



Human Services Commission Approved Minutes

Thursday, February 6, 2025

5:30 PM

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

COMMISSIONERS PRESENT: Nancy Dihle, Angelina Goldwell, Brandon Stephens, and Tiffany Walker. Two of the seven seats on the Human Services Commission are currently unfilled.

COMMISSIONERS EXCUSED: Elhadj Toure (Youth Representative)

COMMISSIONERS ABSENT: Dalia Martinez

STAFF PRESENT: Shannon Kelley-Fong, Assistant City Manager; Michelle Chavez, Human Services Coordinator; and Paul J. White, Deputy City Clerk

3. Land Acknowledgment

Commissioner Dihle presented the abbreviated Land Acknowledgment.

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

- A. Approval of Agenda
- B. Approval of December 5, 2024, meeting minutes

Commissioner Goldwell moved approval of the agenda, previous meeting minutes, and consent items. Commissioner Stephens seconded. Motion carried.

5. Public Comment

No one signed up to speak at the meeting in person or remotely, and no written public comment was received.

6. Business Items

A. Rules of Procedure and Terms of Office

Michelle Chavez, Human Services Coordinator

Chavez presented proposed rules of procedure and terms of office for the Human Services Commission. In response to questions, Kelley-Fong explained that youth representatives are not counted toward quorum because their participation is based on the schedule of the school year, which means they are unable to attend some commission meetings; however, they do have the ability to vote on actions.

Commissioner Stephens moved to adopt the Human Services Commission Rules of Procedure as amended to set a limit on the size of committees appointed by the Chair to prevent a committee constituting a quorum of the commission. Commissioner Dihle seconded. Motion carried.

In order to stagger the terms of commissioners, the rules of procedure stipulate that Seats 1, 2, and 3 will have terms that expire at the end of 2027, and Seats 4, 5, 6, and 7 will have terms that expire at the end of 2028. All subsequent terms will be appointed on a three-year cycle.

Commissioner Goldwell moved to assign Commissioners Stephens, Goldwell, Walker, and Dihle to Seats 4-7 and Commissioner Martinez and the two commissioners yet to be appointed to Seats 1-3. Commissioner Walker seconded. Motion carried.

B. Election of Officers

Chavez opened the floor for nominations for Chair of the Human Services Commission. Commissioner Dihle nominated Commissioner Stephens, who consented. There were no other nominations.

Commissioner Goldwell moved to elect Commissioner Stephens as Chair of the Human Services Commission for 2025. Commissioner Walker seconded. The motion carried.

Chair Stephens opened the floor for nominations for Vice Chair of the Human Services Commission. Commissioner Walker nominated Commissioner Goldwell, who consented. There were no other nominations.

Commissioner Walker moved to elect Commissioner Goldwell as Vice Chair of the Human Services Commission for 2025. Chair Stephens seconded. The motion carried.

C. Human Services Grant Program Update

Michelle Chavez, Human Services Coordinator

Chavez presented a summary report of the grant program and reported that commissioners will participate in the evaluation of applications for grant funding using the rubrics and scoring tools developed during 2024. A Needs Assessment is underway that will help inform program and funding priorities. Chavez presented proposed adjustments to the Human Services Grant Program Policy that would allow more agencies to obtain funding by capping grant funding for a single applicant and limiting applications to one per agency. The proposal is to cap grants for capital funding at \$50,000 and grants for public services at \$35,000.

Commissioner Goldwell moved to recommend the updated Human Services Grant Program Policy, as presented, for approval by the Lacey City Council. Commissioner Dihle seconded. The motion carried.

D. Lacey Veterans Services Hub Update

Michelle Chavez, Human Services Coordinator

Chavez presented the Veteran Services Hub update, including the history of providing veterans services in Lacey since 2012. Beginning as a mobile services unit, the hub moved into an office space in 2014 and expanded in 2021. Accessibility improvements are anticipated in 2025. Chavez described the growth of service programs, partners, and volunteers and changing veteran statistics over the years. In 2025, on-site management of the hub shifted from a management contract to the City of Lacey and Thurston County.

7. Adjourn

Chair Stephens adjourned the meeting at 6:06 p.m.

Minutes approved April 3, 2025