



City of Lacey, Washington Human Services Workgroup Agenda

Refer to the bottom of the agenda for meeting information.

Thursday, September 5, 2024

5:30 PM

Council Chambers and Online

1. Call to Order

2. Roll Call

3. Land Acknowledgment

We, the City of Lacey, are on the ancestral land of the Tribal People of the Treaty of Medicine Creek, including the Nisqually Indian Tribe and Squaxin Island Tribe. We acknowledge, and remember those Tribal People not recognized today who were absorbed or relocated into other tribes for survival. We recognize the ancestors and their descendants who are still here. We recognize and respect the Tribal People of the Treaty of Medicine Creek as the traditional stewards of this land since time immemorial and their role today in taking care of these lands in perpetuity. We recognize and have the responsibility to call attention to the histories of dispossession, forced removal, and abridged treaty rights that allowed our nation, state, and city to develop as they have today. We recommend that community members read the Medicine Creek Treaty of 1854.

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

- A. Approval of Agenda
- B. Approval of August 8, 2024, meeting minutes

5. Public Comment

Refer to the bottom of the agenda for instructions on how to provide public comment.

6. Business Items

- A. **2024 Human Services Grant Program Award**
Michelle Chavez, Human Services Coordinator
- B. **Human Services Commission Discussion**
Michelle Chavez, Human Services Coordinator
- C. **Human Services Program Update**
Michelle Chavez, Human Services Coordinator

7. Adjourn

Attendance and Public Comment

Attend Remote or In-Person

There are several ways to attend the Human Services Workgroup Meeting:

- In-Person: Council Chambers at Lacey City Hall
420 College Street SE, Lacey, WA 98503
- Zoom: https://us02web.zoom.us/webinar/register/WN_gBr1oQNxTc2BAiWLnf6qLA
- City Website: <https://cityoflacey.org/government/public-meetings/>
- YouTube: <https://www.youtube.com/watch?v=wVQv7E5un2o>
- Phone: (888) 788-0099 or (877) 853-5247 (Webinar ID 878 0308 4319)

Verbal Public Comment

The opportunity for verbal public comment is available in-person or by Zoom:

Each speaker is limited to three minutes. Comments are welcome on matters connected to City business or specific agenda items.

Prior to starting your comments, please provide your:

- a. Name
- b. City of residence or connection to the City, and
- c. Topic or subject matter of your comments

- In-Person: Use the sign-up sheet located in the meeting location.
- Zoom: Preregister using the following Zoom link no later than two hours prior to the meeting:
https://us02web.zoom.us/webinar/register/WN_gBr1oQNxTc2BAiWLnf6qLA

Instructions and access details will be provided once registration is complete.

Written Public Comment

Please email written public comments to HumanServices@cityoflacey.org by 4:00 p.m. on Thursday, September 5, 2024. Members will receive all written public comments provided by this deadline. Comments may not be addressed during the meeting. All comments are part of the official record.





City of Lacey, Washington
Human Services Workgroup Minutes
Thursday, August 8, 2024 - Council Chambers and Online

1. Call to Order

Chair Stephens called the meeting to order at 5:30 p.m.

2. Roll Call

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

BOARD MEMBERS EXCUSED: Board Member Tiffany Walker

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

3. Land Acknowledgment

Chair Stephens read the abbreviated Land Acknowledgment.

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

A. Approval of Agenda

B. Approval of July 11, 2024, meeting minutes

Board Member Lawson-Hall moved to approve the agenda and consent agenda. Board Member Clay seconded. The motion carried.

5. Public Comment

Verbal Public Comment

No people signed up to speak at the meeting.

No people registered to speak via Zoom.

Written Public Comment

No written public comment was received.

6. Business Items

A. Human Services Grant Application Summary and Presentations

Michelle Chavez, Human Services Coordinator

As part of the 2024 Budget, the City Council allocated \$300,000 to establish a comprehensive, reliable and accessible Human Services Grant Program. Funding is available for non-profit human service providers serving Lacey community members. Eligible programs or projects must meet basic human needs for housing, survival, or security. Chavez detailed the structure for the applicants' presentations.

1. Homes First

Lacey Accessible Dwelling Units

The Homes First presenters were not initially present when called. The Workgroup continued to the next item, and returned to the presentation once the representatives were in attendance.

Trudy Soucoup, Chief Executive Officer, was provided five (5) minutes to present on Lacey Accessible Dwelling Units.

2. Dry Tikes and Wet Wipes

Thurston County Diaper Bank

Lance Benson, Executive Director, was provided five (5) minutes to present the Thurston County Diaper Bank program.

3. Garden Raised Bounty (GRuB)

Grub Garden Project

Savannah Dresbach, Garden Project Manager, was provided five (5) minutes to present the Grub Garden Project.

4. Senior Services for South Sound

Home Share Program

Rebecca Hutchinson, Home Share Program Manager, and Brian Windrow, Executive Director, were provided five (5) minutes to present the Home



Share Program.

