CITY OF SCOTTSDALE
HUMAN SERVICES COMMISSION

MINUTES

WORK STUDY

Thursday, May 11, 2017

Civic Center Library Board Room
3839 N. Drinkwater Blvd.
Scottsdale, AZ 85251

PRESENT: Marty Day, Chair, Josina Tishler, Vice Chair, Commissioners Denny Brown, Jayne Hubbard, Edmund Portnoy, and Holly Snopko (arrived at 3:31 p.m.)

ABSENT: Janice Eng, Commissioner

STAFF: Greg Bestgen, Director; Michelle Albanese, Manager; Neal Hallihan, Manager; Tim Miluk, Manager; Janis Bladine, Assistant City Attorney

Call to Order

Chair Day called the meeting to order at 3:21 p.m.

Roll Call

Members present as listed above.

1. Open call to the Public

There were no members of the public who wished to speak.
2. **General Overview of Bylaws, Commission Responsibilities, and Open Meeting Laws**

Janis Bladine, Assistant City Attorney, gave an overview of bylaws, commission responsibilities and open meeting laws. Her presentation included a review of additional measures included in the City of Scottsdale's open meeting law, definition of a meeting, the definition of legal action, meeting notice and agenda requirements, meeting minutes requirements, executive session limitations, and the powers and duties of the Commission.

Chair Day mentioned that she met with Mayor Lane to discuss the possibility of appointing new Commissioners in a time frame that would ensure all Commissioners are in place before the funding process begins. Mayor Lane showed support for rearranging appointments so the Commission can have a smooth funding cycle. Discussion ensued regarding the benefits of having a full commission throughout the funding process and the possibility of electing Chair and Vice Chair at the beginning of the process instead of the first meeting in January, which is in the middle of the funding process. Ms. Bladine was unsure whether the bylaw requiring January elections could be changed, because it is a city-wide requirement.

Ms. Bladine noted that there are items that are out of date in the Human Services Commission bylaws and suggested that they be reviewed and updated.

Commissioner Portnoy expressed concern about Scottsdale Cares funds being handled in the same manner as the federally regulated CDBG and HOME funds. Ms. Bladine explained that the CDBG and HOME contracts are different from the other funding sources. The other funding sources, including Scottsdale Cares, are based on standard contracts that the City purchasing department mandates for procurement.

3. **17/18 Human Services Commission Meeting Calendar**

Discussion ensued regarding suggestions for agenda items, meeting structure, and meeting locations through FY 2017/18. Initial suggestions for presenters included presentations from the Morrison Institute, United Way, Corporation for Supportive Housing, and Desert Mission. Presentations will focus on specific topic areas that could include domestic violence, homelessness, supportive housing, food insufficiencies, youth, aging, and LGBT. Commissioners would like to continue receiving staff updates in written form and also to have a presentation from one staff member each meeting.

Tentative meeting dates and topics include:

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
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<tbody>
<tr>
<td>August 10, 2017</td>
<td>Review recommendations</td>
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<tr>
<td>August 24, 2017</td>
<td>Orientation training</td>
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<tr>
<td>September 4, 2017</td>
<td>CAPR overview of two agencies</td>
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<tr>
<td>October 12, 2017</td>
<td>Overview of two- and five-year consolidation plan</td>
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<tr>
<td>November 9, 2017</td>
<td>Overview of two agencies</td>
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<td>December 7, 2017</td>
<td>Presentation from agencies who did not expend funding</td>
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<tr>
<td>January 11, 2018</td>
<td>iPad training</td>
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<tr>
<td>January 25, 2018</td>
<td>HCV five-year plan and a presentation from staff on RJIPS and Court Programs</td>
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<tr>
<td>February 6, 2018</td>
<td>Agency presentations</td>
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February 8, 2018   Agency presentations

Funding scoring sheets will be due from Commission members by end of day on February 16, 2017.

Commissioners requested that during any future staff or agency presentations that include a PowerPoint presentation the presenter not read directly from the presentation. They decided to keep the agency presentation time restriction at three minutes, agencies will not be encouraged to bring people to give testimonials during the agency presentations; and no written materials will be accepted during agency presentations.

4. Application Scoring and Funding Process Review

Michelle Albanese, Community Assistance Office Manager, discussed application scoring and the funding process. She reviewed the current and past evaluation processes and federal process requirements.

Discussion ensued regarding time allotted for agency presentations; providing a copy of each agency's 990 in their packet of information as a tool for demonstrating the capacity of the organization; maintaining a transparent and equitable process; the weighting of staff scores; maintaining objective opinions during the evaluation process; composing questions to be provided to agencies as a base for their presentations; requiring agencies to focus presentations on the area where funding will be used; the emergency shelter HUB and tracking Scottsdale residents; difficulties experienced in the past with priority group organization; changing the scoring process to a zero through three scoring in an effort to eliminate passive scoring; adding a checkbox noting that services are currently offered in Scottsdale to agency worksheets; clarifying the question on agency applications regarding their collaboration with other agencies; and the process of reimbursement to agencies and the information they are required to provide on a monthly basis.

Further discussion regarding the scoring and funding process will be agendized for a meeting after the summer break.

Recess taken from 5:04 p.m. to 5:24 p.m.

5. Priorities for the Funding of Agency Proposals

Michelle Albanese, Community Assistance Office Manager, led a discussion on priorities for the funding of agency proposals.

Chair Day asked Vice-Chair Tishler to explain her personal process of categorizing agencies. Vice-Chair Tishler explained that she puts agencies into a category based on which services they provide and then scores them highest to lowest within that category.

Discussion ensued regarding the scoring process. It was determined that the agencies should be presented on the worksheet in alphabetical order as they have been in the past, but Commissioners will be provided with a list of agencies categorized by service provided as a tool for their use during the scoring process.
6. **Marketing and Awareness of Human Services**

Greg Bestgen, Human Services Director, led a discussion on marketing and awareness of Human Services. Ms Albanese reviewed the funding process schedule, noting that applications will go out in September and be due to staff in October.

Mr. Bestgen announced that Human Services will be getting a part-time dedicated marketing manager. He said that thanks to efforts of Mr. Boyd and Commission members developing a marketing campaign, Scottsdale Cares brought in approximately $80,000 more in the past year than the year before.

Discussion ensued regarding marketing and communications; updating materials; having a presence and distributing Scottsdale Cares information at Scottsdale events; promoting Scottsdale community partners; and adding a section for updates on the Scottsdale Cares website. Commission members will provide sample "pocket" flyers and will research getting swag bags donated for distribution at events.

7. **Funds Not Allocated Through the Annual Funding Process**

Michelle Albanese, Community Assistance Office Manager, led a discussion on the funds not allocated through the annual funding process. She explained that the remaining Endowment funds will roll into the FY 2017/18 funding process. SRPMIC funds are earmarked for specific activities and can be used in an activity that meets the criteria for those funds as determined by staff.

Mr. Bestgen noted that the City is working with Scottsdale Community Partners and Desert Mission on the brown bag program. SRPMIC funds will be combined with City of Scottsdale funding to continue that program.

Commissioner Snopko requested that the funding schedule be rearranged to accommodate her need to recuse herself from some funding categories.

8. **Staff and Commission Updates**

Mr. Bestgen distributed the Human Services Commission staff update sheet for review.

9. **Adjournment**

With no further business to discuss, being duly moved and seconded, the meeting adjourned at 6:58 p.m.

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