Members Present: Chair Naomi Wilson, Vice Chair Marvin Cooks, Secretary Andee Walton, Addison Atkatsh, Laura Badeaux, Noemi Cagatin-Porter, Kristi Coyne, Connie Ladenburg, Carlos Lugo, and Nikki Singh.

Members Absent: Kimberly Ellefson.

Staff Present: Vicky McLaurin, Interim Assistant Director (NCS)

1. Call to Order/Opening Remarks at 6:09
   - Meeting chaired by Secretary Walton until Chair Wilson’s arrival.
   - Roll call.

2. Approval of the November and December Agenda at 6:10
   - Motioned by Commissioner Ladenburg to approve, seconded by Commissioner Cagatin-Porter. Approved unanimously.

3. Review/Approval of October and November minutes at 6:12
   - Motioned by Commissioner Ladenburg to approve minutes and Commissioner Cagatin-Porter seconded. Approved unanimously.

4. Utility Assistance Program at 6:12
   - Presented by Francine Artis, Division Manager of Customer Service, Tacoma Public Utilities
     i. Overview of Utility Assistance Program qualifications, discounted rates, how to apply.
     ii. Discussion of outreach to community to raise awareness.
   - Secretary Walton asks about types of outreach conducted to reach enrollment goal of 10,000.
   - Commissioner Cagatin-Porter asks how many are currently participating.
   - Commissioner Ladenburg asks if outreach includes through social workers/DSHS.

5. Tenant Rights at 6:36
   - Presented by ChiQuata Elder, Equity Programs Consultant, Office of Equity Human Rights
   - Overview of recently updated landlord requirements for City of Tacoma
   - Information on stricter rules enforced by State’s Landlord Fairness Code
   - Commissioner Singh asks what can be done if a leased property undergoes new ownership and faces extreme rental increases.
     i. Consult an attorney; situation-dependant.
   - Commissioner Ladenburg asks which law prevails.
     i. Encouraged to follow both.
   - Secretary Walton asks about creating buy-in for landlords.
i. View as a partnership with the City. Information on landlord trainings.
   • Chair Wilson asks about rental regulations.
     i. Checklists are available.

6. NCS Director’s Corner at 6:57
   • Presented by Allison Griffith, Director.
   • Discussion of what Neighborhood and Community Services has planned for 2024.
     i. Shift to two Division Managers.
     ii. Structure changes for oversight of HSC in coming months.
     iii. Competitive funding process for new human service funding in 2024.
     iv. Commissioner Wilson asks about how HSC fits in with the overall NCS strategic plan.
     v. HSC slotted to go before Community Vitality and Safety Committee in February.
       1. Desire for integrated conversation on overlap of HSC with the missions of other commissions and committees.

7. Public Comment at 7:09
   • No written public comments received.

8. Review/Excuse Absences at 7:11
   • None.

9. Good of the Order at 7:12
   • Vicky McLaurin introduces new staff members.
   • Chair Wilson requests review/update of what was accomplished by NCS since last year.
   • Chair Wilson invites commissioners to share ideas with Community Vitality and Safety Committee in February.
   • Commissioner Ladenburg requests to know more about the representations of each commission.
   • Chair Wilson asks commissioners to bring forward ideas for presentations and items of interest to NCS.

10. Closing Comments/Adjourn at 7:26
    • Chair Wilson adjourns the meeting at 7:25.