



Community Human Services Advisory Board

Regular Business Meeting
Thursday, January 7, 2021, 6:00 PM
Zoom Online Meeting Platform

Chair
Bridgette Tuttle

Voting Members

Amber Mehta;

Bryan Lipsky; Jim Bloss;

Sarah Lundstrum, Jose Luis Nino

de Guzman;

Lynsey Gagnon, Tony Balk, Aisha

Sial; James Harrigan; & Roger

Evans

Members

Amy Plumb & Todd Strickler

Page

1. CALL TO ORDER

1.1 Virtual Participation Information:

The City Council meeting will be held virtually via Zoom Meeting. Due to the COVID-19 pandemic, and [Proclamation 20-28.14](#) issued by Governor Jay Inslee, in-person attendance is not permitted at this time.

Join Zoom Meeting:

- Click link:
<https://us02web.zoom.us/j/86325557399?pwd=N3FucWkwMnJ6dytzbkVmSGxPaEdBdz09>
- Dial in: (253) 215-8782
- Meeting ID: 863 2555 7399

2. ROLL CALL

3. ANNOUNCEMENTS/PRESENTATIONS

- 3.1. Presentation and Discussion with Ms. Sarah Jane Barrett from Catholic Community Services on their programs and services related to housing. - (T. Christian)

3 - 4

[Agenda Bill - Catholic Community Services - Ms. Sarah Jane Barrett - Pdf](#)

4. PUBLIC COMMENTS

(This time is set aside for members of the public to speak to the City Council on any issue related to the City of Monroe; except any quasi-judicial matter subject to a public hearing. Three minutes will be allowed per speaker.)

5. CONSENT AGENDA

- 5.1. Minutes from CHSAB 12.17.2020 5 - 7
[CHSAB 12.17.2020 Meeting Minutes](#)

6. UNFINISHED BUSINESS

- 6.1. CHSAB Review of the HPAC Housing Recommendations - (D. Knight) 8 - 10
[Agenda Bill - CHSAB Review of the HPAC Housing Recommendations - Pdf](#)
- 6.2. CHSAB approval and adoption of the DRAFT 2021 CHSAB Schedule and Work Plan and its recommendation to the Mayor and Monroe City Council for approval. - (D. Knight) 11 - 14
- Move to approve the DRAFT 2021 CHSAB Schedule and Work Plan and recommend that it be brought before the Mayor and Monroe City Council for approval.
- [Agenda Bill - CHSAB Work Plan Approval - Pdf](#)
[2021 CHSAB Schedule & Work Plan](#)

7. NEW BUSINESS

- 7.1. Elections of the 2021 CHSAB Chair and Chair Pro-tem. - (D. Knight) 15 - 17
- Move to elect *James Harrigan* for the role of 2021 CHSAB Chair and *Tony Balk* to the role of 2021 Chair Pro-tem.
- [Agenda Bill - Elections of the 2021 CHSAB Chair and Chair Pro-tem - Pdf](#)

8. STAFF/DEPARTMENT REPORTS

- 8.1. City Administrator - (D. Knight)

9. BOARDMEMBER REPORTS

10. ADJOURNMENT



AGENDA BILL

Meeting Date: January 07, 2021

Staff Contact: Tyler Christian, Management Analyst

Department: Human Resources/IT

SUBJECT: Presentation and Discussion with Ms. Sarah Jane Barrett from Catholic Community Services on their programs and services related to housing.

PREVIOUS DISCUSSION:

HPAC 2020 Recommendations (Housing and Partnerships)

REQUESTED ACTION:

Presentation and Discussion Only

DESCRIPTION/BACKGROUND:

Ms. Sarah Jane Barrett is the Director of Housing Services for the Northwest Region with Catholic Community Services (CCS). Ms. Barrett is speaking with the CHSAB regarding housing services and various programs that CCS offers. CCS is the largest non-profit provider of social services in Washington State.

Catholic Community Services (CCS) and Catholic Housing Services (CHS) provide housing programs that serve low-income individuals, families, seniors, and persons with special physical or mental needs.

