



City of Tacoma Human Services Commission

747 Market Street Tacoma, WA 98402
Conference Room 148
Wednesday, April 10, 2019 at 6:00 p.m.
Meeting Minutes

Present: Chair Jovan Dumas, Vice Chair Rahn Clayton, Secretary Kelly McDonald, Zach Dillon, Jason Grube, Lisa Keating, Cherrielee Matthews, Elizabeth Pebley (by phone), Valentine Smith, Janet Thiessen
Not Present: Lauren Angelo, Kashmir Gavronski, Dana Owens-Cheatham, Amanda Scott-Thomas, and Naomi Wilson

Excused absence: Naomi Wilson

Unexcused: Dana Woens-Cheatham,

Staff Present: Tiegan Tidball, Erica Azcueta, Linda Stewart, Allyson Griffith

1. Call to Order/Opening Remarks Chair: Jovan Dumas
Call to Order by Chair Jovan Dumas at 6:09
2. Monthly Human Services Commission Systems Analyst: Tiegan Tidball
Role & Function
Reviewed the Monthly Human Services Commission Role & Function and made adjustments and edits to the document. Suggested to add all officers' duties rather than just the secretary. It was also suggested to add to the document that there should be a set orientation and materials provided to new commissioners. It was also suggested to add a section specifically addressing the funding standards and processes and the Commissioners role in that process.
Discussed implementing a monthly meeting among officers.
There is a commitment from staff to tie up all of the loose ends to position Commissioners as strongly as possible to perform our duties.
3. Human Services Commission Systems Analyst: Tiegan Tidball
Rules and Procedures
Reviewed the Rules and Procedures as a group.
Zach recommended adding the timelines to the rules and procedures to identify for Commissioners a target to anticipate.

Linda committed to creating a calendar through the end of 2020 for funding process timelines to bring to the May 2019 meeting.

The staff will bring a list of all Commissioners with their terms delineated and how long they have been serving as Commissioners.

Amendments in language were made to the document.

A motion will be made at the end of each meeting to excuse absences or not.

Lisa moved to approve the amendments made to the rules and procedures. Cherrielee



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seconded and it was unanimously approved by Jovan, Rahn, Kelly, Valentine, Zach, Janet, Cherrielee, Lisa and Jason.

Rahn asked how recruitment and retention is taken care of and Tiegan said the Clerk's office handles that. Linda addressed that there is attention to what district applicants are coming from and that there is a diversity of racial and ethnic breakdown. Each person who applies is interviewed, so it is important for Commissioners to recruit competent individuals. Staff will inform the Commission of everyone's terms.

Staff will verify absences from January 2019 forward.

Zach moved to create agenda item for all excused members to be voted upon in May. Jason seconded and all Commissioners voted in support: Jovan, Rahn, Kelly, Valentine, Zach, Janet, Lisa, Cherrielee, Jason, and Elizabeth

4. Elections/Interviews

Chair: Jovan Dumas

Valentine and Zach are both willing to be Vice Chair.

Jovan nominated Valentine for Chair and Zach seconded. Rahn nominated himself for Chair and Jason seconded. All Commissioners voted for Rahn.

Valentine withdrew his nomination for Chair.

Rahn nominated Kelly for secretary. Zach seconded. All Commissioners approved the nomination.

Zach nominated himself for vice chair and Lisa seconded. All Commissioners approve the nomination.

Jovan held the election for Secretary with Kelly as the candidate, and all Commissioners approved.

Jovan held the election for Vice Chair with Zach as the candidate, and all Commissioners approved.

Jovan held the election for Chair with Rahn as the candidate, and all Commissioners approved.

5. Closing Comments / Adjourn

Chair: Jovan Dumas

Attendance and participation is very appreciated by everyone.

Jason moved to adjourn at 7:44 and Zach seconded. All Commissioners approved.

Next HSC Meeting: April 10, 2019 6:00pm

HSC Chair Signature: _____

Date: _____

City of Tacoma Staff Signature: _____

Date: _____

* RCW 43.52.383 - Compliance with open public meetings act

747 Market Street, Room 836, Tacoma, Washington 98402-3793

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