

APPROVED May 28, 2009



## Human Services Commission Regular Meeting

### **SUMMARIZED MINUTES**

5:00 P.M., Thursday, May 14, 2009  
Via Linda Senior Center  
10440 E Via Linda  
Scottsdale, AZ 85258

#### **Call to Order**

Chair Hemmingsen called the meeting to order at 5:05PM.

#### **Roll Call**

Present: Chair Kathleen Hemmingsen, Vice-Chair Katherine Weaver, Commissioners Kelewae, Erickson, and Woodward

Staff Present: Paul Ludwick, Theresa Schweitzer, Michelle Albanese, Justin Boyd, Kasey Moyers, Kira Peters, Trish Serlin, Cindy Ensign, Hugh McGill, Elizabeth Garcia, Valerie Kime-Trujillo.

#### **1. Approval of the April 30, 2009 Minutes – Regular Meeting**

Chair Hemmingsen requested corrections.

Approved 5-0; Commissioner Woodward moved to approve the minutes with corrections and Commissioner Erickson seconded the motion.

#### **2. Discussion and feedback of FY 2009/10 funding cycle and proposed FY 2010/11 funding cycle for CDBG, HOME, Scottsdale Cares, General Funds and Endowment Funds**

Paul Ludwick, Human Services Director, facilitated a discussion and review about the funding process and asked for input about revisions the Commission would like to see on next year's applications and evaluation sheets.

Commissioner Woodward started a discussion about possible repercussions if an agency doesn't show up for the hearing and doesn't call to notify the Commission of their absence. The Commission agreed there should be some penalty. Chair Hemmingsen offered that if there is a no call/no show for the hearing, zero points would be given for the presentation portion of the scoring. Cindy Ensign, Human Services Planner/Budget Specialist, stated that perhaps a reminder letter should go to the CEO as well as the listed contact on the application.

Commissioner Erickson stated that the outcomes and indicators on the application were often weak and didn't match the proposal. She stated that there should be specific points for clarity of outcomes. Mr. Ludwick asked if this meant weighting the point value of that section to a greater extent. Ms. Erickson replied yes. Chair Hemmingsen offered that the question should be reworded to say the outcomes and indicators should be specific to the program for which funds

are requested. The consensus was that the agencies should be provided with a copy of the evaluation sheets and instruction sheets that the Commission receives, so they would better understand the criteria on which they were being judged. Ms. Ensign stated that it might be nice to include a good example of indicators so the agencies would have a reference.

Mr. Ludwick asked if the Commission would explore the possibility of throwing out the highest and lowest score so that one set of results couldn't skew the overall total for an agency. The Commission decided to try this for one year.

Chair Hemmingsen asked that the checklist be updated to remind people to spell check and make sure the budgets add up.

Commissioner Kelewae remarked that sometimes the revenues marked as "other" made up a large percentage of the anticipated income and that agencies should be more detailed in their revenue sources.

Chair Hemmingsen questioned whether or not the word "geographic" was necessary in Section 1, Question 2. After discussion, the Commission decided to take out that word.

Chair Hemmingsen asked that in the evaluation tool in Section 6, Questions 1-3 be combined and evaluated by staff and that an additional question about the quality of the proposal is added to the evaluation to be answered by Commissioners. She added that this is where the Commission could deduct for misspellings and other errors in the proposal.

Commissioner Weaver directed the Commission's attention to a questionnaire she provided that would give agencies specific points to address in their presentations so the same information was being provided by each program asking for funding. Commissioner Woodward added that the four questions the agencies should address are "what they do, who they serve, what they do well, and what they want to do better". Commissioner Weaver remarked that the on the question of "what they do well" the answer should be specific to the target population the grant would serve. The Commission unanimously agreed.

Commissioner Erickson commented that the more guidelines they get, the better the proposals will be. Chair Hemmingsen added that a Commissioner should be present at the funding orientation to provide input on what the Commission is looking for in the proposals and that a Commission statement should be included in the application packets sent by mail.