CCS and CHS provide a continuum of care for some of the most vulnerable populations in our communities. This work is facilitated through partnerships with local, state, and federal government agencies, public funding, private lenders, volunteers, and a dedicated staff. CCS and CHS provide a full spectrum of housing with 22 shelters, 17 transitional housing facilities, and 52 permanent housing properties in Western Washington.

In Snohomish County CCS operates the following kinds of programs:

- Coordinated Entry,
- Rapid Rehousing,
- Permanent Supportive Housing (scattered site model), and
- Permanent Supportive Housing (site based).

CCS does not currently provide homeless outreach services in Snohomish County.

Coordinated Entry

CCS programs serve all of Snohomish County. The coordinated entry system can refer people to any of the CCS programs including Rapid Rehousing or housing navigation services.

CCS provides services through twelve Family Centers throughout Western Washington. These family centers form three regional agencies which serve three geographic regions throughout Western Washington. There are three family centers comprising CCS King County and five family centers comprising CCS Southwest. Snohomish County is located in the Northwest Region. There are four family centers which make up CCS Northwest.

Each family center is a multi-service human services center providing services to clients in its particular area. All family centers differ in size and type of services provided as each family center has been developed to respond to the needs of the local community.

In addition to family centers/regional agencies, CCS also offers services through three specialized service systems. These service systems are the Chemical Dependency System – Northwest, the Family Preservation System and the Long-Term Care System.

Rapid Rehousing

In terms of short-term housing, CCS offers a Rapid Rehousing program which is time limited, but also flexible, gives clients rental assistance anywhere from 3-12 months. This program can also be used as a “bridge” to a permanent supportive housing opening (provided clients qualify).

Permanent Supportive Housing

CCS has site based permanent supportive housing, which is targeted to those that have a number of barriers to housing and will need long term support. An example of this is Claire’s place.

CCS has an agreement with Claire’s Place to take referrals from all of Snohomish County. This ensures that even though Claire’s Place is in Everett people that need access to site based supportive housing from outside Everett can also be referred there.

COMMUNITY HUMAN SERVICES ADVISORY BORAD

December 17, 2020



The December 17, 2020 Community Human Services Advisory Board (CHSAB) began without a quorum for a quest speaker and then was called to order later with a quorum.

NEW BUSINESS

AB 20-04 Presentation and Discussion with Nicole Thomsen on the Snohomish County Community Health Assessment. (R. Adams)

Ms. Adams introduced Ms. Nicole Thomsen to the board. Ms. Thompson is a Health Policy Analysis. Health District staff and community partners analyzed more than 150 health indicators for the Community Health Assessment. Ms. Thomsen shared information with the board about the purpose of the Community Health Assessment, how it is created and ways to think about incorporating it into the work of the CHSAB. The Community Health Assessment is done by the Health District every three to five years based upon the availability of funding. The current survey was released in 2018.

CALL TO ORDER AND ROLL CALL

The December 17, 2020 Community Human Services Advisory Board (CHSAB) meeting was called to order at 6:53PM by Ms. Bridgette Tuttle. Ms. Rachel Adams facilitated roll call.

Attendees:

Board Members

Tony Balk

James Harrigan

Roger Evans

Bryan Lipsy

Sarah Lunstrum(*arrived at 6:25pm*)

Roger Evans (*arrived at 6:10pm*)

Bridgette Tuttle

Aisha Sial (*arrived at 6:10pm*)

City of Monroe

Rachel Adams

Tyler Christian

Deborah Knight

Rich Huebner

Members

Amy Plumb

Absent:

Jim Bloss

Jose Luis Nino De Guzman

Lynsey Gagnon

Amber Mehta

Todd Strickler

COMMUNITY HUMAN SERVICES ADVISORY BORAD

December 17, 2020



Community Members:

Nicole Thomsen

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

Board Member Balk made the motion to approve the 12.3.2020 CHSAB Meeting Minutes. Board Member Harrigan requested an amendment to the section on AB 20-03 Provide a recommendation from the CHSAB to the planning commission for consideration regarding: 1) the minimum number of public meetings a church must hold each time an encampment is hosted by a church; and 2) the minimum duration of an encampment. (S. Restall): *"There was discussion regarding the encampment code with differing perspectives. Several members felt that more information and additional discussion time would have been desirable. Ms. Knight explained that it was unfortunate due to the timing of the formation of the board and the timelines of the Temporary Encampment Code that CHSAB discussions on this item were truncated."* Board Member Balk agrees to the friendly amendment.

