

*The Human Services Commission approved these minutes on March 3, 2021*

CITY OF BELLEVUE  
HUMAN SERVICES COMMISSION  
MINUTES

February 2, 2021  
6:00 p.m.

Bellevue City Hall  
Virtual Meeting

COMMISSIONERS PRESENT: Chairperson Kline, Commissioners Amirfaiz, Ma, McClure, Mercer, Piper

COMMISSIONERS ABSENT: Commissioner Mansfield

STAFF PRESENT: Alex O'Reilly, Dee Dee Catalano, Christy Stangland, Toni Esparza, Department of Parks and Community Services; Deputy Mayor Nieuwenhuis

GUEST SPEAKERS: Major Mark Tarantino, Police Liaison; Brad Nonaka, Probation

RECORDING SECRETARY: Gerry Lindsay

1. CALL TO ORDER

The meeting was called to order at 6:00 p.m. by Chair Kline who presided.

2. ROLL CALL

Upon the call of the roll, all Commissioners were present with the exception of Commissioner Mansfield.

Chair Kline stated that the meeting was being held remotely.

Chair Kline stated that because in-person meetings are prohibited by the Governor's emergency order, the Commission will be holding its meetings remotely for an unknown period of time in order to comply with the Governor's emergency order concerning the Open Public Meetings Act which prohibits in-person meetings. As a result, the Commission's by-laws regarding remote participation and the order of business were suspended until such time as meetings were no longer being held remotely.

3. APPROVAL OF MINUTES

A. January 5, 2021

A motion to approve the minutes as submitted was made by Commissioner Piper. The motion was seconded by Commissioner Mercer and the motion carried unanimously.

4. ORAL AND WRITTEN COMMUNICATIONS – None

5. COMMUNICATIONS FROM CITY COUNCIL, COMMUNITY COUNCIL, BOARDS AND COMMISSIONS

Deputy Mayor Nieuwenhuis welcomed new Commissioner Shari McClure. He said it was no small task winnowing down the list of great candidates but Commissioner McClure rose to the top quickly having served on the boards of two local non-profits and one international non-profit, and having served as a volunteer for a number of organizations. In her professional life, Commissioner McClure is the executive director of the Halvorson Cancer Center and Breast Health Center at Evergreen Health.

Deputy Mayor Nieuwenhuis said the Council recently received a report from the Fire Department on the rapid ramp-up program to administer Covid-19 vaccinations to residents and workers in adult family homes. The pilot program is aimed to efficiently reach limited mobility populations that cannot easily travel to vaccination sites. Bellevue Fire was offered the opportunity by Seattle/King County Public Health and the opportunity to serve as one of the pilot teams for the program. The team finished its training within a week and officially launched the program. The goal is to reach about 93 adult family homes in the first month and then to spend the next month administering the second dose to the same population. Over a hundred people have already received their first dose.

On January 11 the Council recently approved the 2021 State Legislative Agenda which serves as a basis for city communication with the legislature. The agenda highlights issues and concerns that are key to the city of Bellevue. The priorities highlighted include pandemic recovery, public safety and equity, key transportation items, multiuse trail improvements, affordable housing, homelessness, human services work and environmental initiatives.

The Council also approved implementation of a Bellevue Communities of Color initiative. The issue came forward during the budget process and the Council allocated \$100,000 to the community led initiative for racial equity and building trust and awareness across the city's diverse populations. The three-year proposal involves three stages: developing a trust through dialog program, building racial literacy skills through education and training, and co-creating recommendations for action. One of the first steps toward implementation of the initiative will be to establish a communities of color coordinating team comprised of diverse community members to work in close partnership with the city.

Deputy Mayor Nieuwenhuis said one offshoot of I-940, an initiative approved by the voters in 2018, was an interlocal agreement among the north King County law enforcement agencies to create an independent body to investigate uses of deadly or excessive force. Called the Independent Force Investigations Team for King County, the team includes non-law enforcement community representatives charged with selecting the detectives to conduct investigations.

