

HUMAN SERVICES ADVISORY BOARD
CITY OF MESA
MESA CITY COUNCIL CHAMBERS
57 EAST 1ST STREET, LOWER LEVEL
August 27, 2003
-NOTES-

MEMBERS

Ms. Susan Klecka, Chair
Dr. Carlos Vallejo, Vice Chair
Ms. Teresa Cotton (Excused)
Mr. Ken Salas (Excused)
Ms. Judy Kent (Excused)
Mr. Raymond Jones

Ms. Kim Reynolds
Linda Starr

STAFF

Ms. Nichole Ayoola
Ms. Ruth Anne Norris
Ms. Lisa Wilson

WELCOME AND INTRODUCTIONS

This meeting was a retreat in which all Board members were given an orientation on what to expect while serving on the Housing and Human Services Advisory Board.

LEGAL PROTOCOL

Nichole Ayoola briefed all members on the open meeting laws and what they mean. She also relayed updates from the City Attorney's Office regarding legal opinions. This information was distributed to members in their information packets along with the meeting schedules. Member contact information was distributed. They were instructed how to conduct a 90-minute meeting and given a publication called "The A B C's of Parliamentary Procedures", which gives an overview of how the meetings are conducted. Members were given a copy of the Board by-laws.

Susan Klecka instructed members on procedures regarding motions and voting:

- Present the motion
- Second the Motion
- Motion placed on the table for discussion
- Vote is taken on the motion

Ms. Klecka reminded everyone that once an issue has been voted on, the discussion is left in the meeting room. This is a democratic process and the majority rules.

Ms. Ayoola provided the members with Management Policy #104. The policy explains the procedures to follow when contacted by the media. Members were encouraged to defer any issues, which they felt uncomfortable discussing, to Susan Klecka, Nichole Ayoola, Ruth Anne Norris, or individuals in the Marketing and Communications Division of the City.

Ms. Ayoola gave examples of infractions of the open meeting law, such as telephone, e-mail, or meeting with three or more members of the Board that is not part of a scheduled meeting.

BOARD ROLES /RESPONSIBILITIES

The Board members were given information explaining their roles and responsibilities while seated on the H&HSAB. The Board is advisory to the Mesa City Council. The H&HSAB does not set policy but does make suggestions and recommendations to the Council. Ms. Ayoola explained that one of the

primary functions of the Board would be to administer federal funds to the Community Action agency and the funding allocation process. That agency is currently Mesa CAN. Mesa CAN provides utility and rental assistance, job readiness and skills training, as well as minor direction in job placement. This agency also manages the East Valley Men's Center, which is a shelter for homeless men. This Board would regulate and oversee the Community Action plan.

HUMAN SERVICES PROGRAMS

Members were given a matrix listing the programs that make up Mesa's Continuum of Care. Ms. Ayoola explained that the funding allocation process is a major responsibility of the Board. She explained the three major fund sources for this process; the City general fund, ABC: A Better Community utility bill program dollars and Emergency Shelter Grant (ESG) funds. Each year the Human Service department is provided general fund dollars through the Cities budget process to be allocated through an RFP process to non-profits that serve low-income residents in Mesa. In conjunction with the general fund allocation process, the Board also makes recommendations for the ABC A Better Community donations collected from City of Mesa utility customers. These utility customers may add an additional tax-deductible donation to the monthly utility bill to help low-income families in Mesa. She explained that this program had recently lost a .50 on the dollar match and that staff was actively exploring ways to bolster marketing for this program. The final stream of funding allocated by the HHSAB is the ESG program funds. These are federal pass through dollars that are earmarked for providing homeless and homeless prevention services.

HOUSING PROGRAM OVERVIEW

Ruth Anne Norris provided information regarding the Mesa Housing Services Division to the Board. She summarized the role of Housing Services and discussed their various programs. The programs consist of Section 8, which is a program that provides rental assistance. The Homeowners Rehabilitation Program's purpose is to improve and preserve existing housing stock, and meet the current minimum building codes, whenever possible using the Community Development Block Grant and H.O.M.E. funds. The Escobedo Affordable Housing Program is a 102-unit apartment complex owned and operated by the City of Mesa. The rents are maintained at a level to be affordable by low or moderate-income families or individuals, who pay either 30% of their gross income in rent or a minimum rent, which ever is greater.

Ms. Norris stated that she looks forward to educating the Board and having them become involved in all aspects of housing issues in Mesa.

VISION FOR NEXT YEAR

Ms. Ayoola provided a copy of the Mission and Vision Statement the Board developed at their retreat last year. She explained that due to other mitigating circumstances these documents had not been presented. Due to a lack of time for further discussion, the Board was encouraged to read the information and be prepared to discuss it at a future meeting.

ADJOURN

The meeting adjourned at 7:30 p.m.

Respectfully Submitted,

Nichole V. Ayoola, Human Services Specialist