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

STAFF: Greg Bestgen, Director, Manager Michelle Albanese, Joanne Meierdirks, Tim Miluk, Eugenio Munoz-Villafane, and Jennifer Zwirko, Janis Bladine, Assistant City Attorney

1. **Call to Order**

Chair Eng called the meeting to order at 5:03 p.m.

Chair Eng introduced Andrew Song to the Commission.

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. **Approval of Minutes:**

   **08-09-18 Regular Meeting**

COMMISSIONER PORTNOY MOVED TO APPROVE THE AUGUST 9, 2018 HUMAN SERVICES COMMISSION MINUTES. VICE-CHAIR BROWN SECONDED THE MOTION, WHICH CARRIED SIX (6) TO ZERO (0). CHAIR ENG, VICE-CHAIR DENNY BROWN, COMMISSIONERS JAMES CAMPBELL, JAYNE HUBBARD, EDMUND PORTNOY, AND ANDREW SONG ALL VOTING IN THE AFFIRMATIVE, WITH NO DISSENTING VOTES.
5. **Update and Refresher on the Open Meeting Law**

Janis Bladine, Assistant City Attorney, provided a brief update and refresher on the Open Meeting Law and recent legislative changes.

Discussion ensued regarding communication between Commissioners and what constitutes a meeting and ensuring that discussions during meetings stay on the topics listed on the agenda and within the purview of the Commission. Commissioners asked clarifying questions. Ms. Bladine discussed the importance of being careful not to have a quorum of email communications. She also reviewed the civil penalties that could be imposed on individual Commissioners if they knowingly break the open meeting law.


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

Commission members were given an opportunity to ask questions. Ms. Albanese said that for public facility improvement projects, they have to use the boundaries in which the project is located to calculate individuals based on census numbers. In cases where an agency has received less than the requested amount, the number that they indicated they would serve is adjusted in their contract. Ms. Albanese explained that there are certain conditions where funds are rolled over from one funding year to the next when projects are in progress and have not been completed within the funding year.

7. **Family Self-Sufficiency Program**

Michelle Albanese, Community Assistance Manager, provided an overview of the HUD funded Family Self-Sufficiency (FSS) Program. As part of her presentation, she discussed the Housing Choice Voucher Rental Assistance Program and guidelines for that program. City of Scottsdale receives approximately $6.5 million in annual funding for the voucher program and has been approved to assist up to 735 individuals.

Family Self-Sufficiency Program Participants must be active participants in the Housing Choice Voucher Program. FSS is a five-year case managed program to assist individuals in achieving educational and financial goals. Participants sign a five-year contract to follow the guidelines and requirements set by HUD and strive to achieve their goals and objectives with the guidance and assistance of Human Services staff. In cases where participants have an salary increase, as with the voucher program, their portion of the rent would increase; however, the increased contribution is put into an escrow account and returned to them upon graduation from the program.

Commissioners were given an opportunity to ask questions. Ms. Albanese said that staff member Stacey Benson is the case manager responsible for assisting City of Scottsdale FSS Participants. Commissioner Hubbard suggested that consideration be given to offering community members an opportunity to volunteer as mentors.
8. **Election of Officers**

COMMISSIONER PORTNOY NOMINATED JANICE ENG AND DENNY BROWN TO RETAIN THEIR CURRENT POSITIONS AS CHAIR AND VICE CHAIR. COMMISSIONER CAMPBELL SECONDED THE MOTION, WHICH WAS APPROVED SIX (6) TO ZERO (0). CHAIR ENG, VICE CHAIR BROWN, COMMISSIONERS CAMPBELL, HUBBARD, PORTNOY, AND SONG ALL VOTING IN THE AFFIRMATIVE, WITH NO DISSENTING VOTES.

9. **Staff and Commission Updates**

Jennifer Zwirek, Human Services Manager, gave an update on recent and upcoming activities at Via Linda Senior Center. The Beat-the-Heat program served 160 homebound individuals this season, providing outreach efforts, in-home assessments, hydration packs, snacks, stamps, and grocery gift cards.

Approximately 100 seniors participated in Via Linda's casino-themed National Senior Citizen Day celebration.

Renovations on Room 4, which was damaged during monsoon season, have been completed.

