



Human Services Commission Agenda

Refer to the bottom of the agenda for meeting information.

Thursday, February 6, 2025

5:30 PM

Council Chambers and Online

1. Call to Order

2. Roll Call

3. Land Acknowledgement

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 December 5, 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. **Rules of Procedure and Terms of Office**
Michelle Chavez, Human Services Coordinator
- B. **Election of Officers**
 - 1. Chair
 - 2. Vice Chair
- C. **Human Services Grant Program Update**
Michelle Chavez, Human Services Coordinator

D. Lacey Veterans Services Hub 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 Commission Meeting:

- In-Person: Council Chambers at Lacey City Hall
420 College Street SE, Lacey, WA 98503
- Zoom: https://us02web.zoom.us/webinar/register/WN_1NdTml3rTa-c6V6F4xtJSA
- City Website: <https://cityoflacey.org/government/public-meetings/>
- YouTube: <https://www.youtube.com/watch?v=eNoW-aL0suk>
- Phone: (888) 788-0099 or (877) 853-5247 (Webinar ID 826 8890 7836)

Verbal Public Comment

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
- c. Topic or subject matter of your comments

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

- In-Person: Use the sign-up sheet located in the meeting room.
- Zoom: Preregister using the following Zoom link no later than two hours prior to the meeting:
https://us02web.zoom.us/webinar/register/WN_1NdTml3rTa-c6V6F4xtJSA

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

Written Public Comment

Please email written public comments to HumanServices@cityoflacey.org. The commenting period will close two hours before the meeting time. 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 Work Group Minutes
Thursday, December 5, 2024 - Council Chambers and Online

1. Call to Order

Chair Stephens called the meeting to order at 5:40 p.m.

2. Roll Call

BOARD MEMBERS PRESENT: Chair Brandon Stephens; Board Members: Nancy Dihle (remote); Angelina Goldwell (remote); Dalia Martinez (remote); and Youth Council Representative Elhadj Toure

BOARD MEMBERS EXCUSED: Vice Chair James Broman; Board Members: Nathaniel Clay; and Tiffany Walker

STAFF PRESENT: Shannon Kelley-Fong, Assistant City Manager; Michelle Chavez, Human Services Coordinator; and Brandy Legomina, Deputy City Clerk

3. Land Acknowledgment

Chair Stephens presented the abbreviated Land Acknowledgment.

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

A. Approval of Agenda

B. Approval of November 7, 2024, meeting minutes

Board member Martinez moved to approve the agenda and November 7, 2024, meeting minutes. Board member Goldwell seconded. The motion carried.

5. Public Comment

Verbal Public Comment

No one signed up to speak at the meeting and no one registered to speak via Zoom.

Written Public Comment

No written public comment was received.

6. Business Items

A. **Community Development Block Grant / HOME Community Participation Plan**

Michelle Chavez, Human Services Coordinator

Chavez presented on the CDBG / HOME Community Participation Plan, The Community Participation Plan is intended to inform the community about how to contribute and provide input to the CDBG/HOME Consolidated Plan. Public Hearings and public comment periods will be held for the Consolidated Plan, any substantial amendments including changes to the City of Lacey's Annual Action Plan (AAP), Consolidated Annual Performance Evaluation Report (CAPER), and the Analysis to Fair Housing (AFH). The public comment period for the Community Participation Plan is now open and will close on January 5, 2025.

Chavez provided an additional update informing the Work Group on Council action to establish a Human Services Commission.

7. Adjourn

Chair Stephens adjourned the meeting at 5:58 p.m.





HUMAN SERVICES COMMISSION RULES OF PROCEDURE

Adopted _____

1. Meetings

1.1. General:

- 1.1.1. All Commission meetings will be held at Lacey City Hall, 420 College Street SE, Lacey, Washington, unless otherwise directed by the Chair of the Commission.
- 1.1.2. A Commission meeting may be cancelled at the notice of the Chair, and notice should be posted online on the City's website and at the meeting place.
- 1.1.3. Except as modified by these Rules of Procedure or in conflict with state law, ordinances of the city or resolution, Robert's Rules of Order, Revised, shall guide the formal decision process by the Commission in making their recommendation to Council.

