



City of Apache Junction, Arizona

Meeting Minutes Health and Human Services Commission

Meeting location:

City Council Chambers
300 E Superstition Blvd.
Apache Junction, AZ
85119

apachejunctionaz.gov
P: (480) 982-8002

Monday, November 28, 2022

5:00 PM

City Council Chambers

A. Call to Order

Chairperson Mitchell called the meeting to order at 5:03 p.m.

B. Pledge of Allegiance

Chairperson Mitchell led the Pledge of Allegiance.

C. Roll Call

Present 5 - Commissioner Borey
 Commissioner Kinner
 Commissioner Brennan
 Chairperson Mitchell
 Commissioner Danford

Absent 1 - Commissioner Moeller

Staff present:

Joel Stern, City Attorney

Jennifer Pena, City Clerk

Evie McKinney, Deputy City Clerk

Al Bravo, Public Information Officer

D. Consent Agenda

E. Public Hearings

F. Old Business

G. New Business

1. [22-768](#) Nominations and election of Health and Human Services Commission
Chairperson and Vice-Chairperson.

Chairperson Mitchell called for a motion to open the nominations for chair person.

Commissioner Brennan moved, seconded by Commissioner Borey to open the nominations for the chair person.

Yes - 5
No - 0
Absent - 1

Chairperson Mitchell called for nominations for the chair.

Commissioner Brennan nominated Jeff Mitchell for the chair person, seconded by Commissioner Borey.

Chairperson Mitchell called for nominations a second and third time.

Chairperson Mitchell called for a motion to close the nomination.

Commissioner Brennan moved, seconded by Commissioner Danford to close the nominations.

Yes - 5
No - 0
Absent - 1

Chairperson Mitchell called for a motion to approve the nomination of himself as the chair.

Commissioner Borey moved, seconded by Commissioner Brennan to accept the vote for Jeff Mitchell for chair person.

Yes - 5
No - 0
Absent - 1

Chairperson Mitchell called for a motion to open the nominations for vice chair.

Commissioner Brennan moved, seconded by Commissioner Kinner to open the nominations for the vice chair.

Yes - 5
No - 0
Absent - 1

Chairperson Mitchell called for nominations for the vice chair.

Commissioner Brennan nominated Commissioner Kinner for vice chair person.

Chairperson Mitchell called for nominations for the vice chair a second time.

Commissioner Kinner nominated Commissioner Brennan for vice chair person.

Chairperson Mitchell called for nominations for the vice chair a third time.

Chairperson Mitchell called for a motion to close the nominations for vice chair person.

Commissioner Brennan moved, seconded by Commissioner Danford that the nominations for vice chair person be closed.

Yes - 5
No - 0
Absent - 1

Chairperson Mitchell called for a motion to approve the nomination of Michelle Kinner as the vice chair.

Commissioner Brennan moved, seconded by Commissioner Danford to approve the nomination of Commissioner Kinner as vice chair.

Yes - 5
No - 0
Absent - 1

2. [22-769](#) Presentation, annual review and discussion of 2022 Conflicts of Interest, Open Meeting Law, Public Record Law, Parliamentary Procedures and Code of Conduct by the city attorney.

City Attorney Joel Stern gave a presentation on code of conduct, conflict of interest, open meeting law, parliamentary procedure and public records law.

3. [22-770](#) Discussion of the duties of the Health and Human Services Commission as defined by City Code Volume I section 2-11-5.

City Clerk Jennifer Pena gave a brief overview of the purpose and funding process for the Commission. Further discussion was held regarding the transportation services and who is eligible.

Commission members requested a report from each non-profit be shared at the commission meeting following the month the reports are due.

Chairperson Mitchell mentioned the first Thursday of each month the Apache Junction Homeless Coalition meets. He has attended these meetings and is very encouraged by their coordination efforts, and the thought process they dedicate to not duplicating services with other entities. He suggested this may be a method for other entities to look into.

4. [22-771](#) Discussion and consideration of amending the meeting schedule from once a month to an as-needed basis, reserving the 4th Monday of each month as the tentative meeting date.

Chairperson Mitchell called for a motion to reserve the 4th Monday of every month as a tentative meeting date.

Commissioner Brennan moved, seconded by Commissioner Danford to approve the 4th Monday of every month be held as a tentative date for the commission meetings.

Yes: 5 - Commissioner Borey, Commissioner Kinner, Commissioner Brennan, Chairperson Mitchell and Commissioner Danford

No: 0

Absent: 1 - Commissioner Moeller

City Clerk Jennifer Pena explained the process when regularly scheduled meetings are cancelled, the amount of staff time required to handle the cancellations as well as retention of the notices. The suggestion was made that the 4th Monday of each month be held as a tentative date, rather than a regular meeting. One week in advance the staff liaison will send out a notice to the commission, requesting any items for discussion. The final decision to hold the meeting or not is made between the Chairperson and City Clerk.

H. Information and Reports

Commissioners gave the following reports:

Commissioner Borey:

The annual Light Parade - December 3, 2022. Activities are offered throughout the day from 3:00 p.m. - 6:30 p.m. at Flatiron Park, and the parade starts at 7:00 p.m. at the City Focal Point.

Parks and Recreation surveys are due by the end of December, 2022. Forms are available at the Chamber of Commerce, as well as on the websites for the Chamber and City. She encouraged everyone to complete this survey by stating what they would like to see added or changed in Parks and Recreation.

The Chamber of Commerce is in need of volunteers. Monday through Friday shifts are available in 4 hour increments. This is a great way to learn about our community and what is going on.

Commissioner Danford:

Many upcoming events are scheduled at the Superstition Mountain Museum, and suggested checking out their website for more specifics at www.superstitionmountainlostdutchmanmuseum.org

Chairperson Mitchell:

The Apache Junction Kiwanis and Rotary Clubs are looking for new members. The Rotary meets every Wednesday at the Gold Canyon Golf Resort. Their annual fund raising tournament is scheduled for December 27, 2022. Over \$10,000 of the funds raised are given to local students.

Genesis Project - Holiday Extravaganza on December 17, 2022, from 12:00 p.m. - 2:00 p.m. There will be carolers, gift giving, and food served.

5. [22-773](#) Presentation and discussion on the January - June Health and Human Services Commission application process and timeline.

City Clerk Jennifer Pena covered the timeline for the application process for non-profits requesting funds for the next fiscal year. The City Clerk's office reaches out to eligible 501c(3) entities in the City of Apache Junction to inform of this option being offered. The applications are available on the city website at www.apachejunctionaz.gov.

I. Staff Liaison's Report

City Clerk Jennifer Pena gave an update on the review process of the quarterly reports, and mentioned representatives from all current funded non-profits could be invited to present their process to the commission at the next scheduled meeting. Commissioner Borey suggested if the non-profits are being challenged in any area to list these specific needs.

J. Selection of Meeting Dates, Times, Location and Purpose

6. [22-772](#) Next tentative scheduled meeting for Health and Human Services Commission will be January 23, 2023, at 5:00pm in the city council chambers, located at 300 E. Superstition Boulevard.

Chairperson Mitchell announced the next tentative meeting is scheduled for January 23, 2023, at 5:00 p.m. in the city council chambers, located at 300 E. Superstition Boulevard.

City Clerk Jennifer Pena reminded that applications for the next fiscal year funding will, at that time, still be in the accepting phase, so there may not be any items for discussion. However, if commission members have any topics to cover they should contact Chairperson Mitchell.

K. Adjournment

Chairperson Mitchell adjourned the meeting at 6:09 p.m.

Jeffrey Mitchell
Chair