5. Rebuilding Together Thurston County

Critical Home Repair

Cathy Johnson, Executive Director, was provided five (5) minutes to present the Critical Home Repair Program.

6. Thurston County Council on Aging

Medical Equipment Bank

Joyce Willms, President, and Nora Hanson, Grant Writer Chair, were provided five (5) minutes to present on the Medical Equipment Bank program.

7. Community Action Council of Lewis, Mason and Thurston Counties

Lacey Housing Services

Nikkei Gatton, Housing Program Manager, was provided five (5) minutes to present on the Lacey Housing Services program.

8. Capital Christian Center

Solid Rock Ranch Camper Fund

Kristy Thurman, Staff Pastor and Chief Financial Officer, was provided five (5) minutes to present on the Solid Rock Ranch Camper program.

9. Family Support Center of South Sound

Homeless Family Services Program

Trish Gregory, Executive Director, was provided five (5) minutes to present the Homeless Family Services Program.

10. Interfaith Works

Sergio's Service Center

Ti'eri Lino, Program Coordinator, was provided five (5) minutes to present on Sergio's Service Center.

11. South Puget Sound Habitat for Humanity

Home Repair Program

Chair Stephens announced at 6:49 p.m. the meeting would convene for a 5-minute recess, until 6:54 p.m., or shortly after. Chair Stephens reconvened the Human Services Workgroup meeting at 6:55 p.m. and the meeting was



called back to order.

Amanda Schuyler, Project Manager, was provided five (5) minutes to present the Home Repair Program.

12. Boys and Girls Clubs of Thurston County
Scholarships for Youth Experiencing Homelessness

Shellica Trevino, CEO, was provided five (5) minutes to present the Youth Experiencing Homelessness scholarships.

13. North Thurston Education Foundation
Student Assistance Grants

Deanna East, Executive Director, was provided five (5) minutes to present the Student Assistance Grant program.

14. TOGETHER!
Host Homes and Club House (Two Applications)

Sierra Abrans, Co-Executive Director, was provided five (5) minutes to present the Host Homes program. Kahlo Flores, Co-Executive Director, was provided five (5) minutes to present the Club House program.

15. Our Ark
Place of Safety and Home

Danny Burkett, Founder and Executive Director, was provided five (5) minutes to present the Place of Safety and Home program. Two (2) youth members shared their experience.

7. Adjourn

Chair Stephens adjourned the meeting at 7:44 p.m.





HUMAN SERVICES WORK GROUP

SEPTEMBER 5, 2024

SUBJECT: 2024 Human Services Grant Program Award

RECOMMENDATION: Review and discuss the 2024 Human Services Grant Program (HSGP) recommendations. Consider making a recommendation to the City Council for 2024 HSGP funding.

“Next Steps” section of this staff report provides five (5) options to consider.

Option 2 is recommended:

Recommend awarding grants equally to organizations that scored an average above 90 on the rubric - \$30,000 or the total requested by the applicant, whichever is less.

STAFF CONTACT: Shannon Kelley-Fong, Assistant City Manager *SKF*
Michelle Chavez, Human Services Coordinator *mjc*

ORIGINATED BY: City Manager’s Department

ATTACHMENTS: 1. 2024 HSGP Scoring Worksheet
2. 2024 HSGP Grant Budget Options Worksheet

FISCAL NOTE: 2024 budget includes \$300,000 for the Human Services Grant Program.

PRIOR REVIEW: [City Council Worksession – March 12, 2024](#)
[City Council Meeting – March 19, 2024](#)
[Commission on Equity – March 25, 2024](#)
[Human Services Workgroup – June 20, 2024](#)
[Human Services Workgroup July 11, 2024](#)
[Human Services Workgroup – August 8, 2024](#)

**WORK PLAN GOAL:
AND STRATEGY** Vibrant Place to Live, Work and Play
D. Finalize Homeless Response Plan and Enhance Social Services

An Engaged Community
L. Enhance Communication and Engagement Efforts

BACKGROUND: The City of Lacey (City) concluded the first open application cycle for the Human Services Grant Program (HSGP). The application cycle was open from June 27 until July 26, 2024. The City received 16 applications from 15 non-profits.

Fifteen of the applications were for service-based programs and one application was for a capital project (brick and mortar). The City received over \$1.1 million in requests for an initial funding allocation of \$300,000.

Of the three priority areas for funding:

10 applicants emphasized housing: expanding and upgrading affordable housing programs, emergency rental assistance, housing education, creating and maintaining supportive housing services.

10 applicants emphasized survival: access to food, water, shelter, sleep, clothing.

12 applicants emphasized security: job training and placement, mental and physical health care, drug and alcohol recovery, support in times of personal and family crisis, transportation.

Applicants were allowed to pick more than one priority area that their program or project addressed.

On August 8 2024, all 15 applicants presented to the Human Services workgroup regarding their programs and projects. Presenters were given five (5) minutes per application to present. After the presentation, workgroup members were able to ask questions.

