**DRAFT MEETING NOTES – CAC REVIEW/APPROVAL PENDING**

**Northlake Tiny House Village Community Advisory Committee (CAC) Meeting Minutes**

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| CAC Name | Northlake Tiny House Village |
| Date | Tuesday, July 23, 2019 |
| Meeting Location | Ivar’s Salmon House |
| Call to Order (time) | 5:30pm |
| CAC Members in Attendance | Jami Fecher (Chair), Sarah Jones, Ed Mast, Brooke Brod, Jordan Schwartz, Wendy Barrington |
| Northlake Residents in Attendance | Josh Bradley, Kelly Meade, David Olsen, William Foreman, Vanessa Pacelle, Ki Ingersoll |
| Nickelsville Staff and Volunteers in Attendance | Jay Perry, Alex Finch, Marvin Futrell, Duncan, Peggy Hoates |
| Low Income Housing Institute (LIHI) Staff in Attendance | Josh Castle, Becca Finkes, Will Uhlig |
| Members of the Public in Attendance | N/A |
| Recorder/Note Taker | Wendy Barrington |

Welcome, Introductions, Agenda Review

* Attendees signed in
* Thank you very much to Ivar’s Salmon House for hosting the meeting
* Thank you very much to Mike Dunn and Dunn Lumber for organizing and paying for an amazing array of appetizers
* Jami provided structure for meeting and asked that discussion be held for “Public Comment”
  + Village report and clarifying questions (i.e., no discussion)
  + Case manager report and clarifying questions (i.e., no discussion)
  + CAC report and clarifying questions (i.e., no discussion)
  + Discussion of Reports and Public Comment

Northlake Village Report (in the last month):

\*Notes from Northlake residents provided and added to minutes

* Census: 23 adults (15 men and 8 women); 1 child; 2 couples; 1 family; 3 pets
* No move ins or outs
* “Bars” and related incidents:
  + 1 permanent bar for domestic dispute; not responding to grievance process with Northlake leadership; partner is still a resident at Northlake
  + Resident with temporary bar left Northlake, left area, was allowed back into Northlake as 1 Northlake leader allowed former resident in without consulting other 2 Northlake leaders or Nickelsville staff; Northlake leader has been replace in position due to violating process for shared decision-making among Northlake leaders and residents
* Bus tickets issued daily
* Camp meeting every Monday at 6pm
* No police calls
* Village report of LIHI and HSD interactions:
  + Received heavy grey paint from LIHI and have painted the kitchen floor
  + After last month’s CAC meeting, a copy of a new LIHI Grievance Policy at Northlake was posted on the case manager’s door
  + Supply requests are being fulfilled by LIHI; responses to requests have been difficult in the past, but are becoming more routine; Nickelsville staff and the Nickelsville Central Committee both agreed that LIHI’s new forms for supplies and projects are satisfactory; Northlake will use these forms to request supplies moving forward; next supply request will be made on August 1st
  + HSD Staff Jackie St. Louis emailed Nickelsville staff last Friday that he quit effective that day. No further explanation.
  + His boss, HSD Deputy Director and Homelessness Division Director Tiffany Washington, announced she was quitting two weeks before.
  + Shawn Neal of HSD completed an unannounced visit to camp on July 15th; residents have requested and request again that Nickelsville staff are notified of visits ahead of time
  + Shawn Neal sent an email to Nickelsville stating that he wants to review all 6 Tiny House Village Bar and Accountability actions for this year. Nickelsville supports this review under the following conditions:
    - That review begins with Othello’s 2019 bars as this information is available and ready to be reviewed. There is concern about privacy—the review of Othello would be a “proof of concept” to understand how privacy will be maintained during the HSD review process.
    - That similar reviews of bar accountability conducted at other HSD contracted Tiny House Villages or indoor shelters are shared with residents
    - That an abstract of topics covered in the review be provided to residents
* Community activities:
  + Greenwood Community Center will be bringing burritos and food
  + University Sunrise Rotary sends breakfast once a week
  + Northlake residents wrote letter to Ivar’s Salmon House and are very happy they connected with the CAC; thank you very much for hosting this month’s CAC meeting
  + Food donation from Amazon and the volunteers who bring it to the village are very much appreciated
  + Shaun Scott (candidate for City Council) visited; visit was fun and Mr. Scott was well received by residents; other candidates are welcome to visit
  + Went to rent control rally (several residents participated)
  + Looking forward to making drums and continuing to participate in drum circles
  + John Trevino spoke at City Council meeting 7/22; requested mediation between Nickelsville and LIHI
  + Council persons Mosqueda and Sawant are proponents of and actively working to promote mediation between Nickelsville, LIHI, and HSD
  + Women in Black stood on July 17th for 5 more deaths among homeless people due to living outside or violence: 64 people have died outside in King County this year; rate is faster than last year
  + Homeless and other people who have died in King County, and whose remains were not claimed were buried by the King County Medical Examiner at Mt. Olivet Cemetery in Renton on July 10th. Our community has friends who were buried
  + Pancake breakfast fundraiser: held in camp 2 weekends ago; thank you to Pastor Jami for lending equipment; about 10 community people attended including Shaun Scott and Council Person Kshama Sawant; fundraised about $100; advertised event at July 4th gathering at Myrtle Edwards Park; next time will do more widespread promotion for the event
* Report clarifications:
  + Brooke: comment and request about village report; want to make sure residents are aware that voter registration laws have changed; now have same-day registration; ran into resident when getting groceries who had recently gotten a job; want to celebrate milestones (e.g. job, training) and suggests that are included as part of Village Report
  + Ed: CAC has been asked for more detail in minutes; ask that text of report given by residents be given to CAC; Peggy indicated that can email what is read; Marvin says would be happy to provide a copy to CAC; Jami emphasized that CAC meeting is opportunity for residents to have voice on public record

