

# ADVISORY BOARD

Thursday, July 17, 2025, | 11:00 AM – 12:30 PM

## Meeting Minutes

### Summary of Attendance

- **Attended meeting via Zoom:**
- Board Members:

- Preston Anderson
- Heidi Shepherd
- Pete
- Gazel
- Carol
- Lori
- Olga
- Jen
- Brenda

#### Staff:

- Taylor
- Shayna
- Susan McCallister
- Kathy
- Michael Bailey

- Guests

- Alvin

- **Attended meeting on-site:**

Board Members: Pete Lewis and Carol Stirling

Staff: Traci Adair

### Welcome and Icebreaker

- Heidi led icebreaker

### Meeting Summary

- Started with an icebreaker
- Subcommittees reported out
- Noted next Resource Access Fair date and location, and request from the board to have these added to agenda and calendar. Shayna committed to doing so.
- Alvin Edwards from the City of Seattle Community Involvement Commission (CIC) presented by the Seattle Department of Neighborhoods came to present on that commission, what they do, and how

- they run. Board offered to come to one of their future meetings to discuss potential collaboration.
- Kathy Adams gave an update on Annual report – delay in finalizing the report, will be able to present in August.
- Susan McCallister presented on the VSHSL TA/CB: hoping to release in August. Also updated on the VSHSL Awards for FS5
- Michael offered to make a board onboarding process on NeoGov, board agreed
- VSHSL Summit – wanting to do awards, asked board to bring ideas to next meeting.

#### Approval of Consent Agenda

- No quorum so unable to approve meeting minutes

#### Public Comment

- There was no public comment

#### Subcommittee Report-Outs

- Veterans: Vets had their meeting today, had presentation from Kat Felts from MVA. Talked about points of contact between Tukwila, Seattle, and Veteran orgs, specifically with anyone coming to speak to us how our money is being spent.
- RC:
- Seniors: Had a small group, talked about role in advisory board, discussed orientation and what role is in that. Talked about bringing a presentation in for the future.

#### VSHSL Annual Report Update & Request

- 

#### Update on Next Location of Resource Access Fair

- District 6 Resource Access Fair on Saturday, July 19th from 11 AM to 2 PM (Redmond at the Together Center)

#### July Presentation: City of Seattle Community Advisory Board

- Alvin Edwards from the Seattle Community Involvement Commission (CIC) presented by the Seattle Department of Neighborhoods
- The community Involvement Commission was created to serve broader city-wide representation
- Each commissioner is from different districts and ideally widely represent the city of Seattle
- Goals of the Commission:
  - Themed Meetings
  - Increase Civic Engagement Measurables
  - Increase Commission Visibility
  - Make Recommendations to the Mayor's Office
  - Restructure Subcommittees
- Key responsibilities:
  - Advising city departments on community engagement
  - Advocating for equitable public involvement
  - Supporting inclusive civic participation practices
- Commission structure:

- Number of commissioners
  - Appointment Process (Mayor, Council)
  - Term lengths and roles
- Subcommittees
  - Communications and News Subcommittee
  - Events and Engagement Subcommittee
  - Research and Assessment Subcommittee
  - Executive Subcommittee
- Community Engagement Efforts
  - Forums, listening sessions, or outreach events
  - Partnerships with local organizations
  - Metrics (e.g. number of participants, feedback collected)
- Challenges and Opportunities
  - Current barriers to inclusive engagement
  - Opportunities for greater collaboration or innovation
- Good engagement for applications for commission
- Michael asked how can we support you?
  - Have someone come to their commission meeting and figure out what alignment looks like

#### Staff Updates

- Kathy Adams: Progress on Annual Report
  - There is a delay in finalizing the report
  - Going to make an annual report calendar so that can be followed through on an annual basis
  - Can't release drafts at this time – can share the annual report with the board, but not until the final stages. The Department Director Kelly Rider has to review first.
  - Will be able to present this in August
- Susan McCallister: VSHSL TA/CB
  - Didn't release TACB funds in 2024 because we had so many procurements
  - Hoping to release next month
  - Prioritizing small orgs but allowing for medium orgs to apply
  - Increased funding limit to \$15K
  - Prioritizing first-time requests
  - Anticipate brief survey of providers prior to release
  - Anticipated release mid-August
  - Multiple uses allowable
- VSHSL Awards for FS 5
- Next location of Resource Access Fair
  - Resource Access Fair in Redmond Saturday July 19<sup>th</sup> 11am-2pm
  - Together Center
  - 16305 Northeast 87th Street #Suite 110 Redmond, WA 98052

#### Board Business

- Michael offered to make an onboarding process on NeoGov – board agrees its a good idea

- VSHSL Summit: wanting to do awards, if this board could think about options for this and bring to next meeting that would be great.
- Shayna to put Summit, Resource Access fairs on calendars.

Meeting adjourned at 12:26 pm.

---

VSHSL Advisory Board

*Minutes taken by: <<Shayna Pepin, staff>>*