Human Services Workgroup members reviewed all 16 applications and completed a scoring rubric for each one. **Attachment 1** provides scores, including individual scores, total scores, and average scores.

Based on these scores, **Attachment 2**, provides four different options for the Workgroup to consider.

Option 1. Recommend awarding grants equally across applicants - \$20,286 or the total requested by the applicant, whichever is less.

Option 2. Recommend awarding grants equally to organizations that scored an average above 90 on the rubric - \$30,000 or the total requested by the applicant, whichever is less.

Option 3. Recommend awarding grants fully based on rubric scores – funding is variable.

Option 4. Recommend awarding grants based on cost per participant, lowest cost to highest cost – 50% of total requested by applicant.

Option 5. Some other recommendation not contemplated above.

Next Steps: Review and discuss the 2024 HSGP Grant Budget Options Worksheet. Consider recommendation to the City Council for 2024 HSGP funding.

Attachments:

1. 2024 HSGP Scoring Worksheet
2. 2024 HSGP Grant Budget Options Worksheet

Application Scores 2024 HSGP											
Rank	Agency	Project	Reviewer 1	Reviewer 2	Reviewer 3	Reviewer 4	Reviewer 5	Reviewer 6	Reviewer 7	Total	Average
1	North Thurston Education Foundation	Student Assistance Grants	100	100	100	100	95	98	100	693	99.0
2	Homes First	Lacey Accessible Dwelling Units (ADUs)	100	99	100	100	94	93	98	684	97.7
3	Boys and Girls Clubs of Thurston County	Scholarships for youth experiencing homelessness	100	99	100	90	90	95	98	672	96.0
4	Community Action Council of Lewis, Mason & Clark	Lacey Housing Services	100	95	100	83	93	98	98	667	95.3
5	Family Support Center of South Sound	Homeless Family Services Program	100	98	100	95	97	80	95	665	95.0
6	Garden Raised Bounty (GRuB)	Grub Garden Project	100	90	100	85	97	95	93	660	94.3
7	South Puget Sound Habitat for Humanity	Home Repair Program	93	99	95	83	92	93	98	653	93.3
8	TOGETHER!	Host Homes	95	99	97	95	85	80	95	646	92.3
9	TOGETHER!	Club House Program	100	76	95	95	91	90	98	645	92.1
10	Interfaith Works	Sergio's Service Center	100	95	66	100	92	88	98	639	91.3
11	Rebuilding Together Thurston County	Critical Home Repair	100	91	98	83	89	81	95	637	91.0
12	Senior Services for South Sound	Home Share Program	90	84	100	80	90	85	95	624	89.1
13	Dry Tikes and Wet Wipes	Thurston County Diaper Bank	96	82	93	95	89	56	90	601	85.9
14	Our Ark	Place of Safety and Home	96	89	100	38	87	93	95	598	85.4
15	Thurston County Council on Aging	Medical Equipment Bank	90	92	100	43	89	85	98	597	85.3
16	Capital Christian Center	Solid Rock Ranch Camper Fund	88	83	73	100	89	63	100	596	85.1

Recused, score is average

2024 HSGP Budget Options
Worksheet

Applicant Name	Program	Category	Project Area	Funding Requested	Application Ranking	Future Community Members Served	Cost per Community Member Served	Cost per applicant ranking	% of Available Budget	Average Ranking
North Thurston Education Foundation (NTEF)	Student Assistance Grants	Service Project	Housing, Survival, Security	\$60,000	1	11,000	\$5	1	20%	99.0
Homes First	Lacey Accessible Dwelling Units	Capital Project	Housing, Security	\$50,000	2	4	\$12,500	16	17%	97.7
Boys & Girls Clubs of Thurston County	Lacey Boys & Girls Club Scholarships for Youth Experiencing Homelessness	Service Project	Security	\$25,000	3	60	\$417	9	8%	96.0
Community Action Council of Lewis, Mason, & Thurston County	Lacey Housing Services	Service Project	Housing, Survival, Security	\$284,130	4	560	\$507	11	95%	95.3
Family Support Center of South Sound	Homeless Family Services Program	Service Project	Housing	\$50,000	5	300	\$167	5	17%	95.0
Garden-Raised Bounty	GRuB Garden Project	Service Project	Survival, Security	\$6,000	6	35	\$171	6	2%	94.3
South Puget Sound Habitat for Humanity	Home Repair Program	Service Project	Housing	\$50,000	7	15	\$3,333	15	17%	93.3
TOGETHER!	Together! Host Homes	Service Project	Housing, Survival, Security	\$25,366	8	16	\$1,585	13	8%	92.3
TOGETHER!	Together! Club House	Service Project	Housing, Survival, Security	\$25,000	9	70	\$357	8	8%	92.1
Interfaith Works	Sergio's Service Center	Service Project	Survival, Security	\$120,000	10	750	\$160	4	40%	91.3
Rebuilding Together Thurston County	Critical Home Repair	Service Project	Housing, Survival, Security	\$125,000	11	50	\$2,500	14	42%	91.0
Senior Services for South Sound	Home Share Program	Service Project	Housing, Survival	\$50,000	12	150	\$333	7	17%	89.1
Dry Tikes and Wet Wipes	Thurston County Diaper Bank	Service Project	Survival, Security	\$100,000	13	10,872	\$9	2	33%	85.9
Our Ark	Place of Safety and Home	Service Project	Housing, Survival, Security	\$99,700	14	150	\$665	12	33%	85.4
Thurston County Council on Aging	Medical Equipment Bank	Service Project	Security	\$10,000	15	750	\$13	3	3%	85.3
Capital Christian Center	Solid Rock Ranch Camper Fund	Service Project	Security	\$40,000	16	90	\$444	10	13%	85.1
Total Funding Requests				\$1,120,196						
									Total Available	
									Remaining Available	
									Housing Funding	
									Housing Funding %	
									Security Funding	
									Security Funding %	
									Combined Funding	
									Housing, Survival, Security Funding %	
									Capital Project Funding	
									Capital Project Funding %	