Deputy Mayor Nieuwenhuis stated that the Council unanimously voted to take some of the funding generated by HB-1590 and earmark it for affordable housing, mental health and behavioral health services for residents of Bellevue. The details are still in the process of being developed ahead of receiving the first funds at the end of the first quarter of the year. It is hoped that by June the funds will be put to work. He said he has encouraged the Council and the staff to take advantage of the fine work done by the Human Services Commission when it comes to making decisions about where to put the dollars.

6. STAFF AND COMMISSIONER REPORTS – None

7. INFORMATION FOR THE COMMISSION

A. Overview of the City of Bellevue Probation Division and Coordination with Human Services

Brad Nonaka, head of the city's Misdemeanor Probation Division said the practice of probation has evolved over the last ten to fifteen years. Probation falls under the umbrella of community-based corrections and involves a wide range of criminal justice options that rely on professional resources available in the community. The options help clients defer, avoid or shorten jail sentences or otherwise serve a jail alternative under conditional supervision designed to target identified risk or needs that have contributed to the underlying offense. It is all largely driven by jail costs.

Examples of community corrections that include probation are parole, which in Washington state is known as Community Custody and which include state prison releases and gross misdemeanors that are not otherwise supervised by misdemeanor courts; home confinement or electronic home detention, which is typically done with a GPS unit or radio frequency unit to track the movements of clients; Work Crew, which is a community restitution program that can serve as an alternative to confinement or as community service; and Work Release, which is a partial custody scenario in which clients are required to remain in a secure facility during the hours they are not scheduled to work. The city offers a Work Crew Program as does the Department of Corrections. Work Release programs are offered solely through the Department of Corrections. King County formerly had a Work Release Program but it fell victim to budget cuts.

Probation is an alternative to jail that has been suspended or deferred while under supervision in the community. There are several sentence types, including the standard suspended sentence where a client has been found guilty and sentenced to a period of supervision; and the deferred programs, which includes Stipulated Orders of Continuance and Deferred Sentences. A Stipulated Order of Continuance allows a client to exchange a plea of guilt and is contingent on the client satisfying a requirement of the court to have the guilty plea withdrawn and the case dismissed. A Deferred Sentence is similar. Both conditional freedoms allow clients to remain out of custody provided they meet and continue to meet the expectations of the court.

The Probation Division supervises court ordered conditions ranging from chemical dependency treatment, parenting classes and domestic violence moral reconnection therapy. The department does not operate its own court, rather it works in partnership with the King County District Court. All of the clients of the division have been arrested in Bellevue and have been adjudicated in the King County District Court. The division works through a hybrid situation. Where Seattle and King County operate as a court of limited jurisdiction, which means they operate their own court and their own Probation Department, Bellevue has chosen to maintain only its Probation Department, thereby tailoring its services to the community needs.

Mr. Nonaka said the division operates under a memorandum of understanding that details the partnership with the King County District Court. Under that document, Bellevue offers two types of probation. The first involves active probation, which is the typical approach where clients meet with their supervisor on a regular basis to talk about their next steps; and compliance monitoring, a program which for lack of a better term is a record check program in which clients are not actively monitored, rather record checks are done on a monthly basis to make sure the client is not committing new offenses. The second is the General Administrative Order (GAO) that guides how clients are supervised.

The ARLJ rules govern courts of limited jurisdiction and establishes the legitimacy of Bellevue's Probation Department. They outline the educational requirements and everything that is required in order to operate as a probation department. One example is a classification system that assesses risks and needs. Bellevue uses the Wisconsin model which is a series of about 20 questions to determine risks and needs in categories such as housing, chemical dependency, mental health, and family.

