

**HUMAN SERVICES ADVISORY COMMISSION  
MEETING MINUTES**

**May 11, 2021**

**6:30 – 8:30 p.m.**

**Virtual Meeting via Cisco Webex**

**Members Present:**

Wanneh Dixon, At-Large Member and Chair  
Amanda Schwartz, At-Large Member  
Deborah Moore, Consumer Member  
Kelly El’Amin, Consumer Member

Anne Wallerstedt, At-large Member  
Leon Suskin, At-large Member  
Nancy Sushinsky, Caregiver Member

**Members Absent:**

Stacey Gold, Caregiver Member  
Wesley Hicken, At-large Member

**Mayor and Council Liaison Present:** Councilmember Mark Pierzchala

**Staff Present:** Frederika (Rika) Granger, Community Service Manager  
Allison (Ali) Hoy, Grants and Program Analyst

**RE: Call Meeting to Order**

Wanneh Dixon, Chair and At-Large Member, called the meeting to order at 6:34pm

**RE: Community Forum**

Nothing raised at this time.

**RE: Approval of Minutes from April 13, 2021**

The group did not know what to do with fact that only two at this meeting had attended meeting last month for which the minutes were taken. This will be addressed at next meeting on June 8<sup>th</sup> at which time approving these minutes may be resolved. To note, Frederika Granger, Community Services Manager and Staff Liaison to HSAC, has since researched Robert’s Rules of Order and will share at next meeting on this topic (<https://robertsrules.forumflash.com/topic/32769-approving-minutes-without-a-quorum/>).

**RE: Community Services Division Report**

Frederika Granger provided the following updates regarding the Community Services Division:

- Community Svs. is researching electronic recordkeeping software that will accommodate mental health and social service records as well as a banking program for residents, with the City’s help, learn to keep and begin to keep a bank account (youth and adults).
- SCYS Youth and Family Counselor has a full caseload from Bayard Rustin ES, Richard Montgomery HS, one from Twinbrook ES and one from Rockville HS.
- Mentoring Program is preparing for in person programming, 4-6pm, after ESY summer school.

- Latino Youth Development program is outside for the summer. One of its alumni who has been a counselor for the program, just got a job at NIH, which is extremely exciting for him and for all.
- Linkages to Learning is in person two days a week and plans on in person and virtual programming over the summer.
- Rockville Emergency Assistance Program (REAP) received no referrals but has been helping residents navigate the county system.

Amanda Schwartz, At-Large member, asked if the Youth and Family Counselor had reached out to Lakewood ES or Fallsmead ES as each have several Rockville resident children who need counseling. Ms. Granger responded to say that the Counselor quickly reached a full caseloads from schools to which she had already reached out but that the new Youth and Family Counseling Specialist, who will begin work in approximately one week, will reach out to those schools definitely before the end of the school year.

#### **RE: City of Rockville FY22 Budget Updates**

Frederika Granger reviewed for the Commission the following:

- Mayor and Council approved the budget last night, May 10<sup>th</sup>. Caregiver grants are funded as were last year, including the \$45,000 addition to accommodate the Pandemic's impact on programming.

No questions on the budget.

#### **RE: HRC Community Survey Partnership**

Ms. Dixon reported the following:

- a member from HRC and she are inputting the survey in its six languages into Survey Monkey,
- Survey needs some edits so it is now at translators to make those edits in the languages other than English,
- for review and for new members, the survey is addressing COVID-19 assistance from the City and social justice,
- it will be in electronic and paper form,
- there will be electronic and in paper promotion, i.e. HOAs, human service agencies, faith organizations,
- it will be open for at least 60 days.
- after that, data will be analyzed, and report written with hopes to present to Mayor and ,
- and, when writing report and preparing a presentation to Mayor and Council, HSAC and HRC will hold a joint meeting.

Ms. Schwartz recommended community centers, libraries and PTAs for promotion and offered to promote to two neighborhood listservs to which she belongs. Ms. Dixon said she hopes to reach students through PTA promotion. Deborah Moore, Consumer Member, offered to help.

#### **RE: Caregiver Grants Update – FY22 Site Visits**

Ms. Granger shared the following:

- No new site visits – have one more.
- City Staff are preparing contract documents for FY22 grantees.
- City staff are working on including reporting on the grant software for FY22.
- And, Ms. Granger will soon be asking HSAC to address the Caregiver Funding Task Force recommendations with City staff, after the new members of Department have reviewed them.

No discussion on this topic.

**RE: Scope of Needs Assessment for FY23**

Ms. Granger shared the following:

there are many local City, County and State needs assessments from the last decade from which the City may use data for human service needs assessment as secondary sources and there are many City surveys that have been done in the last few years (list attached).

Ms. Schwartz shared the following and she emailed to HSAC members a recommended Needs Assessment scope (attached)

- she does assessments for Head Start, often from only secondary data sources.
- Geographic make up of area assessed is important especially for accessibility of services – for Rockville, 270 and 355 dissect the City.
- Additional areas on which to focus (on aforementioned attached list),
- ALICE (United Ways measure of Asset limit, income constraints, and employment).

