

**MINUTES OF THE  
HOUSING AND HUMAN SERVICES COMMISSION  
BASIC NEEDS SUBCOMMITTEE  
235 S. Arizona Avenue, Chandler, AZ 85225  
Wednesday, March 8, 2023, at 6:00 p.m.**

**CALL TO ORDER / ROLL CALL**

Subcommittee Chair Pepper called the Basic Needs Subcommittee meeting to order at 6:12 p.m.

Housing and Human Services Commissioners and Subcommittee Panel Members present: Cecilia Hermosillo, Heather Mattisson, Karen Pepper, Phillip Hubbard, and Rori Minor.

Housing and Human Services Commissioners and Subcommittee Panel Members absent: Jeff Reynolds (excused).

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

Public Present: None.

**DISCUSSION**

1. Discussion of Fiscal Year 2023-2024 Basic Needs Proposals; Determine if Additional Questions are Necessary.

Community Development Associate Dylan Raymond provided an overview of the meeting. He explained to commissioners and subcommittee panel members that they would have an opportunity to identify outstanding questions before finalizing their individual scores. If staff could not answer questions, additional information would be requested from the organization.

Subcommittee Chair Mattisson facilitated a discussion of each application to identify the need for additional information from agencies. The Basic Needs Subcommittee requested additional information from the applicants listed below.

- Mesa United Way - Chandler VITA Program Grant
  1. No questions.
- Midwest Food Bank - Arizona Division - Emergency Food Box Program
  1. There are discrepancies throughout the application regarding the number and identification of partners. Provide an updated list of partners and a description of what each partnership brings to the proposed services. (Q 12, Rori)
  2. How many Chandler residents will be served with the \$25,000 request?
  3. Do you charge fees to partner agencies? If so, please describe.
- Mission of Mercy - Access to Healthcare for Uninsured Chandler Residents
  1. Please describe what comprises the 460 units of service (Question 11) for the 39 Chandler residents to be served (Question 7).
  2. Please state the measurable outcomes (Question 12) for Chandler residents only.
- One Small Step, Inc. - One Small Step | Clothes Cabin

1. No questions
- Phoenix Gospel Mission, Inc. dba Phoenix Rescue Mission - Homeless and Outreach Navigation Program
    1. The City of Chandler currently operates homeless navigation services directly. How does the proposed service differ from the service operated by the City?
    2. How many navigators will this proposal provide and how many hours of service will they deliver?
  - Resurrection Street Ministry, Inc. - Feeding Our Chandler Neighbors 2023
    1. Question 5 indicates 8,000 Chandler households will be served with Chandler funds. Question 6, 7 and 8 indicate 3,000 Chandler residents will be served with Chandler funds. Please clarify.
  - Resurrection Street Ministry, Inc. - RSM Heat Relief Station – Chandler
    1. No questions.
  - Save the Family Foundation of Arizona - Family, Adult's and Children's Empowerment Services
    1. No questions.
  - Semicolon Society - Semicolon Society Community Outreach Project
    1. No questions.
  - The Salvation Army, A California Corporation - Client Choice Food Pantry
    1. Describe a unit of service.
    2. Question 5 indicates the proposed program will serve 665 Chandler residents. Questions 6, 7 and 8 indicates 5,500 Chandler residents will be served with Chandler funds. Please clarify.
  - The Salvation Army, A California Corporation - Housing Stability Assistance
    1. This proposal requests \$30,000 in staffing to provide \$30,000 in financial assistance to 20 families. What, if any other services will be provide by this position?
    2. Describe how case management services are delivered. Include at minimum position qualifications, method and frequency of service delivery, plans or other tools utilized, and how client progress is measured.
  - United Food Bank - Emergency Food Assistance
    1. Question 5 indicates that the proposed program will serve 400 Chandler households with Chandler funds. Questions 6 indicates serving 145 Chandler residents with Chandler funds. Questions 7 and 8 indicate serving 20,000 Chandler residents with Chandler funds. Please clarify.
    2. Please list agency partners and describe what the partnership entails as it relates to this proposal.
    3. Do you charge fees to partner agencies? If so, please describe.

Mr. Raymond provided an overview of how to review and score the applications in ZoomGrants. Additionally, he demonstrated to the subcommittee where to find the staff technical reviews and agency responses to the subcommittee questions. He informed the subcommittee that an estimated amount available for allocation to the Basic Needs Subcommittee would be provided at the next meeting. The Subcommittee members should complete their scoring sheets, votes, and recommended amounts by March 30, 2023.

## **MEMBERS COMMENTS / ANNOUNCEMENTS**

None.

**CALENDAR**

2. Basic Needs, Special Populations, and Youth Subcommittee Individual Scores Due by March 30, 2023.
3. HHSC Basic Needs Subcommittee Meeting Wednesday, April 5, 2023, at 6:00 p.m.
4. HHSC Meeting Wednesday, April 12, 2023, at 6:00 p.m.

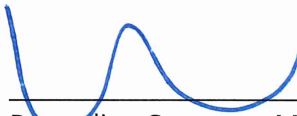
**INFORMATION ITEMS**

Mr. Raymond announced to the subcommittee that the 2023 Chandler State of the City is on February 16, 2023. Mr. Raymond added that everyone is invited to attend the event, which will be held at Chandler Center for the Arts doors open at 5:30 p.m., and the event starts at 6:30 p.m.

**ADJOURN**

The meeting adjourned at 7:48 p.m.

Dated: April 12, 2023

  
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for  
Recording Secretary Monica Thompson

  
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Subcommittee Chair Tepper