1.2. Regular Meetings:

- 1.2.1. The Commission shall meet regularly on the first Thursday of each month at 5:30 p.m. Commission members will attempt to conduct business at all Regular Meetings in a manner, which will allow for adjournment no later than 8:30 p.m.
- 1.2.2. When a regular meeting falls on a legal holiday, the Commission will meet on the day following that legal holiday or as scheduled by the Commission.
- 1.2.3. In general, regular meetings will include the following elements:
- Call to Order
 - City of Lacey - Land Acknowledgement (abbreviated)
 - Approval of agenda, previous meeting minutes, and consent items
 - Public Comment
 - Commission Business (includes, reports, presentations, etc.)
 - Commission Member Reports
 - Director's Report
 - Adjourn

1.3. Work sessions and Special Meetings:

1.3.1. The Chair of the Commission may call for a Work session or special meeting when a certain case, question or matter of interest arises where it would be necessary and proper for the Commission, or committee, to meet.

1.3.2. Although most formal Commission action occurs at Regular Meetings, the Commission may make decisions and take official action at Work sessions or Special Meetings.

1.3.3. In general, Work sessions and special meetings will include the following elements:

- Call to Order
- City of Lacey - Land Acknowledgement (abbreviated)
- Commission Business (includes, reports, presentations, etc.)
- Adjourn

2. Terms of Office

Terms for Commissioners shall be for three years, with the following exception:

A. Initial terms appointed in 2025 for Commissioner positions One (1), Two (2), and Three (3) will be appointed until 2027.

B. Initial terms appointed in 2025 for Commissioner positions Four (4), Five (5), Six (6), and Seven (7) will be appointed until 2028. All subsequent terms will be appointed on a three-year cycle.

3. Nomination of Presiding Officer(s)

3.1. The officer(s) of the Commission shall be a Chair and a Vice-Chair elected by the appointed members of the Commission, and such other officers as the Commission may elect.

3.2. In the event of the vacancy of the Chair, the Chair will be replaced by the Vice-Chair, and the Vice-Chair will be replaced by a vote of the members of the Commission.

4. Duties of Officers

4.1. The Chair shall preside over the meetings of the Commission and may exercise all powers usually incident to the office, retaining the right to have a vote recorded in all deliberations of the Commission.

4.2. The Chair shall have power to create temporary committees of one or more Commission Members.

4.2.1. Committees of the Commission shall be created at the direction of the Commission and shall be appointed by the Chair. Temporary committees may be charged with such duties, examinations, investigations and inquiries relating to matters of interest to the Commission. No committee shall have the power to commit the Commission to the endorsement of any plan, case or program without the approval of the full Commission.

4.3. The Chair shall rule on issues regarding the committee of the whole, handling of meeting items and discussions, conflict of interest, appearance of fairness, suspension of meetings, timing for

discussion of issues, and clarification of issues and questions.

4.4. In the absence of the Chair, the vice-chair will perform all duties of the Chair.

4.5. Absences of Chair and Vice-Chair: The Chair and Vice-Chair, both being absent, the present Commission Members may elect for the meeting a temporary Chair who shall exercise the powers of the elected Chair.

5. City Staff Support

5.1. City staff shall perform the usual and necessary administrative support functions of the Commission, including preparation of meeting minutes, drafting meeting agendas, and creating or arranging presentations to the Commission.

6. Quorum

6.1. Four members the Commission, excluding the Youth Representative, constitutes a quorum. A quorum is necessary for the transaction of Commission business. If a quorum is not present, the Commission meeting is cancelled.

6.2. Any action taken by a majority of those present, when those present constitute a quorum, at any Regular, Special meeting, or Work session of the Commission, is deemed and taken as the action of the Commission.

