



**CITY OF SCOTTSDALE
HUMAN SERVICES COMMISSION
Regular Meeting Minutes
Thursday, January 21, 2021
Meeting held electronically**

PRESENT: Chair Janice Eng, Vice Chair Jayne Hubbard, Commissioners Ashley Blaine, Cambria Bowman, Emily Reilly and Andrew Song

ABSENT: Commissioner James Campbell

STAFF: Director Greg Bestgen; Irma Hollamby, Community Assistance Office Manager; Chad Beougher, Housing Rehabilitation Specialist; Diane Ethington, Grants Accountant; and Breanna Wells, Housing Specialist I

Call to Order

Chair Eng called the meeting to order at 5:06 p.m.

Roll Call

Members present as listed above.

Public Comment

There were no members of the public who submitted public comments.

REGULAR MEETING AGENDA

1. FY 2021/22 CDBG, HOME, Scottsdale Cares, General Funds, Endowment Funds Orientation: Funds, Funding Process and Proposal Review

Irma Hollamby, Community Assistance Office Manager, provided an overview of the proposals received for the FY 2021/22 funding process for Community Development Block Grant (CDBG), HOME, Scottsdale Cares, General Funds, and Endowment Funds and anticipated funding available. As part of the presentation, she reviewed blue sheet evaluations, spreadsheets, and the related requests.

Agencies have been requested to submit prerecorded three-minute presentations in lieu of in-person presentations. The video presentations will provide a high level overview of their business, why they submitted the project, the activity that they will provide, the number of unduplicated Scottsdale residents that will be served, and will discuss partner agencies participating in the activity. On February 9, 2021, the Commission will review proposals. On February 11, 2021 agencies will make themselves available via ZOOM to answer Commissioner questions. Any agency that fails to attend and present at the agency presentation and does not

submit a response to the blue sheet staff evaluation will be disqualified from the funding process.

Each agency is limited to submitting one electronic funding proposal per funding source. Scottsdale Cares requests cannot exceed 15 percent of the total funding amount available. General Funds requests cannot exceed 20 percent of the total funding amount available. The scoring system ranges from zero to three.

Due to impacts of COVID on programs and performances, staff recognized the challenges agencies have faced in carrying out last year's funded projects and services. Accordingly, staff evaluations are based on the last year agencies were funded prior to the 2019/20 funding year.

Sixteen proposals totaling \$353,429 were received for Scottsdale Cares. Approximately \$150,000 is available for Scottsdale Cares activities, leaving a deficit of approximately \$203,429.

Nine proposals requesting a total of \$365,343 were received for General Funds. Anticipated funding is approximately \$100,000, leaving a deficit of \$265,343.

One proposal requesting a total of \$2,000 was received for Endowment Funds. This year's anticipated allocation is \$8,700, leaving a surplus of \$6,700.

Breanna Wells, Housing Specialist I, provided training on utilizing the SharePoint website. The website includes all tools and information needed, including agency proposals, presentation videos, evaluation tools, guidelines, and previous fiscal year funding allocations.

Chad Beougher, Housing Rehabilitation Specialist, reviewed PDF files and explained that they are similar to the tools that were available in the iPad method. Diane Ethington, Grants Accountant demonstrated how to enter scoring into the forms.

Commissioners asked clarifying questions following the presentations. They requested that the Commission be provided with a paper spreadsheet, similar to the materials they have received in past years, so that they have the ability to score everything in one place prior to entering the final scoring into the system.

Director Bestgen explained the SRPMIC funding process, noting that funding comes with specific stipulations and cannot be reallocated from other funding areas until the funds have been granted.

2. Adjournment

VICE-CHAIR HUBBARD MOVED TO ADJOURN THE MEETING. COMMISSIONER SONG SECONDED THE MOTION, WHICH CARRIED SIX (6) TO ZERO (0) BY ROLL CALL VOTE. CHAIR ENG, VICE-CHAIR HUBBARD, COMMISSIONERS BLAINE, BOWMAN, REILLY, AND SONG VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSIDENTING VOTES.

With no further business to discuss, being duly moved and seconded, the meeting adjourned at 6:04 p.m.

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