

DRAFT

HUMAN SERVICES ADVISORY BOARD
CITY OF MESA
MESA CITY COUNCIL CHAMBERS
57 EAST 1ST STREET, LOWER LEVEL
OCTOBER 26, 2006
- MINUTES-

MEMBERS

Ms. Mary Bolig
Mr. Robert Brinton
Mr. Charles Brown
Dr. Jerry Davis
Mr. Raymond Jones
Mr. William McDaniel
Ms. Linda Starr

Ms. Rhonda Oliver
Ms. Amy Ricks

STAFF

Ms. Kathleen Kelly
Ms. Jane Albin
Ms. Lisa Wilson
Ms. Anita Mapes

WELCOME AND INTRODUCTIONS

Raymond Jones chaired the meeting. The Human Services Advisory Board (HSAB) as well as new members, Rhonda Oliver, CEO of Make a Difference and William McDaniel, a retired volunteer introduced themselves. Anita Mapes, of the Mesa Fire Department has joined the Board as staff. Staff members Lisa Wilson, Jane Albin and Kathleen Kelly were introduced.

BOARD ELECTIONS

Linda Starr nominated Raymond Jones as Chair of the Board. Robert Brinton seconded the motion. Charlie Brown nominated Linda Starr as the Vice Chair. Mr. Brinton also seconded this motion. There were no other nominations. Raymond Jones was elected Chair and Linda Star was elected as Vice-Chair unanimously.

CITIZENS COMMENTS

There were no citizen comments.

VITA PRESENTATION

Lisa Wilson handed out information on the Volunteer Income Tax Assistance (VITA) Program and the Employee Discount Program, in which HSAB members are eligible to participate. Members were also reminded to obtain their volunteer badges at the Security office.

APPROVAL OF MEETING MINUTES

The minutes of the June 22, 2006 meeting were approved unanimously.

FY2007-08 APPLICATION PROCESS/DRAFT RFP

Ms. Wilson informed the HSAB of the Proposal due dates. An information meeting will be held on November 9, at 2:00 PM in the Saguaro room of the Main Library. Proposals can be hand delivered or mailed but they must be received by December 8, 2006 by 3:00 PM. Members of the Board are encouraged to attend the meeting if possible. Ms. Wilson reviewed the draft copy of the proposal package with the Board.

Raymond Jones asked if the funding areas would be the same as last year and would City Council be reviewing the requests using the those guidelines. Ms. Wilson stated that the funding areas remain the same, however, the Community Safety Support Model would be used as a guide when making recommendations to Council.

DRAFT

Board members had several questions concerning the information meeting. The number of agencies attending the meeting varies each year. It is not mandatory that the agencies attend. The staff in the Community Revitalization Division will review the Community Development Block Grant (CDBG) and HOME proposals. The HSAB will not review those proposals for funding approval, however, the Board will receive copies of the federal programs approved for funding.

Proposals will be made available for the Board to review before Christmas and the site visits will be scheduled starting in January.

REVISION OF THE BYLAWS

The HSAB discussed the bylaw revisions. Several members were concerned that the Board may not require bylaws since the City of Mesa no longer is the designated Community Action Agency for Mesa. There were no objections to having bylaws as a guide, but members wanted to know if they are required for the Board to operate. After further consideration the Board decided to move the subject of the bylaws to a future agenda. Staff was directed to research the need of bylaws for this Board with the City Attorney's office.

ABC DONATION DISCUSSION

The *abc*: Better Community Donation Program was discussed. Staff is concerned that the monthly fund balance for FY2007-08 has decreased. Marketing efforts have included palm card pamphlets and posters, Across the Back Fence newsletter, agency newsletters, memo included in the utility bill, a planned Public Service Announcement via Channel 11 and an ad in the Arizona Republic. Speaking opportunities have included the Mesa Rotary and other venues to educate Mesa on the program and how it assists residents.

Rhonda Oliver suggested placing an article promoting *abc* in Home Owner Association newsletters. Mr. Jones suggested placing an article in the newsletter each month spot lighting an agency that benefits from the *abc* donations.

Robert Brinton asked if there are trends that have been identified as reasons for the decrease in donations. Ms. Wilson stated that through discussions with Customer Service staff, it appears that online banking prevents the donation. The system is not set up to segregate the donation from the actual utility payment. The full amount goes to the utility bill and any amount over shows up as a credit. Other ways to donate are to write a check directly to the program. Further discussion included ways to raise awareness of the program.

STAFF REPORTS/ANNOUNCEMENTS

Members were reminded of the information meeting that will be held on November 9, at the Main library. The Emergency Food and Shelter Program (EFSP) have started their allocation process through the Mesa United Way. Mesa Housing Services is taking applications for the Section 8 Voucher Program starting November 7. Volunteer Income Tax Assistance Recruitment celebration will be held on November 4, at 11 AM in the Utility Building Community room at 640 N. Mesa Drive. Conflicts of Interests forms were distributed to the Board members to identify any conflicts with the allocation process. Kathleen Kelly is the new Acting Housing and Community Revitalization Director. Ruth Anne Norris is retiring this month.

ADJOURN

With no further business to be discussed, the meeting was adjourned at 6:20 PM.

Respectfully Submitted,

Lisa R. Wilson, Human Services Specialist