



City of Lacey, Washington
Human Services Workgroup Minutes
Thursday, June 20, 2024 - Council Chambers and Online

1. Call to Order

Human Services Coordinator Michelle Chavez called the meeting to order at 5:30 p.m.

2. Roll Call

BOARD MEMBERS PRESENT: Brandon Stephens (Chair); James Broman (Vice Chair); Nathaniel Clay (remote); Nancy Dihle; Juliet Lawson-Hall (remote); Dalia Martinez (remote); and Tiffany Walker

STAFF PRESENT: Shannon Kelley-Fong, Assistant City Manager; Michelle Chavez, Human Services Coordinator; and Elissa Fontaine, City Clerk

3. Approval of Agenda, Previous Meeting Minutes, and Consent Items

A. Approval of Agenda

Board Member Broman moved to approve the agenda. Board Member Walker seconded. The motion carried.

4. Public Comment

Verbal Public Comment

No one signed up to speak at the meeting in person or via Zoom.

Written Public Comment

No written public comment was received.

5. Business Items

A. Election of Presiding Officers

Board Member Walker nominated Brandon Stephens as Chair. Board Member Dihle seconded. Board Member Stephens was elected Chair by unanimous consent.

Board Member Dihle nominated James Broman as Vice Chair. Board Member Lawson-Hall seconded. Board Member Broman was elected Vice Chair by unanimous consent.

B. Rules of Procedure

Michelle Chavez, Human Services Coordinator

Chavez presented the draft Rules of Procedure, highlighting elements, including workgroup meetings, terms of office, duties of officers, quorum, conflicts of interest, public comment, organization, and responsibility.

Board Member Broman moved to approve the draft Rules of Procedure for the Human Services Workgroup. Board Member Lawson-Hall seconded. The motion carried.

C. Human Services Grant Program Overview

Michelle Chavez, Human Services Coordinator

Chavez presented an overview of the Human Services Grant Program, including a detailed review of the draft policies, application, scoring rubric and workshop presentation. Board members provided feedback on the scoring rubric.

Board Member Broman moved to amend section 1.7 as discussed and agreed. Board Member Walker seconded. The motion carried.

Staff advised future motions were not required for edits, and the Workgroup proceeded with discussion and review.

D. Human Services Needs Assessment Introduction

Michelle Chavez, Human Services Coordinator

Chavez presented an introduction to the Human Services Needs Assessment, and reviewed assessment examples from neighboring jurisdictions. The assessment is intended to determine the priority areas for future funding cycles and to inform strategic planning.

6. Adjourn

Chair Stephens adjourned the meeting at 6:52 p.m.