7. Conflict of Interest

7.1. Any member of the Commission who has a conflict of interest with a particular case must publicly announce this conflict of interest at the earliest possible opportunity or when the conflict is realized. This member must recuse themselves from participation and decisions on the particular case in question.

8. Organization and Responsibility

8.1. All recommendations of the Commission shall be forwarded to the Lacey City Council for final action.

8.2. No official action from the Commission or recommendation of any committee will be considered prior to any required public hearing. Exceptions may be considered only on items which have had prior hearings and which have been resubmitted for consideration, provided that no new conditions or no new information is present.

8.3. It shall be the responsibility of the Chair to present to the City Council, through the Staff, special information regarding those cases or proposals having unusual significance.

9. Public Comment

9.1. The Commission will provide the opportunity for public comment at Regular Commission meetings. Public comment at Special Meetings and Work session meetings will be allowed at the discretion of the Commission.

9.2. Members of the public providing public comment must provide their name and city of residence.

9.3. Members of the public providing public comment must limit their address to three minutes.

9.4. If several members of the public wish to speak to the same issue, the Chair may limit the total amount of time dedicated to that specific issue.

9.5. The Chair may interrupt public comments that continue too long.

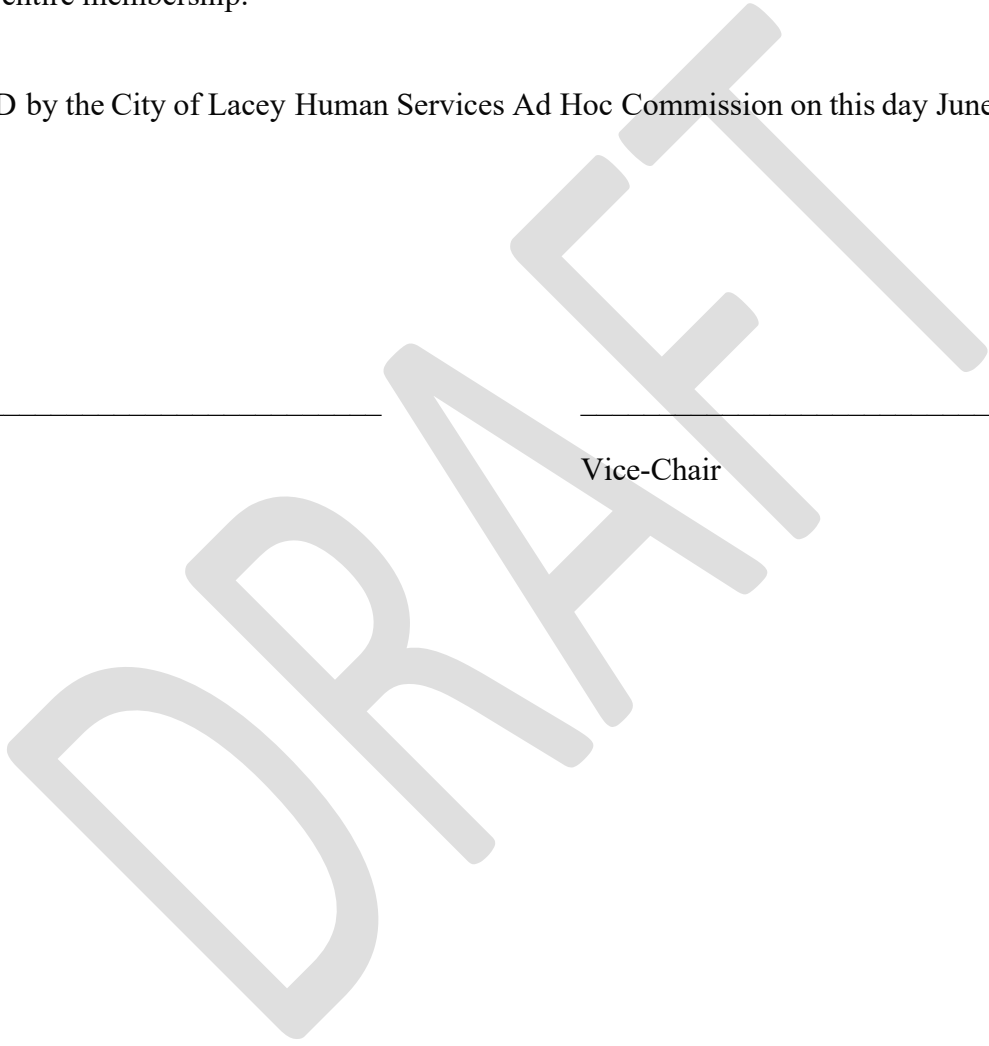
10. Amendment:

