

**MINUTES OF THE
HOUSING AND HUMAN SERVICES COMMISSION
BASIC NEEDS SUBCOMMITTEE
SPECIAL POPULATIONS SUBCOMMITTEE
YOUTH SUBCOMMITTEE
Chandler City Hall, 2nd Floor Training Room
175 S. Arizona Avenue, Chandler, AZ 85225
Wednesday, January 11, 2023, at 6:00 p.m.**

CALL TO ORDER / ROLL CALL

Community Resources Senior Manager Riann Balch called the Basic Needs, Special Populations and Youth Subcommittee meeting to order at 6:12 p.m.

Housing and Human Services Commissioners and Subcommittee Panel Members present: Heather Mattisson, Karen Tepper, Phillip Hubbard, Rori Minor, Greg Rodriquez, Jo-el Miller, Julie Martin, Megha Dholakia, Amitesh Bharati, Cynthia Hardy, Heather Callis, Lillith Ayala, Lisa Loring, and Ryan Magel

Housing and Human Services Commissioners and Subcommittee Panel Members absent: Jeff Reynolds (excused), Kathryn Kruithoff (excused), Cecilia Hermosillo (excused), David Gonzalez (unexcused), and Tony Alcala (excused).

Staff present: Riann Balch, Community Resources Senior Manager, Karin Bishop, Community Development Senior Program Manager, Dawn Gingerich, Assistant City Attorney, Dylan Raymond, Community Development Associate, and Monica Thompson, Community Development Associate.

Public Present: None.

SCHEDULED/UNSCHEDULED PUBLIC APPEARANCES

Members of the audience may address any item not on the agenda. State Statute prohibits the Board or Commission from discussing an item that is not on the agenda, but the Board or Commission does listen to your concerns and has staff follow up on any questions you raise.

None.

BRIEFING ITEMS

Community Resources Senior Manager Riann Balch thanked all Housing and Human Services Commissioners and subcommittee panel members for attending tonight's meeting. Introductions were provided by staff, commissioners, and subcommittee panel members. She presented an overview of the General Fund Subcommittee Orientation.

1. Conflict of Interest

Community Development Associate Dylan Raymond reviewed the Conflict of Interest process, including an explanation of what constitutes a conflict of interest. Mr. Raymond asked subcommittee members to review the list of General Fund applicants and complete a Conflict of Interest Disclosure form disclosing any substantial interest they may have before the first review meeting. Mr. Raymond noted that all conflicts will be recorded in the subcommittee meeting minutes. Housing and Human

Services Commissioner Karen Tepper shared that she is the Chief Executive Officer for Terros Health and that her organization is subcontracted by the Boys and Girls Club of the Valley for behavioral health services. She also disclosed that her organization has a joint venture with two organizations listed as applicants: Community Bridges Incorporated and LA Frontera Arizona Empact- Suicide Prevention Center. Assistant City Attorney Dawn Gingerich informed Commissioner Tepper they would discuss further whether her role as CEO with Terros Health constitutes a conflict of interest with the three organizations.

2. General Fund Allocations Subcommittee Orientation.

Community Development Associate Dylan Raymond presented on the 2019 Community Needs Assessment which identified the target populations and top areas of community need, which serves as a funding priority of the General Fund applicants. Mr. Raymond discussed subcommittee members' roles and responsibilities. He also demonstrated how to access and navigate applications in ZoomGrants. In addition, Mr. Raymond explained how to review and score applications in ZoomGrants. Subcommittee panel member Rori Minor asked when subcommittee members should fill out the recommended funding amount for applicants. Ms. Balch responded that subcommittee members can input scores and funding recommendations at any time and have the ability to make adjustments. Ms. Balch informed the subcommittee that the funding recommendations provide a baseline for the meeting in which subcommittee members will meet to discuss final funding recommendations. Commissioner Heather Mattisson shared that when she was new to the subcommittee, it would have been helpful to know the process for reviewing and scoring applications. Ms. Mattisson asked the staff if there were any recommendations on what subcommittee members would need when reviewing applications. Mr. Raymond briefly shared with the subcommittee panel methods that he used as a subcommittee member.

Mr. Raymond explained the allocation process and timeline. Scoring sheets, votes, and recommended award amounts for Special Population are due by March 1, 2023. The due date for individual scores and funding recommendations for Basic Needs and Youth subcommittees is March 30, 2023. Scores will be aggregated and presented for discussion among members of the Basic Needs, Special Populations, and Youth Subcommittees when initial funding recommendations are made. Ms. Balch did mention if the Special Populations subcommittee needed the third meeting, then scores and funding recommendations would be due March 30, 2023. Community Development Senior Program Manager Karin Bishop explained to the subcommittee panel that the third meeting is not usually needed for the Special Populations Subcommittee since they review fewer applications.

Commissioner Lisa Loring asked if subcommittee members would be receiving an email with the list of assigned applications for review. Mr. Raymond explained that applicants assigned to each subcommittee member are noted with an orange letter A in ZoomGrants. Ms. Bishop informed the subcommittee that staff would be made available after the meeting to help login into ZoomGrants. She also informed the subcommittee they will receive an email with a list of applications assigned for review before each meeting.

Ms. Minor asked if subcommittee members would receive an email prompting them to login into ZoomGrants. Mr. Raymond indicated that when subcommittee members received the email regarding the subcommittee orientation, it included a link for logging into ZoomGrants.

ACTION AGENDA

3. Approval of Future Subcommittee Meetings.

City staff worked with each subcommittee to identify future meeting dates, times, and subcommittee chairs to facilitate the meetings.

Ms. Balch facilitated a discussion to ratify approval of future subcommittee meeting dates for the Basic Needs, Special Populations, and Youth Subcommittees.

Meetings	Basic Needs	Special Populations	Youth
1	February 15, 2023 at 6:00 p.m.	February 16, 2023 at 5:00 p.m.	February 13, 2023 at 6:00 p.m.
2	March 8, 2023 at 6:00 p.m.	March 6, 2023 at 5:00 p.m.	March 9, 2023 at 6:00 p.m.
3	April 5, 2023 At 6:00 p.m.	April 4, 2023 at 5:00 p.m.	April 6, 2023 At 6:00 p.m.

Motion: Housing and Human Services Commissioner Karen Tepper made a motion to approve the scheduling of subcommittee meeting dates as follows. Housing and Human Services Commissioner Julie Martin seconded the motion.

Discussion: No discussion.

Results: The motion was approved 14-0.

4. Approval of Subcommittee Chair by Meeting Date.

Ms. Balch facilitated a discussion to select subcommittee chairs by meeting dates. Below are the subcommittee chairs identified by each of the subcommittees.

Motion: Commissioner Martin made a motion to approve subcommittee chairs by meeting dates as follows. Commissioner Tepper seconded the motion.

Meetings	Basic Needs	Special Populations	Youth
1	Jeff Reynolds	Julie Martin	Cynthia Hardy
2	Karen Tepper	Greg Rodriguez	Ryan Magel
3	Heather Mattisson	David Gonzalez	Tony Alcala

Discussion: No discussion.

Results: The motion was approved 14-0.

MEMBERS COMMENTS / ANNOUNCEMENTS

None.

CALENDAR

5. Next HHSC Basic Needs, Special Populations, and Youth Subcommittee Meetings are Scheduled per Action Item 3.

INFORMATION ITEMS

None.

ADJOURN

The meeting adjourned at 7:18 p.m.

Dated: _____

Community Resources Senior Manager Riann Balch

Recording Secretary Monica Thompson