Board Member Balk made the motion to approve the 12.3.2020 CHSAB Meeting Minutes as amended. Board Member Harrigan seconded. Motion carried: 7-0

OLD BUSINESS

AB 20-05 Motion to bring the 2021 CHSAB Schedule and Work Plan before the Mayor and Monroe City Council for consideration. (D. Knight)

Ms. Knight presented the 2021 CHSAB Schedule and Work Plan to the board for their approval and a motion to be brought before the Mayor and Council for consideration. The Board requested another opportunity to review the draft and consensus was given by the board members to revisit this at this item at the January 7, 2021 CHSAB meeting.

AB20-06 Nominations of the 2021 Chair and Chair Pro Tem. (D. Knight)

The CHSAB Nominated 2021 Board Members for the roles of Chair and Chair Pro Tem. Interim Chair Tuttle nominated Board Member Harrigan for the position of Chair. Board Member Balk gave a second. Board Member Harrigan is willing and interested in considering the nomination. Interim Chair Tuttle also nominated Board Member Balk for the position of Chair Pro Tem. Board Member Balk will consider the nomination.

COMMUNITY HUMAN SERVICES ADVISORY BORAD

December 17, 2020



BOARD DISCUSSION

Board Member Harrigan gave an update on Mercy Watch.

Board Member Evans is looking forward to encampment updates and discussion.

Board Member Lunstrum would like more discussion on affordable housing and the local need. Ms.

Knight responded that in the DRAFT 2021 CHSAB Schedule and Work Plan Housing will be the first category for discussion.

Ms. Knight updated the board on the progress being made toward conducting the Needs Assessment that the CHSAB & TAC recommended and was approved in the 2021 Budget.

Board Member Balk would like to see tax breaks as an incentive to create an affordable housing added to the 2021 CHSAB Schedule and Work Plan. Ms. Knight responded that it is on the Community Development 2021 Work Plan.

Ms. Tuttle shared about a group of students being active in their community as it related to DE&I.

Next Meeting 01/07 (6-7:30pm)

ADJOURNMENT

Board Member Balk made the motion to adjourn, Board Member Harrigan seconded. Motion carried: 7-0.

Meeting adjourned at 7:41pm.



AGENDA BILL

Meeting Date: January 07, 2021

Staff Contact: Deborah Knight, City Administrator

Department: Executive

SUBJECT: CHSAB Review of the HPAC Housing Recommendations

PREVIOUS DISCUSSION:

2020 HPAC Recommendation (Housing)

REQUESTED ACTION:

Presentation and Discussion

POLICY CONSIDERATIONS:

The first category of the HPAC recommendations for the CHSAB to review is housing. The CHSAB will review the recommendations, implementation strategies, and hear from subject matter experts. Members of the CHSAB will have the opportunity to discuss and make recommendations to City Council and the Technical Advisory Committee.

DESCRIPTION/BACKGROUND:

The Homelessness Policy Advisory Committee (HPAC) had its first meeting in April of 2019 and continued to meet two times per month. The committee attended presentations, webinars, field trips to service organizations, and assigned take-home reading. From these informative and educational experiences, the committee began to hone in its focus in these areas: Housing, Partners, Prevention, Support Services, Public Safety, and Policy and Budget.

In each of these categories, the committee drafted recommendations to best express a balance of compassion, accountability, and a desire to help people experiencing homelessness. The committee has also always kept in mind that homelessness is a very complex issue that exists on a very broad spectrum. There is no one size fits all solution.

The Mayor and Council adopted the HPAC recommendations by the signing of Resolution 002/2020 on February 25, 2020. The recommendations were organized into six categories.

