

**HUMAN SERVICES ADVISORY BOARD  
CITY OF MESA  
MESA UTILITY BUILDING  
640 N. MESA DR  
SEPTEMBER 27, 2007  
- RETREAT MINUTES-**

**MEMBERS**

Mary Bolig  
Robert Brinton (Unexcused)  
Charles Brown  
Jerry Davis (Excused)  
John Gutierrez  
Raymond Jones  
William McDaniel

Rhonda Oliver  
Linda Starr

**STAFF**

Lisa Wilson  
Scott Clapp  
Carolyn Olson

**WELCOME AND INTRODUCTIONS**

Lisa Wilson welcomed everyone in attendance. Everyone received handouts of the information to be discussed. All attendees introduced themselves.

**GUEST SPEAKER-VICE MAYOR WALTERS**

Vice Mayor Claudia Walters discussed the City Council's expectations of the Human Services Advisory Board. The Community Safety Support Model is a tool adopted by the City Council and is used by staff when making funding recommendations. The Vice Mayor expressed her and the Council's appreciation for the work that the HSAB does while reviewing the funding provided to nonprofit agencies by the City.

The HSAB requested that Vice Mayor Walters ask Council if a concerted effort can be made to keep the Board informed of issues or concerns that would effect human services funding. The additional information would help the Board make educated funding recommendations. Board and staff thanked the Vice Mayor for sharing her time with them.

**ROLE OF THE HUMAN SERVICES ADVISORY BOARD**

During the retreat the Board's mission and vision statements were reviewed. The HSAB Bylaws and ordinance revisions were approved by City Council on September 7, 2007. The revisions delete any reference to Community Action Agency.

**ALLOCATION PROCESS**

Ms. Wilson explained the online application process. CTK, Community Techknowledge specializes in developing computer data base management products for nonprofit organizational use. Board members will be able to review agency program information online as well as complete program evaluations. Site visits will be performed jointly with the Mesa United Way. The application will be made available on-line on October 4, 2007; the due date for submitting applications is December 7, 2007 at 4:00pm.

This year, the mandatory online training will take the place of the information meeting. The notice of availability for the CDBG, HOME, Human Services, and Mesa United Way went out in

early September to all interested parties and agencies. The notice will appear in the Tribune and on the City's website.

The Board expressed a desire for shorter site visits, presentations and that there be less Mesa United Way volunteers present during the visits. The Board is concerned that if too many people are present during the presentations, all of their questions may not be answered. Also, many agencies tend to add irrelevant information, which requires additional time. Ms. Wilson will request shorter presentation times.

Human Services funding areas were reviewed. They are the A Better Community (ABC) Utility Donation Program, Human Services funds from the City's general fund and Emergency Shelter Grant (ESG) Program funding from the Department of Housing and Urban Development (HUD).

### **BOARD ELECTIONS**

Raymond Jones and Linda Starr were nominated to retain their positions as Chair and Vice Chair of the Human Services Advisory Board. The vote was unanimous. Raymond Jones was re-elected Chair and Linda Starr was re-elected Vice Chair.

Ms. Wilson stated that an orientation for Chairs and Vice Chairs would take place on November 16 from 5:30 pm to 6:30 pm at the Mesa City Plaza Building. Additional information will be sent via the Mayor's Office.

Each member of the HSAB attending the meeting received and signed a form stating that they have reviewed and understand the Parliamentary and Open Meeting Law procedures.

### **ADJOURN**

With no further business to be discussed, the meeting was adjourned at 5:30 pm.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Lisa R. Wilson', with a stylized flourish at the end.

Lisa R. Wilson, Human Services Specialist-SA