The Adopt-a-Senior program already has 330 individuals signed up and a wait list has been started. The program provides items and food during the Thanksgiving and Holiday seasons. This year, Thanksgiving participants are being offered an incentive if they can pick up their items at the center. Staff is concentrating on finding donors and streamlining the delivery dates. Information on how to donate is available through the City's website, on Facebook, and on brochures.

Director Bestgen noted that the marketing team is preparing to launch a Human Services poster campaign. Commissioners are invited to join staff at the "Poster Campaign pep rally" being held at Scottsdale Stadium and participate in forming a human heart shape on the field to be photographed by a drone. Staff has plans to use the photograph in Scottsdale Cares marketing materials.

Councilwoman Klapp is heading up a video series benefiting Human Services. The first video will focus on the senior centers. The taping will be on Wednesday, September 19th and Joan Fudala will talk about the evolution of Scottsdale's senior centers. One of the concierges who will celebrate her 95th birthday this year, will talk about her involvement with the building of Via Linda Senior Center and her experiences as a concierge.

Following Mayor Lane's Senior Month Proclamation during the September 25th City Council meeting, Kevin McKee will give a presentation on recreation services offered through the senior centers. Jennifer Zwirek will present information on social services available through the senior centers.

Ms. Albanese announced that the City has begun pulling applicants from the Housing Choice Voucher wait list. Fifty individuals were pulled and of those applicants, approximately 20 vouchers were issued.
Approximately 47 agencies attended the applicant orientation held on Wednesday, September 12th at Paiute Neighborhood Center. Applications are due no later than October 26, 2018. Ms. Albanese thanked Vice-Chair Brown for speaking to the group about what the Commission hopes to gain from applications and presentations.

The City submitted their CMAP for the Housing Choice Voucher Program on August 29th and is awaiting a response from HUD on the final agency score.

Marketing efforts are underway for the Green Housing Rehabilitation program.

Director Bestgen thanked Janis Bladine for the hard work she does for the Human Services Department and the Human Services Commission.

Tim Miluk, Human Services Manager, gave an update on recent and upcoming activities at Granite Reef Senior Center. He said that approximately 60 people participated in the National Grandparents’ Day event. He noted that in FY 2017/18 approximately 80 tons of groceries were distributed to 380 low-income seniors and people with disabilities as part of the Brown Bag program.

September is National Senior Month. Activities planned to celebrate include art lectures, fitness classes, and recreation.

Both senior centers have been offering bus seminars, giving seniors an opportunity to learn how to ride the trolleys and make bus connections.

Joanne Meierdirks, Human Services Manager, gave an update on the activities of the Paiute Neighborhood Center food pantry. Their new freezer is now operational, which means they are able to collect refrigerated and frozen items. Paiute Neighborhood Center is assisting with the holiday toy program.

Ms. Meierdirks said that staff held a strategy meeting to discuss how to form a Campus Community. Agencies on campus and is now holding Thursday morning Community Café to encourage community members to come in and meet the Paiute staff. The Boys and Girls Club Teen Keystone Leadership program has initiated once-a-month meetings with staff.

Eugenio Munoz-Villafane, Human Services Manager, gave an update on activities at Vista del Camino. Preparations are under way for the Adopt-a-Family program. He noted that the senior centers are focusing on seniors and people experiencing disabilities and Vista del Camino will focus on families.

The Alli Ortega Empty Bowls event is scheduled for November 28th.

Vice-Chair Brown requested that the Commission receive a list of all Human Services programs, including the Senior Center programs.

Director Bestgen announced that Community Services was awarded a $700,000 grant from SRPMIC this year. He reminded the Commission that Talking Stick Resort/Casino has been closed for nearly two months and the Community's revenues will likely be lower for the
upcoming year. Human Services needs to contemplate alternatives for funding programs that are depending on those funds for next year in anticipation of a drop-in grant funding.

10. **Adjournment**

VICE-CHAIR BROWN MOVED TO ADJOURN THE MEETING. COMMISSIONER HUBBARD SECONDED THE MOTION, WHICH CARRIED SIX (6) TO ZERO (0). CHAIR ENG, VICE CHAIR BROWN, COMMISSIONERS CAMPBELL, HUBBARD, PORTNOY, AND SONG ALL VOTING IN THE AFFIRMATIVE, WITH NO DISSENTING VOTES.

With no further business to discuss, the meeting adjourned at 6:37 p.m.

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