10.1. The Rules of Procedure may be amended at a meeting by the Commission by a majority vote of the entire membership.

APPROVED by the City of Lacey Human Services Ad Hoc Commission on this day June 20, 2024.

Chair

Vice-Chair





HUMAN SERVICES COMMISSION

February 6, 2025

SUBJECT: Human Services Grant Program (HSGP) Update

RECOMMENDATION: Discuss updated HSGP policy. Provide additional feedback.

Pending feedback, motion to “Recommend the updated Human Services Grant Program to the Lacey City Council.”

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

ORIGINATED BY: City Manager’s Department

ATTACHMENTS: 1. Draft Updated Human Service Grant Program Policy

FISCAL NOTE: The proposed 2025 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 - October 3, 2024](#)
[City Council Worksession - October 8, 2024](#)
[Human Services Workgroup – November 7, 2024](#)
[Human Services Workgroup – December 5, 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

DEIB STRAT PLAN: Livability: Human Services, C. Provide and support culturally appropriate human services that meet the needs of the Lacey community.

Create a strategic City human services grant program that is transparent, consistent, and removes barriers to participation.

BACKGROUND: General information on the City of Lacey's (City) Human Services can be accessed here: <https://cityoflacey.org/human-services/>.

In 2024, the HSGP allocated just under \$300,000 for human service agencies that serve City of Lacey residents. As of January 31, 2025, ten of the eleven agencies were either under contract or nearing fully executed contracts. Agencies have begun submitting invoices to the City for reimbursement of eligible expenses.

As part of the 2025 Budget, the Lacey City Council allocated \$300,000 to continue a comprehensive, reliable, and accessible Human Services Grant Program (HSGP).

Program Priorities:

The Lacey City Council authorized the following elements for the 2024 Human Services grant funding:

Funding Priorities: Essential Social Services for low-income and special needs populations. Services must focus on basic needs and serve Lacey community members. Basic needs are defined as:

- a. **Housing:** expanding and upgrading affordable housing programs, emergency rental assistance, housing education, creating and maintaining supportive housing services.
- b. **Survival:** access to food, water, shelter, sleep, clothing.
- c. **Security:** job training and placement, mental and physical health care, drug and alcohol recovery, support in times of personal and family crisis, transportation.

Notably, in the future, the forthcoming Needs Assessment may provide additional information to assist the Lacey City Council in determining funding priorities for 2025, and potentially beyond.

Program Policy Discussion: During the Human Services Workgroup (HSWG) Meetings on October 3, 2024, City Council Worksession on October 8, 2024, and the HSWG on November 7, 2024 interest was expressed in considering adjustments to HSGP Policy.

In both groups, two items that were discussed were:

1. Change the policy so that there is a maximum grant award for both the capital projects (brick and mortar) and public service projects so that funds can be distributed to more agencies.
2. Limit the number of applications agencies can submit to one per agency.

The Human Services Workgroup reviewed a draft updated Human Services Grant Program Policy on November 7, 2024. Feedback from this discussion included:

- 1) Setting a cap on non-capital applications between \$30,000 and \$50,000.
- 2) Retaining the \$50,000 cap on capital (brick and mortar) applications.
- 3) Allowing agencies to only submit one application during the grant cycle.

Staff recommends a cap of \$35,000 for public service projects and \$50,000 for capital projects. This would allow for a similar number of grant awards and possibly more awards to more agencies in 2025 and beyond.

