



# City of Tacoma

## Neighborhood and Community Services

### Human Services Commission Minutes

747 Market Street, Room 243,  
Tacoma Washington 98402  
November 13, 2019  
6:00 PM

---

#### **Commissioners present:**

**Members:** Vice Chair Zach Dillon, Secretary Kelly McDonald, Jason Grube, Lisa Keating, Valentine Smith, Naomi Wilson, Jovan Dumas, Luis Beltran, Magdalena Stickel, and Rebecca Stith

**Commissioners absent:** Chair Rahn Clayton, Cherrielee Matthews, Elizabeth Peibly, Amanda Scott-Thomas

**Staff Members present:** Renee Adkins, Tiegan Tidball, Erica Azcueta, Jason McKenzie

#### **Agenda Minutes:**

1. Call to Order/Opening Remarks  
Zach called the meeting to order at 6:03 pm
2. Approval of the November Agenda Vice Chair: Zach Dillon  
Jason moved to approved, Lisa seconded, all commissioners approved: Zach Dillon, Kelly McDonald, Jason Grube, Lisa Keating, Valentine Smith, Naomi Wilson, Jovan Dumas, Luis Beltran, Magdalena Stickel, and Rebecca Stith
3. Review/Approval of October Minutes Vice Chair: Zach Dillon  
Luis moved to approve, Rebecca seconded, all commissioners present approved: Zach Dillon, Kelly McDonald, Jason Grube, Lisa Keating, Valentine Smith, Naomi Wilson, Jovan Dumas, Luis Beltran, Magdalena Stickel, and Rebecca Stith
4. Ice Breaker Vice Chair: Zach Dillon  
Family holiday traditions
5. Funding Process Timeline  
August 10-14th, would it be possible to have oral presentations during the day or on a Saturday a possibility?

Extra effort to do outreach among providers will be made to reach a wider array of providers than have historically applied, and the threshold for requests might be lowered to give access to providers who might be seeking smaller amounts.

Saturdays work well for all Commissioners provided it is not too difficult for providers.

Naomi moved to have staff check with providers if Saturday, August 8 or 15th might work for oral presentations. Seconded by Jovan, all commissioners assented.

The schedule will be emailed to Commissioners.

Stay tuned for additional scheduling requirements for CDBG/ESG.

6. Rater Reliability Training

System Analysts: Tiegan & Renee

6:25 pm – 7:30 pm

the process is about seven months in total.

Application will be open about 3 weeks (a reduction from a month in the past).

The training and reliability training process has been greatly elongated.

The training will be incorporated into upcoming meetings to keep Commissioners apprised and well trained as we move into the competitive process.

Applications were sent out to Commissioners, but not many ratings came back.

Tiegan will review the two applications shared and we will dissect as a group. Creating the greatest level of consistency among Commissioners is a goal, but if individual Commissioners maintain consistency in their ratings, that is also key.

Can the online proposals be shifted to reflect the data needed to analyze responses where the data is need? Potentially moving the budget narrative to the top. If a provider is funding a position through other sources in addition to COT funding, can they explain in the narrative how they plan to fund that position. Should peer support and peer advocacy be added as a way to demonstrate they are using a respected best practice instead of just motivational interviewing and trauma-informed care.

Would it be possible to apply a point value to oral presentations since it is such a valuable part of the process?

Moving forward, we will continue to review two applications.

7. Good of the Order

Vice Chair: Zach Dillion

7:30 pm – 7:40 pm

N/A

8. Absences

Vice Chair: Zach Dillion

7:40 pm – 7:42 pm

Jason moved to approve all four absences pending staff review of notice having been given. Rebecca seconded, and all Commissioners approved: Zach Dillon, Kelly McDonald, Jason Grube, Lisa Keating, Valentine Smith, Naomi Wilson, Jovan Dumas, Luis Beltran, Magdalena Stickel, and Rebecca Stith

Rahn Clayton, Amanda Scott-Thomas, Elizabeth Pebley, Cherrielee Matthews

9. Closing Comments/Adjourn

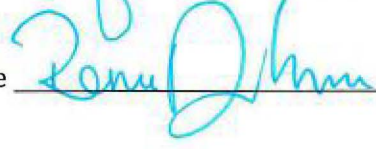
Chair: Rahn Clayton

Jason moved to adjourn at 7:54, Lisa seconded, and all Commissioner approved: Zach Dillon, Kelly McDonald, Jason Grube, Lisa Keating, Valentine Smith, Naomi Wilson, Jovan Dumas, Luis Beltran, Magdalena Stickel, and Rebecca Stith

**No meeting in December—enjoy!**

**Next Human Services Commission Meeting: January 8, 2020 6:00 pm**

HSC Chair's signature  Date 02/12/20

City of Tacoma Staff's signature  Date 02/12/20