and responded to questions about recent bills that were signed into legislation.

HB1070 levees 1/10 of 1% tax toward affordable housing. This provides clear authority to acquire buildings for housing purposes. A new requirement is that if a County is in charge of these funds they have to collaborate with the City and 15% to the City that it is built in.

HB1220 includes a major change to the housing elements of the GMA to provide housing up and down all levels of the income spectrum. The State has not provided funding and it is optional at this point. This also allows for emergency shelter to be in zones that allow hotels.

HB1277 pertains to document recording fees being allocated toward homelessness prevention and rapid rehousing programs.

HB5160 requires landlords to offer a reasonable schedule for repayment of unpaid rent.

SB5287 Is an optional tax exemption that Cities can offer to encourage development of affordable housing.

Chair Pro-tem Balk asked some specific follow up questions about housing and implementation of legislation. Mr. Schroeder responded that requirements were not working so the trend is toward more incentives to help Cities implement plans and encourage collaboration.

Chair Harrigan asked if there were any issues of these renter protection bills causing landlords to sell their properties. Mr. Schroeder shared about how 5160 had more in it that was beneficial to landlords

# COMMUNITY HUMAN SERVICES ADVISORY BOARD

July 1, 2021



but that this was a real concern while talking about this during the legislative session. The Governor is also planning to extend the Eviction Moratorium to September. Chair Harrigan asked about Community Land Trust. Mr. Schroeder replied that he thinks this is a good option for Cities.

Board Member Sial asked about connecting with Mr. Schroeder and Ms. Swanson after the meeting due to the amount of information. Both said yes.

Ms. Swanson spoke to the mental health legislation items and police reform bills.

HB1310 addresses when an officer can use physical force and to what degree. One thing that has come out of the bill is that the language is very strict. This also effects involuntary treatment. A group wants to sit down with legislators to discuss if this is what they really want.

HB1477 requires the department of health to provide the funding for the increased use of the crisis response system.

HB1338 if someone is enrolled in Medicaid and is incarcerated their benefits are extended 29 days and then may be canceled.

HB1140 if a juvenile is being offered to waive their Miranda rights, they need to ensure the juvenile understands and it needs to be recorded.

SB5476 Blake Ruling – possession of controlled substances was found unconstitutional because it lacked a clause about “knowingly possessing” the controlled substance. Moving forward, possession will be penalized as a misdemeanor and first two interactions with an officer must be diverted. If Cities do choose to prosecute after the two diversions, then the Cities will bear the costs of the prosecution. Also, the City is required to provide medical treatment in jail if needed. The bill has a 2023 stop gap.

Board Member Bloss mentioned the importance of data gathering. Who is going to have the responsibility of collecting this data? Ms. Swanson speculated the Health Care Authority because they are responsible for a lot of this work.

Chair Harrigan asked about health care costs in jails. If they are going through detox or needing to continue medication for healthcare purposes.

Ms. Knight responded that the City contracts with Snohomish County for jail services and the City is already charged for this type of treatment.

Board Member Bloss shared concerns about not having a real continuum of care.

Chair Harrigan asked how people could be more involved. Mr. Schroeder suggested to check out the legislative bulletin and talk to the legislatures about the issues the board members are seeing and dealing with. Ms. Swanson added to invite the legislators to come out and see the work and the gaps in the system.

# COMMUNITY HUMAN SERVICES ADVISORY BOARD

July 1, 2021



## **Community Human Services Advisory Board Public Safety Recommendations. (Deborah Knight)**

Ms. Knight shared the table and the ranking of the priorities that came out of the public safety discussion and the comparison to what is included in the HPAC recommendations.

### **Board Member Bloss moved to amend the HPAC recommendations to include the Part Time (PT) Clerical Position. Board Member Sial seconded.**

Board Member Lunstrum asked where the funding would come from. Ms. Knight clarified that this action would be to include this item in a set of recommendations and if it were included it would come out of the general fund. Ms. Knight suggested waiting to look at the Needs Assessment before making a budget recommendation.

Board Member Tuttle asked if the council already adopted the recommendations why are we recommending them again. Ms. Knight explained that that was not what they were doing. This action would just amend the HPAC recommendations to include the PT Clerical Position Ms. Tuttle clarified that they needed to do this because of the budget. Ms. Knight responded that was correct.

