

**HUMAN SERVICES ADVISORY COMMISSION  
MEETING MINUTES  
June 12, 2018  
6:30 – 8:30 p.m.  
Rockville City Hall**

**Members Present:**

Shelagh Van Saanen, At-large Member, Chair	Laurie Gira, Caregiver Member
Ciriaco Gonzales, At-large Member	Jen Lafferty, At-large Member
Joyce Lipman, Consumer Member	Deborah Moore, Consumer Member
Nancy Sushinsky, Caregiver Member	Eric Wang, At-large Member

**Members Absent:**

Joel Nantais, At-large Member

**Staff Present:**

Carlos Aparicio, Community Services Manager, HSAC Staff Liaison  
Sarah Dickinson, Community Services Program Analyst

**Re: Call Meeting to Order**

Shelagh Van Saanen, Chairperson, called the meeting to order at 6:32 p.m.

**Re: Community Forum**

No discussion.

**Re: Approve May 8, 2018 Meeting Minutes**

Ciriaco Gonzales, At-large Member, moved that the May minutes be approved, and Debbie Moore, Consumer Member, seconded the motion. The minutes were approved unanimously.

**Re: Elect Chairperson**

Shelagh Van Saanen, At-large Member and Chairperson, informed members that she would not seek reappointment to the commission. Ciriaco Gonzales, At-large Member, volunteered to serve as chair. Debbie Moore, Consumer Member, nominated Ciriaco as chairperson, and Nancy Sushinsky, Caregiver Member, seconded the nomination. Carlos Aparicio, Community Services Manager, will relay the commission's nomination to the City Clerk's Office for Mayor and Council approval.

**Re: Community Services Division Report**

Carlos Aparicio, Community Services Manager, provided the following updates regarding the Community Services Division:

- *End-of-year* celebrations have taken place for the mentoring program, and the Latino Youth Development Program has wrapped up for the school year, including post-test administration.
- *Maryvale Elementary School* administrative offices will be moving to the holding school on June 22, which will require that the city's Linkages to Learning staff are out of their offices by that date.

- Kate Bouwkamp, Community Services Program Coordinator, was honored for her work at the *Montgomery County Pre-Release Center* providing parenting education.
- Niambi Powell, Community Services Referral Coordinator, will be providing *financial literacy* education to youth at Twinbrook Community Recreation Center. Niambi has encountered difficulty in receiving accurate and consistent information on the eligibility information for various county programs and benefits.
- There is an ongoing need for significant *psychiatric* services, coupled with parental involvement, for students with more severe challenges than the city's early intervention/prevention counseling can address.

**Re: Caregiver Task Force Membership**

Carlos Aparicio, Community Services Manager, reminded the commission that Julie Pelletier resigned from the HSAC and the caregiver grants task force. Consequently, there are three vacancies on the commission (one caregiver and two at-large), and another HSAC representative must be appointed to the task force.

**Re: Caregiver Funding Task Force Report**

Carlos Aparicio, Community Services Manager, informed the commission that the task force has held its third meeting. Members divided the responsibilities of the charter into the three categories (administrative functions, needs assessment, and best practices/award mechanisms) and formed three corresponding subcommittees. Carlos expressed that the task force's work is going very well, and the members offer a variety of valuable backgrounds. Carlos asked that HSAC members consider volunteering to fill the vacant position on the task force.

**Re: Human Services Advocacy Strategy**

Sarah Dickinson, Community Services Program Analyst, provided commission members with a spreadsheet showing the different avenues by which the city funds human services beyond the caregiver grant process. The caregiver grants currently amount to 0.83% of the general fund, and the overall human services funding, including community services, senior services, and housing, totals 5.83% of the budget. Sarah offered to provide a comparison of human services spending by the City of Rockville and City of Gaithersburg.

Carlos Aparicio, Community Services Manager, distributed a list of areas of human services concern identified by commission members in the past to help initiate the discussion. Past areas of interest have included the availability of housing affordable to individuals at all income levels, accessibility for those with disabilities, and youth services. Carlos recommended identifying areas of opportunities for research that the commission can perform to identify existing needs, best practices, and recommendations to the Mayor and Council to allocate funding or to advocate at the county level. Carlos will continue to forward information about issues being addressed by the county and recommended that members review agendas for Mayor and Council meetings on an ongoing basis.

**Re: Site Visit Report: Language Outreach Program, Community Ministries of Rockville**

Carlos Aparicio, Community Services Manager, relayed that language learning programs serve an important role in helping immigrants to improve their economic situations. The Language

Outreach Program follows the best practices instituted by the Montgomery Coalition for Adult English Literacy (MCAEL), including a required number of hours of instruction per semester, which causes challenges for seasonal workers whose spring work schedules conflict with classes. City staff brought up the low number of Rockville residents served by the program historically as compared to its grant applications. Shifts in Rockville schools may open opportunities for the program to explore new partnerships and referral sources.

**Re: Site Visit Report: Rockville Emergency Assistance Program (REAP), Community Ministries of Rockville (CMR)**

Ciriaco Gonzales, At-large Member, informed the commission that REAP provides financial assistance for a variety of emergency situations and offers referrals for other human services. A staff member is devoted to the program from 10 a.m. to 2 p.m., and volunteers cover various other hours. Carlos Aparicio, Community Services Manager, added that CMR’s REAP funding comes from multiple sources, including \$52,000 from the City of Rockville in FY 2018. Program staff stated that they serve about 10 to 15 clients per week.

**Re: Site Visit Report: Rockville Primary Care Medical Home & Women’s Clinic, Mobile Medical Care**

The clinic is staffed by a combination of salaried and volunteer providers. Ciriaco Gonzales, At-large Member, relayed his impression that there were many staff members present with “director” in their titles. The majority of the organization’s board is required to be made up of patients. Commission members agreed that the program provides a very valuable service.

**Re: Old Business**

- **Montgomery County Budget:** The county’s budget includes a 2% inflationary increase, following advocacy from the nonprofit community.

**Re: Other Items**

No discussion.

**Re: Plan Agenda for August 14, 2018 Meeting**

- Human Services Advocacy Strategy
- Caregiver Task Force Report
- Rainbow Place site visit report

**Re: Adjourn**

Debbie Moore, Consumer Member, moved that the meeting be adjourned, and Joyce Lipman, Consumer Member, seconded the motion. The meeting was adjourned at 8:15 p.m.