

**CITY OF MONROE
RESOLUTION NO. 2022-017**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONROE, WASHINGTON, REPEALING RESOLUTION NO. 007/2020 AND ESTABLISHING UPDATED STANDARDS AND PROCEDURES FOR THE CITY OF MONROE COMMUNITY HUMAN SERVICES ADVISORY BOARD.

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 established the HPAC 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.

WHEREAS, on June 23, 2020, the City Council passed Resolution No. 007/2020, which established the Community Human Services Advisory Board as desired, with eleven voting members; and

WHEREAS, on October 4, 2022, the City Council discussed changing the number of members on the Community Human Services Advisory Board from eleven members to seven members to be consistent with the other city boards and commissions; and

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

Section 1. Repealer.
Resolution No. 007/2020 is hereby repealed in its entirety.

Section 2. Re-establishment and Structure of City of Monroe Community Human Services Advisory Board.

1. Term.

- a. The establishment and continued authority of the Community Human Services Advisory Board originally established pursuant to Resolution No. 007/2020 is hereby reaffirmed as provided herein. The Community Human Services Advisory Board shall remain established for a period of time ending May 31, 2024.
- b. Evaluation. Prior to the end of this period of time, the organization and effectiveness of the Board shall be evaluated, and the Community Human Services Advisory Board may be reconvened for a longer term as determined by City Council action.

2. Membership:

- a. The board shall consist of seven voting members, representing a cross section of local residents, businesses, faith communities, and service providers, appointed by the Mayor and confirmed by the City Council.
- b. Terms of appointment shall be for four years or until the termination of the Board pursuant to Section 2(1), whichever occurs first.
- c. In the event of a vacancy created by the resignation of or other inability of a board member to perform the functions of the role, a new member shall be appointed to complete the remainder of the unexpired term.
- d. Members may be removed by the Mayor.
- e. Members who were appointed and confirmed pursuant to Resolution 007/2020 prior to the effective date of this Resolution shall retain and continue in their positions through the original duration of their respective terms unless the member resigns or is removed pursuant to subsections (c) (d) of this section.

1) Initial terms of appointment shall be staggered as follows:

- i. 2 positions with terms ending December 31, 2025.
- ii. 3 positions with terms ending December 31, 2023.
- iii. 2 positions with terms ending December 31, 2022.

2) Position numbers for each position shall be updated administratively for reference in a manner consistent with this resolution.

3. Composition of the Board

- a. Seven at-large members representing a cross section of local residents, businesses, faith communities, and service providers.
- b. The Mayor, City Administrator, and Police Chief as non-voting members.

4. Staffing

- a. As determined by the Mayor.

5. Regular Meetings:

- a. The Board will meet monthly, at a reoccurring day and time, as established by Board action. The CHSAB shall also meet at such additional times as may periodically be directed by the City Council.
- b. The Board's proceedings will comply with RCW 42.30, the Open Public Meetings Act, as appropriate according to law.

6. Responsibilities

- a. Provide nonbinding recommendations on human services policy issues.
- b. Advise the City 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.
- c. Advise the City in the formulation, monitoring, implementation, and review of the City's human services programs and policies.
- d. Provide a communication link between the City and 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.
- e. Provide the coordination of information among local citizens and stakeholders to seek thoughtful, effective, and lasting solutions to help community members in need.
- f. Participate in ongoing education on topics relating to equity and human services.
- g. As directed by the Council, provide nonbinding recommendations for advocating for change at the local, county and state level along with elected City officials.

7. Authority

- a. The Board shall be an advisory body to the Mayor and City Council.
- b. Provide nonbinding recommendations to the Mayor and the Council regarding a multi-year implementation strategy and funding.

Section 3. 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 25th day of October, 2022.

Approved: October 25, 2022
Effective: October 25, 2022

CITY OF MONROE, WASHINGTON


[Geoffrey Thomas \(Oct 26, 2022 10:01 PDT\)](#)

Geoffrey Thomas, Mayor

ATTEST:

APPROVED AS TO FORM:


[Jodi Wycoff \(Oct 26, 2022 11:42 PDT\)](#)

Jodi Wycoff, City Clerk


[Zach Lell \(Oct 26, 2022 08:16 PDT\)](#)

J. Zachary Lell, City Attorney

RES 2022-017_Establishing Updated Standards and Procedures for CHSAB (final clean)

Final Audit Report

2022-10-26

Created:	2022-10-26
By:	Jodi Wycoff (jwycoff@monroewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA834jtxJDaax19Y8t2pKscletyJk13Q-b

"RES 2022-017_Establishing Updated Standards and Procedures for CHSAB (final clean)" History

-  Document created by Jodi Wycoff (jwycoff@monroewa.gov)
2022-10-26 - 2:41:56 PM GMT
-  Document emailed to Zach Lell (zlell@omwlaw.com) for signature
2022-10-26 - 2:43:01 PM GMT
-  Email viewed by Zach Lell (zlell@omwlaw.com)
2022-10-26 - 2:43:32 PM GMT
-  Document e-signed by Zach Lell (zlell@omwlaw.com)
Signature Date: 2022-10-26 - 3:16:09 PM GMT - Time Source: server
-  Document emailed to Geoffrey Thomas (gthomas@monroewa.gov) for signature
2022-10-26 - 3:16:11 PM GMT
-  Email viewed by Geoffrey Thomas (gthomas@monroewa.gov)
2022-10-26 - 5:01:42 PM GMT
-  Document e-signed by Geoffrey Thomas (gthomas@monroewa.gov)
Signature Date: 2022-10-26 - 5:01:55 PM GMT - Time Source: server
-  Document emailed to Jodi Wycoff (jwycoff@monroewa.gov) for signature
2022-10-26 - 5:01:56 PM GMT
-  Email viewed by Jodi Wycoff (jwycoff@monroewa.gov)
2022-10-26 - 6:42:20 PM GMT
-  Document e-signed by Jodi Wycoff (jwycoff@monroewa.gov)
Signature Date: 2022-10-26 - 6:42:26 PM GMT - Time Source: server

✔ Agreement completed.

2022-10-26 - 6:42:26 PM GMT