



COMMUNITY, HOUSING AND
HUMAN SERVICES DEPARTMENT
808 W. SPOKANE FALLS BLVD
SPOKANE, WA 99201

CHHS 5-Year RFP Housing Stability and Community Services Work Group

Meeting Minutes

September 18, 2017 3:00 pm – 4:00 pm
City Hall, City Conference Room 5A

1. Welcome and Introductions

In attendance:

Tija Danzig, City of Spokane
Sally Pritchard, United Way of Spokane County
Susan Diaz, West Central Community Center
Steve Allen, Family Promise
Jon Carollo, Volunteers of America
Jen Haynes, YWCA
Heike Lake, Lutheran Community Services Northwest
Carol Plischke, Partners with Families and Children
Julie Honekamp, SNAP
Tim Williams, Community Frameworks

Not In Attendance:

Jared Frerichs, Excelsior
Joe Olsen, HRC Ministries

Each team member introduced themselves and explained what their organization does and how their work overlaps with the scope of the Housing Stability and Community Services (HSCS) Work Group.

2. System Analysis Tool and Report

Tija and Sally introduced the system analysis tool provided by CHHS leadership and explained the goal of the group was to utilize the tool to assess the gaps, strengths, duplications, existing partnerships, etc. in each of the topic areas in order to inform the kinds of projects that will be prioritized for funding in the CHHS Department's upcoming 5-year RFP. Sally clarified that this is a system level evaluation of themes to set up a process for the City to take forward.

There was a discussion about the need to include additional categories in the tool, especially in regard to the Community Services ("human services") needs, as this tool currently only shows housing interventions. Suggestions included: elder care, child care,

transportation, and victim services. Others to be determined through ongoing meetings and dialogue.

The work group also discussed the need to determine how we will examine each topic. Suggestions were made, including by: intervention, target population, inventory, services and populations served, and age.

As part of the tool introduction, Jon led the work group in defining the different housing interventions on the assessment tool to ensure there was a common understanding of terms. Tija will send out some resources to assist the group in this same way.

3. Proposed Meeting Structure and Future Meetings (frequency, times, locations, etc.)

There was a discussion about the best structure to help meet the needs and the timeline for completing the assessment report. The final report will be due in April 2018. As such, it was agreed that the HSCS work group would meet monthly for 90 minutes. The majority of the group felt that Monday afternoons would work best and that, until a routine schedule for meetings was determined, Doodle polls are the easiest way to find out availability.

The next meeting will be a broad discussion with work group members about what exists in the current system. From there, the work group will assess gaps or topics that need further discussion and bring in guest speakers or agencies to present and/or provide additional context/perspective.

4. Formal Roles

No need for formal roles at this point. Sally will be inviting a United Way staff member to assist with taking meeting minutes. All participants in the HSCS work group will contribute to the ongoing meetings and final assessment.

5. Adjourn

The meeting ended 10 minutes late.