



Investing Today for a Thriving Tomorrow

EASTSIDE HUMAN SERVICES FORUM
Board Meeting Minutes
Thursday, March 18, 2021 8:30 to 10:30 am
Conference Call

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| <p>BOARD MEMBERS PRESENT Al Smith, Perkins Coie - Chair Amy Falcone, Kirkland City Council – Vice Chair Paul Lwali, Friends of Youth, Sec/Treasurer Lauren Thomas, Hopelink – Past President Tony Copes, Eastside Interfaith Social Concerns Council Barbara de Michele, Issaquah City Council Jessica Forsythe, Redmond City Council Dr. Harlan Gallinger, Issaquah School Board Stephanie Hamrick, Overlake Medical Center Stephanie Lizza, EvergreenHealth Lynne Robinson, Bellevue City Council Helene Wentink, Alliance of Eastside Agencies</p> <p>BOARD MEMBERS ABSENT Cassandra Sage, LW School Board</p> | <p>ADMINISTRATIVE STAFF AND CONTRACTOR PRESENT Leslie Miller, City of Kirkland Human Services Liz Mills, Legislative Consultant</p> <p>VISITORS PRESENT Rita Badh, City of Sammamish Human Services Brooke Buckingham, City of Redmond Human Services Dee Dee Catalano, City of Bellevue Human Services Alex O'Reilly, City of Bellevue Human Services</p> |
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CALL TO ORDER – Chair Al Smith called the meeting to order at 8:36 am. A quorum of the Board was present. He acknowledged that this meeting marks the one-year anniversary of the first Zoom Board meeting. He expressed the hope to meet in-person soon, welcomed the members and reviewed the agenda.

Review of January Minutes

Motion 1: *"I move the Board accept the meeting minutes from the January 21, 2021 Meeting as presented."*

Motion was made by Tony Copes and seconded by Amy Falcone.
Discussion – None.
The minutes were approved as presented unanimously.

Governance Report

Amy Falcone reported that the Governance Committee held a kick-off meeting on March 4th with members Lynne Robinson, Stephanie Hamrick, Jessica Forsythe and herself as Chair. Al Smith also attended. They discussed the role of the committee, the by-laws as related to the committee, and drafted a 2021 workplan. The workplan includes a closer look at the Board officer election process, possible revisions to the by-laws and the policies and procedures, and the role of the Governance Committee in coordinating with the Board and the new Executive Director. The committee will be recruiting and nominating open Board positions with a focus on equity and diversification plus targeting for-profit businesses for inclusion. They plan to meet every other month. If other members are interested in joining, please contact Amy.

Executive Director Search

Al Smith stated that the Executive Director Search Committee consists of Lauren Thomas, Paul Lwali, Amy Falcone, Leslie Miller, Brooke Buckingham, Barbara de Michele and himself as Chair. The committee has met several times and drafted the job description included in today's packet. Al asked that the Board review the job description and discuss if the Board wants to retain someone to help with recruitment.

Job Description Discussion:

The Board reviewed and edited the description which is attached. It was decided to draft a comprehensive job description that adds the hours (30-32/wk. or 75-80% FTE), salary consistent with budget projections, benefits and expectations about working remotely (home office) and in-person meetings when possible. The Search Committee will ensure that the job description is aligned with the by-laws and any legal requirements. Al Smith asked for a motion.

Motion 2: "I move the Board approve the Executive Director job description with the addition of the detailed information of salary, benefits, workplace/remote work, number of hours consistent with budget, all to be negotiated, and that the Search Committee insert those details in the job description."

Motion was made by Lauren Thomas and seconded by Stephanie Hamrick.

Further discussion: None.

The motion passed unanimously.

Recruitment Consultant/Search Firm Discussion:

Al Smith led a discussion on the pros and cons of retaining a paid consultant, or trying to get pro bono advice and proceed without paid help. Barbara de Michele had been tasked with finding an RFP for a search firm. She contacted the Together Center who reported that they received pro bono assistance from a professional for their Executive Director and Capital Campaign Director searches and were very happy with the results. They are willing to share their procedures. They relied on Together Center staff to carry out some of the work. Barbara concluded that it is a matter of how much time the Board is willing to commit to this process, recognizing that the Forum does not have the staff assistance, but does have an offer of help if the Board wants to proceed on their own.

Because EHSF Board members are so busy, it was decided to look for external help. Paul Lwali also commented that outside assistance such as recruiter could also add a level of cultural competency. Barbara will explore options for pro bono help through her contacts at the Together Center. Liz Mills will research if 501 Commons offers this type of assistance.

Search firms often quote anywhere from 15 to 30% of the first year's anticipated salary for a search. The Board decided to allocate a maximum of 10% of salary. If Board authorization is needed to retain services, members will be contacted via email. Al reminded the group that EHSF email procedures require a unanimous decision.

