

The Human Services Commission approved these minutes on November 1, 2016

CITY OF BELLEVUE
HUMAN SERVICES COMMISSION
MINUTES

October 4, 2016
6:00 p.m.

Bellevue City Hall
City Council Conference Room 1E-113

COMMISSIONERS PRESENT: Chairperson McEachran, Commissioners Bruels, Kline, Mercer, Oxrieder, Perelman, Villar

COMMISSIONERS ABSENT: None

STAFF PRESENT: Emily Leslie, Alex O'Reilly, Dee Dee Catalano, Kayla Valy, Camron Parker, Department of Parks and Community Services

GUEST SPEAKERS: Bill Hallerman, Cynthia McGee, Catholic Community Services; Angela Murray, Sophia Way; David Bowling, Steve Roberts, Congregations for the Homeless

RECORDING SECRETARY: Gerry Lindsay

1. CALL TO ORDER

The meeting was called to order at 6:02 p.m. by Chair McEachran who presided.

2. ROLL CALL

Upon the call of the roll, all Commissioners were present with the exception of Commissioner Perelman who arrived at 6:09 p.m.

3. APPROVAL OF MINUTES

A. September 8, 2016

A motion to approve the minutes as submitted was made by Commissioner Mercer. The motion was seconded by Commissioner Oxrieder and the motion carried unanimously.

4. PETITIONS AND COMMUNICATIONS

Ms. Diana Thompson, Vice-Chair of the Bellevue Network on Aging, said the advisory group meets monthly to address healthy aging in the community by promoting

awareness of needs and resources that support older adults through life's transitions. She said it is unfortunate that as some people age they encounter memory loss. The Network has two projects that involve the issue of memory loss, including the Alzheimer's Café that meets once a month. People with dementia and their caregivers join together in an informal setting to talk while they eat; there is also entertainment and the Commissioners were invited to share their talents with the group. The newest project is the Memory Loss, Activities and Support Group that began in September and meets every Wednesday afternoon from 1:00 p.m. to 4:00 p.m. The program is for persons with early memory loss and their caregivers. The first session is free and costs \$25 per couple thereafter. As a Parks & Community Services Department program, there are scholarships available for those who cannot afford the fee. Barbara Higgins leads the group. Ms. Higgins has a masters degree in counseling and has worked as a recreation leader in various assisted living facilities. The Network also hosts a candidates forum and the next one will be at the North Bellevue Community Center on October 10 from 1:30 p.m. to 3:30 p.m. Candidates from the 1st, 5th, 41st, 45th and 48th Districts have been invited to attend. There will be an initial presentation on how the state can create age-friendly communities, strengthen the long-term support system, promote economic security, and increase protections from abuse, exploitation and neglect. Following the presentation the candidates will have time to provide comments and answer questions from the audience.

5. STAFF AND COMMISSION REPORTS

Commissioner Bruels reported that he recently attended the October 3 training session at Youth Eastside Services put on by the Harborview Center for Sexual Assault and Traumatic Stress at which the topic was on good enough parenting.

Commissioner Perelman said she participated in the United Way Day of Caring by working at Hopelink Avondale.

Commissioner Mercer said she also participated in the Day of Caring at the Seattle Humane Society Food Bank. She said she helped to prepare bags of food for seniors who have pets. She said she also attended the YMCA breakfast Partnering for a Healthier Community. The keynote speaker talked about children, outdoor play, health and early learning.

Chair McEachran reported that he attended the Lifewire breakfast on September 30. He noted that the event raised \$140,000. The speaker introduced the attendees to a children's book titled *A Is For Activist*. He said he read the book and would heartily recommend it to anyone engaged in human services. He also noted that his faith community staff would be serving the dinner at the Congregations for the Homeless shelter on October 6. Finally, he noted that Bellevue LifeSpring is beginning to build a program with the Bellevue School District called the Breakfast Box for Kids. The program speaks to the concern of the Commission that there be pickup meals available for those in the community who are hungry.

Commissioner Kline said she became aware through a PTA meeting recently that the schools serving breakfast have minimum thresholds to meet in order to qualify to serve breakfast. Some of the schools are teetering close to not qualifying and families with students in school should on occasion have their kids eat breakfast at the school in order to keep the numbers up so the program can continue.

