Call to Order

Chair Eng called the meeting to order at 4:05 p.m.

Roll Call

Members present as listed above.

1. Open call to the Public

No members of the public wished to speak.

2. iPad Training and Tutorial for FY 2018/19 Funding Process

Justin Boyd, Housing Coordinator, provided training on utilizing iPads for the review and scoring of agency proposals for the FY 2018/19 Funding Process. Staff members were available to assist Commissioners individually. Mr. Boyd reviewed the Survey Gizmo software that Commissioners will use for scoring individual proposals and explained tips and tools available using the iPad for scoring. Commissioners will receive an email indicating when they have completed scoring for an agency and the agency will be removed from their agency list. In addition, Commissioners have the option of saving their work on a single agency scoring. If the option to save is used, Commissioners must return to the item via an email they will receive. Returning to the item via Survey Gizmo will result in double scoring. Mr. Boyd encouraged Commissioners to review the proposals and rating options prior to agency proposals meetings. Agency presentation meetings are scheduled for Tuesday, February 6th and Thursday, February 8th, beginning at 1:00 p.m. Scoring is due from Commissioners by February 16, 2018.
3. **FY 2018/19 CDBG, HOME, Scottsdale Cares, General Funds, and Endowment Funds Orientation and Review of Proposals**

Justin Boyd, Housing Coordinator, provided an overview of the proposals received for the FY 2018/19 funding process for Community Development Block Grant (CDBG), HOME, Scottsdale Cares, General Funds, and Endowment Funds and anticipated funding available. As part of his presentation he reviewed blue sheet evaluations, spreadsheets and the related requests. Mr. Boyd noted that CDBG and HOME agencies will be allowed three minutes to present proposals on Tuesday, February 6, 2018; CDBG Facilities presentations will be allotted eight minutes; and HOME proposals will be allotted ten minutes. Commissioners will have an opportunity to ask questions following each proposal. Mr. Boyd reviewed the list of non-responsive agencies, those who did not complete their response to the blue sheet evaluations by the deadline, and noted that the failure to respond is reflected on the blue sheet evaluations.

Commissioners asked questions throughout the presentation. Mr. Boyd explained that the CDBG/HOME funds are difficult to utilize, because they must be expended within the allotted amount of time or the agency has to give the money back, which puts the City in a position of having those funds held up in the line of credit. If the Commission wishes to fund an agency requesting HOME funds, they should feel confident in the agency’s ability to expend those funds within the allotted time frame. Mr. Boyd said that during the agency orientation, it was stressed that their presentations should be focused on the proposal and not the agency as a whole.

Commissioners commended staff for the work they put into preparing the funding materials.

4. **Approval of Human Services Commission 2017 Annual Report**

Greg Bestgen, Director, reviewed the 2017 Annual Report. Commissioners asked clarifying questions about the report. Commissioners requested that a statement be included about the agency funding process and that a link directing the public to the existing listing of specific funding information on the City’s website be included in the description. A clarification that the Commission does not have any subcommittees will be added to the report.

**COMMISSIONER DAY MOVED TO APPROVE THE 2017 ANNUAL REPORT AS AMENDED. VICE-CHAIR BROWN SECONDED THE MOTION, WHICH CARRIED BY A VOTE OF SIX (6) TO ZERO. COMMISSIONER HUBBARD WAS ABSENT.**

5. **Approval of FY 18/19 Annual Agency Plan for the Section 8 Housing Choice Voucher Program**

Diane Ethington, Grants Accountant, gave a presentation on the Section 8 Housing Choice Voucher (HCV) Annual Agency Plan for FY 2018/19 due to the U.S. Department of Housing and Urban Development by April 25, 2018. The program provides rental assistance to low-income families, as determined by the Family Income Guidelines, by providing rental subsidy payments to landlords on behalf of the family. Participants are required to pay 30% of their adjusted annual gross income towards their rent; however, if the rent exceeds the payment standards families can pay up to 40% of their adjusted gross income towards rent. The City is has been doing marketing and outreach to landlords throughout Scottsdale to explain the benefits of participation. Scottsdale has been allotted 735 program vouchers, 664 of which are being utilized at this time.
Commissioners were given an opportunity to ask questions. Ms. Ethington said that the reason only 664 vouchers are being used at this time is because that is the number of units that have been made available in Scottsdale. Six thousand four hundred (6,400) people have submitted applications when the waitlist was opened. The new online system portal listing available units should help with the process of finding housing. Mr. Bestgen explained that participants are given a certain amount of time to find housing and if they are unable to secure housing in that time period, they are given an opportunity to port their voucher out to another city. Mr. Boyd further explained that the City of Scottsdale is a public housing authority and does not have public housing, which is available in many other Valley cities.

**VICE-CHAIR BROWN MOVED TO APPROVE THE ANNUAL AGENCY PLAN. COMMISSIONER DAY SECONDED THE MOTION, WHICH CARRIED BY A VOTE OF SEVEN (7) TO ZERO (0).**

6. **Staff and Commission Updates**

Eugenio Munoz-Villafane, Human Services Manager gave an update on the Point-In-Time Count conducted this week. Approximately 28 volunteers participated in the county-wide count. At first count there were 63 observations and/or contacts within the City of Scottsdale, but the final count will be tallied once all city’s counts have been compared. Mr. Munoz-Villafane explained how the count works, care packets that are given to the homeless individuals, and services that are available for referral. He and Mr. Bestgen described some personal experiences. The final count information is sent to Maricopa Association of Governments (MAG) and goes into their database, which is shared with the national count.

Commissioner Portnoy questioned why there is no publicity about the fact that Scottsdale is ranked 17th nationally in the treatment of people and number one in empathy.

7. **Adjournment**

With no further business to discuss, being duly moved and seconded, the meeting adjourned at 6:30 p.m.

Recorded and Transcribed by eScribers, LLC.