State 2021 State Legislative Update

Liz Mills reviewed the written update and that 20 EHSF priority bills are still moving through the legislative process. She thanked members who opted to receive the weekly updates and for those who have taken action. She thanked Barbara de Michele and Amy Falcone for help in supporting EHSF priority, SHB 1236, the "just cause" eviction bill. Both Amy and Barbara shared their experiences in testifying and encouraged other Board members to consider providing testimony. Liz can help in preparing testimony and it can be a very rewarding and moving experience. She reported on the recent revenue forecast and budget updates.

Education and Membership & Outreach Committee Co-Chairs

Al Smith reviewed that there is a need for co-chairs for the Education Committee and the Membership & Outreach Committee. Tony Copes volunteered to serve as co-chair for either one. Al will reach out to members of the former Work Group for a possible co-chair for the other committee. It is expected that the Executive Director will take the lead on educational events. In the meantime, the group discussed the possibility of partnering more closely with AEA on events either in the short-term or the long-term.

Amy Falcone suggested a series of educational events with a focus on racial justice and social justice. She feels it is a perfect moment in time for the Forum to invigorate that focus.

Lynne Robinson suggested partnering with the Eastside Community Development Fund that the Chamber, Kevin Wallace and other business leaders are coordinating on issues related to homelessness. Because this effort is being led by the business community, there is some mistrust from human service agencies. She suggested that the Forum convene a roundtable discussion on regional homelessness and bring those groups together. It would help move conversations forward.

Lauren Thomas said that the Housing Development Consortium is convening two committees on homelessness and housing with a focus on the Eastside. As a service provider, she said it is challenging to find the capacity to engage in all of these conversations and that it would be great to bring all of these groups together. She acknowledged that there are issues of trust between some of these groups.

Brooke Buckingham said she is part of a group of city staff who are serving as a liaison between these groups and the requests for data being made of agencies. She relayed that there is concern about the capacity of agencies to respond to these requests. There is work being done to bring groups together and have a shared understanding about what the disparities are and the goals of these groups. Given these various conversations, she suggested that it is not timely right now for that type of convening and that there may be an opportunity in the future for the Forum to bring these groups together.

It was decided to convene a smaller group of Board and interested staff to continue the discussion. Lynne Robinson and Stephanie Hamrick volunteered to be part of that group.

Eastside Non-Profit Vaccination Education Effort

Lauren Thomas is working with leaders of other Eastside agencies who have created a COVID Toolkit for Nonprofits. In addition to EHSF, members are AEA, Eastside Pathways and the Executive Directors Forum. The toolkit is in draft stage and will be released next week with joint logos and marketing. The intent is to empower agencies to support their staff and clients on communicating issues related to vaccines and COVID. The focus is on the BIPOC community, vulnerable communities with low technology, immigrants and refugees, and those with English as a second language. The goal is to provide information to nonprofits in the form of templates that agencies can adapt for their own use and in the most culturally appropriate way. She reviewed the toolkit's components. It will be hosted on AEA's website. Once final, Liz Mills will post a link on the EHSF website.

Stephanie Lizza shared information about the mass vaccination site at the Microsoft campus in Redmond. Most of the scheduling for vaccines is outbound with a call center focused on vulnerable communities, BIPOC communities, and nonprofit staff that are eligible. Board members with lists of eligible people who need help getting scheduled can go to this [link](#). The phone number taking inbound calls is 425.899.3933.

Lynne Robinson shared that there is a COVID vaccination finder on Facebook that has ambassador volunteers who help people with vaccination appointments. Contact her for more information. She also shared that the City of Bellevue is helping vulnerable homebound seniors get vaccinated. Email vaccine@bellevuewa.gov or call 425.452.2730, Monday – Friday 7 am to 4:30 pm.

Harlan Gallinger said that he was part of a vaccination clinic that targeted people in congregate care and specifically the Passage Point program. They had only a handful of people willing to get the vaccine. He encouraged members to consider promotional messages or videos especially from under-represented populations because there is a lot of hesitancy. Brooke Buckingham suggested connecting with Angie Hinojos from Centro Cultural Mexicano, Lalita Uppala from India Association of Western Washington and Nicky Sheriff from the Muslim Community Resource Center. They are actively posting different vaccination events and materials for diverse populations.

Board Feedback: Dues and Outreach

Al Smith suggested the Board table this discussion and add it to the next Board meeting.

Board Member Information Sharing

Lauren Thomas said the Hopelink Board is in the final stages of selecting the next CEO and the announcement will be released next week.

Paul Lwali said that Friends of Youth is holding their signature event next week and encouraged members to attend.

Lynne Robinson encouraged members to join her at the Stand with the Asian Community anti-hate rally today at 11:30 at NE 8th & Bellevue Way.

Thank You to Lauren

Brooke Buckingham acknowledged that today is Lauren's final Board meeting. She thanked Lauren for the wonderful work done on behalf of the Forum, Hopelink and the community. She is gathering notes for Lauren on a Kudos board that will be given to Lauren before she leaves for Bend. Other Board members echoed their thanks and acknowledged Lauren's many contributions.

ADJOURNMENT

Board Chair Al Smith adjourned the meeting at 10:27 am.