



**CITY OF SCOTTSDALE  
HUMAN SERVICES ADVISORY COMMISSION**

Regular Meeting Minutes  
Thursday, January 9, 2025  
City Hall Kiva Forum  
3939 N. Drinkwater Boulevard  
Scottsdale, AZ 85251

**PRESENT:** Chair Roger Lurie, Vice-Chair Mary Jung, Commission Members Lee Cooley Patrick Dodds, Jeff Jameson, Stuart Turgel, and Neal Shearer

**STAFF:** Kira Peters, Human Services Director; Mary Witkofski, Community Assistance Manager; Sue Oh, Human Services Manager; Jessica Rapp, Human Services Manager; Kristy Hahn-McDonald, Human Services Manager; Deanna Owens, Human Services Manager; Chad Beougher, Housing Supervisor; Melissa McNeal, Community Grant Specialist

**Call to Order**

Chair Lurie called the meeting to order at 5:31 p.m.

**Roll Call**

Members present as listed above.

**Public Comment**

There were no members of the public who wished to speak.

**REGULAR MEETING AGENDA**

**1. Approval of Minutes**

Approve the Regular Meeting Minutes of December 12, 2024

COMMISSIONER COOLEY MOVED TO APPROVE THE DECEMBER 12, 2024, HUMAN SERVICES ADVISORY COMMISSION REGULAR MEETING MINUTES. VICE-CHAIR JUNG SECONDED THE MOTION, WHICH CARRIED SEVEN (7) TO ZERO (0) BY ROLL CALL VOTE. CHAIR LURIE, VICE-CHAIR JUNG, COMMISSIONERS COOLEY, DODDS,

JAMESON, TURGEL, AND SHEARER VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSENTING VOTES.

## **2. Human Services Advisory Commission Annual Report**

Kira Peters, Human Services Director, presented the 2024 Human Services Advisory Commission Annual Report. She highlighted topics of discussion and actions taken throughout the year, such as anticipated key issues for 2025, future significant work products, and upcoming opportunities, challenges, and anticipated outcomes.

Chair Lurie commended the exceptional services and innovative programs that are provided through the Human Services Department and the work that has been done by the planning focus group.

COMMISSIONER COOLEY MOVED TO APPROVE HUMAN SERVICES ADVISORY COMMISSION 2024 ANNUAL REPORT. VICE-CHAIR JUNG SECONDED THE MOTION, WHICH CARRIED SEVEN (7) TO ZERO (0) BY ROLL CALL VOTE. CHAIR LURIE, VICE-CHAIR JUNG, COMMISSIONERS COOLEY, DODDS, JAMESON, TURGEL, AND SHEARER VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSENTING VOTES.

## **3. FY 2025/2026 CDBG, Scottsdale Cares, General Funds SRPMIC, and Endowment Orientation: Funding Process and Proposal Review**

Chad Beougher, Housing Supervisor, and Melissa McNeal, Community Grants Specialist, reviewed the FY 2025/2026 funding process, funding proposals, and scoring process. As part of the presentation, they reviewed funding priorities as well as evaluation and scoring tools and gave administrative notice for changes that have been made to the funding process. It was noted that the Mayor's Youth Council will be participating in the staff scoring process by submitting scores for Scottsdale Cares.

Funding priorities include emergency housing assistance, crisis case management, homeless supportive services and shelters, and vulnerable populations like seniors and the disabled. They noted that proposals were due electronically by October 18, 2024. Responses to Human Services staff evaluations were due November 27, 2024. Any agency that failed to respond or was late in responding to the staff evaluation received a 10-point reduction.

Ms. McNeal provided an overview of the proposals received for the FY 2025/26 funding process for Community Development Block Grant (CDBG): Scottsdale Cares, SRPMIC, and Endowment Funds. She anticipated funding available as follows:

- The anticipated available funding for CDBG Public Services is approximately \$160,000. The funding cap for CDBG for a single agency is \$40,000 and for partner agencies is \$80,000. Six proposals were received totaling \$265,800, resulting in a deficit of \$75,800.
- CDBG Non-Public Services received no proposals and public facility funds were not made available.
- The anticipated available funding for Scottsdale Cares is \$180,000. The funding cap for Scottsdale Cares is \$20,000. Twenty-two proposals were received totaling \$357,600, resulting in a deficit of \$177,600.

- The anticipated available funding for General Funds is approximately \$80,000, and includes a \$20,000 funding cap. Six proposals were received totaling \$130,000, resulting in a deficit of \$50,000.
- The anticipated available funding for SRPMIC is approximately \$130,000. One proposal was received for \$130,000, resulting in a deficit of zero.
- The anticipated available funding for Endowment is approximately \$8,600. Two proposals were received totaling \$17,200, resulting in a deficit of \$8,600.

Mr. Beougher provided training on utilizing the Neighborly program in correlation with the SharePoint website. All tools and information needed, including agency proposals, presentation videos, evaluation tools, guidelines, and previous fiscal year funding allocations, can be found using these sources.

Commissioners asked clarifying questions during the presentation.

#### **4. Director's Report**

Director Peters provided an update on activities in the Human Services Department. Her presentation highlighted the following items:

- Introduction of Jessica Rapp as new Human Services Manager at Granite Reef Senior Center.
- 2024 Holiday Special Program statistics. Adopt-a-Senior had 351 participants and 228 donors. Adopt-a-Family had 237 families and 162 donors. Scottsdale Community Partners assists with donations for both programs.
- Food Bank expansion update. The new 30-gallon water heater has been installed and is awaiting inspection. Once the permitting process has been completed, food will be moved from Vista del Camino to the McKellips Warehouse location.
- Scottsdale Area Association of Realtors donation of \$1,000 to the Vista del Camino Career Center.
- Scottsdale Mayor's Youth Council participation in the grant funding process.
- Annual Point in Time Count. City staff will participate, together with the Scottsdale Police Department, on January 28, 2025 from 6:00 a.m. until noon. Commissioners who are interested in participating should reach out to Sue Oh.
- Day relief and Community House. Community House has come to an agreement with Impact Church to host day relief at the South Scottsdale Presbyterian Church under a month-to-month lease. Impact Church has agreed to provide a 60-day notice when the lease agreement will terminate.
- Vista del Camino recreation Family Fridays program. Ms. Peters said that the goal is to expand the program to reach beyond the Yaqui Community and open to all Scottsdale community members.
- Human Services Strategic Plan has been completed. A detailed presentation on the plan will be agendaized for the next meeting.
- Paiute Neighborhood Center update. Partners for Paiute has funded ESL classes that are ongoing on Tuesday and Wednesdays from 5:00 p.m. to 7:00 p.m. The month of January has 17 participants.

Commissioners welcomed Ms. Rapp to the management team. They requested that the Commission be provided with an organizational chart reflecting the recent staff changes.

**5. Identification of Future Agenda Items**

Future agenda items could include:

- Meeting with Mayor Borowsky to discuss her priorities for Human Services.

**6. Adjournment**

COMMISSIONER JAMESON MOVED TO ADJOURN THE MEETING. COMMISSIONER DODDS SECONDED THE MOTION, WHICH CARRIED SEVEN (7) TO ZERO (0) BY ROLL CALL VOTE. CHAIR LURIE, VICE-CHAIR JUNG, COMMISSIONERS COOLEY, DODDS, JAMESON, TURGEL, AND SHEARER VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSENTING VOTES.

With no further business to discuss, being duly moved and seconded, the meeting adjourned at 6:23 p.m.

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