2024 HSGP Budget Options
Worksheet

Option 1: Equal funding or total request	Option 1 Funding	% of Request	Option 2: Application Score 90%+, equal funding or total request	Option 2 Funding	% of Request	Option 3: Application Score, total request	Option 3 Funding	% of Request	Option 4: Cost Per Participant, 50%	Option 4 Cost Per Participant	Option 4 Funding	% of Request	Option 5 Other	Option 5 Other	% of Request
North Thurston Education Foundation (NTEF)	\$20,286	34%	North Thurston Education Foundation (NTEF)	\$30,000	50%	North Thurston Education Foundation (NTEF)	\$60,000	100%	North Thurston Education Foundation (NTEF)	\$5	\$30,000	50%	North Thurston Education Foundation (NTEF)	\$0	0%
Homes First	\$20,286	41%	Homes First	\$30,000	60%	Homes First	\$50,000	100%	Homes First	\$12,500		0%	Homes First	\$0	0%
Boys & Girls Clubs of Thurston County	\$20,286	81%	Boys & Girls Clubs of Thurston County	\$25,000	100%	Boys & Girls Clubs of Thurston County	\$25,000	100%	Boys & Girls Clubs of Thurston County	\$417	\$12,500	50%	Boys & Girls Clubs of Thurston County	\$0	0%
Community Action Council of Lewis, Mason, & Thurston County	\$20,286	7%	Community Action Council of Lewis, Mason, & Thurston County	\$30,000	11%	Community Action Council of Lewis, Mason, & Thurston County	\$165,000	58%	Community Action Council of Lewis, Mason, & Thurston County	\$507	\$57,000	20%	Community Action Council of Lewis, Mason, & Thurston County	\$0	0%
Family Support Center of South Sound	\$20,286	41%	Family Support Center of South Sound	\$30,000	60%	Family Support Center of South Sound	\$0	0%	Family Support Center of South Sound	\$167	\$25,000	50%	Family Support Center of South Sound	\$0	0%
Garden-Raised Bounty	\$6,000	100%	Garden-Raised Bounty	\$6,000	100%	Garden-Raised Bounty	\$0	0%	Garden-Raised Bounty	\$171	\$3,000	50%	Garden-Raised Bounty	\$0	0%
South Puget Sound Habitat for Humanity	\$20,286	41%	South Puget Sound Habitat for Humanity	\$30,000	60%	South Puget Sound Habitat for Humanity	\$0	0%	South Puget Sound Habitat for Humanity	\$3,333		0%	South Puget Sound Habitat for Humanity	\$0	0%
TOGETHER!	\$20,286	80%	TOGETHER!	\$25,366	100%	TOGETHER!	\$0	0%	TOGETHER!	\$1,585		0%	TOGETHER!	\$0	0%
TOGETHER!	\$20,286	81%	TOGETHER!	\$25,000	100%	TOGETHER!	\$0	0%	TOGETHER!	\$357	\$12,500	50%	TOGETHER!	\$0	0%
Interfaith Works	\$20,286	17%	Interfaith Works	\$30,000	25%	Interfaith Works	\$0	0%	Interfaith Works	\$160	\$60,000	50%	Interfaith Works	\$0	0%
Rebuilding Together Thurston County	\$20,286	16%	Rebuilding Together Thurston County	\$30,000	24%	Rebuilding Together Thurston County	\$0	0%	Rebuilding Together Thurston County	\$2,500		0%	Rebuilding Together Thurston County	\$0	0%
Senior Services for South Sound	\$20,286	41%	Senior Services for South Sound	\$8,634	17%	Senior Services for South Sound	\$0	0%	Senior Services for South Sound	\$333	\$25,000	50%	Senior Services for South Sound	\$0	0%
Dry Tikes and Wet Wipes	\$20,286	20%	Dry Tikes and Wet Wipes	\$0	0%	Dry Tikes and Wet Wipes	\$0	0%	Dry Tikes and Wet Wipes	\$9	\$50,000	50%	Dry Tikes and Wet Wipes	\$0	0%
Our Ark	\$20,286	20%	Our Ark	\$0	0%	Our Ark	\$0	0%	Our Ark	\$665		0%	Our Ark	\$0	0%
Thurston County Council on Aging	\$10,000	100%	Thurston County Council on Aging	\$0	0%	Thurston County Council on Aging	\$0	0%	Thurston County Council on Aging	\$13	\$5,000	50%	Thurston County Council on Aging	\$0	0%
Capital Christian Center	\$20,286	51%	Capital Christian Center	\$0	0%	Capital Christian Center	\$0	0%	Capital Christian Center	\$444	\$20,000	50%	Capital Christian Center	\$0	0%