Mr. Nonaka said that Probation Officers evaluate clients using assessment tools to identify risks and areas of need in order to recommend targeted interventions. They provide resources to aid in rehabilitation and discuss treatment options with clients in the system, and monitor the progress of clients through regular contact with treatment providers, third-party contact, and the clients themselves. Reports are written on client progress or the lack thereof and relevant information is provided to the court for purposes of background investigation, usually in reference to sentencing. Officers conduct compliance monitoring active probation, offer direct service programs and volunteer support, and offer sliding scale fees for some programs that are offered. Probation officers are not the police, and they do not provide treatment or medical advice. Probation officers do not actively stop crime but they do seek to provide intervention in an attempt to prevent crime.

Probation clients come from all walks of life. Minorities are unfortunately overrepresented with 1 in 24 African-Americans being on probation, versus 1 in 81 of their White counterparts. They are also subject to higher revocation rates, which is a consequence of noncompliance. Nationally, about 40 percent of probationers have a substance abuse disorder, and of those 30 percent also have a co-occurring mental illness.

Mr. Nonaka said the list of common barriers and issues includes housing instability, disabilities, finances, cultural beliefs and/or practices, language barriers, the lack of or limited transportation services, employment and education. Often there is a combination of issues that contribute to a client's ability to be successful in completing their probation obligations.

One of the services previously offered was domestic violence batterers treatment, a year-long horrendously expensive treatment program that was not accessible to about 75 percent of the clients ordered to it. It was found that the program was not effective. The Domestic Violence Moral Reconciliation Treatment classes are accessible and costs \$125 for the entire 26-week program. The literature is showing the new approach, which is a cognitive behavior type of therapy, to be far more effective. The Electronic Home Detention program has the goal of being accessible. Bellevue is the only jurisdiction offering the programs on a sliding scale fee basis. Most agencies charge a flat rate and for those who cannot afford the cost, the program is not available to them. Other services offered include pre-trial services focused on alcohol monitoring via a bracelet which constantly draws alcohol content readings from the skin. The Alive at 25 and the Defensive Driving course is targeted at youth drivers who have been caught driving recklessly and offer the client the opportunity to have a misdemeanor scraped off their records. The License Support program works with clients to help them identify what is holding up their drivers license. Often clients find themselves in a cycle of motor vehicle offenses simply because they need to drive to work, take their kids to school or purchase groceries even though their license has been suspended or revoked. The Theft Awareness Class makes clients aware of the consequences of theft, both to the business owner and the population at large.

The Bellevue Work Crew is a city-operated program that serves several purposes. It serves as an alternative to confinement, a means to receive credit for outstanding fees, and a worksite option for community service. The program is not currently offered due to the pandemic, but post-Covid there are plans to expand the program to three days per week. Judges love the program as an alternative to confinement.

The list of resource gaps includes lack of access to transportation. That has been improved to some degree by the program offering clients reduced fare bus passes. Often clients are low-income and they face issues including food and housing instability. Just trying to survive makes moving forward difficult. Affordable healthcare, employment services and treatment options on the Eastside are not issues that can easily be remedied. The Seattle area has a glut

of treatment agencies, but there remains a need on the Eastside.

Mr. Nonaka said the Columbia Justice Lab recommendations made in 2017 include reserving the use of community corrections only for those who truly require supervision; reducing the length of stay under community supervision to only as long as necessary to accomplish the goals of sentencing; exercising parsimony and the use of supervision conditions to no more conditions that required to achieve the objectives of supervision; incentivizing progress on probation and parole by granting early discharge for those who exhibit significant progress; eliminating or significantly curtailing charging supervision fees and instead preserving most or all the savings from reducing probation and parole populations and focusing the resources on improving community-based services and support for people under supervision.

The policy issues that need to be kept in mind when talking about the future of probation include race and social justice, age and disabilities, and socioeconomic diversity. Things looked for in regard to training probation officers include trauma informed care, cultural competency, a greater understanding of mental health and substance use disorders and treatments. There is currently a big push for medication-assisted therapies and harm reduction practices, though there are those in the substance abuse community who are pushing back against medication-assisted therapy because they feel like one drug is being swapped for another. The therapies, however, have been shown to be effective. Also, on the list are motivational interviewing, de-escalation techniques, relative legislative changes and amendments to the general administrative order, offender change programming and its facilitation, and recent race and social justice issues.

