PRESENT: Chair Janice Eng (arrived 4:46 p.m.), Vice-Chair Denny Brown, Commissioners: James Campbell, Marty Day, Jayne Hubbard (arrived 4:32 p.m.), and Edmund Portnoy

STAFF: Greg Bestgen, Director, Michelle Albanese, Community Assistance Manager; Justin Boyd, Housing Coordinator; Joanne Meierdirks, Human Services Coordinator; Tim Miluk, Manager; Eugenio Munoz-Villafane, Manager; Jennifer Zwirek, Manager

1. Call to Order

Vice-Chair Brown called the meeting to order at 4:12 p.m.

Greg Bestgen, Director, announced that Holly Snopko has submitted her resignation from the Commission, in part in order to open the opportunity for an incoming replacement to participate in the entire funding process. Staff and Commissioners wish her well in her future endeavors.

2. Roll Call

Members present as listed above.

3. Open call to the Public

There were no members of the public who wished to speak.

4. Marketing and Awareness of Human Services
Jessica Rapp, Vista del Camino Coordinator, gave a presentation on marketing and efforts being made to increase awareness of Human Services. She said that Human Services developed a strategic plan and a marketing team to focus on informing the public about programs and services that are available through Scottsdale Human Services. Accomplishments so far this year include a focus on updating the website by updating photographs, making individual pages with a uniform format and design for the various human services departments, updating programs listings, and updating contact information and working on social media outlets, including forming a new Facebook page. Ms. Rapp is currently the Facebook page content manager, but anticipates that with time all members of the marketing team will have the ability to post on the page. Staff is working on creating Scottsdale Stories videos to be published on the City's YouTube channel.

Commissioners were given an opportunity to ask questions. Justin Boyd, Housing Coordinator, confirmed that the statistics for website viewers are available. Eugenio Munoz-Villafane, Manager, confirmed that Maricopa County does have links to Scottsdale services information on their website.

Greg Bestgen, Director, noted appreciation for Ms. Rapp's initiative in bringing forward the idea for a marketing program.

5. **18/19 Human Services Commission Meeting Calendar**

Mr. Boyd led a discussion on topics to be presented for the 2018/19 fiscal year.

Commissioners expressed concern that agencies are not given enough time to present adequate information on their proposals for Commissioners to make their decision. Discussion ensued regarding the possibility of scheduling additional meetings and/or allowing additional time for agency presentations.

Greg Bestgen, Director, read a written statement from Holley Snopko regarding the upcoming funding cycle.

Mr. Bestgen expressed concern about adding additional days, because it is vitally important that all Commissioners attend every funding meeting.

Conversation continued with a discussion about ensuring all Commissioners have an understanding of the purpose of each funding source; preparing questions in advance to be asked of each agency; the idea of extending the CDBG/HOME meeting time to allow for additional presentation time for all funding sources; adding an additional day on Wednesday for agency presentations; and time limits given to agencies presenting for each funding source.

Tentative meeting dates and topics include:

- October 11, 2018 - Presentations from agencies who did not expend all of their 2017/18 funding and those who were close to receiving funding, but were not funded;
- November - Non-Public Services update;
- December - Presentation from Joan Fudala.

Mr. Bestgen thanked Valerie Kurth for all of her hard work.
6. **Application Scoring and Funding Process Review**

Justin Boyd, Housing Coordinator, discussed application scoring and the funding process. He 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 subjective opinions during the evaluation process; composing questions to be provided to agencies as a base for their presentations; and the blue sheet evaluations.

Mr. Boyd noted that any agency who fails to attend the presentations receives zero points, agencies who do not turn in the blue sheet evaluation are subtracted ten points, and if an agency fails to do either, they are disqualified.

Mr. Bestgen mentioned that he had one agency who told him that it is common for a video highlighting the activities of the agency to be required as part of grant applications. Commissioners discussed the idea of requiring a video submittal and a concern that public perception might be that agencies that were unable to produce a quality video would be at a disadvantage. Vice-Chair Brown suggested that agencies could submit a one-page synopsis about their operation before the agency presentations, so that Commissioners would have a better understanding of what services they provide.