	\$ 300,000		\$ 300,000		\$ 300,000		\$ 300,000		\$ 300,000		\$ 300,000
	\$ -		\$ -		\$ -		\$ -		\$ -		\$ (300,000)
	\$ 40,571		\$ 60,000		\$ -		\$ 25,000		\$ -		\$ -
	14%		20%		0%		8%		0%		0%
	\$ 50,571		\$ 25,000		\$ 25,000		\$ 37,500		\$ -		\$ -
	17%		8%		8%		13%		0%		0%
	\$ 208,869		\$ 215,012		\$ 275,012		\$ 237,512		\$ 12		\$ 12
	70%		72%		92%		79%		0%		0%
	\$20,286		\$ 30,000		\$ 50,000		\$ -		\$ -		\$ -
	7%		10%		17%		0%		0%		0%



HUMAN SERVICES WORK GROUP

SEPTEMBER 5, 2024

SUBJECT: Human Services Commission Discussion

RECOMMENDATION: Discussion only; action to be requested at future meeting.

“Next Steps” section of this staff report provides five (5) options to consider at a future meeting.

Option 1 is recommended:

Recommend an ordinance to the Lacey City Council that would establish a permanent Human Services Commission to provide recommendations for human service needs, human service-related policies and programs, and human service funding, to include future Human Service Grant Programs and the Community Development Block Grant program.

STAFF CONTACT: Shannon Kelley-Fong, Assistant City Manager *SKF*
Michelle Chavez, Human Services Coordinator *mjc*

ORIGINATED BY: City Manager’s Department

ATTACHMENTS: 1. Draft Human Services Commission Ordinance

FISCAL NOTE: 2024 budget includes \$300,000 for the Human Services Grant Program. Future funding is pending budget decisions.

The City of Lacey will become a CDBG Entitlement Community in 2025 with an estimated annual allocation of \$304,850

PRIOR REVIEW: [City Council Worksession – March 12, 2024](#)
[City Council Meeting – March 19, 2024](#)
[City Council Meeting – June 18, 2024](#)

**WORK PLAN GOAL:
AND STRATEGY** Vibrant Place to Live, Work and Play
D. Finalize Homeless Response Plan and Enhance Social Services

An Engaged Community
L. Enhance Communication and Engagement Efforts

BACKGROUND: The following provides a brief background on the Human Services Grant Program and Community Development Block Grant program.

Human Services Grant Program (HSGP): In the 2024 Budget, the Lacey City Council (City Council) allocated \$300,000 to establish a comprehensive, reliable, and accessible Human Services Grant Program (HSGP). This program was established to take the place of the ad hoc funding the City of Lacey (City) provided to various non-profit groups over the past few years to make the process more equitable, efficient, and predictable for the community and the organization.

On March 12, 2025, staff presented the City Council with research and findings regarding several Human Services Grant programs at the municipal level and how these jurisdictions provide funding and oversight of their programs. City Council and staff discussed best practices and recommendations for moving ahead.

On March 19, 2025, the City Council approved a motion to adopt [Resolution 1145](#) to establish the Human Services Workgroup. This group is tasked with:

- **Meeting once per month or as needed through 2024, no longer than one year;**
- Review 2024 HSGP applications and make recommendations to Lacey City Council for 2024 funding allocations;
- Advise on a human service needs assessment;
- Make recommendations on longer-term priorities for HSGP funding; and
- **Make a recommendation on a standing human services advisory board.**

As emphasized in bold above, the Human Services Workgroup is contemplated to meet through 2024 and is tasked with making a recommendation on a permanent human services advisory board.

Community Development Block Grant (CDBG) Program: On June 18, 2024, the City Council approved starting the process of becoming its own entitlement community; the City provided letters to US Department of Housing and Urban Development (HUD) and Thurston County declaring the City's intent to become a CDBG entitlement grantee and to not participate in the Urban County CDBG program as part of the Thurston County CDBG Consortium. As an entitlement community, Lacey will receive funding from HUD directly on an annual basis. Lacey will receive an estimated \$304,850 in CDBG funding for 2025.

