



City of Tacoma

Human Services Commission

Wednesday, August 14, 2024
6:00 p.m.

Virtual and In-Person Meeting Minutes

Members Present: Members: Chair Kristi Coyne, Vice Chair Laura Badeaux, Secretary Andee Walton, Kimberly Ellefson, Collin Thrower, Connie Ladenburg, Carlos Lugo, Kristen Marsh, Sarah Roemer, and Naomi Wilson, Lasandra President

Members Absent: Addison Atkash, Noemi Cagatin-Porter, Jesse Carlos, Nikki Singh

Staff Present: Hayley Saucedo, Erin Watlington, Vicky McLaurin

1. Call to Order at 6:01

- Roll call.

2. Acknowledgement of Tribal Lands at 6:03

- Read by Commissioner Roemer.

3. Approval of the August Agenda at 6:04

- Motioned by Commissioner Ladenburg to approve and amend agenda, seconded by Commissioner Thrower, and approved unanimously.

4. Approval of July Minutes at 6:04

- Motioned by Commissioner Ladenburg to approve and amend agenda, seconded by Commissioner Ellefson, and approved unanimously.

5. Approval of June Minutes at 6:05

- Motioned by Commissioner Ladenburg to approve and amend agenda, seconded by Commissioner Ellefson, and approved unanimously.

6. Review Rules and Procedures at 6:06

- Discussion led by Vicky McLaurin and Chair Coyne.
- Chair Wilson asks about attendance by commissioners of presentation to CVS.
 - i. Answer: Chair is invited to attend in-person, all are welcome to attend online, but attendance in-person by all requires advanced notice because it qualifies as a public meeting.
- Chair Wilson reminds commissioners to provide questions and concerns to Chair in advance of her attendance of CVS presentation.
- Vicky McLaurin reminds commissioners to provide recommendations and questions within the notes section of the ratings sheet.
- Commissioner Ladenburg and Secretary Walton ask about conflict-of-interest scenarios.



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- i. Answer: Don't represent HSC at outside events without first discussing with HCS and reach out to NCS with conflict-of-interest inquiries as they are discovered.
- Commissioners ask about what constitutes absences, excused and unexcused.
 - i. Answer: HSC would need to vote to add specific parameters to what qualifies, but first steps must always be outreach to unexcused absentee; CVS asks if contact was attempted when considering recommendations by HSC for removal of a truant commissioner.
- Commissioners ask about scoring and allocation meeting day.
 - i. Answers: Three or less score sheets submitted per groups skews data, so commissioner participation is crucial.
 - ii. Commissioners may change scores according during the allocation meeting according to new information/perspectives provided during discussions.
 - iii. NCS does their best to choose dates and times to accommodate commissioners but understands attendance cannot be mandated due to positions being voluntary.
- Commissioners revisit parameters for attendance.
 - i. Commissioner Wilson suggests change in rule to limit number of excused absences.
 - ii. Commissioner Ladenburg stresses importance of oral presentation and allocation meeting attendance.
 - iii. Secretary Walton and Commissioner Marsh express concern about barriers to commissioner participation of rules are too strict.
 - iv. Vicky McLaurin offers solace that allocations take place only every two years.
 - v. Chair Coyne expresses interest in knowing historically unexcused/excused absences.
 1. Secretary Walton to notate unexcused absences in roll call section of minutes, going forward.
 - vi. Commissioners Ladenburg and Wilson suggest updating participation rules of phone conference and Zoom participation, specifically for partial attendance.

7. Consensus/Allocation Meeting Process & Expectations at 6:52

- Presented by Jason McKenzie
- E-mail will be sent to commissioners with Zoom link for 9am on 8/24/24 by upcoming Friday.
 - i. Commissioners are asked to review scores ahead of time and be ready discuss outlier scores between raters.
 - ii. Funding allocations can be recommended as a precise dollar amount, or by percentage of funds available.
 - iii. HSC is not required to recommend using all funds.

8. Brief Overview of Funding Process & Expectations at 7:12

- Presented by NCS Staff.
- HSC recommendations to be presented to CVS on 9/2/24.



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- Added calendar item for 9/11/24 meeting.

9. Public Comment at 7:16

- None.

10. Review Excused Absences at 7:16

- Commissioner Ladenburg motions to excuse the absences of Commissioners Atkash, Cagatin-Porter, Carlos, and Singh. Commissioner Thrower seconds and Commissioners vote to approve, unanimously.

11. Good of the Order at 7:20

- Commissioner Wilson asks if there are any instances outside of meetings that commissioners should announce their appointment to the HSC.
 - i. Answer: Only if representing pre-discussed topics and if in attendance with the HSC's advanced knowledge.
- Chair Coyne thanks Vicky McLaurin for attendance and guidance at this meeting.
- Vicky McLaurin encourages new commissioners with questions to reach out and ask.

12. Closing Comments/Adjourn at 7:26

- Chair Coyne thanks everyone for participating.
- Next meeting set for 9/11/24.