

**HUMAN SERVICES ADVISORY BOARD  
OCTOBER 14, 2010 MINUTES**

The Human Services Advisory Board (HSAB) of the City of Mesa met in a regular board meeting October 14, 2010, 5:30 p.m. in the Lower Level, City Council Chambers, 57 E. First Street.

MEMBERS PRESENT

Sophia Tesch, Chair  
Katie Rosier, Vice Chair  
LaDawna Hudson  
Trent Montague  
Michael Petramalo

MEMBERS ABSENT

Kimberly Nuzman  
Scott Vanhoogstraat

STAFF PRESENT

Mary Berumen  
Brandy Howard  
Carolyn Olson  
Scott Clapp  
Jennifer Hedges

GUESTS

Ray Villa

1. Welcome and Introductions.

- a. Brandy Howard, Human Services Coordinator, City of Mesa
- b. Mary Berumen, Diversity and Neighborhood Outreach Program Director, City of Mesa
- c. Jennifer Hedges, Administrative Assistant

Ms. Tesch welcomed the board back from summer break and handed the floor to Ms. Olson. Ms. Olson introduced Ms. Mary Berumen, who will oversee the Human Services Office and Human Services Coordinator, Ms. Brandy Howard. Ms. Howard with the help of Ms. Berumen will transition the board under the Diversity and Neighborhood Outreach area of the City. Ms. Hedges will assist with any administrative needs for the board.

2. Approval of minutes from the June 24, 2010, HSAB meeting.

A motion was made by Mr. Petramalo to approve the June 24, 2010, HSAB minutes. Ms. Hudson seconded the motion. The motion carried unanimously.

3. Items from Citizens Present.

No items from citizens present.

4. Action Items.

- a. Discuss and provide direction on the nomination and election of a new Chair for the HSAB.  

Mr. Petramalo made a motion to nominate Ms. Tesch as Chair of the HSAB. Ms. Tesch accepted the nomination. Ms. Hudson seconded the nomination. The motion carried unanimously.
- b. Discuss and provide direction on the nomination and election of a new Vice-Chair for the HSAB.  

Mr. Montague made a motion to nominate Ms. Rosier as Vice-Chair of the HSAB. Ms. Rosier accepted the nomination. Mr. Petramalo seconded the motion. The motion carried unanimously.
- c. Discuss and provide direction on a proposed retreat for the HSAB.  

Ms. Berumen explained that the last retreat was held in 2008 and proposed that the HSAB hold a retreat to discuss board member roles, action plans, possible changes to this year's application process, and staff changes and their role.

The board discussed holding the HSAB Retreat on Friday, November 5, 2010.
- d. Discuss and provide direction on a proposed meeting schedule for FY 10/11.  

Ms. Berumen expressed her concern regarding meeting on the 4<sup>th</sup> Thursday, she proposed moving the HSAB to the 3<sup>rd</sup> Thursday of the month.

Ms. Berumen explained that the November retreat will be in lieu of the November and December board meetings, the board will discuss and finalize a meeting schedule at the November 5 retreat.

The board will provide direction on moving the monthly meeting dates at the November retreat.

5. Discussion Items

- a. Discuss the Human Services application process for FY 11/12.

Ms. Berumen explained the possible changes for the application process for FY 11/12. This year's application process will be separate from CDBG, the Human Services Office is looking to have the application be user friendly.

The Human Services Office will be asking the board for input as to what has been helpful and feedback on priorities. A draft application will be presented at the HSAB retreat, a tentative application schedule was given to all board members and more discussion will take place at the retreat.

Ms. Berumen stated that the Human Services Office will be tentatively going before council at a study session on November 18, to make board recommendations of funding priorities and to hear what council's funding priorities are in return.

Ms. Tesch stated that knowing what the funding target is in advance is always helpful. She also would like to see providers state how their programs fit the safety support model in the application.

Ms. Tesch explained that she and the staff discussed changing the way the board views applications – either via hardcopy or flash drive.

Ms. Tesch also expressed her concern about the provider being able to view the board's comments. Ms. Berumen did not think this was possible and that comments are generally only viewed by the board but stated that she will look into it.

Ms. Rosier stated that having the W990 tax form is helpful when she reviews applications; as that form shows how agencies spread their budgets over programs and administration. She would also like to see a quick feasibility plan summarized in a brochure style format.

6. Staff Reports and Announcements.

- a. Hear an update on the ABC Program donation.

Mr. Clapp gave a brief update on donations to the ABC Program. He explained that the number of donations as of September 2010 showed a decrease of -41.2% from the September 2009 figures. He went on to explain that the value of donations between as of September 2010 showed an increase of 87.3% from the September 2009 figures.

Mr. Clapp explained that the cause for the decline in donations and the increase in value is due to the decision to increase the charitable contribution from \$1 to \$5.

Ms. Tesch asked if check boxes could be added with different monetary amounts that residents could give any amount they feel comfortable giving.

Mr. Clapp stated that customers can change the monetary contribution online but the customer would have to navigate through the system to do so.

Mr. Montague stated that he would like to see the \$5 contribution stay and analyze the data after a year.

Ms. Berumen suggested to the board that they invite the ABC Program managers to come and present to the board. The board can then make recommendations to council after hearing the presentation.

Ms. Tesch agreed with Mr. Montague that leaving the donation at \$5 allows the board to give more to non-profits. Ms. Hudson suggested that many people are out of their homes, which may be a cause in the declined number of donations. Mr. Petramalo explained that having a choice between donating a \$1 or \$5 more people may be more inclined to donate just the \$1 but are not opposed to giving \$5.

- b. Hear an update on the Office of Human Services.

Mr. Villa, Neighborhood Services Director spoke to the board regarding staff changes and encouraged the board to keep moving forward with new opportunities and to be more interactive with City Council.

Ms. Tesch informed the board that Mesa Leadership, Training and Development (Mesa LTD), will be fundraising for the ABC Program. Ms. Tesch will be updating the board at the retreat of the various ways other community groups can get involved in fundraising for the ABC Program.

Ms. Hudson reported that the grand opening of The Betty Ballard Lighthouse Women's Resource Center was successful with tremendous support from City Council. Ms. Hudson also updated the board on the 4<sup>th</sup> Annual Labor of Love Community Baby Shower, over 300 expecting mothers were showered with generous donations for their new babies.

Ms. Rosier informed the board that SCC (Scottsdale Community College) is looking for pumpkin donations for their annual Student Life and Leadership Hocus Pocus, October 28 event. Pumpkins are then given to Scottsdale Village Square Retirement Community residents.

7. Adjourn

Ms. Tesch adjourned the meeting at approximately 6:14 p.m.

***The HSAB will meet at a Board Retreat on Friday, November 5, 2010,  
from Noon to 3:00 pm  
at the Mesa Arts Center, South Building Conference Room.***

Submitted By:

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Mary Berumen,  
Diversity Office Director