



City of Scottsdale
Human Services Commission
Regular Meeting

SUMMARIZED MINUTES

5:00 P.M., Thursday, January 24, 2008
Paiute Neighborhood Center
Bldg #2 Room #3
6535 E. Osborn Road
Scottsdale, AZ 85251

Call to Order

Chairwoman Reid called the meeting to order at 5:08 PM

Roll Call

Present: Chairwoman Donna Reid, Vice-chair Kathleen Hemmingsen
Commissioners: Dave Bachmann, Angela Bowers, Katherine Weaver, Carol
Erickson and Jo Ann Woodward

Also Present: Housing Board members Nick Thomas and Nancy Cantor, Connie James, Mark
Bethel, Justin Lisonbee, Cindy Ensign

1. Approval of the January 10, 2008 Minutes – Regular Meeting

Commissioner Reid called for a motion to approve the December 13, 2007 Minutes.

Commissioner Woodward had a correction to the minutes on page 6, paragraph 6, she had said special area for the "memory impaired," not for the hearing impaired. The minutes were corrected by Jonathan Montoya.

Approved 7-0; Chairwoman moved to approve the December 13, 2007 Minutes, seconded by Vice-chair Hemmingsen.

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

Connie James, Human Services Director, provided the Commission with some background on the processes outlined above and the Human Services Commission's role. Ms. James provided the Commission with three documents, instructed the Commission to carefully read each, and provided a brief description of each. These documents included the: Conflict of Interest Statement, the Scottsdale Revised Code Section 2-49, and the Declaration of Conflict of Interest or Personal Interest form. If the Commission has any questions about what might be considered a

conflict of interest, Ms. James informed the Commission to contact Sr. Assistant Attorney, Jay Osborn.

Ms. James informed the Commission about the City's Procurement Process for Purchasing. She outlined the rules relative to the proposals and that these are products of the City. Prior to the City Council approving recommendations, Commissioners are not to share the proposals with others, until after the decisions are made.

Mark Bethel, Community Assistance Office Manager informed the Commission why we go through these processes. The city is required by the US Department of Housing and Urban Development (HUD) to conduct an annual allocation process. The City of Scottsdale chooses to use an allocation process of all applications which is the most competitive process. This all starts with the 5 year strategic plan called the Consolidated Plan. This process prioritizes the most important activities to fund, with input from the Commission and the Housing Board. Staff sorts through each application to determine compliance with the Consolidated Plan and CDBG eligibility, then two public hearings are conducted, which happens at the February meetings, and finally it goes to the April meeting with City Council. The Community Assistance Office is required to do on an annual action plan on a yearly basis on what their specific strategy is going to be. HUD then takes the plan, evaluates, and makes sure that they are in compliance with the federal regulations.

Ms. James informed the commission that previously staff met for six hours one day, and went through all of the details and questions that have peaked our curiosity for these agencies.

Commissioner Woodward asked if any of the agencies get multi-year funding or are they always on an annual basis.

Mr. Bethel replied that the CDBG program allocates funds on an annual basis, and enter into a one year sub-recipient contract. The HOME program has five years to spend the funds. CDBG funds can extend the contract for an additional 12 months. They City is monitored by HUD how fast we spend out funds.

Mr. Bethel instructed the Commission about the most important meetings, February 4, 2008 for the presentations, February 21, 2008 for deliberations on funding and discussions, April 15, 2008 is the scheduled City Council meeting to present the recommendations for funding.

Mr. Bethel reminded the Commission about the funding tab, CDBG and HUD funds are \$1,152,320, which is 3% less than our funding from last year has a direct impact on the funding for the public allocations. The Community Assistance Office will be adding \$131,000 to the non-public service allocation for a total of \$880,000. Mr. Bethel informed the Commission that they are awaiting the official allocation from the Maricopa HOME Consortium for HOME funds. The lump sum is going to be about \$420,000; however they have received \$890,000 in requests, CAO has \$78,000 that is going to be programmed that was not used last year, and will also anticipate the \$100,000 from the City to add, which will be finalized by Council at the June meeting. The American Dream down payment comes through the Consortium.

