



City of Scottsdale
Human Services Commission
Regular Meeting

SUMMARIZED MINUTES

5:00 P.M., Thursday, January 22, 2009
Paiute Neighborhood Center
Bldg #2 Room #3
6535 E. Osborn Road
Scottsdale, AZ 85251

Call to Order

Chair Hemmingsen called the meeting to order at 5:01PM.

Roll Call

Present: Chair Kathleen Hemmingsen, Vice Chair Katherine Weaver, Commissioners: Carol Erickson, Katy Kelewae, Steven Rosenberg, Andy Yates

Also Present: Paul Ludwick, Cindy Ensign, Justin Boyd, Elizabeth Garcia, Theresa Schweitzer, Donna Brower, Trish Serlin, Philip Ben Hershkowitz, Valerie Kime-Trujillo

Commissioner Jo Ann Woodward arrived at 5:18PM.

1. Approval of the January 8, 2009 Minutes – Regular Meeting

Chair Hemmingsen called for a motion to approve the January 8, 2009 Minutes.

Approved 6-0; Commissioner Erickson moved to approve the minutes and was seconded by Commissioner Kelewae.

2. Review of Conflict of Interest Laws

Jay Osborn, Senior City Attorney, spoke to the commission about conflict of interest. He directed the commission's attention to three documents: the Conflict of Interest Statement, declaration of personal interest and a portion of the City of Scottsdale's revised code. The Conflict of Interest Statement was written by Mr. Osborn and was recently changed to include the new code of ethical behavior. It includes the information that even if commissioners do not have a legal conflict of interest, they should not participate if to do so might raise the issue of undue influence. Mr. Osborn gave the example that a friend or neighbor might apply and it would be uncomfortable to vote on whether or not they should receive funding. He explained that if a conflict of interest comes up, a commissioner should address the Chair and excuse themselves from the vote.

Chair Hemmingsen explained that last year a commissioner had a conflict of interest. Commissioner Erickson stated that the commissioner with the conflict left while everyone voted on the item in question. Chair Hemmingsen also reminded everyone that if they did not attend the hearings, they would not be able to vote.

3. Introduction of Housing Board Members

No members of the Housing Board were present.

4. Proposal Scoring Sheets and Instruction Guides

Justin Boyd, Housing Coordinator and Cindy Ensign, Human Services Planner provided an overview of the scoring sheets and instruction guide for the funding proposals. They explained that the best procedure would be to read the funding proposals, staff evaluations and responses, then score sections 1-6 on the scoring proposal sheets. The last question in Section 6 is meant to be filled out the day of the presentation. After the funding presentations are finished, staff will take the Proposal Scoring sheets, average all scores, and provide a spreadsheet sorted by total points. On February 19, 2009 there will be an informal discussion of the funding recommendations. The March 12, 2009 commission meeting will formalize recommendations which are then taken to City Council for approval on April 21, 2009.

Commissioner Woodward asked if any proposals were received regarding the occupancy at the Civic Center Senior Center. Mr. Boyd clarified that the request for proposal for brokerage agencies at that site was facilitated through a separate solicitation process.

Commissioner Rosenberg asked if the scoring sheets would be public documents. Ms. Ensign replied that they would be and it is important to make good notations in case any decision was challenged. Chair Hemmingsen stated that she writes her notes in the funding binder and Vice-Chair Weaver said that post-it notes work well for notes and marking the proposals.

Commissioner Woodward reminded the commission that city staff had already reviewed the proposals for eligibility. Mr. Boyd remarked that the commission would see one proposal in the CDBG/HOME binder that was an ineligible activity and response to that agency from CAO staff.

Commissioner Erickson recommended that commissioners read all binders and do the scoring sheets prior to arriving at the February 2nd meeting. She explained that there is not enough time during the meeting to properly score the sheets.

5. Community Development Block Grant (CDBG), Home Investments Partnership Program (HOME), Scottsdale Cares and General Fund Process

Paul Ludwick explained Human Service's role in the procurement process, stating that responsibility for procuring customary and routine human service activities is delegated to the Community Services General Manager and for that reason closely follows the City's procedures for the procurement of services. However, that process is modified, as described in the procurement code to follow federal requirements for the allocation of grant funds. The Human Services Commission has advisory responsibilities to participate in preparation of a recommendation to City Council. The Commission's recommendations are subject to City Council approval, requiring compliance with the consolidated plan and federal regulations.