The Housing Category included recommendations:

1. **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
2. **Establish a Sky Valley Housing Consortium** to establish short, long-term, and alternative housing

3. Increase alternative housing that includes but is not limited to men, youth, LGBTQ, and families and pets

Over the course of the year 2020 the following progress has been made towards implementing the HPAC Housing recommendations.:

- City Staff researched the availability of affordable housing and options for providing shelter.
- City Staff participated in a County Sheltering Forum hosted by County Executive David Somers: *“Based on the Point in Time Count of Thursday, January 23, 2020: 1,099 is the number of unsheltered people counted and people in emergency Shelters. Of that 1,099: 186 were under 18, 68 were between 18-24, and 845 were over the age of 24. The County only has 446 Year-Round Shelter Beds and with the expanded Covid19 beds that equates to 579 beds, leaving at least 520 people homeless and a 47% Shelter Deficit County wide.”*
- City Staff began efforts to establish the Sky Valley Consortium by reaching out to Sultan VOA.
- After connecting with all the Affordable Housing units in Monroe it was found that all are full and maintain waiting lists of 2-3 years.
- There is a potential opportunity to create landlord engagement by finding out which local landlords would be willing to take housing vouchers.
- Several different shelter locations have been explored over the past year, but none were found viable.
- A day center was suggested, but the location proposed was not a good fit.
- City Staff met with the Snohomish Affordable Housing Group and hope to form a similar group.
- Collaboration between City Staff supporting the Community Human Services Advisory Board and the stakeholder’s group for the Monroe Housing Action Plan will parallel track addressing housing needs and coordinate efforts.
- City Staff along with the Faith Community leaders began exploring seriously the Congregations for the Homeless Model.
- City of Monroe Staff also began reaching out to the cities of Snohomish and Sultan to work on joint efforts across interlocal faith communities to build the Sky Valley Consortium.
- Collaborative efforts between Snohomish County Human Services, the Medical Reserve Corp, the Department of Emergency Management, the Snohomish County Health District, the City of Monroe and local Service Provider partners in East County ensued to plan a Pandemic specific Cold Weather Sheltering solution for the cities of Snohomish, Monroe and Sultan following the announcement that the historical hosts were unable to safely proceed with their annual operations.

TIME CONSTRAINTS:

First category to be reviewed by the CHSAB. See work plan for schedule.



AGENDA BILL

Meeting Date: January 07, 2021

Staff Contact: Deborah Knight, City Administrator

Department: Executive

SUBJECT: CHSAB approval and adoption of the DRAFT 2021 CHSAB Schedule and Work Plan and its recommendation to the Mayor and Monroe City Council for approval.

PREVIOUS DISCUSSION:

11/5/2020; 12/03/2020; 12/17/2020

REQUESTED ACTION:

Move to approve the DRAFT 2021 CHSAB Schedule and Work Plan and recommend that it be brought before the Mayor and Monroe City Council for approval.

POLICY CONSIDERATIONS:

The Community Human Services Advisory Board (CHSAB) is an advisory board established by resolution to make non-binding recommendations to the Mayor and Monroe City Council regarding the city's response to homelessness and human services. The board is responsible for developing a schedule and work plan for the upcoming calendar year. The schedule and work plan must be approved by Mayor and Monroe City Council.

This meeting is the final opportunity for the CHSAB to make any changes to the items on the DRAFT 2021 CHSAB schedule and work plan for Mayor and City Council approval at the first City Council meeting on January 26, 2021.

The Work Plan and Schedule may be amended throughout the year as needed. Major changes to the Work Plan and Schedule will require approval of the Mayor and City Council.

DESCRIPTION/BACKGROUND:

The CHSAB's schedule and work plan for the year 2021 was drafted by City Staff and shared with board members first at their regular CHSAB meeting on November 5, 2020. City Staff requested feedback and incorporated board members topics and speakers into the draft document.

City Staff collaborated on how to best organize the 2021 topics and action items around reviewing and discussing the Homelessness Policy Advisory Committee (HPAC) six major categories of:

- Housing
- Public Safety
- Policy and Budget
- Partners
- Support Services
- Prevention

The DRAFT 2021 CHSAB Schedule and Work plan is divided by HPAC category and relates to the work that the board will be focusing on over the course of the calendar year.

