



City of Scottsdale  
Human Services Commission  
Regular Meeting

**MARKED AGENDA**

5:00 P.M., Thursday, September 25, 2008  
Via Linda Senior Center – Room #4  
10440 E. Via Linda  
Scottsdale, AZ 85258

1. CALL TO ORDER **5:05p.m.**

2. ROLL CALL

Chair Kathleen Hemmingsen, and Commissioners Carol Erickson, Katy Kelewae, Steven Rosenberg, Jo Ann Woodward and Andy Yates. **Present**

Vice-Chair Katherine Weaver. **Absent**

3. APPROVAL OF MINUTES – September 11, 2008 Regular Meeting **Approved with revisions.**

4. VIA LINDA STAFF PRESENTATION

Via Linda staff will provide a brief overview of services offered at the facility and a tour will be provided at the end of the meeting for those whom would like to attend.

5. VOTE ON HUMAN SERVICES MEETING TIME

At the September 11, 2008 Human Services Commission, the suggestion was made to change the meeting start time from 5:00 to 5:30 p.m. and some discussion followed. This agenda item allows the Human Services Commission to formally vote on this item.

Action: Motion and action regarding meeting start time **Start time changed to 5:30 for televised Kiva meetings only.**

6. PRESENTATION BY CITY OF SCOTTSDALE STAFF ON HOUSING REHABILITATION AND REPAIR PROGRAMS

Justin Boyd, Housing Coordinator, will give an update on services provided with the 2007/08 CDBG funding allocation and a year-to-date progress report for 2008/09.

7. REVIEW OF UPCOMING FY 2009/10 FUNDING PROCESS, APPLICANT PROPOSAL PACKETS AND APPLICATION EVALUATION PROCESS

Michelle Albanese, Community Assistance Manager and Cindy Ensign, Human Services Planner/Budget Specialist will provide an overview of the annual funding process as a procurement activity. Discussion will include:

- The funding process including an outline of the public request for proposal process including the Human Services Commission Funding Process Calendar and the role of the Human Services Commission in the process.
- An overview of each funding source including eligible activities and anticipated funding allocation.
- The Applicant Proposal packets scheduled to be given out at the Applicant Orientation on October 1 which include the Letter to Prospective Applicants, Calendar for Application/Allocation Process, Proposal Guidelines and Instructions, Proposal Submission Form, Application Checklist, Application Evaluation Tool and Copies of pertinent Federal Regulation.

Action: Motion to approve the public request for proposal process and Funding Process Calendar  
Motion to approve eligible activities for each funding source  
Motion to approve the Proposal Submission Form and Application Evaluation Tool  
Discussion and suggestion of Commissioner funding priorities for Letter to Applicants.  
**Approved funding process, calendar, and four lists of eligible activities.**

8. STAFF AND COMMISSION UPDATES (A.R.S. §38-431.02(K))

As time permits, staff will update and Human Services Commission on the status of current events and activities of Human Services including, but not limited to upcoming events, current issues, and program highlights, including correspondence received since the last commission meeting.

9. OPEN CALL TO THE PUBLIC (A.R.S. §38-431.02)

Citizens may address the members of the Human Services Commission during Public Comment. This "Public Comment" time is reserved for citizen comments regarding non-agendized items. However, Arizona State law prohibits the Human Services Commission from discussing or taking action on an item that is not on the prepared agenda.

10. ADJOURNMENT **6:50p.m.**



**Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting Rachel Smetana at 480-312-2673. Requests should be made 24 hours in advance or as early as possible to allow time to arrange accommodation. For TTY users, the Arizona Relay Service (1-800-367-8939) may contact the Human Services Administration Office at 480-312-2673. or the Human Services TDD line at 480-312-3606.**

**This information is available in an alternate format upon request.**