



Charter for Human Services Advisory Committee

Overview

The Human Services Advisory Committee (“Committee”) advises the Housing and Human Services Manager (“HHS Manager”) and City Manager concerning human services strategic planning and grant funding recommendations. The advisory committee is a term-limited group composed of 7-10 people who reside, own a business, work, or are a student in Kenmore. At least one committee member will be under the age of 20.

Background

The Kenmore City Council approved a plan to address growing Housing and Human Services needs in Kenmore in February 2023. This plan included bringing on an HHS Manager position to develop key community partnerships and conduct a Human Services Needs Assessment to lay the groundwork for how the City approaches human services moving forward.

The Human Services Needs Assessment was adopted by the City Council in July 2024. The guiding principles, key findings and funding priorities developed through the needs assessment process will guide the funding determination for the 2025-2026 Human Services Grant Program and strategic planning for 2025-2030. Developing the Human Services Needs Assessment is only the first step; the next phase, strategic planning, will identify activities and programs to achieve the plan’s goals and address the community’s needs. These activities and programs may require additional staffing, consulting services, budget and community support. The Committee will play a key role in the creation of the Human Services Strategic Plan, which is anticipated to be delivered to the City Council in early 2025.

The Human Services Grant Funding Program is a component of the City’s biennial budget process. Through this process, the City of Kenmore provides grants to nonprofit organizations that support human services activities. These applications will be reviewed as a function of the Human Services Advisory Committee, utilizing the funding priorities from the Human Services Needs Assessment. Feedback and recommendations from the Advisory Committee will inform the funding recommendation to Council from the HHS Manager as part of the Kenmore City Council 2025-2026 biennial budget work in the fall of 2024.

Organization

Membership: The Human Services Advisory Committee will consist of 7-10 members appointed through the selection process described under “Committee Selection” below.

Member Terms: This is a term-limited group, from October 2024 – no later than June 2025.

Meetings: The Advisory Committee will meet from 9am – 4pm for a full day retreat on Saturday, November 2. There will be no more than two one hour virtual meetings prior to this date (to be determined by the group). A regular meeting schedule for November 2024 – June 2025 will be determined after the retreat, and likely take place monthly on a weekday evening.

Meeting Stipend: A meeting stipend to offset member expenses will be available upon request, not to exceed \$600 per member for the Advisory Committee term.

Facilitator: The City will provide a staff member and/or consultant from Health Management Associations (HMA) to plan and facilitate meetings to ensure: (1) all voices are heard, (2) the committee functions smoothly, (3) there are productive discussions between committee members on human services topics, (4) the committee has enough technical support to provide feedback to the HHS Manager, and (5) feedback is noted appropriately.

The committee and its members will serve at the pleasure of the HHS Manager, and the HHS Manager may suspend or discontinue the committee based on needs, competing priorities, and/or other circumstances. The HHS Manager may amend the charter to meet the needs of the city and the committee or as a result of unforeseen circumstances.

Expectations

Committee members are expected to do the following:

- Come prepared to the retreat and committee meetings.
- Treat one another, City staff members, and the public with respect, courtesy, and civility.
- Listen with an open mind.
- Ask questions to facilitate improved understanding of the issues and options.
- Think independently and speak on their own behalf as informed citizens, not as a designated representative of an organized group in the community.
- Share their viewpoint. Silence will be interpreted to indicate agreement.
- Work together with other committee members to develop advisory reports of recommendations to the HHS Manager if requested or as determined by the group.
- Utilize the Human Services Guiding Principles and City of Kenmore Equity Toolkit as foundational frameworks for discussions, feedback and recommendations.

Authority and Responsibilities

The work of the Committee will be brief, focused and advisory in nature. The City Council retain decision-making authority. The committee provides recommendations to the HHS Manager, and it is at the HHS Manager and City Managers discretion whether such recommendations are presented directly to the City Council for consideration.

The committee will perform tasks such as the following:

- Study and understand City of Kenmore Human Services Needs Assessment
- Advise on and assist with public engagement
- Human Services Grant Program recommendation to the HHS Manager
 - Review all requests for funding of human services

- Develop recommendations based on the funding priorities established in the 2024 Human Services Needs Assessment
- Strategic Planning
 - Develop recommendations for the allocation of city resources to meet needs identified in the Human Services Needs Assessment
 - Identify opportunities for regional cooperation and coordination in the planning, funding and delivery of human services
 - Identify timeline for future needs assessment and strategic planning work
- Provide feedback on the process

Committee Selection

Qualifications

- Members shall consist of individuals who have an interest in human services as evidenced by knowledge, support and experience. At no time shall a member of the Advisory Committee also be employed by, or serve on the board of directors of, a human service agency that has applied for and/or received Human Services Grant Funding from the City of Kenmore.
- Members will be residents of the City of Kenmore and/or own/work at a business physically located within the City or attend school in Kenmore.
- Members will be 16 years of age or older. At least one committee member will be under the age of 20.
- It is the City's desire that the committee represents the community's diversity in demographics and life experiences, which may include, but is not limited to, factors such as age, housing type, and geography/neighborhood. Therefore, preference may be given to potential members to achieve diversity on the committee.
- Preference may be given to potential members with Diversity, Equity, Inclusion, and Accessibility (DEIA) experience for at least one member position.

Selection Process

Interested and qualified community members may apply via this online form prior to 5pm Monday, October 21. Community members may also be nominated for consideration by others, via an email to the HHS Manager, Tambi Cork, at tcork@kenmorewa.gov prior to 5pm Monday, October 21. By October 25, 2024, the HHS Manager, with the approval of the City Manager, will notify selected individuals.