For Example: In April and May, as the CHSAB reviews the HPAC category of Policy and Budget, the guest speakers will be sharing on the topics related to funding for human services and governmental affairs. The board will also begin 2022 budget conversations, review the 2021 legislative outcomes, and discuss the 2022 legislative priorities the board would like to recommend.

TIME CONSTRAINTS:

The DRAFT 2021 CHSAB Schedule and Work Plan needs to be finalized and adopted by the board. The board then needs to recommend the DRAFT CHSAB Schedule and Work Plan to the Mayor and Monroe City Council for their consideration and approval to begin the board's 2021 calendar year. Delaying this process could complicate the timing of scheduling and planning for upcoming board meetings.

ALTERNATIVES TO REQUESTED ACTION:

Request City Staff to make specific changes to the DRAFT 2021 Schedule and Work Plan and return to the CHSAB for approval.



2021 CHSAB Schedule & Work Plan

Topic – Blue; Discussion – Green; Work – Purple

Housing

1/7/2021	Elect Chair and Chair Pro-tem Review HPAC Housing Recommendations Housing Hope & Catholic Community Services (CCS)
1/21/2021	Congregations for the Homeless Model Shelter – Sarah & Ryan
2/4/2021	Recommend issuing Request for Proposal for Needs Assessment Safe Parking Sites – Jim Dean Interfaith
2/18/2021	Board Discussion & Review – Housing Category

Public Safety

3/4/2021	Review HPAC Public Safety Recommendations Monroe Community Outreach Team Monroe Embedded social work program Monroe Stay out of Drug Area ordinance
3/18/2021	Monroe Municipal Court System City Municipal Court Judge, Jessica Ness; Carolyn Miller – City Prosecuting Attorney, Jason Schwisow - City Public Defender; Nicole Nagle - City Social Worker
4/1/2021	Recommend awarding Request for Proposal for Needs Assessment Board Discussion & Review – Public Safety Category

Policy & Budget

4/15/2021	Review HPAC Policy and Budget Recommendations Human Services Funding House Bill 1406 Start 2022 Budget Recommendations Conversation
5/6/2021	Mayor Geoffrey Thomas Mary Jane (MJ) Brell – Director Snohomish County Human Services
5/20/2021	Trevor Justin, City Governmental Affairs Representative Recap 2021 Legislative Outcomes Discuss 2022 Legislative Agenda

Partners

6/3/2021	Review HPAC Partners Recommendations Data Driven Programs – Joe Neigel, Community Coalition Data & Survey, Needs Assessment, How do we know what our customers needs are?
6/17/2021	Needs Assessment Draft Report Systems & Change – Jim Bloss
7/1/2021	Business Owner Perspective – Department of Commerce
7/15/2021	Needs Assessment Final Report Recommendation Board Discussion & Review – Partners Category

Support Services

8/5/2021	Review HPAC Support Services Recommendations
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2021 CHSAB Schedule & Work Plan

Topic – Blue; Discussion – Green; Work – Purple

	2022 Budget Discussion – Funding Assumptions James Harrigan – Mercy Watch
8/18/2021	2022 Budget Discussions Evergreen Health Recovery Center
9/2/2021	2022 Budget Recommendations Pioneer Health
9/16/2021	211 – Lynsey Gagnon PEH CoC – John Hull?
10/6/2021	2022 Legislative Agenda Service Resistant Stories
10/20/2021	Board Discussion & Review – Support Services Category
11/4/2021	Chair & Co Chair Nominations Begin Draft 2022 Work Plan

Prevention

11/18/2021	Review HPAC Prevention Recommendations Finalize Recommended 2022 Work Plan Whole Person/LEAD Program – Amy Plum
12/2/2021	TIC – Liza Patchen-Short
12/16/2021	Board Discussion & Review – Prevention Category



AGENDA BILL

Meeting Date: January 07, 2021

Staff Contact: Deborah Knight, City Administrator

Department: Executive

SUBJECT: Elections of the 2021 CHSAB Chair and Chair Pro-tem

PREVIOUS DISCUSSION:

12/17/2020

REQUESTED ACTION:

Move to Elect _____ for the role of 2021 CHSAB Chair and _____ to the role of 2021 Chair Pro-tem.

