



**CITY OF SCOTTSDALE  
HUMAN SERVICES ADVISORY COMMISSION**

Regular Meeting – **MINUTES**

Thursday, May 14, 2026

City Hall Kiva Forum

3939 N. Drinkwater Boulevard

Scottsdale, AZ 85251

**PRESENT:** Chair Roger Lurie, Vice-Chair Lee Cooley, Commission Members Mary Jung, Neal Shearer, and Cynthia Hill

**ABSENT:** Commission Member Sheila Roe

**STAFF:** Mary Witkofski, Interim Human Services Director; Chad Beougher, Housing Supervisor; Jessica Rapp, Human Services Manager; Sue Oh, Human Services Manager; Mario Alvarez, Housing Rehabilitation Specialist; Eugenio Munoz-Villafane, Human Services Manager

**Call to Order**

Chair Lurie called the meeting to order at 5:08 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 April 23, 2026 Regular Meeting Minutes

VICE-CHAIR COOLEY MOVED TO APPROVE THE APRIL 23, 2026, HUMAN SERVICES ADVISORY COMMISSION REGULAR MEETING MINUTES AS PRESENTED. COMMISSIONER JUNG SECONDED THE MOTION, WHICH CARRIED SIX (6) TO ZERO (0) BY ROLL CALL VOTE. CHAIR LURIE, VICE-CHAIR COOLEY, COMMISSIONERS JUNG, SHEARER, HILL, AND SCHEXNAYDER VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSENTING VOTES.

Chair Lurie extended congratulations to Human Services staff for receiving the Salt River Project Impact Story of the Year Award, in recognition of the dedication shown by staff to support Scottsdale seniors through critical utility assistance programs.

## **REGULAR MEETING AGENDA**

### **1. Human Services Advisory Commission Bylaws Amendment**

Chair Lurie reviewed the proposed bylaw amendment to 7.0. Conflict of Interest section of the bylaws. The amendment shall read: Members shall also comply with all applicable federal conflict-of-interest requirements related to programs reviewed by the Commission, including disclosure and recusal when a personal, financial, or organizational relationship could create an actual, potential, or perceived conflict. He noted that the addition was recommended by Scottsdale's legal department in response to a previous conflict of interest incident.

Mary Witkofski, Interim Human Services Director, said that the topic is part of the annual ethics review, but that language only references the state. It is also necessary to acknowledge federal regulation 24 CFR Part 570.611, relating to CDBG funds.

An action item to approve the bylaws amendment will be agendaized for the next meeting.

### **2. Annual Funding Allocation Process Review**

Chair Lurie led a discussion on the annual funding allocation process. He shared his thoughts about positive changes to the process over the past few years, including the setting of five priority areas and inclusion of the Mayor's Youth Council members in the evaluation process. Chair Lurie highlighted items that were identified during last year's process review.

Commissioner comments focused on the following:

- Positive comments about the Neighborly software
- The addition of IRS Form 990
- Positive comments about Commissioner's ability to assign a 0-10 score
- increasing the minimum grant award amount above \$5000
- raising the maximum grant award for Scottsdale Cares
- Collaborative Grant's process – defining ground rules for a collaboration
- Allowing flexibility in funding for more agencies, rather than awarding top scoring agencies their full requested amount
- Limiting grant amounts to the highest scoring agencies
- How staff manages grant contracts once they have been awarded
- Identifying where agency answers can be found within the applications
- Concern about agencies using boiler plate information for multiple applications
- Agencies responding to questions about how they will interact with staff to manage the grants if awarded

Mr. Beougher reviewed staff's recommendations and process comments. He agreed that there needs to be additional language about what represents a collaboration between non-profits and how they are associated. He talked about possibly creating an RFP proposal with detailed

written descriptions of priority homeless services and shelters. He noted that if an agency is performing well through the RFP process, the contract could be extended for up to five years. He asked for input on the Historical Data and Demonstrated Capacity form. Commissioners expressed support for creating a process utilizing an RFP proposal in place of the typical grant application process.

### **3. Increase in Maximum Assistance for the Roof Repair and Replacement, and Emergency Repair Programs**

Mario Alvarez, Housing Rehabilitation Specialist, provided a presentation outlining reasons for the request to increase the maximum assistance for the Roof Repair and Replacement, and Emergency Repair programs. His presentation included review of the purpose of the Housing Rehabilitation programs and the administration of Community Development Block Grant (CDBG) funds. He explained that the Roof Repair and Replacement program is a one-time grant for repair or replacement of severely deteriorated and structurally dangerous, leaking roof systems. The Emergency Repair program is a grant that is available each fiscal year to help with repair of issues that affect the immediate livability of a home and/or for modifications for the elderly and disabled.

Mr. Alvarez broke down the program limits and proposed increases. He said that need for the increases is due to several factors, including inflation, cost of materials, and market shortages. Total households assisted in FY 2024/25 was 49 unduplicated households. Total households assisted to date in FY 2025/26 is 51 unduplicated households. Mr. Alvarez explained that the Roof Repair and Replacement program currently has a maximum of \$20,000 and the proposal is to increase the maximum to \$25,000. The Emergency Repair program has a current maximum of \$10,000 per fiscal year and the proposal is to increase the maximum available per fiscal year to \$15,000.

Commissioners were given an opportunity to ask questions. Mr. Alvarez confirmed that the increases would not impact any of the other Human Services programs. Chad Beougher, Housing Supervisor, confirmed that warranties are sometimes transferrable with roof repairs, but HVAC and appliance warranties are not transferrable to a new owner. The majority of recipients are planning to stay in their homes.

Discussion ensued regarding whether the increase is enough and comparing Scottsdale's programs with programs available nationally. Mr. Beougher commented that, if approved, the \$15,000 for the Emergency Repair program would be available per fiscal year after July 1<sup>st</sup>, enabling qualified recipients to receive an additional \$15,000 for a second qualified project. He said that Scottsdale has one of the most robust programs in the country. Mr. Beougher noted that over the past three years the Major Housing Repair program has been increased to a maximum of \$80,000 and could go to \$85,000 for those with a waiver.

COMMISSIONER SHEARER MOVED TO APPROVE INCREASING THE MAXIMUM ASSISTANCE FOR THE ROOF REPAIR AND REPLACEMENT AND EMERGENCY REPAIR PROGRAMS. COMMISSIONER JUNG SECONDED THE MOTION, WHICH CARRIED SIX (6) TO ZERO (0) BY ROLL CALL VOTE. CHAIR LURIE, VICE-CHAIR COOLEY, COMMISSIONERS JUNG, SHEARER, HILL, AND SCHEXNAYDER VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSENTING VOTES.

#### **4. Identification of Future Agenda Items**

Future agenda items could include:

- Bylaws amendment
- Homeless relief update
- Presentations from Scottsdale Community Partners and Partners for Paiute
- Presentation from the Chair of the Veterans Advisory Commission regarding Vietnam veterans who rely on services for vulnerable seniors

The next meeting will be held on May 28, 2026. There will be no meetings during June or July.

#### **5. Adjournment**

VICE-CHAIR COOLEY MOVED TO ADJOURN THE MEETING. COMMISSIONER JUNG SECONDED THE MOTION, WHICH CARRIED SIX (6) TO ZERO (0) BY ROLL CALL VOTE. CHAIR LURIE, VICE-CHAIR COOLEY, COMMISSIONERS JUNG, SHEARER, HILL, AND SCHEXNAYDER VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSENTING VOTES.

With no further business to discuss, being duly moved and seconded, the meeting adjourned at 6:17 p.m.

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