Case Manager Report (in the last month):

\*Notes from Will Uhlig provided to and added to the minutes

* Case management activities:
  + 6 people spoke with him on regular basis; 4 people are actively looking for housing; 2 people worked on resumes; 1 person completed a mock interview with Will; 1 person passed food handlers program and started new job
  + Sarah Jones helped identify free summer camp program at Wallingford Boys’ and Girls’ Club for a child resident
  + According to Shawn Neal of HSD, 11 of 24 residents are in compliance to be signed into Homeless Management Information System (HMIS)
  + Will is splitting time as case manager between Northlake and Interbay
* Stated Concerns:
  + When residents are barred, many ask Will to help them communicate with Northlake leadership
  + Concerned that it seems that many leaders have been permanently barred if go against Nickelsville policies
  + Concerned that former leader was retaliated against and permanently barred (because of enforcing laws)
  + Concerned that permanent bars occur among residents who oppose Nickelsville policy; Will is not informed
  + Concerned that not enough women leaders at Northlake
* Report Clarifications:
  + Brooke: wants to know when full-time case management will be back at Northlake
  + Jordan: asked Will to provide dates for bar concerns
  + \*Dates were emailed on 7/24. Many bars of concern to Will fall outside of the period for the current CAC report, have been discussed at previous CAC meetings, and are included as part of census reports in previous minutes
  + Marvin: re-emphasized that each entity should share report without interruption; if questions, follow-up
  + Peggy: happy to have head of security reply to Will’s reported bars
  + Chris: recommends that Will’s case management report should also be shared; has noted there have been females in leadership during his tenure in the Village
  + Will will provide copy of his report
  + There is issue is that it contains descriptions of bars that are outside of time window for reports to CAC
  + CAC requests that reports are limited to the time period in between CAC meetings; it would be helpful to keep concerns and opinions out of reports to the CAC; concerns and opinions may be brought up in the discussion/public comment portion of the meeting
  + Brooke: notes that every week there is opportunity for residents to be elected
  + Sarah: note that should follow-up on process for alerting Will when residents are barred; how is this impacted by his not being there every day?
  + Will: responded to Sarah’s question by stating that residents can text him and he can come; office at Northlake: M, F; Interbay: T, W, Th; but is mobile; Will calls and checks in with village every day; asks if there are bars daily so can provide resources
  + Brooke: it is her understanding that is incumbent on resident to speak to case manager if they are barred due to privacy issues
  + Marvin: there is established process for requesting and receiving information; process that Brooke described is correct; every person barred is provided documentation of resources and encouraged to contact Will; Marvin can attest to this at least since March 2018 when he came on staff
  + Ed: notes that Will’s report contains several accusations which has caused residents to be defensive; if there is a major issue, CAC meeting may not be the appropriate venue to accuse as this may cause dispute with players in the room; asks that this is forwarded to the CAC ahead of time
  + Jordan: agrees, yet also sees that this is an appropriate opportunity to dialogue about concerns
  + Will: wants to have dialogue about concerns and trends he has noted
  + Brooke: if people have a concern, request that it is put forward as a formal agenda item
  + Chris: it is incumbent on residents to also go to Scott; wants to acknowledge that both Nickelsville and LIHI have the residents best interests at heart

CAC Report

* Brooke Brod has contacted PHSKC to come onsite to do food handler’s class and permitting; gave 3 Tuesdays in August as options; once dates are identified, Brooke will follow-up at camp meeting for residents to vote on a date
* No report clarifications

Discussion of Reports and Public Comment

* Discussion of reports occurred as reports were given
* No other members of public present for comment

Next Meeting

* Tuesday, August 27 at 5:30pm at John Stanford Elementary School

**Adjourned: 7:30pm**