The General Fund allocation will be \$200,000, Scottsdale Cares will be \$240,000 and the Endowment funds will be \$3,300 dollars for allocation.

Commissioner Hemmingsen asked how the General Funds and Scottsdale Cares compare to last year.

Ms. James responded that General Funds were close to \$500,000 because we had the money that went to the school district.

Commissioner Hemmingsen asked, what about Scottsdale Cares?

Ms. Ensign added that we added \$220,000. She said that based on the five year forecast, she feels that we can sustain this amount as long as the donations stay level.

Mr. Lisonbee informed the Commission about the CDBG Public Services. Mr. Lisonbee focused on the blue sheets about Community information and referral CONTACTS Shelter Hotline, to assist 1,000 people. Through their first quarter billing, they have only served 60 people, today they have served 135. Over the last few years they have not met their expectations of their contract. Scottsdale and Glendale are the only cities funding this program, \$10,000 per year from each.

Ms. James added that nobody was funding CONTACTS, so the City started funding them, and now they receive a revenue source from the federal government.

Mr. Lisonbee informed the Commission about Housing Our Communities, home buyer services and counseling, traditionally run by Community Services of Arizona. They are requesting \$17,040 to provide homebuyer counseling services for Scottsdale residents. The blue sheets determine the questions on how they determine residents, and they stated that they received 50 calls from Scottsdale residents, to service 250 people. This does not give down payment assistance, only counseling services.

Mr. Lisonbee UMOM New Day Centers has applied for \$29,245 in CDBG funds, and have also applied for General Funds for their family their family emergency and transitional shelter. They currently receive funding from Phoenix and Tempe, and are looking to increase their funding.

Commissioner Woodward was concerned that they asked for \$29,245 to only help four families.

Mr. Lisonbee responded that that was correct, and that it was based on the fact that those funds are only allowed to pay for the services provided to Scottsdale residents.

Mr. Lisonbee talked about Community Services of Arizona applying for 500,000 for the demolition costs for Belleview on the Sky Vista Project and acquisition of Land and Buildings for Provision of Affordable Housing.

Mr. Bethel added that on Tuesday night the City Council approved a Resolution of Support for CSA for 15% Set Aside of their funds toward Community Housing Development Organizations. CSA submitted an application for HOME funds in the amount of \$500,000 for the Sky Vista project, in addition to this \$500,000 in CDBG funds.

Commissioner Woodward asked if the Belleview complex is being managed by CSA at this time.

Mr. Bethel responded that it was the previous landlord.

Mr. Lisonbee added that tenants have been moved to other CSA locations with running water and electricity.

Mr. Lisonbee informed the Commission about the City of Scottsdale CDBG Housing Rehabilitation Program and that seven projects have been completed and fifteen total projects are expected by the end of the year. The average waitlist time is 9-12 months.

Mr. Lisonbee went over the CDBG Emergency Roof Repair program and the replacement costs.

Commissioner Bowers asked if there is a waitlist.

Mr. Lisonbee replied no, and they treat that as an emergency service.

Mr. Lisonbee went over the Emergency Repair Program at Civic Center Neighborhood Center, Facility improvements to the Civic Center Neighborhood Center, what the goals of the project are, and on to the HOME funds. Mr. Lisonbee informed the Commission about Housing Our Communities, which is applying for \$340,000 for the First time Homebuyer Program in Scottsdale.

Mr. Lisonbee presented the evaluation tools; three spiral bound packets with instruction guides to complete the proposal scoring sheets for the General Fund, Scottsdale Cares, Endowment Funds, CDBG, and the HOME Investment Partnerships Program.

Commissioner Bachmann asked about the scoring sheets, whether the Commission writes numbers only or comments too.