Chair Pro-tem Balk objected to the process because it was not clear that there was a disciplined exercise taking place and shared that the ranking did not have a lot of merit in his opinion. Mr. Balk restated that the purpose of this item was to include the PT Clerical recommendation. Ms. Knight shared that staff was just offering this as a starting place.

Chair Harrigan agreed with Chair Pro-tem Balk about the process.

Board Member Mehta agreed with Chair Pro-tem Balk about the process.

Board Member Bloss explained that he made the motion because he felt it might increase the possibility of creating the community court.

Board Member Tuttle also voiced concern that she didn't realize they were voting either. Ms. Tuttle was in favor of adding in certain things, but also doesn't want to through out certain things.

Ms. Knight responded that if there is a sense that the board would like to go through a more formal process that is an option, or the board can choose to add all these items.

Board Member Tuttle replied that she was comfortable including everything on this list and letting the council decide its priorities.

Chair Harrigan clarified that they could make an addendum and shared that his inclination was to make this motion and then follow the process that Ms. Knight described.



# COMMUNITY HUMAN SERVICES ADVISORY BOARD

July 1, 2021



Board Member Bloss shared that he thought that the process was just fine, was very logical and that he was comfortable with what was done. Mr. Bloss felt that the line up of ranked items would be what they would be following anyway.

Board Member Lunstrum pointed out that it sounded like something the board might consider and revisit after the community needs assessment.

Board Member Bloss asks to withdraw his motion.

Ms. Knight recommends to vote it down and that if the board says were not ready to take a vote then we can bring it back after the needs assessment or you can create an option to include everything.

Chair Pro-tem Balk shared that he would rather wait till we do the needs assessment.

***Motion Fails: 2/4***

Chair Pro-tem Balk **Moves to postpone the discussion until the needs assessment is completed.**

Chair Harrigan interjected before that motion there needed to be a meeting extension: Board Member Bloss motions to extend the meeting. Board Member Mehta seconds. Motion Passes: 7/0

Chair Pro-tem Balk repeats his motion. Board Member Bloss seconds.

Board Member Sial shared that her understanding was that the needs assessment will come out after the August 1<sup>st</sup> budget deadline.

Ms. Knight responded that yes it will be cutting it close. Ms. Knight was proposing to bring the budget back at the second meeting in August.

Board Member Sial asked if it would be helpful to the board to have more concrete information about why the clerk should be added.

Chair Harrigan said that he would appreciate more information.

***Motion Passes: 7/0***

## STAFF AND BOARD MEMBER REPORTS

### **Staff Report: Updated CHSAB Work Plan and Schedule (Deborah Knight)**

Ms. Knight requested a small group of CHSAB members to review ARPA applications.

Chair Pro-tem Balk asked about conflicts of interests.

Ms. Knight offered that if board members have conflicts of interest, they can recuse themselves from that application.

# COMMUNITY HUMAN SERVICES ADVISORY BOARD

July 1, 2021



Tony Balk, Jim Bloss, Sarah Lunstrum, James Harrigan volunteered for the ARPA application review group.

## ADJOURNMENT

At 8:57pm Board Member Bloss made the motion to adjourn. Chair Pro-tem Balk seconded. Motion carried: 7-0.

# COMMUNITY HUMAN SERVICES ADVISORY BORAD

July 15, 2021



## CALL TO ORDER AND ROLL CALL

The July 15, 2021, Community Human Services Advisory Board (CHSAB) meeting was called to order at 6:00PM by Chair Harrigan. Mr. Tyler Christian facilitated roll call.