There are three CDBG work products needed for the City to establish its CDBG program:

1. **Lacey CDBG Community Participation Plan** – This can be produced in parallel with the Community Engagement Plan for the Lacey Human Services Grant Program (HSGP).

Per HUD:

“Citizen Participation

A grantee must develop and follow a detailed plan which provides for, and encourages, citizen participation and which emphasizes participation by persons of low- or moderate-income, particularly residents of predominantly low- and moderate-income neighborhoods, slum or blighted areas, and areas in which the grantee proposes to use CDBG funds. The plan must:

- Provide citizens with reasonable and timely access to local meetings, information, and records related to the grantee's proposed and actual use of funds
- Provide for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least the development of needs, the review of proposed activities, and review of program performance
- Provide for timely written answers to written complaints and grievances
- Identify how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate”

Source: [CDBG Entitlement Program Eligibility Requirements | HUD.gov / U.S. Department of Housing and Urban Development \(HUD\)](#)

Having a permanent Human Services Advisory Group is a process frequently used by entitlement jurisdictions to provide opportunities for public participation, see **Table A**.

2. **Lacey CDBG 3-Year Consolidated Plan 2025-2027** – This can be produced in conjunction with the Community Needs Assessment and Human Services Strategic Plan in conjunction with the HSGP.
3. **Lacey CDBG Annual Action Plan** – This is the list of approved projects for 2025 and serves as year 1 of the Lacey 3 Year Consolidated Plan 2025-2027. This would be a competitive application process like the HSGP, however with federal requirements.

Establishing a permanent Human Services Commission: Given the extensive HSGP requests (\$1.1 million) for funding in 2024, there appears to be a significant need in Lacey for human services funding. If the City Council continues funding for the HSGP in 2025 and beyond, Staff recommend continuing to have a Human Services advisory board.

As noted above, public participation is a requirement of CDBG programs. Transitioning the Human Services Work Group to a permanent Human Services Commission would meet this requirement. **Table A** includes a list of various jurisdictions and how they manage their Human Services Grant Programs and CDBG Programs. In many jurisdictions, the advisory board makes recommendations for grants and CDBG programs.

Attachment 1 provides a draft ordinance to establish a permanent Human Services Commission. This draft is subject to change based on continued City review.

Next Steps: Pending discussion, at a future meeting the Human Services Workgroup could consider one of the following options:

Option 1: Recommend an ordinance to the Lacey City Council that would establish a permanent Human Services Commission to provide recommendations for human service needs, human service-related policies and programs, and human service funding, to include future Human Service Grant Programs and the Community Development Block Grant program.

Option 2: Do not recommend an ordinance to the Lacey City Council that would establish a permanent Human Services Commission.

Recommend a resolution extending the Human Services Workgroup for an additional year (2025) to:

- Meeting once per month or as needed through 2025;
- Pending budget: Review 2025 HSGP applications and make recommendations to Lacey City Council for the 2025 funding allocations;
- Continue to advise on a human service needs assessment;
- Make recommendations on longer-term priorities for HSGP funding; and
- Make a recommendation on a standing human services advisory board.

Option 3: Do not recommend an ordinance to the Lacey City Council that would establish a permanent Human Services Commission. Do not recommend a resolution extending the Human Services Workgroup into 2025.

Option 4: Provide direction to City staff on other elements to consider. After further diligence on these elements, City Staff would then return to the Human Services Workgroup to review additional materials for consideration.

Option 5: Some other option not contemplated in the above options.

Table A

Comparison of Select Human Services Grant Programs including CDBG Programs

Agency	State	Stand Alone Human Services Program	Advisory Board / Work Group	Competitive Application	Only Social Services Funding	Small Capital Projects	Min. Award	Max Award	No partial funding	Needs Assessment	CDBG Recommendations	Advisory Board Name
Bellevue	WA	X	X	X	X		X			X	Human Services Commission	Human Services Commission
Hillsboro	OR	X	X	X		X	X	X	X	X	Finance Committee	Impact Grant Work Group - Finance Commission and Community Members
Issaquah	WA	X	X	X	X					X	City Council (Joint Interlocal agreement with King County)	Human Services Commission
Lakewood	WA	X	X	X	X		X	X		X	Community Services Advisory Board	Community Services Advisory Board
Marysville	WA	X	X	X		X					CDBG Advisory Committee	CDBG Advisory Committee

ORDINANCE NO. [REDACTED]

CITY OF LACEY

AN ORDINANCE OF THE CITY OF LACEY, WASHINGTON ESTABLISHING A HUMAN SERVICES COMMISSION TO MAKE RECOMMENDATIONS FOR HUMAN SERVICES NEEDS, HUMAN SERVICES POLICIES, AND HUMAN SERVICES FUNDING INCLUDING COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING ADDING A NEW CHAPTER [REDACTED] OF THE LACEY MUNICIPAL CODE AND APPROVING A SUMMARY FOR PUBLICATION.