Lisonbee, there is a note section; any notes the Commission writes, will become public record.

Commissioner Woodward asked if the Commission needs to do scoring sheets before the proposals.

Ms. James responded yes, that this is a reading exercise, and also gives the commission members a chance to write down any questions they may want to ask.

10 minute break was taken at 6:05pm

Meeting was resumed at 6:15pm

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

Ms. Ensign informed the Commission about General Funds for the 2008/2009 Funding Year and provided a list of agencies currently using space in City facilities and drew the Human Services Commissioner's attention to the four year agency funding history spreadsheet located in their binders. Ms. Ensign informed the Commission about Scottsdale Cares and Endowment funding for the 2008/2009 Funding Year.

Commissioner Woodward asked if there is any partial vision or loss of vision agencies that the City funds.

Ms. Ensign replied no, not specifically.

Ms. Ensign provided the Commission with a matrix listing the agency names and the services they provide. The chart was color coated showing which funding that each agency is applying for.

Commissioner Woodward asked if we had any items related to sexual assault.

Ms. Ensign replied nothing specifically that detailed; however, that might fit under the social services hotline, which is Community Information and Referral.

Mr. Bethel provided the Commission with a handout of staff contacts if the Commission has any questions.

Ms. James mentioned that the binders and information given is all confidential information and noted that the General Funds, Scottsdale Cares, and Endowment agency presentations will be on February 6, 2008 at 1:00pm at the City Hall Kiva.

Ms. Hemmingsen thanked all of the staff for their services and all of the changes made to the process.

Chairwoman Reid thanked the staff for their hard work and efforts.

4. Civic Center Neighborhood Center (CCNC) Request for Proposal (RFP) Review and Preliminary Recommendations

Mark Bethel, Community Assistance Manager, facilitated the Human Services Commission discussion of the request for proposal for brokerage agencies at the CCNC and preliminary recommendations for brokerage agencies. Formal recommendations will be voted on by Human Services Commission at their February 6, 2008 meeting.

Ms. James indicated that once the Commission makes their recommendations, the item moves forward to City Council. She again reminded the Commission that on the binder passed out is confidential.

Mr. Bethel informed the Commission about the history of the building since 1976, the initial center was built with CDBG funds. There are federal regulations on the change of use. The City has to hold two public meetings to see what the tax payers would like to see in the building. Now, to implement the requests and comments as to how the space is to be allocated at the center,

Mr. Lisonbee added that the scoring sheets are confidential and the Commission has the proposals to evaluate. Mr. Lisonbee asked for guidance from the Commission of who should occupy the space and how much the square foot they would receive.

Chairwoman Reid opened up the discussion.

Commissioner Bachmann inquired about when both of these organizations toured the building?

Ms. James responded that they had to attend a pre-proposal meeting.

Commissioner Bachman asked if it was clear that the organization needed to fund these improvements

Mr. Bethel indicated all tenant improvements were to be paid by tenants; the details were not discussed as to health and safety, these agencies talked to development services as to the improvements

Commissioner Bachmann asked if STARS made it clear that they need the whole facility.

Mr. Bethel responded that the requirement was 11,000 sq ft for STARS.

Commissioner Hemmingsen asked what their options were.

Mr. Bethel responded what the Commission has to decide tonight is the allocation of space, we have two agencies and "x" amount of square footage in both buildings, they are confined to what they requested.

Ms. James added that if the commission decided that they wanted space just to go to FSL and didn't have space for all of STARS, they would go out for another RFP process for the remaining space.

Commissioner Erickson responded that both are in need and wants room for both. She was confused as to why they put Catholic Services in the proposal, and she had asked FSL if that was

something that they would fund. She said other cities offer services for senior living and the handicap need a place to go and she doesn't see a lot of facilities even out of Scottsdale. She was confused where STARS would go when they have to move for the renovation. She would support STARS.

Commissioner Bowers added that she believes in both programs, STARS needed the whole space and agrees with Commissioner Bachmann about the financial aspect. She would support giving the entire space to STARS.