Commissioner Amirfaiz asked if the probation clients are Bellevue residents. Mr. Nonaka said the clients are not limited to being Bellevue residents, but their offences must have occurred in Bellevue. Commissioner Amirfaiz asked what the statistics are for Bellevue specifically in regard to minority representation. Mr. Nonaka said that data is currently being compiled. The previous case management system did not have the ability to differentiate in that way. A new system has been installed and the process of transferring data from the old system to the new is under way and much of the missing data from the old system must be manually input into the new system.

Commissioner Amirfaiz asked what the cost of the program is. Mr. Nonaka said there is a set cost of \$65 per month for active supervision and \$20 per month for compliance monitoring. However, where there is a finding of indigency, either in court or by probation staff, active supervision can be reduced to \$20 per month and compliance monitoring can be reduced to \$10 per month. A finding of lazina, which is a ruling by a court, limits the fees to no more than what someone can afford, and can reduce the fees to zero. The client is liable for the costs.

Major Tarantino, liaison to the Commission from the Bellevue Police Department, asked if Probation does drug testing. Mr. Nonaka said it is done by order of the court and through contract with an outside lab. Testing is done for all of the common substances.

Ms. O'Reilly asked when Probation staff conducts intakes with clients they find any recurrent themes in their history. She noted that the research shows often many who become involved with the criminal justice system had adverse childhood experiences, which is something the Commission could work on upstream through better after-school programs and better support for parents. Mr. Nonaka said client histories often include patterns of abuse and growing up in poverty. Trauma informed care positively contributes to how people respond and how they cope.

Grant Coordinator Dee Dee Catalano asked what kind of background is typical for a Probation

Officer. Mr. Nonaka said he has had officers with degrees ranging from STEM to law and social sciences. He said his background is in policy studies and sociology. A large number of Probation Officers get their starts through the Department of Corrections, which is where they gain the basic case management experience that is key to the job. The ability to manage a large number of cases is very important; more important than that is the ability to manage and engage with people.

Assistant Director of the Department of Parks and Community Services Toni Esparza reiterated that in order to be assigned to one of Bellevue's Probation Officers for compliance monitoring, the crime must have been committed in Bellevue, but the clients can come from anywhere. However, with regard to the programs, prioritization is given to individuals on the case loads and Bellevue residents. She added that the chief motivation behind switching to a new case management system was that demographic reports cannot be pulled from the old system, and indeed any kind of report that is necessary to assure that the Probation Division is serving equitably and well.

Ms. O'Reilly asked what the top two issues facing probation clients are. Mr. Nonaka said the obvious top two are mental health and substance abuse, but behind both of those often are the issues of housing and food insecurity. It is very difficult to motivate someone to enter treatment when their basic needs are not being met.

#### B. Review of Financial and Other Requirements for Organizations Seeking Bellevue Funding

Ms. Esparza reported that staff had identified an option that will allow for funding agencies without 501(C)(3) status. Additionally, the research and collaboration done with other city departments means agencies will also have varying options in terms of the documentation they will need to provide around their financials, something that will likely increase accessibility for small agencies.

Ms. Esparza said the options are created by being allowed to work with agencies that are solely registered as a Washington State Charitable Organization. They do not have to have 501(C)(3) status. Any entity doing fundraising must register as a charitable organization, and that alone provides some level of oversight. The process for registering as a charitable organization is far less onerous than registering for 501(C)(3) status.

