

<b>Subject</b>	<b>Meeting Minutes</b>	<b>Date</b>	<b>May 20, 2020</b>
<b>Recorder</b>	<b>Kim Hendrickson</b>	<b>Start Time</b>	<b>3:00 PM</b>
<b>Committee Chair</b>	<b>Councilmember Musgrove</b>	<b>End Time</b>	<b>4:00 PM</b>
<b>Committee Members</b>	<b>Mayor Erickson, Councilmembers Britt Livdahl, Connie Lord, David Musgrove</b>		
<b>Staff Present</b>	<b>Kim Hendrickson, Director, Housing, Health and Human Services</b>		
		<b>Agenda</b>	
<b>No.</b>	<b>Topic</b>	<b>Action/Recommendation/Discussion</b>	
<b>1.</b>	<b>Administrative</b>		
A	Questions and Concerns of Committee	<p>Committee members requested that a draft agenda be distributed on the Wednesday prior to each meeting along with (brief) background information for each agenda item. Final agendas and packets will be sent the Friday prior to meetings.</p> <p>Committee members asked if the second meeting each month can be extended to consider agenda items if 60 minutes not sufficient; Kim will check rules for special meetings.</p> <p>Committee members asked if items set for discussion on future agendas could be prioritized if time sensitive/COVID related.</p> <p>Public comment from Marta Holt, Poulsbo resident and property manager for HRB. "Would really like to see funds set aside for rental assistance" since many people don't qualify for CARES act funding. Thinks many people aren't applying for CARES because they think they don't qualify.</p>	
B	Agenda and Extended Agenda Review		
C	Future Meeting Conflicts		

D	Mayor, Department Head Reports	<p>Mayor Erickson reported out on new initiative at Housing Kitsap – there are some new self-help programs being considered by the organization. Councilmember Lord asked for more information—and is interested how this program might help people with credit issues and other financial barriers.</p> <p>Kim reported out on Poulsbo Cares: 400 new flyers around town this week describing services. Meals from Gateway holding steady at 400-500 a week. Kim is currently working with around 25 volunteers (helping with flyer distribution, home deliveries, Gateway kitchen); there are around 80 more signed up with Empact Northwest.</p> <p>40k pounds of potatoes delivered to Bremerton from Eastern WA last week—crop would have otherwise been wasted--acknowledge Kitsap conservation district, Fishline, Peninsula Trucking, and Hill Moving Services for making this happen. Hill also willing to donate warehouse space for emergency food supply in the future.</p>
E	Committee Minutes April 15 and May 6, 2020	Councilmember Lord moved to accept; all approved.
<b>2.</b>	<b>Agenda Items</b>	

A	Food banks and Food Supply	<p>Kim asked the Committee if they would consider using CARES Act funds for an emergency food stockpile since there is a high likelihood that prices will rise and/or supplies will be disrupted later this year. She has been working closely with Fishline and county DEM to explore possibilities in this area. 20k will buy around 6 pallets of food—enough for a week of emergency supplies or a month of supplement; seems like this may be 100% reimbursable.</p> <p>Councilmember Lord asked for this to be on an upcoming agenda: include description of need, warehouse availability, specific budget, and CARES Act criteria. Also requested that Fishline Executive Director Marge Johnson speak if available. Chairman Musgrove requested a discussion about logistics—transportation and storage—and cost detail.</p> <p>Mayor Erickson “surprised we haven’t done this before”—this is important emergency planning.</p> <p>Comments from Marge Johnson, ED of Fishline: food banks being told to buy protein rich foods now and to be prepared for shortages that may last 12-18 months. “We normally have a week or so of reserves—and its important to create more of a backstop.” There is a surplus of perishable food coming into Kitsap now (working with North Kitsap schools on storage issues) but won’t help months from now.</p>
B	Preparation-Lifting of Stay at Home Order	<p>Councilmember Livdahl: businesses are looking for PPE donations or at least assistance with sourcing. Councilmember Musgrove—we’ve heard about this need from downtown businesses: would like to know if other businesses have the same request. Kim suggested working with the Chamber to assess need.</p> <p>Mayor Erickson talked about the challenge of providing PPE equitably to 1400 local businesses.</p> <p>Kim asked the Committee if it would consider using \$3,000 in CARES Act funds for safety-related posters and banners advertising safe practices: this seems important from both a safety and marketing perspective. Will be discussed in more detail at next meeting.</p>

C	City support of Kitsap Homes of Compassion	<p>Kim reminded Committee that there is a home for homeless women and children in Poulsbo called the Staffordshire House—run by Kitsap Homes of Compassion. The house has housed 10 moms and 11 kids since opening in June 2019—currently housing 5 moms and 5 children. The City paid \$3600 in operational costs to support the house in 2019—it was used it to pay utility costs. Agreement expired in 2019.</p> <p>Councilmember Musgrove expressed support for extending the agreement for one year due to the COVID crisis, allowing due reconsideration, as has been done with other City contracts. He offered a motion; Committee supported; motion passed.</p>
D	Housing Health and Human Services budget	Not discussed.

<b>Future Agenda Items</b>		
<b>Item(s)</b>	<b>Responsibility</b>	<b>Meeting Date</b>
CARES Act funds and emergency food supply	Kim	June 3
CARES Act funds and COVID-19 safety posters/banners	Kim	June 3
Affordable Housing Task Force recommendations-next steps	Kim	June 3
Safe Stations/CARES unit Initiative with Poulsbo Fire	Kim	June 17