WHEREAS, the Lacey City Council budgeted \$300,000 in 2024 for a new, competitive Human Services Grant Program (HSGP) to support vulnerable community members and enhance the wellbeing of all; and

WHEREAS, in 2024, the Lacey City Council started the process of becoming a stand-alone Community Development Block Grant (CDBG) Entitlement Community with direct funding from the US Department of Housing and Urban Development; and

WHEREAS, the City provides and supports a broad range of local human services in the community to alleviate hardships and help individuals access community resources, including by providing funding to support the work of non-profits and other governmental agencies; and

WHEREAS, the Lacey City Council wishes to enhance community engagement, government transparency, and community oversight of human services funding, including but not limited to, the HSGP and CDBG Program; and

WHEREAS, the City has many capable and experienced community members with expertise in the area of human services and assessing the needs of the community; and

WHEREAS, the Lacey City Council desires establishing a Human Services Commission to better understand overall human services needs in the community and help make recommendations on human service grant funding.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON as follows:

Section 1. There is hereby added to the Lacey Municipal Code a new Chapter [REDACTED], Human Services Commission, to read as follows:

[REDACTED] Creation

There is created a commission to be known as the Human Services Commission which shall perform all of the duties and shall have all of the authority hereinafter set out.

[REDACTED] Purpose

The purpose of the commission is to help the City to identify human service needs, review human services draft policies, review human services grant applications and make recommendations for human services grant funds.

Membership — Terms

- A. The commission shall consist of seven general members and one youth member who reside in the city of Lacey or may reside in Lacey's urban growth management area, except as outlined in subsection C of this section. Commissioners shall be appointed by the mayor, which appointment shall be subject to confirmation by the city council. Terms for general members shall be for three years. General membership on the commission shall be limited to two full consecutive terms. If there are no applicants for a vacant position one month prior to the expiration of term, the incumbent may be reappointed to an additional three-year term by the mayor with the approval of the city council. The general and youth members shall be selected without respect to political affiliations.
- B. The youth member shall be at least sixteen years of age (when appointed), enrolled as a junior or senior in the North Thurston School District, or enrolled in private school or homeschooled, and be a resident of the city of Lacey or reside in Lacey's urban growth management area. The youth member shall be appointed to serve for a term of one year. The incumbent youth member may be reappointed to an additional one-year term. Except as outlined in this section, the youth member shall have the same rights and responsibilities of the general members.
- C. General membership on the Human Services Work Group shall always include at least two professionals who have experience in human services, e.g., direct service, management, or volunteer work. The Human Services Work Group action that would otherwise be valid shall not be rendered invalid by the temporary vacancy of one or both of the human services positions. The Mayor and City Council, in order to obtain representatives with this expertise, may make appointments despite the residency requirements of Section A of this section.
- D. A majority of the general members of the commission shall constitute a quorum for the transaction of business. The youth member shall not be included in the count to constitute a quorum. Any action taken by a majority of those present when those present constitute a quorum, at any regular or special meeting of the commission, shall be deemed and taken as the action of the commission.
- E. The commission members shall not receive any salary or other compensation for services rendered on the commission, but necessary expenses actually incurred and within the budget as set by the annual budget ordinance shall be paid.
- F. The Lacey City Council adopted an Advisory Board Stipend Program aimed at reducing barriers to participation in government and increasing representation on the City's Advisory Boards. Human Services Commission Members will have the option to opt-in to this program.

G. Vacancies occurring otherwise than through the expiration of terms shall be filled for the unexpired terms. The members shall be selected without respect to political affiliations. The general commissioners may request the resignation of a general and/or youth member who has three or more unexcused absences at regular meetings in a calendar year.

H. General or youth members may be removed from the commission prior to the expiration of their term of office by the mayor with approval of the city council, pursuant to the city of Lacey policy procedure manual and boards and commissions standards, protocols, and ground rules handbook

Organization — Records

A. The commission shall select its own chairperson from within its membership and may create such other offices as it may deem necessary and shall adopt all necessary rules for the transaction of its business and the keeping of its own records. A recording secretary shall also be appointed from within its membership or from city of Lacey staff.

B. An accurate record shall be kept of the proceedings of all meetings. These records shall be public and a copy thereof shall be transmitted to the city clerk after each meeting.

Commission Duties and Responsibilities

The commission shall have the power and it shall be its duty, subject to such rules and regulations as may from time to time be prescribed by ordinance to:

- A. Identify and make recommendations on human service needs; and
- B. Review and make recommendations on human services related policies; and
- C. Review human services grant applications and make recommendations for the distribution of human services grant funds.

Section 2. This Ordinance shall take effect five (5) days after its passage and publication as provided by law.

