

**MINUTES OF THE  
HOUSING AND HUMAN SERVICES COMMISSION  
BASIC NEEDS SUBCOMMITTEE  
SPECIAL POPULATIONS SUBCOMMITTEE  
YOUTH SUBCOMMITTEE  
Virtually via Webex  
Wednesday, February 12, 2024, at 6:00 p.m.**

**CALL TO ORDER / ROLL CALL**

Commission Chair Heather Mattisson called the Basic Needs, Special Populations, and Youth Subcommittee meeting to order at 6:11 p.m.

Housing and Human Services Commissioners and Subcommittee Panel Members present: David Gonzales, Cecillia Hermosillo, Karen Tepper, Sharyn Younger, Aimee Griffith-Johnson, Julie Martin, Ryan Magel, Heather Callis, Heather Mattisson, Jeff Reynolds, Lisa Loring, and Tony Alcala.

Housing and Human Services Commissioners and Subcommittee Panel Members absent: None.

Staff present: Riann Balch, Community Resources Senior Manager, Karin Bishop, Community Development Senior Program Manager, Dylan Raymond, Management Analyst Senior and Elizabeth Garcia, Community Development Specialist.

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. Ms. Balch presented an overview of the General Fund Subcommittee Orientation.

1. Conflict of Interest

Management Analyst Senior, 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.

2. General Fund Allocations Subcommittee Orientation.

Ms. Balch presented on the 2019 Community Needs Assessment which identified the target populations and top areas of community need, which serve as funding priorities for the General

Fund allocations. 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. This year, reviewers only need to enter one overall score per application. Individual scores and funding recommendations are due April 15, 2024.

### **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	April 25, 2024 at 5:30 p.m.	April 24, 2024 at 5:15 p.m.	April 16, 2024 at 5:30 p.m.

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

**Discussion:** No discussion.

**Results:** The motion was approved 12-0.

#### 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 Heather Mattisson made a motion to approve subcommittee chairs by meeting dates as follows. Commissioner Jeff Reynolds seconded the motion.

Meetings	Basic Needs	Special Populations	Youth
1	Karen Tepper	Aimee Griffith-Johnson	Tony Alcala

**Discussion:** No discussion.

**Results:** The motion was approved 12-0.

**MEMBERS COMMENTS / ANNOUNCEMENTS**

None.

**CALENDAR**

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

**INFORMATION ITEMS**

Mr. Raymond reminded subcommittee members to confirm their attendance with Elizabeth Garcia, Community Development Specialist.

**ADJOURN**

The meeting adjourned at 7:19 p.m.

March 21, 2024

Dated: \_\_\_\_\_

*Elizabeth Garcia*

\_\_\_\_\_  
Recording Secretary Elizabeth Garcia

*Heather Mattisson*

\_\_\_\_\_  
Chair Heather Mattisson