6. CDBG and HOME Orientation Review

Michelle Albanese, Community Assistance Manager, described the contents of the CDBG and HOME funding binders. She explained that Community Development Block Grant funds are awarded to entitlement communities based on population, age or overcrowding of housing and

poverty, and HOME funds are available to the City of Scottsdale as a result of the participation in the Maricopa Consortium. She stated that CDBG funds would be \$172,800 for public services and \$951,250 for non-public services. HOME Funds for FY 09/10 equaled a net total of \$676,447 after subtracting administrative fees and reallocating unexpended funds for FY 08/09.

Commissioner Rosenberg asked if the unexpended funds would be used to help cover the City of Scottsdale budget deficit. Ms. Albanese and Chair Hemmingsen explained that the money is only available to spend for grant eligible activities. Mr. Ludwick explained that there is some affordable housing money that is going to be used to offset the general fund deficit rather than be reprogrammed.

Ms. Albanese explained the spreadsheets included in the binder were to show prior year requests for funds and the actual funding amount received. She gave details of the agency presentations at the February 2, 2009 public hearing, explaining that each agency requesting CDBG funding would be limited to a three minute presentation, and Acquisition of Real Property and HOME proposals would be limited to ten minutes. She stated that in the binders the actual funding proposals were preceded by blue evaluation sheets prepared by Human Service staff which outlines the eligibility of the program, the amount requested, and questions/comments submitted by staff. The responses from agencies to staff questions follow the blue evaluation sheets.

7. Scottsdale Cares, General Fund and Endowment Fund Orientation Review

Cindy Ensign, Human Services Planner/Budget Specialist, reviewed the Scottsdale Cares, General Fund and Endowment Fund binder. She explained that the funding presentations would take place on February 4, 2009 at the City Hall Kiva and that all presenters would have three minutes. Ms. Ensign stated that the anticipated General Funds allotment is \$200,000, Scottsdale Cares is \$240,000, and the Endowment Fund is \$3,300, and the binder included spreadsheets on past funding requests and actual funding totals. She explained that the blue sheets in front of the proposals were put together by staff. She included staff comments, and the questions at the bottom were an attempt to anticipate what the commission would want to know. She went on to comment that there was only one proposal for the Endowment Funds and less is required of that proposal because of the size and scope of the award.

Commissioner Rosenberg asked Ms. Ensign to explain how the \$240,000 Scottsdale Cares sum is calculated. Ms. Ensign replied that it is made up of utility donations, payroll deductions, direct donations, and special events. She stated that she calculates a sustainable amount to allocate based on historical data.

8. Paiute Neighborhood Center Staff Presentation

Valerie Kime-Trujillo, Human Services Manager and Philip Ben Hershkowitz, Recreation Coordinator, gave an overview of programs, services, and amenities of the Paiute Neighborhood Center. These include after school programs, senior services, brokerage agencies that offer health and dental care, family and early childhood learning center, tutoring, computer laboratory and classes, math and science center, teen center and teen council, summer programs, excursions, social services, ESL classes, help finishing High School, community meetings, open recreation time, space for the Boys and Girls Club, character counts which details the six pillars of character, and tax preparation. Mrs. Kime-Trujillo listed benefactors to the center including YMCA, Maricopa County Head Start, Handlebar Helpers, SCC, Scottsdale Center for the Arts, Scottsdale Healthcare, Scottsdale Bar Association, National Charity League, and Partners for Paiute. She stated some of the challenges for the neighborhood and elaborated on some of her goals for the center which include mentoring teens, addressing gang activity in the area, and developing a strategy to reach the children in the community and offer them help becoming successful citizens. Mrs. Kime-Trujillo offered a tour of the facility to the commission.

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

Chair Hemmingsen made an open call to the public for comment. There were no requests.

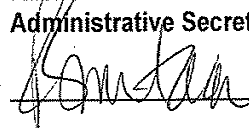
10. Adjournment

Chair Hemmingsen moved to adjourn the meeting. Vice-Chair Weaver seconded the motion. The meeting was adjourned at 6:58PM.

Officially approved by the Human Services Commission at the 2/2/09 meeting.

Submitted by:

Rachel Smetana
Administrative Secretary

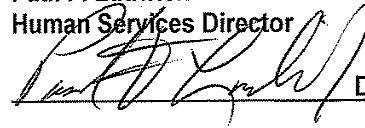


Date:

2/3/09

Reviewed by:

Paul F. Ludwick
Human Services Director



Date:

2-3-09