Section 3. SEVERABILITY. If any section, sentence, clause or phrase of this ordinance should be held to be invalid by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 4. CORRECTIONS. The City Clerk and the codifiers of this ordinance are authorized to make corrections to this ordinance including, but not limited to, the corrections of scrivener's/clerical errors, references, ordinance numbering, section/subsection number and any references thereto.

Section 5. The summary attached is hereby approved for publication.

PASSED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, this

 day of October, 2024.

By: _____
Mayor

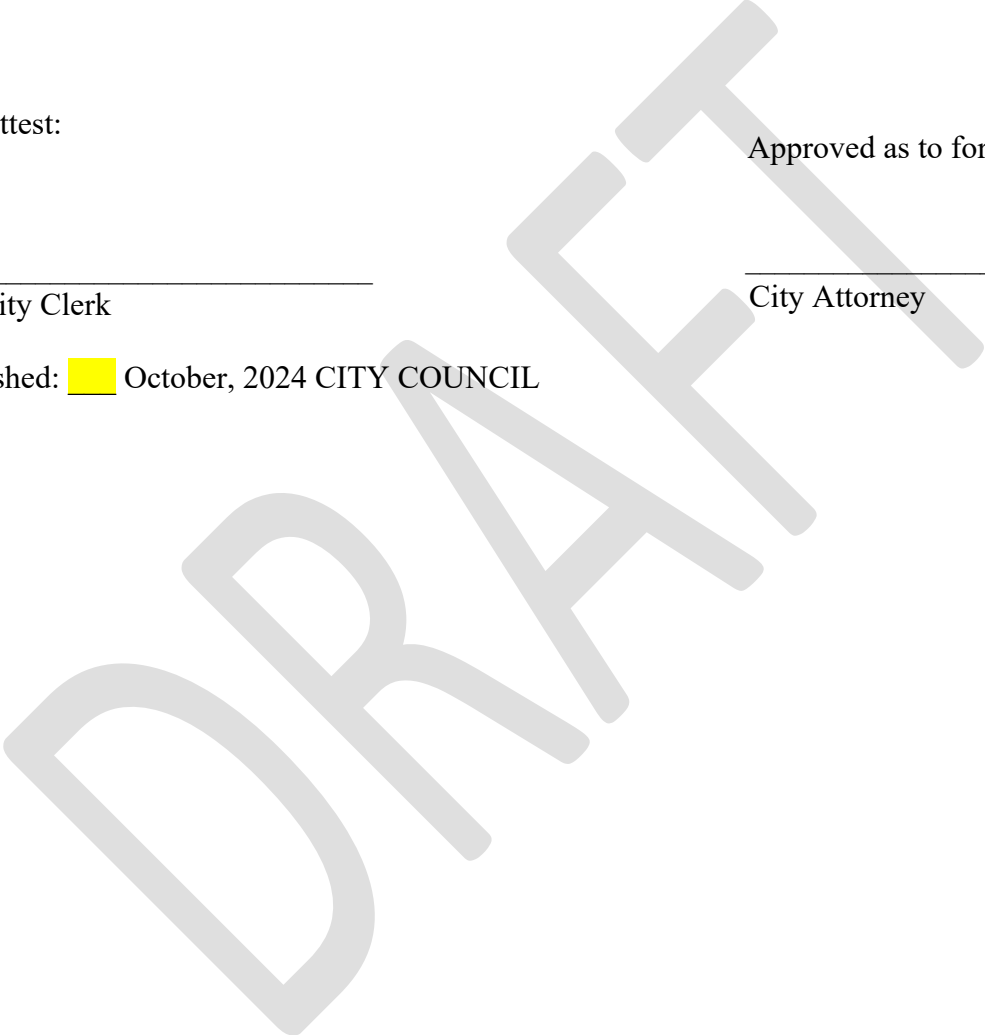
Attest:

Approved as to form:

City Clerk

City Attorney

Published: October, 2024 CITY COUNCIL



SUMMARY FOR PUBLICATION

ORDINANCE NO [REDACTED]

CITY OF LACEY

The City Council of Lacey, Washington passed on October [REDACTED], 2024, Ordinance No. [REDACTED], entitled "AN ORDINANCE OF THE CITY OF LACEY, WASHINGTON ESTABLISHING A HUMAN SERVICES COMMISSION TO IDENTIFY HUMAN SERVICE NEEDS, REVIEW DRAFT HUMAN SERVICES POLICIES, AND MAKE RECOMMENDATIONS FOR HUMAN SERVICES FUNDING ADDING A NEW CHAPTER

[REDACTED] OF THE LACEY MUNICIPAL CODE AND APPROVING A SUMMARY FOR PUBLICATION."

The main points of the Ordinance are described as follows:

1. The Ordinance adds a new chapter [REDACTED] to the Lacey Municipal Code establishing a Human Services Commission.
2. The Ordinance approves this summary for Publication.

A copy of the full text of this Ordinance will be mailed without charge to any person requesting the same from the City of Lacey.

Published: October [REDACTED], 2024