



City of Scottsdale  
Human Services Commission  
Regular Meeting

**SUMMARIZED MINUTES**

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

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

2. ROLL CALL

Present: Chairperson Kathleen Hemmingsen, Commissioners: Carol Erickson, Katy Kelewae, Steven Rosenberg, Jo Ann Woodward, Andy Yates

Absent: Vice-Chair Katherine Weaver

Also Present: Paul Ludwick, Cindy Ensign, Kasey Moyers, Kira Peters, Patricia Serlin, Justin Boyd, Michelle Albanese, Valerie Kime-Trujillo, Hugh McGill, Connie Alvarado, Elizabeth Garcia

3. APPROVAL OF SEPTEMBER 11, 2008 REGULAR MEETING MINUTES

Chairwoman Hemmingsen and Commissioner Yates requested corrections.

Approved 6-0; Commissioner Kelewae moved to approve the September 11, 2008 summarized minutes as corrected and Commissioner Erickson seconded the motion.

4. VIA LINDA STAFF PRESENTATION

Paul Ludwick gave a brief introduction on the ratio of time spent on different commission responsibilities. He stated that about 25% of commission time will be spent on the funding process, 10% on the planning process, 60% on brokerage and funded agencies, leaving just 5% for everything else including existing services. He has asked staff to use the presentations at the individual centers to balance the information on Human Services. He then thanked the Via Linda staff for hosting the meeting and introduced Kasey Moyers.

Kasey Moyers introduced himself as manager of Via Linda Senior Center. He explained that Via Linda Senior Center provides an integrated system of services, resources and opportunities to help improve the lives of seniors through recreation, social and health/wellness services through

a combined effort of City staff, volunteers and non-profit agencies. He acknowledged the great team he has and stated that they make it a one stop shop for seniors. He then introduced Kira Peters.

Kira Peters talked about the recreation programs for seniors and highlighted three key areas. The first was the recreation classes that cover topics such as fitness, art, personal development, and language. They currently have 909 people registered for fall classes with a wait list. Next she talked about the daily activities offered at the center, which includes mahjong, daily card games, billiards, the excursion program, and the Wii videogame. All these are efforts to keep seniors active and healthy. Finally she highlighted the special events: Harvest Hoedown, an Elvis impersonator concert, the Thanksgiving Day luncheon, and the Dog Days event where seniors can bring their pet. She then introduced Trish Serlin.

Ms. Serlin explained that she was the Human Services Coordinator at Via Linda and their focus was addressing overall needs and providing seamless service between social services and recreation which help seniors identify their passion and purpose. She added that Via Linda offers many opportunities for socialization, coping with loss or illness, economic issues. Seniors at the facility were well served on all fronts. Ms. Serlin noted that staff has experienced an increase in requests for assistance regarding employment and housing. She invited commissioners to tour the facility following the meeting.

#### 5. VOTE ON HUMAN SERVICES MEETING TIME

Chair Hemmingsen opened the discussion regarding moving the commission meetings to 5:30 PM instead of 5:00 PM. She asked the commission to think about their time and staff time.

Commissioner Woodward asked to make the meetings at City Hall at 5:30 and have the rest start at 5:00 noting that the transportation commission meetings start at 6:00 and she isn't able to leave work before 5:00. She stated that changing the start time for the Kiva meetings is a compromise from changing them all.

Commissioner Yates pointed out that changing the Kiva meetings might increase viewer ship on City Cable 11.

Commissioner Erickson pointed out that City Cable often replays the shows and that she has a time commitment at 7:00 on Thursdays.

Commissioner Woodward moved to change the meetings held at the Kiva to 5:30 and leave the rest at 5:00. Commissioner Rosenberg seconded the motion.

The motioned was carried. Commissioners Woodward, Rosenberg, Kelewae, Yates voted in favor and Chair Hemmingsen and Commissioner Erickson opposed.

Commissioner Woodward said was willing to revisit the meeting start time in 6 months.

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

Justin Boyd, Housing Coordinator, gave a brief description of the Housing Rehabilitation program and the Emergency Housing repair program which all are funded with CDBG funds. He then introduced Connie Alvarado who was recently hired to take over the administration of the repair programs.

Commissioner Hemmingsen asked how many people were waiting for the program.

Justin Boyd responded that they currently have 8 eligible applicants moving forward and 31 clients on the wait list.

Commissioner Hemmingsen asked if we have shortened the length of time on the waitlist.

Justin Boyd answered that, because of departures of staff and vacant positions, the time frame has grown and is currently approximately 15 months.

Commissioner Erickson wanted to know how people find out about this program.

Justin Boyd responded that currently information about the program is through word of mouth, City Cable 11, and information packets.

Commissioner Hemmingsen wanted to know if code enforcement gave any referrals.

Justin Boyd answered yes that sometimes they do and they also receive referrals from the two senior centers and Paiute and Vista del Camino.

Commissioner Yates said that he would be interested in seeing the before and after pictures of a house that participated in the program.

Justin Boyd stated that we could provide the pictures.

