MINUTES
HOUSING AND HUMAN SERVICES COMMISSION
NEIGHBORHOOD RESOURCES DEPARTMENT
235 S. Arizona Avenue, Chandler, AZ 85225
Wednesday, December 13, 2023, 6:00 p.m.

CALL TO ORDER / ROLL CALL

Commission Chair Heather Mattisson called the meeting to order at 6:18 p.m.

Commissioners present: Heather Mattisson, Ryan Magel, David Gonzalez, Aimee Griffith-Johnson, Lisa Loring, Cecilia Hermosillo, Jeff Reynolds, and Karen Tepper (arrived at 6:22 p.m.).

Commissioners absent: Tony Alcala, Julie Martin, and Sharyn Younger.

Staff present: Leah Powell, Neighborhood Resources Director, Riann Balch, Community Resources Senior Manager, Karin Bishop, Community Development Senior Program Manager, Elizabeth Garcia, Community Development Coordinator, and Zoe Tepper, Intern.

Public present: None.

SCHEDULED/UNSCHEDULED PUBLIC APPEARANCES/CALL TO PUBLIC

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.

CONSENT AGENDA

Items listed on the Consent Agenda may be enacted by one motion and one vote. If a discussion is required by members of the Board or Commission, the item will be removed from the Consent Agenda for discussion and determination will be made if the item will be considered separately.

1. November 8, 2023, HHSC Regular Meeting Minutes.

Motion: Commissioner Jeff Reynolds made a motion to approve the Consent Agenda. Commissioner David Gonzalez seconded the motion.

Discussion: None.

Results: The motion was approved 8-0.

BRIEFING

Chair Mattisson requested to move briefing item 3 out of order. Commissioner Karen Tepper made a motion to move item 3 out of order. Commissioner Reynolds seconded the motion.

Discussion: None.

Results: The motion was approved 8-0.

Commission Chair Mattisson called on Ms. Riann Balch, Community Resources Senior Manager to present information on item 3.

3. FY 24-25 General Fund Allocation Process

Ms. Balch shared that staff had been asked to take more time to develop the new RFP process. As a result, the FY 24-25 general fund allocation process will remain as is for FY 24-25 allocations. Staff will continue to work with Crescendo Consulting to update the Community Needs Assessment and refine the new process for FY 25-26.

Ms. Balch called on Ms. Karin Bishop to present the allocation timeline. Ms. Bishop provided an overview of the timeline and stated that there are no substantive changes to the application from last year. Ms. Bishop advised Commissioners that a special meeting will need to be held in February to conduct a Subcommittee Orientation. Ms. Bishop also shared that staff identified ways to streamline the review process by collapsing the review criteria and allowing reviewers to enter one overall score per application. Additionally, staff are recommending reducing the number of meetings for each evaluation panel.

Commissioners discussed potential dates to hold the Subcommittee Orientation, which will be voted upon at the February 7, 2024, Regular Meeting.

ACTION

2. Motion to approve exceptions related to Allocations Subcommittee Composition and Leadership Criteria.

Commission Chair Mattisson called on Ms. Balch to present information on this item. Ms. Balch suggested an additional way to streamline the process, given the shortened timeline we're working with this year, is to waive the requirement for five members per subcommittee and the requirement to include community volunteers in the subcommittee composition.

Motion: Commissioner Gonzalez made a motion to approve the suggested exceptions to the Allocations Subcommittee Composition and Leadership Criteria to eliminate the requirement for five members per subcommittee, and to eliminate the requirement to include community volunteers in the subcommittee composition. Commissioner Reynolds seconded the motion.

Discussion: Commission Vice Chair Ryan Magel expressed concern about not including youth community members on the Youth subcommittee as he finds their insight to be beneficial. Commissioner David Gonzalez stated that in reading the proposed motion, it is not required but recommended. Ms. Balch explained that the reason for not including community members in the FY 24-25 General Fund Allocations process is because we typically recruit community members in the Fall, and conducting a recruitment on short notice may be challenging. Additionally, community members may not find the process as engaging this year since there will be fewer meetings. Commissioner Tepper asked if it was possible to have a community volunteer for the Youth Subcommittee. Ms. Balch stated that staff will work on recruiting a youth volunteer to participate in the process.

Commissioner Lisa Loring stated that due to the late start of the funding process, the community volunteers will not have the best experience. Commissioners requested that staff attempt to recruit youth community volunteers for the Youth Subcommittee, if possible.

Results: The motion was approved 8-0.

MEMBERS COMMENTS / ANNOUNCEMENTS

None

CALENDAR

4. HHSC Regular Meeting, Wednesday, January 10, 2024, at 6:00 p.m.
5. HHSC Regular Meeting, Wednesday, February 7, 2024, at 6:00 p.m.
6. HHSC Regular Meeting, Wednesday, March 6, 2024, at 6:00 p.m.

INFORMATION ITEMS

Ms. Leah Powell shared that Mrs. Amy Jacobson delivered a beautiful and healthy baby girl.

ADJOURN

The meeting adjourned at 7:06 p.m.

Dated: ______________________________

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Chair Heather Mattisson

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Recording Secretary Elizabeth Garcia