There is a small carve-out and two types of agencies that do not need to be registered as charitable organizations or have 501(C)(3) status. That conclusion was reached following research into the basic legal requirements and reviewing it with the city's legal and finance and asset management departments, both of which have indicated they are comfortable with the approach. The carve-outs are for organizations that have raised less than \$50,000 from the public and have no paid staff, and organizations that are entitled to receive tax exempt status from the IRS as a church and other faith groups. For those two types of agencies, the city would only need them to provide financial statements such as a profit and loss and a balance sheet; they would not be required to submit to a financial review or an audit.

Organizations that have not received 501(C)(3) status but which are registered with the state as charitable organizations operate under requirements imposed by the state, and the city would require from them only what is required from their registration with the state. Specifically, such organizations would need to have generated a million dollars or less in annual gross revenues over the three preceding and completed accounting years. They must meet the financial reporting requirements specified by the state, and provide proof of current registration as a Washington state charitable organization. Additionally, they must provide a Form 990 completed by a certified public accountant or other professional who normally

prepares such forms in the course of their business, or an audited financial statement prepared by an independent certified public accountant for the preceding accounting year. Should an agency exceed three million dollars over three preceding years, they would without other option be required to provide an option.

Organizations that do have 501(C)(3) status, only what is otherwise required would have to be submitted, with no added requirements on the part of the city. There would be some level of gradation in the requirements based on size of the organization, with the breakpoints being \$50,000 or less averaged over the three preceding years; between \$50,001 and \$1 million over the three preceding years; and more than \$1 million over the three preceding years.

Chair Kline asked if the Form 990 requirement could involve any of the various 990s or specifically the full 990. Ms. Esparza said it could be any of the abbreviated forms if that is what is legal for their organization.

Chair Kline said she had anticipated there would be a carve-out for for-profit agencies that provide services the city might want to contract for. Ms. Esparza said she would be happy to go back and research that issue.

Commissioner Amirfaiz said it used to be that any non-profit over \$500,000 had to have an annual audit done. She asked if that is no longer the case. Ms. Esparza the staff research did not determine that.

Turning to a matrix listing barriers, Ms. O'Reilly said the list was drawn from questions asked by non-profits that applied for funding from the city, and from Commissioners. She did not claim that the list was exhaustive and said staff would welcome feedback from the Commission concerning any other barriers. She allowed that the financial requirements barrier had been addressed by Ms. Esparza.

With regard to the barrier associated with the cost of preparing a Form 990 by an outside party, or the cost of a financial audit, Ms. Catalano said the staff would continue to seek out resources that could prepare the documents without charge or for a reduced price. She said the Commission could in fact elect to set aside some funds in 2023-2024 for capacity building grants for agencies.

The hesitance of new agencies to apply for funding based on their lack of experience was noted to be a barrier. Ms. Catalano noted that during the last funding cycle a pre-application workshop was conducted where a lot of frequent questions were asked and answered in person with other east King County funders. A power point with information was sent the email list of those who could not attend the meeting.

With respect to the insurance requirements, the city's Risk Management Department has confirmed there is some level of flexibility depending on the specifics. Where an applicant indicates the insurance requirements are a barrier to them, they can raise the issue with staff who will then work with the risk department to approve exceptions where possible.

Where the barrier is a lack of English skills, staff will explore translating the applications into the top five languages. The translated applications likely would not be posted online but made available in hard copy. Ms. O'Reilly noted that the materials sent out during the bidder's conference indicated that anyone wanting an application translated into another language would be accommodated. She said no such requests were received.

Ms. Catalano suggested that the lack of infrastructure in small agencies, lack of access to the internet and lack of IT capacity, and the lack of experience in processes such as submitting

invoices and developing program outcomes all come under the umbrella of capacity building.

Should the Commission want to move forward with awarding small grants to address community needs, it will need to decide to set aside funds in 2023-2024 using a separate process. The caveat is that there would need to be sufficient staff capacity. Ms. O'Reilly said once it is known what the allocation will be from the general fund, the Commission could choose to put aside some dollars to address issues associated with small and emerging non-profits in terms of capacity, and for small grants. A separate and parallel process would likely need to be developed to allow for drilling down on different reporting requirements and different funding levels. Applicants will bring the process of seeking funding for fiscal year 2023-2024 in March of 2022. The intent of staff is to work with the Commission on the areas that will take time and staff capacity to develop if there is an interest to move in that direction.