Chair McEachran said he attended the Eastside men's shelter and supportive housing event at the Champion Center on September 29.

Human Services Manager Emily Leslie reported that she attended the Asian Counseling and Referral Service gala that was held in Bellevue on October 1. Several elected officials were among the 500 or so attendees. A significant amount of money was raised. She said she also attended the community conversation on the permanent men's shelter and supportive housing issue.

Human Services Planner Alex O'Reilly informed the Commission that she attended the Bellevue School District preschool nurses monthly staff meeting and provided them with a short presentation on the Needs Update and asked for their observations about what they see as needs. She said they identified healthcare for adults as a continuing issue. They also called out International Community Health Service as a big resource for them for adults and children, including medical and dental, and they thanked the city for funding the family support specialist. They said they would welcome having more nurses and school-based health clinics.

Grant Coordinator Dee Dee Catalano said she missed the Commission's September 20 meeting because she was in Boise, Idaho, attending a conference of the Northwest Association of Community Development Managers. She said it was a very helpful gathering and she enjoyed it very much.

6. DISCUSSION

A. Update on Eastside Winter Shelters

Cynthia McGee with Catholic Community Services, manager of the family shelter, said the facility serves single fathers, single mothers, and families with both parents in the home. The shelter opened on October 15 and operates between the hours of 8:30 p.m. and 7:00 a.m. The shelter is currently operating at the Redmond United Methodist Church. After the first of the year the shelter will operate from St. Peter's Methodist Church, and after March it will locate at Overlake Presbyterian Church.

Bill Hallerman, also with Catholic Community Services, said the shelter provides an evening meal and breakfast the following morning served by volunteers from the community. The case manager who will be hired for the New Bethlehem day center will provide case management at the family winter shelter as well. The shelter has mats on the floor for families to use. Two staff persons along with volunteers are at

the shelter each night. Andrea Liggett at Holy Family coordinates the meals for all three winter shelters. The shelter will be sited in the same locations used during the winter of 2015-2016. Many in the neighborhoods have elected to help out by volunteering.

Ms. McGee said at the end of the season she makes sure that every family is placed in housing.

Commissioner Perelman said she realized that funding was an issue, but asked if allowing families into the shelter earlier than 8:30 p.m. to better serve the children. Mr. Hallerman said the best hope for addressing that issue would be the New Bethlehem day center, the hours of which will be 2:00 p.m. to 8:00 p.m. There is insufficient funding to open the evening shelter any earlier. There would also need to be discussions with the churches in order to accommodate being open longer; many of the churches have activities in the evening hours.

Ms. Leslie asked what is done to engage the local communities around the churches where the shelters are sited, including notification and communication. Mr. Hallerman said no community notification has ever been done with respect to the shelter at the Redmond United Methodist church. For the shelters at churches in Bellevue, meetings are held at the churches and the neighborhood is invited to attend by mailed notification. The first year the shelter was hosted by St. Peter's, a number of local residents attended the meeting and participated in the discussion, but the second year almost no one came because of how well things had gone the first year.

Angela Murray with Sophia Way said a new location for the women's shelter has been identified in Kirkland at Lakeside Christian Church and community outreach will be very important. Mailed notice will be sent out to neighbors within 500 feet of the church. The church pastors have already been engaging with the community by going door to door. A new church site has been identified in Bellevue and the pastor there has indicated they have had challenges in the past when trying to host tent city. It will be necessary to be very proactive in reaching out to the local community. Overlake Park is the third site. The women and the families will eat together in a common area, but they will sleep in separate areas.

Ms. Murray explained that Sophia Way serves single adult women and transgender females. Most of the participants are high need individuals facing several different issues, and because the facility is low barrier the chronically homeless and the most vulnerable in the community are accepted. The shelter will operate from Lakeside Christian beginning October 15 and running through January 2. It will then move to Holy Cross until the end of March, at which time the shelter will be at Overlake through mid-May. The hours of operation are 8:30 p.m. to 7:00 a.m. A cold breakfast is served and each person is provided with two bus tickets to allow for accessing the day center. Sophia Way will work with Catholic Community Services on being the regional access point under the coordinated entry system. A couple of staff persons have already received training, and one staff person will be dedicated to be the

housing case manager at the day center one day per week.