Commissioner Bachmann said it's not the Commission's job to find the funding for FSL, and that this body was charged to decide who gets the space and FSL didn't show the financial.

Commissioner Weaver said that the lines weren't real clear as to what the city would provide, thinking that possibly that would be part of the problem, she wasn't sure at this point, both are tentative, she was thinking that we can do it as making the recommendation, it isn't which has the best proposal, it is who is in more need from the community. She said the harder job is, what is the need of the community based on the two proposals that came in. The time for preparation was very short or a limited time and that it would take time to iron out those questions.

Ms. James pointed out that STARS did not include the cost of the sprinklers, which is a major requirement.

Commissioner Hemmingsen asked if there are more emails for FSL than there are for STARS. STARS, there is a question, based on projected funding, 80% probability of funding to remodel their Osborn site. Ms. Hemmingsen indicated they should start all over again and give other entities an opportunity to apply.

Mr. Bethel responded that since the closing of the FSL Adult Daycare Center this summer, there has been significant citizen comment related to the need to have this human service back in Scottsdale. HUD regulations require that the City solicit public input related to the change of CDBG eligible use at the former Civic Center Senior Center. The City is going to have to reconcile what public input has been related to the future use of the Senior Center. Responses from citizens voicing their concerns and the emails received have been ten-to-one for senior services.

Commissioner Weaver instructed the Commissioners to be careful basing a decision on "numbers of people served," and reminded the Commission that this decision the Commission is going to make is about the need of the community.

Chairwoman Reid concurred with Commissioner Weaver, and expressed the need for the Commission to take the need of the Community into consideration.

After a lengthy discussion, the Commission asked Mr. Lisonbee to go back to the Agencies and ask the following questions for each agency:

FSL:

1. If the City determines it will not be responsible for installing fire sprinklers in the allocated space, is FSL willing to cover that expense?
2. Please submit an updated Financial Plan.
3. Will FSL be able to obtain the necessary license to operate at the Civic Center Neighborhood Center?

STARS:

1. If the City determines it will not be responsible for installing fire sprinklers in allocated space, is STARS able to cover that expense?
2. Please submit an updated financial plan that outlines all items concerning estimated costs for tenant improvements? Please include cost for fire sprinklers in the plan.
3. Will STARS be able to obtain the necessary license to operate at the Civic Center Neighborhood Center?
4. If the Human Services Commission makes a recommendation to not allocate all space requested, will STARS accept less space and enter into a license agreement offered by the City?

The Human Services Commission will then do preliminary recommendations on February 4, 2008, and formal recommendations will be given on February 6, 2008. The responses from the agencies are due to the City the morning of February 1, 2008.

5. Staff and Commission Updates

Ms. James informed the Commission that Human Services has updated the Resources for the Homeless shoe cards and will be doing a homeless street count on Tuesday, January 29, 2008. Ms. James informed the Commission that the City of Scottsdale has been awarded as "100 Best Communities for Young People" from the America's Promise Alliance for Youth, and this is the third year in a row for this award.

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

Chairwoman Reid made an open call to the public for comments/announcements or other business. There were no requests.

7. Adjournment

Chairwoman Reid called for a motion to conclude the meeting. Commissioner Bachmann called the meeting to adjourn and Vice-chair Hemmingsen seconded that motion.

Meeting Adjourned at 7:47 PM.

This information is available in an alternate format upon request.

Note: In accordance with provision of the Arizona Revised Statutes, the summarized minutes of the Human Services Commission Meetings are not verbatim transcripts. Only the actions taken and discussion appearing with quotations marks are verbatim.

*Signatures needed when APPROVED by Commission

Officially approved by the Human Services Commission at the _____ meeting.

Submitted by:

**Jonathan Montoya
Administrative Secretary**

Reviewed by:

**Connie James
Human Services Director**

_____ **Date:** _____

_____ **Date:** _____