1. **Call to Order** 5:03 p.m.

2. **Roll Call**

   **PRESENT:** Chair Janice Eng, Vice-Chair Denny Brown, Commissioners James Campbell, Jayne Hubbard, Edmund Portnoy, and Andrew Song

   There are cards available if you would like to speak or to submit any public comment. Complete a blue card in order to speak or white card for written comments which will be read into the minutes. Speakers will be given three minutes to speak.

3. **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.

4. **Approval of Minutes 08-09-18 Regular Meeting**
   Motion by Commissioner Portnoy; 2nd Vice-Chair Brown; APPROVED: 6-0, Chair Janice Eng, Vice-Chair Denny Brown, Commissioners James Campbell, Jayne Hubbard, Edmund Portnoy, and Andrew Song all voting in the affirmative. No dissenting votes

   Commission Action: Action Item

5. **Update and Refresher on the Open Meeting Law**
   Janis Bladine of the City Attorney’s Office will provide a brief update and refresher on the Open Meeting Law.

   Commission Action: Information and Discussion

   Michelle Albanese, Community Assistance Manager, will provide an overview of the HUD Consolidated Annual Performance Evaluation (CAPER) and accomplishments for FY 2017/18.

   Commission Action: Information and Discussion
7. **Family Self-Sufficiency Program**  
Michelle Albanese, Community Assistance Manager, will provide an overview of the HUD funded Family Self-Sufficiency (FSS) Program.

Commission Action: Information and Discussion

8. **Election of Officers**  
In accordance with the bylaws of the Human Services Commission, election of a Chairperson and Vice-Chairperson is to take place. Those elected tonight are to take office immediately for a one-year term. Commissioner Portnoy nominated Janice Eng and Denny Brown to retain their current positions as chair and vice chair. Commissioner Campbell seconded the motion. APPROVED: 6-0, Chair Janice Eng, Vice Chair Denny Brown, Commissioners James Campbell, Jayne Hubbard, Edmund Portnoy, and Andrew Song all voting in the affirmative. No dissenting votes

Commission Action: Nominate and elect a Chairperson and a Vice-Chairperson to serve for one year.

9. **Staff and Commission Updates**  
As time permits, staff will update the 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.

10. **Adjournment** 6:37 p.m.  
Motion by Vice-Chair Brown; 2nd Commissioner Hubbard; APPROVED: 6-0; Chair Janice Eng, Vice-Chair Denny Brown, Commissioners James Campbell, Jayne Hubbard, Edmund Portnoy, and Andrew Song all voting in the affirmative. No dissenting votes

*Note: The Commission cannot discuss or vote on items not on the agenda, including items brought up as Staff and Commission updates, or public comments. If discussion or action by the Commission is needed, the item should be placed on a future agenda in compliance with the Arizona Open Meetings Law.

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting 480-312-0108. 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 480-312-0108.

This information is available in an alternate format upon request.