### Attendees:

#### Board Members

Tony Balk

Jim Bloss

Lynsey Gagnon

James Harrigan

Bryan Lipsy

Amber Mehta

Bridgette Tuttle

Aisha Sial

#### City of Monroe

Rachel Adams

Tyler Christian

Deborah Knight

Becky Hasart

Mayor Geoffrey Thomas

#### Members

Amy Plumb

Todd Strickler

### Absent:

Jose Luis Nino De Guzman

Roger Evans

Sarah Lunstrum

### Community Members:

## PUBLIC COMMENT

## APPROVAL OF MINUTES

Chair Pro-tem Bloss made the motion to approve the Amended 06.17.2021 CHSAB Meeting Minutes and 07.01.2021 CHSAB Meeting Minutes. Board member Balk seconded. Motion Passes: 8/0

## DISCUSSION

### City of Monroe Budget Discussion (Becky Hasart)

#### What is a budget?

It is the legal document that lays out what revenues we expect to receive and how we would like to spend them. On a calendar year cycle – December to January. City budgets can be annual or bi-annual. A change to a bi-annual process would require research and council approval six months in advance. Budgets at the legal level for which the City is held accountable. Budgets must be balanced before they can be adopted.

# COMMUNITY HUMAN SERVICES ADVISORY BORAD

July 15, 2021



## **Why Budget?**

They are legally required and due to be adopted by January 1. Budgeting fosters strategic planning and policy development. The budget document is a communication tool used to communicate fiscal information. In the Mayors adopted budget the budget overview gives some basic information. The budget document also has information on individual departments. The budget also provides accountability.

## **Fund Accounting**

Used by governments and nonprofits to track the funds and be transparent. The focus is on accountability not profitability. The City has 23 funds with numbering to track funds and spending. Funds are either supported by taxes or by rates. Tax money can subsidize rate money, but rate money cannot subsidize tax money.

Board Member Bloss asked if fund accounting is similar to a business cost accounting system? Ms. Hasart explained that It can be but in a limited way.

## **Property Taxes**

Assessed on real and personal property. Cities can increase taxes by 1% per year by Council Action. The City of Monroe has not taken that by tradition but instead banks that 1%. The City currently has 282K in banked capacity should they choose to do so.

## **Sales Taxes**

Added on top of the sale. Monroe's sales tax is 9.3%. The City does not keep the entire 9.3%.

## **Contingency (Reserve) Fund**

RCW restricts how much can be kept in this fund. Takes Council Action to use.

## **Real Estate Taxes**

Can be used for capital facilities identified in the City's capital improvement plan.

## **Best Practices**

Maintaining appropriate reserves. Use ongoing revenues to support ongoing expenditures. Develop multi-year (5-6) budget projections. Establishing appropriate debt service ratios.

## **Potential Human Services Funding**

General Fund Reserve, Contingency Fund Reserve, Affordable Housing for All Fund HB1406: Be able to tap into sales taxes without raising sales taxes. RCW82.14.530 uses Council Authority. Sales Tax of .1% - does not currently exist. Currently our tax rate is not the highest but also is not the lowest.

## **Low Income Utility Discount**

Municipal law allows for this, but it is not required. It cannot become a gift of public funds. It is available

# COMMUNITY HUMAN SERVICES ADVISORY BORAD

July 15, 2021



to Seniors and Low Income Disabled. The industry standard is a 30% discount. Must be applied for annually. Each year a notice is sent out to re-apply to those who are using the program.

The City also solicits for donations to assist with those needing utility assistance through the Salvation Army. The City also lists other resources on the City website.

Chair Pro-tem Balk thanked Ms. Hasart for the presentation. Mr. Balk added a reminder that even though we have to pass the budget by December 31<sup>st</sup>, it is also a living document that can be amended over the course of the year. Ms. Hasart affirmed that Mr. Balk was correct. Mr. Balk asked if the utilities discount was for all utilities. Ms. Hasart replied that yes it was and was and negotiated to extend to garbage services also.

Board Member Bloss asked how Monroe's rainy-day practices differ from other City's around the State. Ms. Hasart responded that can depend on a lot of things like: What is an appropriate rainy-day fund? How diversified are the revenue streams? Are they susceptible to outside sources or controlled by council? A lot of it comes down to Council preference. Our target is two months' worth. We feel comfortable with that because we have the contingency fund which is regulated by State law.

Board Member Sial brought up a request by Board Member Sarah Lunstrum that if we were to go forward with the One Stop Shop she wanted to make sure that we would also consider multiyear funding. Ms. Hasart replied that the RCW would be a good ongoing revenue fund. It is important to identify what would be a more sustainable resource than something that would have a shelf life. Ms. Sial also inquired about if the City was or was not allowed to build and operate housing. Ms. Hasart replied that that was outside of my expertise.