Staff is also recommending limited the applications to one per agency.

These updates were added to the draft updated HSGP Policy.

Next Steps: Review and discuss the draft updated HSGP Policy and provide feedback to City staff. Pending feedback, motion to “Recommend the updated Human Services Grant Program to the Lacey City Council.”



Human Services Grant Program Policy

Goals

The City provides and supports a broad range of local human services to community members. These services are targeted to help individuals access community resources. One of the core ways the City engages in this work is by providing funding to support the work of non-profits.

Categories

HSGP funds are prioritized on providing essential social services for low-income and special needs populations. Services must focus on basic needs and serve Lacey community members. Basic needs are defined as:

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

Survival: access to food, water, shelter, sleep, clothing.

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

Information

- 1) The City at its discretion awards funding. Selected applicants may not receive full funding.
- 2) Maximum award of (\$35,000) for service programs.
- 3) Maximum award (\$50,000) for capital (brick and mortar) projects.
- 4) One proposal allowed per agency per application cycle.
- 5) Proposals do not require a dollar-for-dollar funding match for City funds awarded. However, proposals with funding matches may be allocated additional points during evaluation.
- 6) The Human Services Commission will review proposals and make recommendations for final approval by the Lacey City Council.
- 7) Presentations may be requested of applicants.

- 8) A signed, written agreement with the City will be required before funds are awarded.
 - a. Contract will include an approved scope of work, term, and reimbursement guidelines, and any other requirements as deemed necessary by the City.
 - b. Proof of insurance is required as laid out in the grant program agreement.

- 9) Applicants will need to provide the following documents as part of their applications:
 - a. Program or Project Budget (using the City's form)
 - b. Current list of Board Members
 - c. IRS Tax-Exempt Determination as a 501(c)3
 - d. Copy of organization's I-990 tax filing or year-end financial statement
 - e. A copy of the agency's current annual operating budget (income and expenses)

- 10) Organizations selected to receive human services funding must be able to:
 - a. Provide proof of general liability insurance coverage of at least \$1,000,000 and meet other City insurance requirements
 - b. Provide reports and invoices with back up documentation.
 - c. Provide 501c3 determination letter or equivalent.
 - d. Sign documents electronically through City approved systems.
 - e. Commit to an annual site visit by City of Lacey staff.
 - f. Submit an annual report.
 - g. Retain records for seven years.

- 11) Organizations that apply must be authorized by their governing body or executive director (or equivalent) to apply and receive program funds.

- 12) Probation for Incomplete Projects
 - a. If an agency is unable to complete the project within the term of the agreement, or program year, and does not use any portion of the allocated grant funds, the agency will be ineligible to participate in the HSGP the following year.
 - b. Accommodations may be made to the above for extenuating circumstance

Eligibility

Requirements:

- 1) Proposals must be submitted by non-profits.
- 2) Applicants do not need to be physically located in Lacey to apply. However, applicants must demonstrate how programs and projects would positively benefit community members in Lacey.
- 3) All programs and projects must meet city regulations, ordinances, and non-discrimination policies.
- 4) **Capital projects:** Maximum award for capital (brick and mortar) projects is (\$50,000). Capital projects must be located in Lacey.
- 5) **Service projects:** Maximum award for service projects is (\$35,000).
- 6) Applicants may receive partial funding.
- 7) Applications must be completed and submitted before the deadline.
- 8) One application per agency

The following are not eligible for the HSGP:

- 1) Applications from individuals, for-profit groups, or political groups.
- 2) Projects that are for routine maintenance purposes or any maintenance of previously funded projects.
- 3) Capital (brick and mortar) projects outside of Lacey city limits.
- 4) Projects that seek to promote any public or private group, business or commercial enterprise, political, or religious group.
- 5) Organizations or projects that do not meet the City's non-discrimination policies.

Contact

For further details, contact Michelle Chavez, Human Services Coordinator, at 360-486-8746 or email HumanServices@cityoflacey.org