



**CITY OF SCOTTSDALE
HUMAN SERVICES ADVISORY COMMISSION**

Regular Meeting – **MINUTES**

Thursday, October 9, 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 (MS Teams), and Sheila Roe

STAFF: Mary Witkofski, Interim Human Services Director; Chad Beougher, Housing Supervisor; Kristy Hahn-McDonald, Human Services Manager; Jessica Rapp, Human Services Manager; Armando Olivares, Community Grants Specialist; Mario Alvarez, Housing Rehabilitation Specialist; Reese Miller, Human Services Representative II

Call to Order

Chair Lurie called the meeting to order at 5:01 p.m.

Roll Call

Members present as listed above.

Public Comment

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

Approval of Minutes

Approve the September 25, 2025 Regular Meeting Minutes

VICE-CHAIR JUNG MOVED TO APPROVE THE SEPTEMBER 25, 2025, HUMAN SERVICES ADVISORY COMMISSION REGULAR MEETING MINUTES. COMMISSIONER SHEARER 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.

REGULAR MEETING AGENDA

1. **Election of Officers**

COMMISSIONER SHEARER NOMINATED LEE COOLEY FOR THE POSITION OF VICE-CHAIR OF THE HUMAN SERVICES ADVISORY COMMISSION. COMMISSIONER JAMESON SECONDED THE NOMINATION, 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.

Vice-Chair Cooley immediately assumed the role of vice-chair.

2. **Housing Rehabilitation Programs' Update: Major Housing Rehabilitation, Roof Repair and Replacement, and Emergency Repair Programs**

Armando Olivares, Community Grants Specialist, and Mario Alvarez, Housing Rehabilitation Specialist, provided updates on the Major Housing Rehabilitation, Roof Repair and Replacement, and Emergency Repair Programs. They explained that the housing rehabilitation programs improve the lives of Scottsdale residents through the administration of Community Development Block Grant funds to provide safe and sanitary living conditions to low- and moderate-income families. Their presentation included an overview of each program's goals, an outline of their funding mechanisms, and requirements to qualify for Emergency Repair Program and Roof Repair and Replacement Program grants and the Major Housing Rehabilitation deferred loan program. They presented statistics for each program and gave a brief overview of marketing and outreach efforts. Mr. Alvarez provided an example of a day in the life of a housing rehabilitation specialist.

Commissioners were given an opportunity to ask questions. Mr. Boucher explained that any accessory dwelling unit that is not attached or up to code would not be included with the Roof Repair or Emergency Repair Program. It could be included in the inspection for the Major Rehab Program. Mr. Olivares explained that homeowners are only put in accommodations when a safety issue needs to be addressed. Once the issue is addressed, homeowners will either stay in the home during construction or find their own accommodations.

Mr. Olivares said that the deferred loan is 50 percent forgivable upon the third anniversary of the job. Deferred loan payments are required upon transfer of title. Homeowners are not required to make monthly payments and are able to pay off the loan at any time. He explained that they are required to check for asbestos if the home attaches to five or more units. Mr. Alvarez explained that contractors are not allowed to remove or replace solar panels as part of the Roof Repair and Replacement Program as they do not affect the livability of the home.

3. **Operation Fix It Program Update**

Reese Miller, Human Services Representative II, provided an update on the Operation Fix It Program. He said that Operation Fix It program referrals come from Code Enforcement, homeowners association (HOA) violations, social workers, senior centers, the police department, and City programs. Work is done with the help of volunteers, City staff, and, when needed, paid

vendors. Mr. Miller reviewed upcoming partnership/volunteer collaborations with Desert Botanical Gardens, Rebuilding Together, and Rock the Yard. Mr. Miller provided an example of a day in the life of a housing rehabilitation specialist.

Commissioners were given an opportunity to ask questions. Mr. Miller said code enforcement officers will be provided with marketing flyers once they are completed, and they will be available at senior centers and online. He explained that typical turnaround from application to the completion of the project is approximately two weeks to one month. They work quickly, because typically there are code violations that need to be immediately addressed. Staff will reach out to Code Enforcement or an HOA to ask for an extension on fines while the violation is being addressed. There are often cases where the same homeowner will return with additional code violations within the same year.

4. Identification of Future Agenda Items

Upcoming agenda items could include:

- Prop 314

5. Adjournment

VICE-CHAIR JUNG MOVED TO ADJOURN THE MEETING. COMMISSIONER SHEARER 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 6:01 p.m.

Recorded and Transcribed by eScribers, LLC.