Commissioners further discussed preparing questions in advance for agencies to answer during their presentations; the scoring process; ensuring that Commissioners spend time reviewing submittals in advance to ensure they are comfortable that they are making informed decisions; funding agencies outside of Scottsdale who provide services that are not available in Scottsdale to Scottsdale residents; and areas that the Commission would like covered in each presentation.

It was consensus of the Commission to keep the 15 percent and 20 percent funding levels the same as last year's funding. Mr. Boyd reminded the Commission that SRPMIC funding is not guaranteed to be available to fill in gaps. Discussion ensued regarding the percentage allocations based on scores.

Mr. Boyd announced that the CDBG entitlement was 16 percent higher than estimated. Staff has determined the proportionate share to all of the agencies and they have been notified of the amendment. For HOME funds the City received an additional $111,615.

Discussion ensued regarding the discussion and reconsideration that occurred when the Boys and Girls Club came back to plead their case during the end of the funding process. Mr. Bestgen commented that the discussion that went on that evening was a demonstration of the ability of the current Commissioners to communicate well with one another.

7. **Staff and Commission Updates**

Jennifer Zwirek, Manager, gave an update on activities during her first five weeks in her position, interacting with her staff, and streamlining the processes. She reported that the Adopt-a-Senior program has increased by 48 percent and Beat the Heat has increased by 23 percent.
Via Linda volunteers contributed more than 10,689 hours this year. Ms. Zwirek gave additional statistics on participation in recreation programs, discussion groups, and social worker contacts.

Tim Miluk, Manager, reported that $50,000 was secured towards events through the year and approximately $30,000 revenue was received from Granite Reef Senior Center special events. Thanks to a Girl Scout, her family, volunteers, and local donations, a Butterfly Garden has been installed at Granite Reef Senior Center. Mr. Miluk reviewed statistics relating to the Entertainment Extravaganza, the volunteer luncheon, and recreation activities at Granite Reef. He suggested that if Joan Fudala is available for a presentation, the meeting could be held at Granite Reef Senior Center.

Mr. Bestgen presented Commissioner Day with a gift in thanks for her years of service. On behalf of the City and staff, he wished her well in her future endeavors.

Chair Eng thanked Commissioner Day for her guidance.

Joanne Meierdirks, Human Services Coordinator, presented statistics regarding the restorative justice program. She noted that Judge Hendrix had a Domestic Violence Court meeting for treatment center programs, looking at ways to help offenders learn more and be more successful. Staff is working with the City Prosecutor to discuss ways to intervene with the increasing truancy problem. Paiute Neighborhood Center is focusing on building a community feel on the campus by sharing services among the various areas.

Michelle Albanese, Community Assistance Manager, gave a presentation highlighting the statistics of the Section 8 housing Choice Voucher Program. The 2015 wait list has been exhausted and candidates will be pulled from the 6,000 applicants on the current wait list beginning in June. Approximately 785 families were assisted this year.

The Green Housing Rehabilitation Program maximum loan amount was increased to $65,000, which will allow for energy improvements as well as fixing code related, health and safety, and structural issues. CDBG Funding is helping with projects at Paiute Neighborhood Center, such as the fence project, installation of HVAC units at Hirsch Academy, and architectural services to review accessibility. She commended efforts that have been made to increase awareness of Scottsdale Cares Funding.

Mr. Bestgen said that in lieu of the next meeting on May 24th, Commissioners are invited to attend the Community Conversation at Paiute in building 9, starting at 5:00 p.m.

Mr. Bestgen thanked all the staff and Commissioners for their hard work and dedication.

Chair Eng stressed the importance of attending tours when staff takes time to make arrangements.

Mr. Bestgen noted that Eugenio Munoz-Villafane, Manager, asked him to report that an additional $10,000 in LIHEAP funds was received.

The City is in the process of updating the contract with Maricopa County for approximately $383,000 in emergency funds.
Adjournment

With no further business to discuss, being duly moved and seconded, the meeting adjourned at 6:55 p.m.

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