Commissioner Amirfaiz said it her recollection that during the last round there were five organizations that did not meet the financial requirements. She asked how the barriers matrix came about. Ms. O'Reilly said it was driven by staff based on things heard from agencies and how they might be addressed.

Commissioner Amirfaiz asked if the thinking was that funding would be allocated to agencies for the purpose of capacity building rather than for direct services to clients. Ms. O'Reilly said it could actually be allocations for both depending on the funds that are set aside.

Commissioner Amirfaiz asked if the Iraqi Community Services agency during the last round indicated why they were unable to provide the required financial information. Ms. Catalano said she would have to review her notes. Commissioner Amirfaiz noted that the agency does receive BSK and King County funds, which raises the question of why they would not be able to provide financial information.

Ms. O'Reilly commented that while normally this would be an off year for funding, because the City is receiving additional CDBG-CV dollars, a request for proposals has been sent out and applications are being received. The off-funding year is typically used to conduct relationship building by reaching out to the agencies, especially those relatively unknown to the city but active in other parts of the county. The list of future agenda items includes having small community groups meet with the Commission and make get-to-know-them presentations.

Commissioner Amirfaiz stated that funding decisions should in large part be based on an understanding of where the gaps in service are and how small organizations can fill those gaps. Ms. O'Reilly said the work of planning for the Needs Update is underway. That process helps to identify gaps.

Commissioner Ma said he was happy to see the research on the minimum financial requirements. He also stated that his reading of the response side of the barriers matrix led him to believe the Commission should take some general fund dollars and set them aside for the purpose of building capacity for some agencies. He allowed that it will be necessary to choose which of the barriers are the most important to address. Ms. O'Reilly agreed there would need to be a prioritized list to work from given the limited staff resources. Commissioner Ma asked about having a staff person appointed to serve as a capacity building consultant for non-profits in light of the fact that non-profits serve essentially as an arm of the city in providing human services. Ms. Catalano agreed that would be a great idea but stressed that there would be a cost factor. Commissioner Ma said having the consultant could serve as a great resource into identifying service gaps while at the same time responding to some of the barriers.

Ms. Catalano noted that a couple of years ago south King County had a pilot parallel process for small organizations. At the conclusion of the pilot they drafted a report outlining their findings. Even though they had reduced a lot of their reporting requirements, the agencies still required quite a lot of technical assistance. One of the recommendations was to have a regional or city specific capacity building person tasked with providing direct assistance to small agencies.

Ms. O'Reilly stated that the financial eligibility requirements has been the issue that has come up the most during at least the last two funding cycles. The research done by Ms. Esparza has gone a long way toward making sure there will be compliance with all state requirements. Once approved by the Commission, any agency that raises questions about the financial requirements could be provided with a copy of the financial requirements chart and thereby gain a clear picture of what to expect and not expect.

Commissioner Mercer noted that she was one who had advocated for the research and she thanked staff for doing the work. She said she held some similar concerns about capacity building. The Commission has to a large degree been pushed toward being more diverse and to help smaller agencies along, and finding ways to do that, even if just as a pilot project, would be a good idea.

Commissioner McClure agreed that she was new to the process but had participated in the initial discussion around barriers. She said the work done by staff in outlining parameters is excellent and would be a great tool for the agencies to have in hand. The barriers are well outlined and the responses are good ideas to vet and work through.