### **3. Agenda Planner for FY 2009/10 for Human Services Commission Meetings**

Paul Ludwick, Human Services Director, gave information on why the dates for the FY2009/2010 Commission meetings were chosen and asked if the Commission wanted to include anything specific in the first few meetings. He added that the 5 year plan and the consolidated plan were going to be important and that the needs assessment piece would generate a lot of information for planning purposes.

Chair Hemmingsen stated that funded agencies, when presenting updates to the Commission, give brief overview on the program, what they are doing with the money we have funded, and mention the number of people served. She said they should have a time limit.

### **4. Conflict of Interest**

Paul Ludwick, Human Services Director, explained that this meeting serves as the disclosure that two potential conflicts of interest cases involving Councilman Robert Littlefield and Rachel Smetana were found not to be conflicts of interest by Assistant Senior City Attorney Jay Osborn

in a legal opinion. Councilman Littlefield removed himself from the dais during the funding vote at the Council meeting and Rachel Smetana's conflict was negligible but legally needed to be recorded. The next step is to write a letter to HUD about the reasoning behind these decisions.

**5. Intergovernmental Agreement With Scottsdale Unified School District (SUSD)**

Hugh McGill, Human Services Manager of Youth and Family Services, explained that the City Council directed Human Services to come up with an IGA and SUSD would come up with an RFP for prevention services in Scottsdale Public Schools. He explained that the Commission had a draft copy because the final version was in Assistant Senior City Attorney Jay Osborn's office.

Chair Hemmingsen asked if anything was different with the IGA this year. Mr. McGill replied that now the school will be required to submit monthly reports before payment will be received.

Commissioner Erickson moved to approve the Intergovernmental Agreement with Scottsdale Unified School District and Commissioner Kelewae seconded the motion. The motion was approved 5-0.

**6. Community Development Block Grant Recovery Funds**

Michelle Albanese, Human Services Manager, explained that on May 5<sup>th</sup> federal regulations were published on the CDBG-R funds. She stated that the window for the funding is compressed and what is normally a six month process must be completed in one month. An amendment to the agency plan is due to the HUD field office on June 5<sup>th</sup>. She stated that there were 10 to 12 applications to utilize this money and that the City's legislative office has been charged with dealing with the stimulus funds. The project that the legislative office has chosen to support is ball field restroom upgrades and ADA improvements to El Dorado Park and that this project is endorsed by the City's ADA's coordinator. The total amount funded will be \$280,000 for the project and \$31,200 for the Grant Administration.

Commissioner Weaver asked if this would be a renovation or a rebuild. Ms. Albanese replied that this would fund the remaining remodel which is unfinished.

Commissioner Woodward moved to amend the agency action plan and submit the El Dorado application to HUD. Commission Weaver seconded the motion. The motion was approved 5-0.

**7. Staff and Commission Updates**

Paul Ludwick, Human Services Director, gave information and updates about the Human Services Division.

**5. Open call to the Public (A.R.S. §38-431.02)**

Chair Hemmingsen asked for public comment and there were no replies.

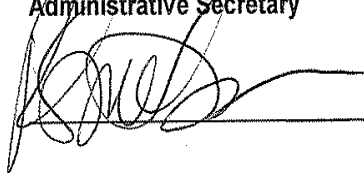
**6. Adjournment**

Commissioner Kelewae moved to adjourn the meeting and Commissioner Weaver seconded the motion. The meeting adjourned at 6:44PM.

Officially approved by the Human Services Commission at the 5/18/09 meeting.

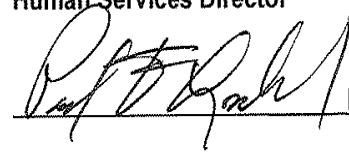
Submitted by:

Rachel Smetana  
Administrative Secretary

  
Date: 5/29/09

Reviewed by:

Paul F. Ludwick  
Human Services Director

  
Date: 5.29.09