Ms. Murray said in seeking to site the shelter on the Eastside, she contacted over 30 faith-based organizations. Churches often have evening programs and to allow their facilities to be used for a shelter means making sacrifices. Accessibility was key in locating the shelters, and specific attention was paid to being near transit. Two of the sites are new and as such require some fire and safety upgrades, which means additional costs. Given the opportunity to use the sites for more than one year, it makes sense to make the upgrades. Hiring staff is always a challenge, but it is even more challenging when hiring for a temporary position. Of course, once a permanent shelter is operational, temporary positions can become year-round positions. All of the meals are provided by community volunteers and are coordinated by Ms. Liggett at Holy Family. People are always willing to donate toiletries and the like, which helps stretch the budget. The congregations are also very welcoming and are given opportunities to volunteer in various ways.

David Bowling with Congregations for the Homeless said the work done in the community by those associated with the shelters could not be done without the work done by the Commission. He thanked the Commissioners for their passion and support. He said the fact that there is a site for the men's winter shelter is due in large part to the efforts of many city departments. The facility at the Lincoln Center is slated to open on November 15. The hope was that the facility would be open on November 1, but there is still a lot of renovations to be made to accommodate having people sleeping in the space. The shelter will hopefully remain open through mid-May. The Lincoln Center site is close to transit and is not in the heart of a residential neighborhood. Some outreach has been made to local businesses, and more is planned.

Mr. Bowling said 12 hours per week of case management was added last year. Case management is key to helping people who are experiencing homelessness move forward and connect with the services that can provide them with hope and a path out of homelessness. While 12 hours is not much, it was helpful and the plan is to keep it going. The shelter hours have been 8:00 p.m. to 8:00 a.m. and the desire is to extend them by starting at 7:00 p.m. instead. For one thing, that would allow for reaching out to the men while they are still awake. A day center is planned to operate at the same site from 8:00 a.m. to 3:00 p.m., though the program may not be able to operate five days a week due to funding limitations.

It is exciting that a permanent shelter could be in place soon, but that is still three to four years away. During the interim there will be a number of challenges to be faced. The county through All Home is really pushing low barrier/no barrier programs and that is filtering down to the shelter world. One challenge encountered has been in finding a physical location for single homeless men that will accommodate a low-barrier shelter year round. Even at the Lincoln Center, the shelter is restricted to six months out of the year.

Mr. Bowling agreed that the support received from Ms. Liggett is invaluable. She has a phenomenal support network she can rely on to get food to the shelters. Congregations for the Homeless has a partnership with the Seattle Union Gospel Mission to provide some staffing for the shelter, and the hope is they will continue with the partnership for the coming season. The program also has the support of many faith communities that come in and bring food and supplies, as well as volunteers.

Commissioner Mercer asked why the Lincoln Center site can only be used for six months out of the year. Ms. Leslie explained that the building is located in a zone that allows shelters. However, the building is very old. The building and fire safety folks can only allow the building to be used for a shelter on an emergency basis; it is in fact pushing the envelope to allow it to be open for six months. To use it year round would require the installation of fire sprinklers and meet other fire and safety regulations, all of which would cost a great deal. The building is ideal in that it will allow for housing the day center along with the winter shelter, as well as staff offices onsite.

Commissioner Villar asked if the family shelter provides any assistance in getting the children to school in the morning. Mr. Hallerman said the school district has the responsibility to transport children to and from school. The shelter staff do work with the families to make sure the transportation happens.

Commissioner Villar asked if the family shelter must pay the churches in which the shelter operates. Mr. Hallerman said some of the churches ask for nothing, while others ask to be reimbursed for utilities, so some money is included in the budget for that. Ms. Murray added that there is a host agreement signed that includes a reimbursement of approximately \$1500 per month for utilities and paper supplies. Ms. Leslie said the city is currently working on a lease agreement with Congregations for the Homeless for the Lincoln Center site; the agreement includes reimbursing the city for its costs.

Chair McEachran said the way in which the shelter operators have worked together is a marvelous example of collaborative impact under great duress. He suggested it would be good to somehow let the public know what has been undertaken and what a permanent shelter will look like.