Board Member Bloss asked if in Ms. Hasart's experience she ever heard any other definition of public safety than law justice and corrections? It seems to me there are a lot of other things that could be included in the term public safety. Ms. Hasart replied that a lot of that depends on context. The .1% is defined in the RCW.

Chair Pro-tem Balk stated that his understanding was that public safety is generally funded by the general fund. Ms. Hasart agreed that that is the most flexible source of funding.

Chair Harrigan inquired regarding the RCW sales tax: Are there any other ongoing revenue sources other than HB1406 that are dedicated toward Housing or Human Services. Ms. Hasart replied that no that is why it was huge when the State passed the authority to do the additional 1%. Mr. Harrigan asked if Ms. Hasart would agree that the RCW would be the only flexible ongoing source of resources for human services. Ms. Hasart explained that the flexibility is still somewhat limited. Having the operations funding is trickier.

## STAFF AND BOARD MEMBER REPORTS

# COMMUNITY HUMAN SERVICES ADVISORY BORAD

July 15, 2021



## Staff Report

Ms. Adams shared an update on the PT clerical position from Pam Haley.

Board Member Balk updated the board that the Housing Action Plan was adopted by Council including the boards recommendations.

Board Member Sial added that the Council also approved a probation counselor position. Pam now feels that the Court Administration is covered. Ms. Sial also asked if there was a way to send a thank you note to Anita on all her work on the Housing Action Plan.

**I move that we send a thank you letter to Anita on behalf of the work that she did on the Housing Action Plan. Chair Pro-Tem Balk seconds. Motion Passes: 8/0**

Chair Harrigan asked if the thank you note should include the others also who worked on it.

Ms. Knight clarified that to the department and others involved in that would be great.

Mayor Geoffrey Thomas commented that there are funding sources at the State level and the County level. So when we are talking through some of these funding things, the City of Monroe is not an island. There is a regional approach here, and there are regional funding sources. I'm hoping for a hub and spoke model.

## Board Reports

Board Member Tuttle reported that she met with Marcos and forgot to ask him what the results of that meeting would be. Ms. Knight reviewed the overview of the project timeline and shared that results would be expected around late August or Early September.

Chair Harrigan asked about the next meeting.

Ms. Knight suggested that we could bring back budget recommendations and look at other funding sources on the regional level.

Chair Harrigan mentioned bringing back Homes and Hope also and asked if there were any other board members interested in bringing back the schedule to look at that on the next meeting. Board Members Bloss and Tuttle expressed a shared interest in that proposal.

## ADJOURNMENT

At 7:42pm Board Member Bloss made the motion to adjourn. Chair Pro-tem Balk seconded. Motion carried: 8-0.



	January 2021	February 2021	March 2021	April 2021	May 2021	June 2021	July 2021	August 2021	September 2021	October 2021	November 2021	December 2021
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Apply for Transit Go (grant) program												
Provide information about services to remain housed, financial training, and incentives for businesses to hire employees with entry level skills, information about mental and behavioral health services.	X	X	X	X	X	X	X					
Work with partners to develop and promote annual "human services days" set up like a vendor show.												
Standardize Case Management Action Planning												
<b>C. Prevention</b>												
Develop education and outreach communication plan	O	X	X	X	X	X	X					
Poverty 101 Trainings												
Crisis Response Trainings												
Identify needs of homeless families	O	O	X	X	X	X	X					
Work with McKinney-Vento Family Liaisons in the Monroe School District to connect families with resources.	O	X	X	X	X	X						
<b>D. Public Safety</b>												
Promote Block Watch Program – residential and business buy in/ education/ communication – training & certification program												
Explore Mobile Medical Unit Outreach Program												
Identify partners to develop community court model						X	X					
Hire Probations Officer – <i>City Court Assessment</i>	O	O	O	X	X	X	X					
Explore Fee Revenue – <i>City Court Assessment</i>												
<b>E. Support Services</b>												
Coordinated Services – One Stop Shop – <i>City Strategic Plan</i>		X	X	X	X	X	X					
Facility Build Out ( <i>TBD/On Hold</i> )												
Implement local Shared Database System												
Establish Family Resource Center					X	X	X					



