



**EASTSIDE HUMAN SERVICES FORUM**  
**Board Meeting Minutes**  
**Wednesday, Nov. 16th, 2016 – 8:30am to 10:45am**  
**Bellevue City Hall, Conference Room 1E-121**

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**8:32am Welcome – Attendees:**

Board: David Downing, Paul Leuzzi, Shahzina Karim, Byron Shutz, Al Smith, Lisa Callan (phone), Shelley Kloba, Lauren Thomas, Terry Pottmeyer, Rev. Steve Baber,

Workgroup: Brooke Buckingham, Martha Sassorossi, Kayla Valy, Emily Leslie, AJ McClure, Colleen Laing, Marnie Maraldo

**A quorum was satisfied at 9:17am**

2017 Legislative Agenda Draft Review – Colleen Laing presented

- *This was a first read of the Draft Legislative Agenda for 2017, recommended by the EHSF Workgroup. Action to be taken at the Jan. 18, 2017 Board meeting.*
- The Workgroup Legislative Subcommittee utilized a rubric to help determine items to be included on the agenda. The rubric included whether the agenda item would increase racial equity.
- The Board asked if there was a place to ask about funding cuts affecting seniors.
- Through a notation from the Bellevue Human Services Commission, the Board requested an addition in the initial paragraph to recognize the diversity of our community and our value in achieving equity. Note that equity was involved in our determination process.
- The Board requested that Workgroup Leadership include these updates for the January meeting. They noted their desire to have the supplemental materials be ready, including the bill tracker.
- The Board questioned whether there was a hierarchy or prioritization to the items listed. The Coordinator indicated that there was not. The Board requested that there be a prepared answer for legislators.
- Board member, Terry Pottmeyer, requested to add a bullet to “Strengthen Early Learning and Youth Programs” in support of the creation of cabinet level department for children, youth and family.

2016 Work Plan Review

- *This was an opportunity to review the work accomplished during 2016.*
- The Board noted that there was still no data around the issue of targeted funding and its impact. The Board seeks to understand EHSF’s role in advocating for the needs of these gaps, such as older adults?
- There were questions by Board members regarding how the organization is measuring success? Workgroup Chair, Brooke Buckingham shared how a separate document had been sent to the Board that included success and challenges.

## 2017 Work Plan Review

- *This was a first read of the Draft Work Plan for 2017, recommended by the EHSF Workgroup. Action to be taken at the Jan. 18, 2017 Board meeting.*
- Board members desired to see specific measurements or specific actions listed in Work Plan. Items may include:
  - Achievement of funding increases;
  - Implementation of new policies;
  - Issues the Forum can “closely monitor;”
  - Education and advocacyThe Board requested that these be added to one-page document.
- The Board requested that the safety net be specifically called out in the first bullet, as well as identifying targeted funding and its impact.
- It was requested to incorporate healthcare into the first bullet.

## 2017 Budget Draft Review

- *This was a first read of the Draft Budget for 2017, recommended by the EHSF Work Group. Action to be taken at the Jan. 18, 2017 Board meeting.*
- The Workgroup Leadership shared the proposed budget for 2017. The Coordinator highlighted a few key items for the Board.
  - A new Forum member, HealthPoint, was added in 2016.
  - Web design was still included in the budget. Significant work had been done, with approximately \$1000 spent this year. Board members were directed to the staging website to see what the new site will look like, noting the ability to fully access the site using mobile devices. It was noted that additional work was needed to complete the page. Therefore, \$1000 was proposed on the budget, reflecting that the project was under budget in 2016 by \$1000.
  - The Coordinator noted the line item marked “Special Project” for \$10,000. Per the current Bylaws, the Forum should keep a reserve of 3-6 months of operating expenses. Expected reserves by the beginning of 2017 should reach or exceed the 6-month level. The Workgroup discussed two special project options to bring to the Board with a funding level of \$10,000.
    1. Developing data resources through the utilization of an graduate student as an intern;
    2. Board/Workgroup training on LGBTQ or other cultural competency.
- With regards to the data project, the Board expressed concern about whether utilizing interns, would result in not using the \$10,000 this year.
- The Board proposed moving up the timeline to collect the data sooner, even if it costs more. The earlier the funds are utilized and the organization has data to reference, the more impact it will have on the other objectives of the work plan.
- Board member, Paul Leuzzi, noted that he was interested in defining the gap for the targeted funding. If the Board determined to do the training, it should be an overall cultural competency training, not one or the other.

- Board member, Al Smith, noted that targeted funding impact should be top priority.
- Board Vice-Chair, Shahzina Karim noted that most if not all of the organizations represented on the Board are working toward equity and social justice. She said the Board should focus the funds to determining the targeted funding gap.
- Board member, David Downing reminded the Board that the organization will still need to be more aware of how the funds for Best Starts for Kids levy will be spent, as those dollars will stay there long-term. He stated that programs receive funding, and as they are successful, the funding will stay in those programs. He would like to see a more aggressive timeline for the project to be completed.
- Board member, Terry Pottmeyer, who is a member of the coordinating board for Best Starts for Kids shared that very few RFP responses from East King County. There is a need for the Forum to be more active in encouraging the community (human service providers) to put forward their funding requests. There was interest in asking organizations why they did or did not apply for funding.
- With regards to membership fees, it was noted that Mercer Island is currently paying \$500, which is less than what is noted in the Bylaws for a city. Board Member Pottmeyer agreed to contact a member of the city to see to an increase based on the Forum's Bylaws.