Mr. Hallerman said the focus strategies report there was mention made of the vacancy rate at shelters and how it was higher than people thought. That could be interpreted to mean that there are far fewer people served nightly. That is something that should be talked about with the county and others in terms of naming the capacity at a lower level and then over-performing.

7. DISCUSSION

A. Update on Siting Permanent Men's Shelter and Supportive Housing

Senior Planner Camron Parker said he had been assigned to work on behalf of the city as project manager for the permanent shelter project, and that Steve Roberts with Congregations for the Homeless was representing the agency side. He noted that city's response to homelessness has largely been driven by the non-profit community service providers who are out there on the front lines. The city has taken an active role in assisting in determining the feasibility of the Eastgate site.

Mr. Parker said the marching orders he has been working under are found in the Council vision and priorities statement that was approved in early 2016. The vision and statement direct the work of finding a permanent winter shelter to be ready for the winter of 2018-2019, though it is unlikely that a permanent facility will be ready until 2019-2020.

Mr. Roberts noted that he served as the Executive Director of Congregations for the Homeless from 2005 to earlier in the year. He said the role he is playing as managing director of the project to see a permanent shelter sited has proved to be a full-time job. An amazing political alignment ranging from local to state is in place to see the permanent shelter brought online, and funding from the state legislature has already been received. The proposed shelter will have 100 beds and a day center will be co-located on the site. On-site services will be a key component. Overall, the shelter, day center and associated services will provide a safe place to sleep, eat, store goods and find the services needed to work out of homelessness to independent living. The project is also planned to include about 60 units of low-income housing to be built over the shelter. Imagine Housing will take on that element.

Commissioner Perelman asked if funding for the entire project, from building it to operating it, has been secured. Mr. Roberts said not all of the funding to build the project has been identified. Imagine Housing will utilize the nine percent tax funding credit; Congregations for the Homeless has committed to fundraising \$1.3 million; and an application for funding will be submitted to King County. Commissioner Perelman asked why the target is to have 100 beds and Mr. Roberts said the number was chosen because it has been seen in operations over the last three years. If needed, the day center could also be used for beds overnight, but it is not likely the need will reach that point given the recent successes in moving people directly to housing. He added that the hope is that the city and the state will lift the restrictions against operating the temporary shelter for only six months, allowing it to operate year-round in the interim.

Mr. Parker said the vision calls for constructing the shelter and day center facilities on the ground floor and affordable housing units above. The Eastgate Public Health Clinic site is located east of the Eastgate park and ride facilities, north of I-90, and south of Bellevue College at the foot of a steep hill. The nearest residential use is up

the hill and across the street from the college. He noted that over the past several years the city has been going through a process of revisioning the land uses in the Eastgate corridor. The area is envisioned to be transit oriented and have a denser mix of uses, not unlike what is being developed in the Bel-Red corridor and downtown Redmond.

The four-acre property is owned by King County. The parcel is somewhat oddly shaped, and the way the existing building is oriented is unusual. In the discussions with the county, the focus has been on constructing a completely new building; none of the scenarios involve tearing down or rebuilding the health clinic. There are two options for where a new building could be located on the site: where the surface parking is currently, or at the foot of and set back into the slope on the northern edge of the site. The challenge associated with using the current surface parking lot is that the parking would need to be replaced as structured parking, increasing the overall cost of the new building. The benefits of using that part of the site include proximity to the transit center, and development of the first part of the planned pedestrian-oriented street through the area. The challenges associated with building into the slope include the higher degree of environmental impact, and the longer walk to get to the transit center and Eastgate Way. The benefit is that the existing surface parking would be retained.

Mr. Parker said the city and the county have a letter of agreement in place that outlines all of the terms at a high level. As part of the arrangement, the city has the lead with regard to community outreach. To that end staff have been out in the community a lot over the past few weeks and will continue the process in the weeks to come. The targeted approach began with the most immediate neighbors and is working out to include the commercial neighbors, residential neighbors and the college. The goal is to compile the input by the end of the year and feed it back to the City Council and the development team as well as to the King County Council so decisions can be made in the first quarter of 2017.

