



# Neighborhood and Community Services

## Human Services Commission

Wednesday, July 13, 2016 6:00 p.m.  
Tacoma Municipal Building, 747 Market Street, Room 1444

### Meeting Minutes

**Members:**

Jovan Dumas,  
Chair

Korbett Mosesly,  
Vice Chair

Kelly McDonald,  
Secretary

Eileen Armstrong

Jasmine Brown

Rahn Clayton

Brian Humphreys

Virginia Miller

Al Ratcliffe

Roseanne Sat

Sean Waite

**Staff:**

Nadia Chandler-  
Hardy, NCS  
Director

Pam Duncan, HS  
Division Manager

Donlisa Scott,  
Administrative  
Assistant

1. **Welcome/Call to Order**  
Meeting was called to order at 6:14

**HSC present:** Jovan Dumas, Korbett Mosesly, Kelly McDonald, Jasmine Brown, Rahn Clayton

**HSC absent:** Eileen Armstrong, Brian Humphreys, Virginia Miller, Al Ratcliffe, Rosanne Sat, Sean Waite

**Staff present:** Pam Duncan, Nhan Nguyen, Vicky McLaurin

2. **Approval of meeting minutes**  
Due to the lack of a quorum, the minutes from June 2016 were not approved.

3. **Peace Community Center – End of Effort Report**  
Cindy Huff, Peace Community Center provided an update. Check & Connect Program for Hilltop Scholars (6<sup>th</sup> grade through college) Providing resources to Hilltop students who are historically under-represented.

Academic coaching is the cornerstone of their success, and the capacity building grant supported Check and Connect (evidence-based, national program).

Attendance, Behavioral Referrals, Coursework—checked weekly with mentors to keep kids on track.

Money was used for training for 11 staff, conference and travel for two staff, and a portion of directors' salaries for the remainder of the fiscal year.

Training fall 2015, then monitoring forms developed, then coaches were up and running with their caseload of students.

Semester data was rolled up to see how the program was doing overall. Partnered with UW Tacoma "Center for Strong Schools" program to assess progress. Currently rolling up second semester data.

**Learnings:** 2596 sessions conducted with coaches  
Coaching has always been a component, but the program made students



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accountable and helped the coaches accountable also with a focus on academic success. It also helped students self-advocate.

Coaches are staffed with AmeriCorps members.

Now there is ongoing, regular baseline data collection. This is PCC's first year with attendance and suspension data collected. This data is being used more—not just an exercise because it's what funders want. Attendance pretty good overall.

**Challenges:** Individual coaches and their skillsets influence student successes greatly. Coaches are so focused on getting data, they aren't understanding the student service piece, Grades are not as high as perceived. Suspensions much higher in middle school rather than high school.

### **Next steps:**

Need to build a comprehensive resource list and enlist the coaches to assist in the resource reach out. Coordination with TPS who is also using Check & Connect.

#### **4. Update on HS Division Business Model**

Briefing was provided to the City Council.

In addition to formal announcements with provider community, needed to spend time being intentional around training and systems.

Require that everyone who currently holds a contract to attend a training about systems work (Systems 101, 201).

Representatives from the Office of Equity and Human Rights to engage the providers in a discussion about equity and inclusion.

PowerPoints from the 101, 201, and 301 were provided to the HSC.

Overall the sessions were positive. There was honest dialogue about the concerns from the providers. One issue still pending is that the County and City are putting providers in a hard place with having different expectations from the same framework.

Impact statements from the City of Tacoma are also shared with HSC defining homelessness & household stability—the City addresses a wider breadth of services than the County does. These impact statements provide concrete definitions around both.

#### **5. Application and Rating Process Training**

Application process opens Friday, July 15<sup>th</sup> and runs until August 15<sup>th</sup>.

A detailed calendar of required training and review meetings beginning August 10<sup>th</sup> through September 21<sup>st</sup> for entire HSC was provided.

Jamie Jackson will be leading the review process, and other staff will provide support.

There is a possibility that some of the training dates will be clustered to reduce the number of meetings over the next two months.



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### 6. HSC Sub-team – Develop Criteria Rating & Tool

Need two – three Commissioners to develop the rating criteria.

### 7. Other Business

Salishan will have diversity training available to the public—Jasmine will share via email with HSC.

Rahn will investigate converting applications into audio versions for Commissioners to review applications.

Without a quorum, the minutes from May, June and July will need to be approved. The June minutes need to be edited to reflect that May's minutes still need to be approved.

The criteria for conducting official commission business will be reviewed

### Public Comment

There was no comment from the public.

Meeting adjourned at 7:47 pm.

### Upcoming Events:

HSC Meeting	August 10th	TMB Room 1444, 6:00pm
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