



City of Tacoma

Human Services Commission

Wednesday, July 10, 2024

6:00 p.m.

Virtual and In-Person Meeting Minutes

Members Present: Members: Chair Kristi Coyne, Secretary Andee Walton, Addison Atkash, Noemi Cagatin-Porter, Jesse Carlos, Kimberly Ellefson, Collin Thrower, Connie Ladenburg, Lasandra President, Sarah Roemer, Nikki Singh, and Naomi Wilson

Members Absent: Vice Chair Laura Badeaux, Carlos Lugo, and Kristen Marsh

Staff Present: Hayley Saucedo, Erin Watlington (NCS)

1. Call to Order at 6:03

- Roll call.

2. Acknowledgement of Tribal Lands at 6:05

- Read by Chair Coyne.

3. Approval of the July Agenda at 6:06

- Amend agenda to remove “Review/Approval of June Minutes.”
- Motioned by Commissioner Thrower to approve and amend agenda, seconded by Commissioner Carlos, and approved unanimously.

4. Norms and Expectations at 6:08

- Presented by Chair Coyne and Erin Watlington.
 - i. Silence phones when attending in-person, raise hands when asking questions, turn on cameras when able, and remember that the chat feature is subject to public disclosure.

5. HSC Rater Training at 6:12

- Presented by Hayley Saucedo, Jason McKenzie, Cole Curry, and Danielle Jordan.
 - i. Guidelines
 - ii. Council Priorities
 - iii. Funding Priorities
 - iv. Grading Criteria and Smartsheet Grading Tool
 - v. Cultural Competence
 - vi. Implicit Bias
- Commissioners should have received DocuSign e-mail about confidentiality.
- Upcoming dates:
 - i. July 30th and 31st - Applicant oral presentations to HSC.
 - ii. August 2nd – Rater scores due.
- Commissioner Ladenburg asks about editing capability, number of applications to be reviewed by each HSC member, and whom to contact with questions.



City of Tacoma Human Services Commission

- i. Answers: Scoring can be edited until NCS Staff believes everything is completed, each Commissioner will review 34-36 applications, and all questions can be sent to NCS contracting email address.
- Commissioner Throver asks if City must grant access to Smartsheet grading tool.
 - i. Answer: Each Commissioner will receive individual link, granting them access.

6. Commissioner Rater Training Tips at 6:32

- Discussion led by Chair Coyne on tips for rating from Commissioners with rater experience.
 - i. Commissioner Wilson: Take notes, go through applications in advance, reach out to City for technical support, and reach out to NCS Staff at any point to recuse self, if conflict of interest is discovered.
 - ii. Commissioner Singh: Have questions to ask applicants written down in advance.
 - iii. Chair Coyne: Have printed notes and cross off questions as they are answered (NCS can print for you, if needed.)
 - iv. Secretary Walton: Be careful not to skew scoring when conferring with other Commissioners – keep proportional to your own scale when adjusting scores.

7. Oral Presentation Standard Questions at 7:10

- Presented by Erin Watlington
- Have some questions prepared to ask applicants.
 - i. If there are standard questions that commissioners plan to ask, NCS Staff will create a spreadsheet of them for commissioners.

8. Public Comment at 7:20

- No written public comments received.

9. Review/Excuse Absences at 7:21

- Commissioner Wilson asks for clarification on what qualifies as excused and unexcused absences for commissioners.
 - i. Commissioner Rower motions to add discussion of absence policy to next month's agenda (to include addressing if someone drops off of Zoom call). Commissioner Ladenburg seconds; all in favor.
- Commissioner Wilson moves to remove Commissioner Cagatin-Porter from the absence list - as it was realized she had been in attendance the entire meeting - and approve the absences of Vice Chair Badeaux, Commissioner Lugo and Commissioner Marsh. Commissioner Carlos seconds; all in favor.
- Commissioner Wilson asks to re-send out attendance policy to Commissioners.

10. Good of the Order at 7:04

- Poll of Commissioner availability for July 30th and 31st RFP applicant presentations and August 24th allocation meeting.



City of Tacoma Human Services Commission

11. Closing Comments/Adjourn at 7:39

- Chair Coyne thanks everyone for participating and adjourns the meeting at 7:40.