Commissioner Perelman asked about groups that are either strongly supportive or strongly opposed. Mr. Roberts said the leader of a synagogue attended a recent meeting and voiced strong support for having the shelter where it is proposed to be in Eastgate because it would be a good life experience for the kids in the synagogue. The residential groups met with to date all have indicated support for the notion of taking care of the homeless, but they would rather see it located further away from where they live. A number of sites in the city have been investigated and the reason the Eastgate site rose to the top is its adjacency to the park and ride, the Public Health building and Bellevue College. The lack of immediately adjacent residential uses also has been a key factor.

Commissioner Perelman asked if the notion of buying some of the adjacent properties has been raised. Mr. Parker allowed that it has not. There is enough opportunity on the four-acre King County site to accommodate the project.

Commissioner Oxrieder asked if Bellevue College might want to offer anything to the project. Mr. Roberts said they began by talking to the group about employment. The college has a career center with excellent resources, and Congregations for the Homeless sends a number of clients to them for training. The college also sees the advantage of having a life experience right next door where students could volunteer, particularly students in the chemical dependency program. Mr. Parker said the college has been very open minded in thinking about the connections that could be made. At the same time, the college has asked very pointed questions about how the shelter facility will be secured. The police, the college's security personnel and the security personnel for the park and ride have all been meeting to talk about a coordinated approach to security. The adjacent Intellectual Ventures has its own private security force in place.

Commissioner Kline asked how far out geographically notice has been sent and whether or not the issue has made it onto the radar of the local businesses and residents. Mr. Parker said the group has used the tools available to the city to reach out quite a distance, including NextDoor. The commercial neighbors were all contacted personally. There have also been several neighborhood meetings held so far for residential neighborhoods. There is still work to be done at the college with the student population. The top issue raised by all groups to date has been security.

Mr. Roberts said Congregations for the Homeless has been operating low-barrier shelters in Bellevue for eight years, some in full residential areas, some in partial residential areas, and some in full commercial areas. The organization is committed to providing safety for the clients, for the staff and for the community. Where issues have risen, they have been addressed. It is not possible to fully anticipate every situation, but the model is robust and is working. The Eastgate site offers the best possible scenario with regard to security because all of the major nearby stakeholders all have security systems in place and are committed to working together.

Commissioner Villar said she assumed that as a low-barrier shelter the facility may house some sex offenders. Mr. Roberts said the program screens for sex offenders. There are several layers of sex offenders. Those who are required to register are directed to do so immediately and to follow whatever his particular protocol requires him to do. Homeless shelters are not places sex offenders chose to go.

Chair McEachran said he attended one of the community meeting to support the traditions behind Imagine Housing and Congregations for the Homeless. There were about 100 people in attendance and while the questions ranged widely, they were generally very friendly. Some questioned what is meant by supportive, affordable and permanent housing and he said he took the opportunity to explain what it is that Imagine Housing does. He suggested it would be good to explain in more detail the words "supportive," "affordable" and "permanent." He also pointed out that during the process to update the Needs Update staff facilitated a wonderful conversation on the Bellevue College campus which gave credibility to the fact that the college is for

better or worse the largest neighborhood. By answer questions asked by faculty, staff and student leaders a bond was created. It would be a good thing to actively seek to reach out to the college.

Mr. Roberts said two common issues raised in talking with community members have been parking and traffic, neither of which the shelter will negatively impact.

Chair McEachran noted that the public meeting he attended included representation from the police department as well as the city's boards and commissions, and the tenor was very positive. Representatives of the human service commissions from Redmond, Issaquah and Kirkland were also present.

****BREAK****

8. DISCUSSION

A. Finalize 2017-2018 Human Services Funding Recommendations

Ms. Leslie reported that the Commission's request for additional investment was carried into the budget deliberations by the department directors. The leadership team concluded that the request should be funded at the \$150,000 level instead of the requested \$187,543. Every department came forward with requests for additional items and were told that they needed to come up with funding in their individual budgets. Parks Director Patrick Foran took that direction to heart and was able to identify \$150,000 from other areas of the budget. The good news is that the funds will not be one-time only but rather ongoing and thus built into the base. The budget is now in the hands of the City Manager, which will be presented to the City Council on October 17. The recommendation of the Commission has been rescheduled to November 7.