#### Discussion

- Affirmative Sign-On Policy/Board Policies and Procedures Process
  - The Forum Coordinator, Marnie Maraldo, shared that all the existing addendums, which includes the current affirmative sign-on, have been assembled and are being proposed as the Forum's initial operating procedure. Action was required to formally accept these as the Board Policies and Procedures.

**MOTION: “I move all existing appendices of the current Bylaws become the initial Board policies and procedures as presented.” by Paul Leuzzi, seconded by Alan Smith. Motion passed unanimously.**

- Ms. Maraldo shared the next steps in the process. The addendums need to be updated into a better structure, including new policies that are typically found for non-profit boards. A handout was provided with a possible outline for a new policy and procedure document to supplement the Bylaws. Ms. Maraldo shared a few options for the Board to address these changes;
  - The Board could have one special meeting to cover the entire policies & procedures document;
  - The Board could take several meetings working together as a whole to review the policies and procedures;
  - The Board could direct a subcommittee to work with the Workgroup Leadership to develop proposed updated policies and procedures and share them with the Board.

- The Board determined a subcommittee was the most effective way to complete this work. Al Smith, Paul Leuzzi and Byron Shutz agreed to serve on the subcommittee with the Workgroup Leadership.
- Federal Legislative Agenda
  - This discussion was brought forward to the November meeting, as there was not time to discuss at the previous Board meeting.
  - The Coordinator shared that the Legislative Subcommittee had originally wanted to address federal issues dating back to 2014. During the previous two Workgroup Meetings, the Workgroup discussed the importance of Federal funding and regulations on human services, and feels the Forum can grow in its ability to advocate for important federal issues. Given the results of the most recent election, it seems important to communicate with federal legislators the importance of maintaining vital federal funding for human services. A document was provided to the Board that detailed various levels of effort and the time commitment needed for each level. The Legislative Subcommittee has worked through a proposed Federal Legislative Agenda that could be utilized for the coming year.
  - The Board had several questions. There was a pondering of where we would have the biggest influence and what the specific plan would be. Agencies, counties and cities already do some federal advocacy, some funding a federal lobbyist, causing some Board members to wonder if this would be redundant. But other Board members felt that those individual meetings may not address the wide scope of issues that are of importance to the Forum
  - The Board selected the most robust level of advocacy, which would include the creation of a Federal Legislative Agenda, tracking of legislation and meetings between Board members and Congressional members and/or staff.
  - Ross Marzolf noted he was able to have the county lobbyist come speak to us.

## Updates

- December Event
  - The Annual Meeting is scheduled for December 14<sup>th</sup>, 2:30pm at the Peter Kirk Community Center. A quorum of the Board will be necessary for the vote on the Bylaws. Several Board member terms expire, so there will also be voting for Board members. Board members who attend the Annual Meeting will be the one responsible for the Board Vote ballot for their organization.
  - The Annual Meeting will have a 90-Minute presentation by Ilsa Flanagan with the Reframing Human Services Network. She will provide an overview of research from the National Reframing Project. A special thanks to Councilmember Balducci's office, who is assisting with the expenses to bring in Ilsa.

- The Reframing Workshop will be December 15<sup>th</sup>, 9:00am at Bellevue City Hall, 1E-108. Board members are welcomed to attend this 3-hour workshop, and it may also be appropriate for communication team members for their organization.
  - Shahzina had difficulty with registering
- Financial Report
  - The Coordinator quickly shared the current income and expenditures. As noted earlier in the meeting, the Web Design has been underspent and work will need to continue into the new year.
- “Access to Opportunity”
  - The Coordinator shared that EISSC hosted a workshop in October. Karen Studders and David Johns Bowling assisted in facilitating. There were about 30 attendees. The EISSC Board is looking to utilize their top 10 questions to drive their strategic plan for the coming year.
- Board Terms
  - Current Board members whose terms expire were all willing to continue serving. Amy Padgett resigned at the October Board meeting, and Overlake had yet to respond with a replacement. Board member Shelley Kloba was elected to the state legislature. Her replacement will be decided by the Kirkland City Council.
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#### Information Sharing

- General Announcements
  - Staff shared that all three winter shelters are open. 40 men in temporary location near Bellevue City Hall.
- Workgroup Chair, Brooke Buckingham proposed a draft of a letter to Bellevue City Council regarding support for shelter. The Council will be having a hearing on November 28<sup>th</sup>.

MOTION: “I move we approve the letter to the Bellevue City Council in support of the men’s shelter,” by Terry Pottmeyer, seconded by Shahzina Karim. The motion passed.

- The Board took the opportunity to provide some changes to wording.

Adjourned at 10:45am