



**CITY OF SCOTTSDALE
HUMAN SERVICES ADVISORY COMMISSION**

Regular Meeting – **MINUTES**

Thursday, July 24, 2025

City Hall Kiva Forum

3939 N. Drinkwater Boulevard

Scottsdale, AZ 85251

PRESENT: Chair Roger Lurie, Vice-Chair Mary Jung, Commission Members Jeff Jameson, Neal Shearer, Lee Cooley, Cynthia Hill, and Sheila Roe

STAFF: Mary Witkofski, Interim Human Services Director; Sue Oh, Human Services Manager; Eugenio Munoz-Villafane, Human Services Manager; Deanna Owens, Human Services Manager; Jessica Rapp, Human Services Manager

Call to Order

Chair Lurie called the meeting to order at 5:30 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 May 22, 2025

COMMISSIONER COOLEY MOVED TO APPROVE THE MAY 22, 2025, 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 JAMESON, SHEARER, COOLEY, HILL, AND ROE VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSENTING VOTES.

2. Welcome New Human Services Advisory Commission Members

Chair Lurie welcomed New Commissioners Cynthia Hill and Sheila Roe. Commissioners took turns introducing themselves.

Mary Witkofski, Interim Human Services Director, introduced the Human Services managers, reading a brief bio for each.

Chair Lurie wished Jessica Rapp a happy birthday on behalf of Commissioners.

3. Human Services Strategic Plan 2025-2028

Mary Witkofski, Interim Human Services Director, provided an overview of the Human Services Strategic Plan 2025-2028, noting that the plan was developed through an inclusive and comprehensive process, prioritized by community feedback and engagement. She reviewed each of the strategic goals and objectives, highlighting implementation strategies. Strategic goals and objectives were listed as follows:

1. Goal: Senior Services – Enhance and expand Senior Service programs and facilities.
Objective: Provide a comprehensive and accessible range of services to Scottsdale’s senior residents to enhance their quality of life.
2. Goal: Volunteerism – Create a Human Services-specific volunteer program.
Objective: Develop a sustainable volunteer program that aligns with the goals of the City and the Human Services department, and maximizes community involvement.
3. Goal: Skilled Employees – Employ and maintain a highly skilled, motivated, and productive workforce.
Objective: Ensure that the Human Services Department attracts, retains, and invests in top talent while fostering a positive work environment.
4. Goal: Supportive Services for Vulnerable Populations – Collaborate with community partners to improve service and self-sufficiency to vulnerable populations.
Objective: Strengthen collaborations to effectively serve vulnerable populations in the community.
5. Goal: Awareness – Increase awareness of the Scottsdale Human Services Department.
Objective: Raise the profile and visibility of the Human Services Department through improved communication and information dissemination.

Commissioners were given an opportunity to ask questions. Ms. Witkofski explained that employees will receive additional training as part of the strategy for improving human services data management/collection and reporting processes, with a goal of making information available throughout the Human Services departments.

Chair Lurie noted that the Commission can expect an update on progress of the strategic plan in January 2026.

4. FY 2026/2027 Human Services Funding Process

Chad Beougher, Housing Supervisor, discussed and provided information on the FY 2026/2027 Human Services Funding Process, including review of the funding process calendar; the Notice of Funding Availability (NOFA) application orientation; funding priority caps; changes to the applications; and the scoring process.

Proposed priority caps and processes for each area were as follows:

- CDBG – Public Services projects addressing homeless supportive services and shelters. There will be a cap of \$40,000 per single proposal or \$80,000 for a collaborative proposal with up to three agencies.
- Scottsdale Cares – Priority given to programs addressing emergency housing assistance, crisis case management, vulnerable populations, seniors and the disabled, and positive development of youth. Mayor’s Youth Council will participate in the scoring process. There will be a cap of \$20,000 per applicant, and awards will only be given at 100 percent.
- General Funds – Priority given to programs addressing emergency housing assistance, crisis case management, and vulnerable populations. There will be a cap of \$20,000, and awards will only be given at 100 percent.
- SRPMIC – Proposals only accepted for congregate and home-delivered meals. The program cap will be determined once funding availability is established.
- Endowment Funds – Allocated for community projects and programs for the public good and City of Scottsdale youth programs.

Mr. Beougher reviewed proposed changes to the questionnaire and scoring process.

Commissioners were given an opportunity to ask questions and give input. Chair Lurie expressed appreciation for the work that staff has done on improving the process. He commented that staff giving information on gaps at each center will be vital in enabling the Commission to make more effective decisions. Mr. Beougher explained that agencies have the option to attend the orientation via Teams. Applicant applications, the interested parties list, and the NOFA will be available for review on the website. He said that the staff scoring matrix includes priority scoring for agencies located in Scottsdale. Agencies whose proposals do not meet the criteria regarding the funding source are contacted and given the option of moving into a different funding source.

COMMISSIONER COOLEY MOVED TO APPROVE THE FY 2026/2027 HUMAN SERVICES FUNDING PROCESS. VICE-CHAIR JUNG SECONDED THE MOTION, WHICH CARRIED SEVEN (7) TO ZERO (0) BY ROLL CALL VOTE. CHAIR LURIE, VICE-CHAIR JUNG, COMMISSIONERS JAMESON, SHEARER, COOLEY, HILL, AND ROE VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSENTING VOTES.

5. Director’s Report

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

- Brown Bag Program will be moving to the foodbank. A trolley ride pilot will go from Granite Reef Senior Center to the food bank for seniors who need to pick up a brown bag and for those who are scheduled to pick up a regular food box.
- Back to school event scheduled for July 30 from 8:00 a.m. to 5:00 p.m. at Pima Elementary School.
- Community Action Program application processing.
- The Mayors Youth Council kickoff on August 4, 2025.
- Paiute Park restroom project completion.
- Paiute Neighborhood Center fall programming.
- Customer service training.
- Senior Center ice cream socials.
- Vista del Camino Family Friday's recreation.
- Recent and upcoming episodes of the Vintage Voice.

6. Identification of Future Agenda Items

Upcoming agenda items could include:

- Family Resource Center update.
- Tenant-based rental assistance program and continuum of care.
- Scottsdale Cares update.

7. Adjournment

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

With no further business to discuss, being duly moved and seconded, the meeting adjourned at 6:38 p.m.

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