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

Paul Ludwick introduced discussion on the application process to eventually decide how \$2,000,000 of city and federal funds will be allocated to eligible programs. He stated that this was a procurement process subject to City Code. He said that staff would provide as much technical assistance as possible to the applying agencies, but once applications were received by staff they could not be improved or amended. Staff will then evaluate the applications and make the commission aware of any performance or audit problems. Applicants will have an opportunity to address the commission regarding their programs or respond to issues staff may have noted during a meeting scheduled for public presentations. He also stated that the city attorney would address any issues concerning conflict of interest and that no application would be passed to commissioners for an ineligible activity.

Cindy Ensign, Human Services Planner/Budget Specialist, went over the funding calendar and a bulleted outline of the process. She explained that a Notice of Request for Proposals went out August 29<sup>th</sup> and that November 21<sup>st</sup> would be the deadline for applications. She explained that an orientation for applicants takes place next week, that funding comes from CDBG, the General Fund, Scottsdale Cares, and the Endowment Fund. She said there would be public presentations from applicants on February 2<sup>nd</sup> and February 4<sup>th</sup>. There will be a meeting for the commission to discuss their informal recommendations for funding on February 19<sup>th</sup> and on March 12<sup>th</sup> a vote on formal recommendations. On April 12<sup>th</sup>, the city council votes to formally adopt the recommendations, and July 1<sup>st</sup> is the official award of the contracts. She reminded the commission that there must be a quorum for some of the meetings and that if you miss either of the presentation days you will not be included in the vote for that group of agencies.

Ms. Ensign turned the floor over to Michelle Albanese who explained that she is the Community Assistance Manager and administrates the City's Community Development Block Grant and HOME investment partnership program. She stated that applications for CDBG and HOME are

based on objectives identified in the City's Consolidated Five Year Plan. She explained that HUD grants communities with certain population standards money specifically to improve communities by providing services to low and moderate income people. She then gave overview of the HUD standards and invited commissioners to examine the CDBG activities and income guidelines.

She also gave an overview of the HOME program whose intent is to provide decent and affordable housing to low income households and expand the capacity of non-profit housing providers. She explained that typical use of HOME funds includes rental assistance, new construction and funds for homebuyers, and Community Housing Development Organizations (or CHDO's).

Commissioner Rosenberg pointed out that there was a \$400,000 difference in HOME funds available from the last fiscal year.

Michelle Albanese stated that a majority of the difference is carry over funds that were not used when not enough residents could qualify for housing even with the down payment assistance program.

Paul Ludwick explained that some allocated money may be unused funds from prior years.

Commissioner Woodward wanted to clarify that these leftover funds were not taking money from other programs.

She was assured that all the money went back into one pot.

Yates wondered if the City Council would give the \$100,000 General Fund Affordable Housing money again because it wasn't used.

Paul Ludwick stated that we had been receiving it for 12 years and hopefully would continue to do so.

Cindy Ensign stated that we did have to provide a variance explanation for the 07/08 expenditures and it is not unusual to carry forward money into a future year.

Paul Ludwick explained that the Belleview project had notified the City formally that they won't be able to implement a program to use \$450,000 to benefit low and moderate income residents with housing and that the money would go back to a pot with the other programmable money.

Commissioner Woodward asked if there was a way to allocate the money to a rental program. Michelle Albanese replied yes, that was an eligible activity.

Cindy Ensign gave an overview of the General Fund, Scottsdale Cares, and the Endowment Funds including amounts for each allocation.

Commissioner Erickson wondered if, for Scottsdale Cares, we anticipate the same amount of money to be donated as last year or if there will be changes because of the economy.

Ms. Ensign explained that the Scottsdale Cares amount is based on 5 year projections.

Commissioner Yates asked how the endowments were originally funded and Cindy Ensign explained that people had donated money to a trust. The amount available each year is based on accrued earnings and the amounts have been low because of the market.

Then Ms. Ensign gave an overview of what is given out to agencies at the October 1<sup>st</sup> orientation and went through the changes made to the Proposal and Evaluation Tool from the 2008/09 format to the 2009/10 format.

Commissioner Hemmingsen suggested changes to a letter to applicants from the Commissioners that is included in the portfolios.

Commissioner Rosenberg moved to approve the funding process and calendar. Commissioner Erickson seconded the motion. The motion passed unanimously.

Commissioner Erickson moved to approve the five lists of eligible activities. Commissioner Kelewae seconded. The motion was approved unanimously.

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

Paul Ludwick gave a brief list of the happenings at Human Services Centers.

Commissioner Hemmingsen asked Valerie Kime-Trujillo to give a synopsis of her trip to Washington DC for the America's Promise Event honoring the 100 Best Communities for Young People. Mrs. Kime-Trujillo stated that she especially appreciated the amount of sharing from other communities regarding bringing one more of the 5 promises into the lives of 15 million at risk youth within 5 years. Then Chair Hemmingsen reminded the commission about Mary Kay Rieke's retirement party on October 2<sup>nd</sup>.

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

Commissioner Hemmingsen made an open call to the public for comments. There were no requests.

10. ADJOURNMENT

Commissioner Hemmingsen moved to adjourn the meeting. Commissioner Erickson seconded the motion. Meeting adjourned at 6:50 PM.

Officially approved by the Human Services Commission at the 10/16/08 meeting.

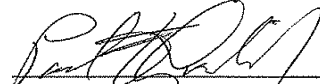
Submitted by:

Rachel Smetana  
Human Service Administrative Assistant

 Date: 10/20/08

Reviewed by:

Paul Ludwick  
Human Services Director

 Date: 10-20-08