Discussion:

- HSAC/HRC survey will be a data source
- Needed for Caregiver Grant Panel
- Has County done one recently or will in near future?
- County Head Start and Community Action Agencies have to do one every two years but quality varies and is for whole County
- Census will be secondary source
- This will be ongoing discussion

**ACTION ITEMS**

- See if can use Google Drive to share info RIKA GRANGER
- Find out if County has or will be doing assessment RIKA GRANGER
- Collate data sources to see what we have AMANDA SCHWARTZ
- Begin City timeline for RFP for FY23 budget discussions in fall RIKA GRANGER
- On agenda each month for discussion WANNEH DIXON

**RE: Planning for Review of HSAC and Caregiver Grant Program ordinances and resolutions, with attention to racism, equity and bias**

Ms. Dixon recommends, and others agree to put this off until next month and that will add digital equity to the discussion.

Brief Discussion:

- Grant Application—some wording was difficult to understand.
- Three technical assistance sessions were provided which seemed to have the benefit of grantees getting to know technical assistant, Ali Hoy, Grants and Program Analyst for City of Rockville, well enough to feel comfortable contacting her when had questions.
- Digital equity—with regard to online grant application and with need for digital environment in past year due to Pandemic
- Equity needs to be at center of everything we do.
- Ms. Sushinsky, Caregiver member, said that grantees had asked for a long time for a question about helping the larger community, in addition to helping Rockville residents, to be on application so she is pleased it was included.

- Ms. Schwartz stated that those left out are often those who don't have time to complete a grant application and can the City hold tutorial sessions and have a short document to provide guidance on how to best address grant applications. Ms. Hoy and Ms. Granger stated that the City may not be able to do that, as the Grantor, but could direct them to Nonprofit Montgomery and/or Maryland Nonprofits. The City does include an eligibility quiz in grant application so that grantee can determine, before starting application, if they are eligible to receive funding from the City.

**ACTION ITEMS:**

- Read the HSAC Resolution, REAP Resolution, and Caregiver grant application to address cultural sensitivity on the part of the producer of each document as well as expectations of the audience for each document to address cultural sensitivity, social justice, diversity, racial bias in business practice. MEMBERS
- Ms. Granger has provided the documents above. She will also provide her summary of the HSAC Resolution. RIKA GRANGER
- Ms. Hoy will ask grantees what they think of online grant application. HSAC will address what questions to ask about digital equity. ALI HOY

**RE: Planning for Updating Website and Publications to include what HSAC has accomplished**

Ms. Granger shared:

- One can put content onto website and webmaster then approves or edits and approves.
- Webmaster may be able to attend an HSAC meeting and/or provide a template for what is typically included on Commission webpage.
- Ms. Moore pointed out that there is lots of blank space on webpage and lots of words.
- Members asked that at least new members should be announced.
- Councilmember Pierzchala shared that there should be a template for Commissions but then some flexibility and that the City will be building a new website, with new funding.

**ACTION ITEMS**

- Ask Tatum Walker from City PIO to come to meeting or provide guidance and offer help in designing. RIKA GRANGER learned that there will be a tutorial for staff liaisons in early June.

**RE: Federal Legislative Advocacy**

Ms. Schwartz shared:

- The Biden Administration opened the door to a lot of social issues and has made several executive orders since took office, on equity, education, mental health, social service
- The next two years, before mid term elections, is a good time to advocate for an issue in the realm of human service.
- Outcomes have been: rent relief up to \$12,000; expanded broadband.
- Still to address: digital equity; health equity.

Ms. Schwartz and Ms. Dixon shared that the City's needs assessment in FY23 and the Pandemic already, will help City determine what of these social determinants should be a priority.

**RE: Other Items**

Councilmember Pierzchala shared about the City's 2040 Master Plan:

- It is to be approved by late July or sent back to Planning Dept.

- An issue with it that concerns him is housing in general and also affordable housing, i.e. Planning Area 1, Town Square, could have housing but the plan does not have it in the current plan.
- Concern is for young people' being faced with large debt to purchase housing
- That there is never the promise of a school before residential is built and the concern among many is that they want to promise of schools to serve the increased population before building housing which would increase the population (admittedly, MCPS CIP lags behind several years).
- Public sector needs housing and they often cannot afford the local real estate.
- Rockville is welcoming and highly educated and we want to keep it that way.
- Next public hearing with Mayor and Council on the 2040 Plan will be in June.

Ms. Hoy pointed out that housing has been a major focal point in local elections.

Ms. Schwartz shared that real estate prices have escalated.

Ms. Moore shared that she does not want Rockville to become another Washington, DC, in that wealthy people are the only ones who can afford housing.

#### **RE: Plan Agenda for May 11, 2021 Meeting**

- Community Forum
- Community Services Report
- City Budget Update
- Site Visit Report on Kaseman Clinic
- Community Survey Update
- Scope for Needs Assessment continued discussion
- Review of HSAC and REAP resolutions and Caregiver Grant Program application with attention to racism, equity and bias as well as digital equity. See action items above
- Update website and publications to include what HSAC has accomplished. See action items above.

#### **RE: Adjourn**

Ms. Moore motioned to adjourn. Ms. Schwartz seconded. The meeting was adjourned at 8:18 PM.