

*September 14, 2002*  
*Housing and Human Services Board Retreat Notes*

**Members Present:**

Greg Holtz, Chair  
Teresa Cotton  
Michael Graham  
Robert Hisserich  
Len Locke  
Susan Klecka  
Elaine Nelson  
Ken Salas  
Carlos Vallejo

**Staff:**

Nichole Wamble  
Debbra Determan

**Where we have been this last year & where are we going next?**

- **Vision/Mission and Goals:** The Board discussed the Vision/Mission and Goals/Objectives developed at the previous Board retreat January 12, 2002. The Board voted to forward these documents directly to City Council as information only.
- **The Boards Role as a Community Action Agency:** Debbra gave an overview of the City's role as a Community Action Agency, MesaCAN's role in running the CAP program and how it all relates to the Housing and Human Services Advisory Board. She expressed that there is a need to have modifications in programming at MesaCAN as well as a redevelopment of their model of service. The Board requested that MesaCAN provide them with quarterly reports and that they conduct a self-assessment to identify programmatic needs. The Board also specified the need for MesaCAN to develop a new system of setting up appointments.
- **Public Perception, Public Relations:** Susan Klecka gave an overview of Robert's Rules of Order explaining that its main purpose was for creating efficiency in meeting management. She explained that the Chair of the Board is the spokesperson for the group and when addressed about a subject discussed by the board any individual should be diverted to the chair of the Board. If the Chair were not available then next in line would be the Vice Chair and then Staff. Carlos requested that we have the City Attorney provide the Board with another training on open meeting laws.
- **Poverty, Move the Mountain Leadership:** This item was tabled and will be discussed at a regularly scheduled board meeting.

- **Funding Processes:** Included in the Board retreat packet was a copy of the funding guidelines and priorities for both the City of Mesa General fund and the ABC Funding Processes. Nichole reviewed these items and asked the Board to take some time to consider the priorities as they relate to the upcoming funding processes. There was brief discussion about whether the priorities were actually used in a ranking order, placing more emphasis on the top priority or were they simply general areas of funding. This topic was also tabled and will be discussed further at the regularly scheduled September 26, 2002 meeting.
- **Areas of interest for the 2002-2003 year:** The Board was given a list of items that should be addressed in the upcoming year. Debra asked that each Board member review the items and place them in rank order.  
The items included:
  - Needs Assessment
  - ABC/Utility Funding
  - Visioning Councils
  - Role with the State CAA system
  - Homelessness
  - Day Labor
  - Housing
  - Faith Based Initiative
  - Pharmaceutical Manufactures Indigent Care Program
  - English As A Second Language
  - Home Delivered Meals
  - Family Violence
  - Homeless Case Management
  - Underserved Youth Leadership
  - Early Brain Development

The retreat was adjourned at 12:00 Noon