Chair Kline noted the documents had not been sent out to the Commissioners for review prior to the meeting and said she would feel more comfortable voting on the financial requirements if she had more time to read over them thoroughly. She also said she would like to see the document address for-profit agencies that may want to apply to fulfill a specific need. The issue has come up before and the specific problem encountered was that a for-profit agency could not be engaged because the contract was not written in a manner to accommodate them. Ms. O'Reilly said there an instance several years ago in which a for-profit organization inquired about funding. The organization was located in Old Bellevue and operated a day center for Eastern European elders and their for-profit status prohibited them from being funded by the city. Two years ago the Commission voted to fund a support group for Russian elders through the Chinese Information and Service Center. One case made for the support group was that the organization that had been in Old Bellevue had closed its doors. She agreed it would be worthwhile to do some research relative to funding for-profit agencies and to send out the findings ahead of the Commission's next meeting.

Commissioner Ma said he understood the desire to engage with for-profit agencies and include them in the pool. He agreed research should be done but suggested that the issue should be part of a separate discussion. Funding for-profit providers could prove to be a slippery slope.

Chair Kline said one example where a for-profit organization could fill a need is in the area of child care, where there is always a need for more slots for those who need them. If there were the potential to engage a for-profit agency to create some of that capacity, it should be considered. She said she would not view such an action as subsidizing a for-profit organization so much as purchasing capacity for a stated need.

Chair Kline proposed adding to the barriers matrix the issue of monitoring and the criteria for it. She said one of the Commission's rationale for not funding small amounts to agencies has been that it does not justify the amount of work required for the monitoring. That absolutely

needs to be addressed. Ms. Catalano said the issue has been discussed by staff. It all comes down to where the line is drawn. Some foundations offer small grants and simply ask the agency to supply a narrative of what was accomplished at the end. What the city requires is far more extensive, including quarterly service unit reports. Research would need to be done to determine if at some lower level of funding there could be a simply monitoring process that still addresses the city's fiduciary responsibilities.

Commissioner Ma said the scope would have to be very specific in terms of reporting back with a narrative of outcomes. The work of monitoring would definitely have to be reduced, possibly in exchange for limiting the scope for which small grants could be awarded.

Commissioner Mercer suggested it would be useful for the Commission to consider setting aside a certain dollar amount for allocation to smaller agencies in increments of one or two thousand dollars. The Commission could in its reporting to the Council explain the process and the outcomes. She said she could also agree to limiting such funding to any one agency to only a couple of years and expect them to graduate beyond that to the full funding process.

Ms. Catalano said she would review the after-action report created by south King County to see what their specific reporting requirements were.

Chair Kline said it would be good to know generally if putting the suggested financial requirements and the responses to the barriers into effect would have impacted the agencies that did not qualify in the most recent funding cycle. Ms. O'Reilly said having the financial requirements in place would have made a difference for a couple of agencies.

Commissioner Mercer suggested it cannot really be known the degree to which the existing financial requirements locked agencies from even reaching out to the Commission. It is possible that reducing the requirements will mean organizations will come out of the woodwork. Only mining the data of who applied in the past would not be sufficient; a more general survey may be required.

Ms. Esparza stressed the need to balance any decrease in the reporting requirements with an increased demand and value in the data collected to demonstrate equity. The current reporting requirements gather information about the demographics of the populations served or not served, and if that data is not collected, the question will effectively go unanswered.

## 8. OLD BUSINESS

Ms. Catalano reported that the CDBG-CV3 RFP closed on February 1. A total of 14 applications were received, which reflects the need in the community. She said she would be reviewing the applications eligibility and then provide the Commissioners access to them for review and discussion at the February 17 meeting. A public hearing has been scheduled for March 2 on the preliminary funding recommendations, after which the Commission will vote on them before forwarding them to the Council for approval, tentatively on March 22.

## 9. NEW BUSINESS – None

## 10. CONTINUED ORAL COMMUNICATIONS – None

## 11. ADJOURNMENT

A motion to adjourn was made by Commissioner Ma. The motion was seconded by Commissioner Piper and the motion carried unanimously.

Chair Kline adjourned the meeting at 7:57 p.m.

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Secretary to the Human Services Commission

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Date

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Chairperson of the Human Services Commission

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Date