POLICY CONSIDERATIONS:

According to the City of Monroe Boards and Commissions codes laid out in Attachment 1, the Monroe Municipal Code (MCC) 4.10: "Each city board, commission, or committee shall have a chairperson. Officers shall be elected by a majority of the members for a term of one year. Election of officers shall be the first order of business at any time that an officer's seat is not filled and shall occur nonetheless on or about January 1st of each calendar year." A Chairperson Pro-tem may be selected in the Chairperson's absence. The duties of the Chairperson Pro-tem shall be to perform duties of the Chairperson in the Chairperson's absence.

It is the responsibility of the Community Human Services Advisory Board to elect the Chair and Chair Pro-tem. At this meeting, the board will complete the election process for these positions for the 2021 calendar year.

DESCRIPTION/BACKGROUND:

During preparation for the board's meeting schedule City Staff approached Board Member Bridgette Tuttle and asked if she would be willing to be the CHSAB Interim Chair as the board began forming. Ms. Tuttle has previous boards and commissions experience in this role, and she accepted the temporary position. Staff would like to thank Ms. Tuttle for taking on the role of Interim Chair.

As the CHSAB prepares for the 2021 calendar year, the responsibility to select the Chair and a Chair Pro-tem positions now falls on the board members.

At the December 17, 2020 regular CHSAB Meeting the board made nominations for the roles of Chair and Chair Pro-tem. Board Member Harrigan for the position of Chair and Board Member Balk was nominated for the position of Chair Pro-tem.

“The duties of the Chairperson are:

1. To open the meeting at the appointed time and determine that a quorum is present;
2. To enforce the rules relating to debate, order, and decorum;
3. To state and put to a vote all questions that legitimately come before the board as motions or that otherwise arise in the course of the meeting;
4. If a motion is not in order, to rule it out of order; and
5. To assign a member, or staff designee, to note those members present and absent and ensure minutes are taken on all actions by the board, commission, or committee at each meeting.

A Chairperson Pro-tem may be selected in the Chairperson’s absence. The duties of the Chairperson Pro-tem shall be to perform duties of the Chairperson in the Chairperson’s absence. (Ord. 017/2019 § 7)” (Attachment 1)

TIME CONSTRAINTS:

At the November 5, 2020 regular CHSAB meeting City Staff proposed the following timeline:

- Nov. 5 - Review Chairperson duties
- Dec. 17 – Nominations for Chair
- Jan. 7 – Elect Chair

If the board continues to follow this timeline the MCC regulations regarding Chair and Chair Pro-tem elections will be satisfied.

ALTERNATIVES TO REQUESTED ACTION:

Choose not to elect new candidates for the roles of Chair and Chair Pro-tem. Nominate other candidates to be considered for the 2021 Chair and/or Chair Pro-tem roles.

ATTACHMENTS:

[MMC 4.10.080](#)

4.10.080 Officers.

- A. Each city board, commission, or committee shall have a chairperson. Officers shall be elected by a majority of the members for a term of one year. Election of officers shall be the first order of business at any time that an officer's seat is not filled, and shall occur nonetheless on or about January 1st of each calendar year.
- B. The duties of the chairperson are:
1. To open the meeting at the appointed time and determine that a quorum is present;
 2. To enforce the rules relating to debate, order, and decorum;
 3. To state and put to a vote all questions that legitimately come before the board as motions or that otherwise arise in the course of the meeting;
 4. If a motion is not in order, to rule it out of order; and
 5. To assign a member, or staff designee, to note those members present and absent and ensure minutes are taken on all actions by the board, commission, or committee at each meeting.
- C. A chairperson pro tem may be selected in the chairperson's absence. The duties of the chairperson pro tem shall be to perform duties of the chairperson in the chairperson's absence. (Ord. 017/2019 § 7)

The Monroe Municipal Code is current through Ordinance 022/2020, passed November 10, 2020.

Disclaimer: The city clerk's office has the official version of the Monroe Municipal Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited above.

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