CITY OF SCOTTSDALE
HUMAN SERVICES COMMISSION

MINUTES

Regular Meeting

Thursday, September 14, 2017

City Hall Kiva
3939 N. Drinkwater Blvd.
Scottsdale, AZ 85251

PRESENT: Marty Day, Chair, Commissioners Denny Brown, James Campbell, Janice Eng, Jayne Hubbard, Edmund Portnoy, and Holly Snopko (arrived 5:10 p.m.)

STAFF: Greg Bestgen, Director; Michelle Albanese, Community Assistance Manager; Janice Bladine, Senior Assistant City Attorney; Neal Hallihan, Adaptive Services Manager; Tim Miluk, Manager; Eugenio Munoz-Villafane, Human Services Manager

Call to Order

Chair Day called the meeting to order at 5:06 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.

Commissioners and staff observed a moment of silence in honor of the passing of former Human Services Commissioner Donald Nordlund.
2. **Approval of Minutes**

Chair Day noted that under item 6, Human Services budget recap, under donations the fourth sentence down should read: there is a marketing team “to” address this.

Under item 8, staff and commission updates, the last paragraph should read: organizations are looking “for” a fair process.

Commissioner Eng noted that under item 5, section 6, the first paragraph should read the process “would begin with communication.”

**COMMISSIONER BROWN MOVED TO APPROVE THE AUGUST 10, 2017 HUMAN SERVICES COMMISSION MEETING MINUTES AS AMENDED. COMMISSIONER PORTNOY SECONDED THE MOTION, WHICH CARRIED BY A VOTE OF SIX (6) TO ZERO (0). COMMISSIONER SNOPKO WAS NOT YET PRESENT.**

3. **Revision of the Human Services Commission Bylaws**

a. **Revised Bylaws Redlined Version**

b. **Revised Bylaws Clean Version**

Janice Bladine, Senior Assistant City Attorney, presented the revised Human Services Bylaws for discussion. She reviewed the changes that were highlighted in the redline version of the document. She explained that the term “limitation” as outlined in the Scottsdale Revised Code limits commissioner terms to six years per commission or board.

**COMMISSIONER HUBBARD MOVED TO APPROVE THE REVISED BYLAWS AS PRESENTED. COMMISSIONER CAMPBELL SECONDED THE MOTION, WHICH CARRIED BY A UNANIMOUS VOTE OF SEVEN (7) TO ZERO (0).**


Michelle Albanese, Community Assistance Manager, provided an overview of the HUD Consolidated Annual Performance Evaluation (CAPER) and accomplishments for FY 2016/17. Her presentation included an explanation of the purpose of CDBG and HOME funds, the conditions of receiving federal grant funds, and a listing of projects and agencies that were allocated funds. The CAPER report is due annually on September 30th. Ms Albanese reviewed the 2016/17 outcomes of each of the three rehab programs administered by the city: Housing rehabilitation, emergency repair, and roof repair.

Commission members were given an opportunity to ask questions. Ms. Albanese explained that the $146,000 in income reported comes from specific activities administered with CDBG funds, such as the Housing Rehabilitation program where recipients are required to repay a minimum of 50 percent of the loan funds they receive. Individuals are required to repay 100 percent of the loan if they sell their home before the required time period. Repayment received by the City is required to be put back into CDBG services.

Commissioner Campbell requested that staff provide information outlining the various funding programs administered by the department.
Ms. Albanese opined that the greatest barrier to fair housing in Scottsdale is the lack of available affordable housing units. She noted that with an influx of high-end development happening in the southern areas, it is becoming increasingly difficult to find affordable units. Staff is working on a comprehensive marketing strategy that will include rental opportunities through the Go Section-8 software and a thank you event for existing landlords.

Ms. Albanese explained that cities are required to produce their own individual CAPER reports. Reports follow the same format. The City of Scottsdale is considered an entitlement community, which means they have met the population and poverty threshold and receive an annual allocation based on the HUD formula each year.

Commissioners requested that further discussion about the City’s Section 8 program be agendized for a future meeting.

5. **Election of Officers**

CHAIR DAY NOMINATED JANICE ENG FOR THE POSITION OF CHAIRPERSON. THE NOMINATION CARRIED WITH A VOTE OF SIX (6) TO ZERO (0). COMMISSIONER ENG ABSTAINED.

COMMISSIONER PORTNOY NOMINATED DENNY BROWN FOR THE POSITION OF VICE-CHAIRPERSON. THE NOMINATION CARRIED WITH A VOTE OF SIX (6) TO ZERO (0). COMMISSIONER BROWN ABSTAINED.

Janice Eng acted as chairperson for the remainder of the meeting.

Commissioners and staff thanked Commissioner Day for her excellent work as chairperson.

6. **Staff and Commission Updates**

Eugenio Munoz-Villafane, Human Services Manager, gave an update on happenings at Vista del Camino. He distributed a fact sheet for the 2017 back to school program and reviewed the highlights of the Bases Back to School event that took place in July. He noted that 1073 students received new backpacks and 150 pre-school bags were distributed. Students participated in dental screenings and made well-check appointments. Vista del Camino was able to deliver 855 meals to students through Scottsdale Unified School District.

Mr. Munoz-Villafane mentioned that Vista del Camino facilitates the financial assistance, utility assistance, and rent/mortgage assistance programs. This year Vista del Camino will continue to run the Adopt-a-Family program and the seniors’ programs will be run by the senior centers.

Michelle Albanese, Community Assistance Manager, gave an update on activities of the Community Assistance Office. The 2018/19 funding orientation for agencies was held on September 13th at Paiute Neighborhood Center; 50 agencies attended, ten more than last year. The Family Self-Sufficiency annual graduation is scheduled for October 18th from 6:00 p.m. to 8:00 p.m. at Civic Center Library; three of the 12 graduates are Scottsdale residents. Ms. Albanese noted that the Housing Choice Voucher waitlist will be opening on Monday, October 2nd through Friday, October 13th. The last time the wait list was open was in 2015 and it
received the maximum 500 applications within 45 minutes. The wait list will be open longer this year and applications will be available both in person and online at https://Scottsdale.housingmanager.com.

Greg Bestgen, Director, noted that staff is happy to make themselves available to individual Commissioners to review programs and answer questions about the responsibilities of the department and the Commission.

Mr. Bestgen announced that yesterday Joanne Meierdirks gave a presentation on Scottsdale’s Restorative Justice Intervention Program at the local Justice and Police Conference at Police Headquarters. Today she is giving the same presentation at a national conference in San Diego. She is receiving many inquiries about the program.

Mr. Bestgen noted that he and Assistant City Attorney Janice Bladine have been negotiating an agreement to bring women, infant, and children’s services to Paiute Neighborhood Center. The agreement will go before City Council on October 10th for approval. If approved, the program will move into Paiute Neighborhood Center on November 1, 2017. Development of a master plan for Paiute Neighborhood Center is under way. The renovations are expected to take a year and a half to two years to complete.

Mr. Bestgen said that Human Services has identified an adult daycare center to be located at Granite Reef Senior Center and expansion of the Via Linda Senior Center as priorities for the coming year.

The next Human Services Commission meeting is scheduled for October 12, 2017.

7. Adjournment

With no further business to discuss, being duly moved and seconded, the meeting adjourned at 6:05 p.m.

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