Ms. Leslie pointed out the need to pare down the Commission's recommendation to the \$150,000 level. She said the recommendation of staff was to remove the two proposed allocations for emergency financial assistance, which related to homelessness, are not exactly related to shelter, which is the Council priority. My Sister's Home had already received a significant increase, so the recommendation was to remove it from the list, leaving \$8810 still to come from somewhere else.

Commissioner Villar commented that the YWCA Family Village and the Catholic Community Services New Bethlehem Day Center for Families were addressed without following the normal funding recommendation pattern. She proposed removing \$4405 from each.

Commissioner Kline pointed out that the allocation proposals for the YWCA Family Village and the New Bethlehem Day Center for Families programs were made before the Commission received an update for the regional housing plan. She said she would be hesitant to take funding from those two programs. Commissioner Mercer

pointed out that unless the Commission elects to go back to the full list of recommendations and pull money from some other applications, taking the funds from the two programs makes the most sense.

A motion to remove the two proposed allocations for emergency financial assistance, to remove the allocation for My Sister's Home, and to take \$4405 from both the YWCA Family Village and the New Bethlehem Day Center for Families was made by Commissioner Perelman. The motion was seconded by Commissioner Villar.

Commissioner Mercer commented that the New Bethlehem program is new, but pointed out that there has been a lot of focus given to day centers. On the other hand, the amount of increase for the day center for women means the city is practically fully supporting it, making it look like there is support for women but not for families. If funds are to be pulled from the day center for families, funds should also be pulled from the day center for women. She suggested splitting the \$8810 three ways and including Sophia Way.

Commissioner Villar noted that the Sophia Way day center is located in Bellevue and in 2015 served 444 women. It is reasonable to see their funding allocation increased going forward. New Bethlehem anticipates serving 338 clients.

Commissioner Perelman commented that Sophia Way has always been seen as being underfunded. The proposed allocation to that organization actually trues up with what the program does.

The motion on the table to remove the two proposed allocations for emergency financial assistance, to remove the allocation for My Sister's Home, and to take \$4405 from both the YWCA Family Village and the New Bethlehem Day Center for Families was withdrawn by the maker and the seconder.

A motion to remove the two proposed allocations for emergency financial assistance, to remove the allocation for My Sister's Home, and to take the balance of \$8810 from the YWCA Family Village was made by Commissioner Perelman. The motion was seconded by Commissioner Mercer and the motion carried unanimously.

Ms. Leslie informed the Commission that the Emergency Feeding Program, Application 13, had made it known that they were not happy with the Commission's recommendation for no funding. They requested a meeting with the Mayor. She said that ahead of that meeting she along with Ms. O'Reilly and Chair McEachran met with the Mayor to provide him with background information on the Commission's recommendation. The Mayor listened to the agency representatives and then directed them to come back before the Commission to make their case, which they have not done.

A motion to approve the recommendations as drafted was made by Commissioner Villar. The motion was seconded by Commissioner Perelman and the motion carried unanimously.

Grant Coordinator Dee Dee Catalano sought a final vote from the Commission on the proposed CDBG recommendation based on the estimated allocation from HUD.

A motion to approve the draft CDBG recommendations was made by Commissioner Villar. The motion was seconded by Commissioner Perelman and the motion carried unanimously.

Ms. Leslie reported that the permanent shelter will in the future be eligible for CDBG funding.

A motion to approve the contingency plan as drafted was made by Commissioner Mercer. The motion was seconded by Commissioner Villar and the motion carried unanimously.

9. OLD BUSINESS

Ms. Leslie said the presentation will be made to the Council in study session on November 7. The presentation will be made by Chair McEachran and staff. It is always helpful to have Commissioners in the audience.

10. NEW BUSINESS

Ms. Leslie reported that the employees charitable giving campaign kicked off earlier in the day. One of the giving options, along with United Way, the police foundation and the fire foundation, is the Bellevue Human Services Fund, which is the accounting fund that holds the dollars used to fund the human service contracts. Some \$15,000 is donated to the fund from employees annually.

11. PETITIONS AND COMMUNICATIONS – None

12. ADJOURNMENT

A motion to adjourn was made by Commissioner Villar. The motion was seconded by Commissioner Oxrieder and the motion carried unanimously.

Chair McEachran adjourned the meeting at 8:13 p.m.

Secretary to the Human Services Commission

Date

Chairperson of the Human Services Commission

Date