



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

www.ajcity.net
P: (480) 982-8002

Thursday, December 19, 2019

4:30 PM

City Council Chambers

A. CALL TO ORDER

Chairperson Mary Erickson called the meeting to order at 4:37 PM.

Present: Commissioner Shar Daniels and Syri Gerstner

Absent: Commissioner Judy Borey and Dr. Jennifer Miernicki (excused)

Staff Present:

City Clerk Jennifer Pena

Program and Resource Manager Heather Patel

Senior Administrative Assistant Barbara Kelly

B. AGENDA ITEMS

1. [19-611](#) Approval of the October 17, 2019 minutes.

City Clerk Pena stated there was no meeting held in October due to a lack of quorum, and the September 19, 2019 minutes will be brought back at their next meeting for approval.

2. [19-612](#) Update on the revision of the Health and Human Services Commission duties.

In response to Chairman Erickson's inquiry, Ms. Pena stated she and the city attorney reviewed the city code related to the duties of the commission and after much discussion did not see any necessary revisions to their duties as outlined within the city code. However, there may be areas within Chapter 2, Article 2-14-1 and Article 2-14-2 of the city code related to the funding requests submitted by Non-Profits.

She stated since the commission will transition to the Development Services department and Heather Patel will be the Board's liaison, Ms. Patel will be the contact person for that review. Chapter 2 of the city code Vol I. was adopted by Ordinance 659 adopted November 3, 1998.

The commission may wish to review the individual contracts as well. Ms. Pena stated this meeting marks the transition period and introduced Ms. Heather Patel. Ms. Patel handles grants, CDBG funding and applications and deal more with the non-profits than the city clerk's office. Ms. Pena stated Ms. Patel is a much better asset for this commission.

Ms. Pena stated any changes the commission wishes to recommend related to the city code, is reviewed by her and the city attorney, as well as any review to the contracts need to be reviewed by the city attorney. After that, suggested changes can be presented to the city council.

3. [19-613](#) Committee outreach activities planning.

- A. Human Service Funded Agency site visits.
- B. City sponsored event participation.
- C. Potential Community Health and Human Services Survey.

Chairperson Erickson stated at their last meeting some of the commissioners volunteered to meet with city departments and outside agencies. Some of the items the commission discussed at their last meeting were to visit the agencies that were funded in the past. She stated the commission did not have time to compile a standard list of questions they wanted to ask these organizations, or time to schedule meetings with them.

Chairperson Erickson would like to schedule meetings for the commission members to visit the local non-profits. She will work through Ms. Patel so as to not violate Open Meeting Law.

Chairperson Erickson stated she did attend the Wellness event held at the Multi-generational center last month. It was very well attended.

She would like to partner with some of the non-profits in the community to formulate a survey they could use at city events and ask community members what services or needs they feel the community could benefit from.

4. [19-616](#) Health and Human Services Commission Funding Application Process Update by Heather Patel.

Chairman Erickson asked Heather Patel to provide an update on the application process. Ms. Patel reviewed the schedule drafted by Ms. Pena which had been presented to the commission several months prior.

Ms. Patel stated there is no "application" the application is actually a check list created by Ordinance 659. The documents do not outline what the non-profit's project for the funding actually consists of. She hopes to bring changes to the application process next year as applications are due within the next few months.

She also mentioned information about the application process is now on the city website. She also thought having the commission set areas of where they would like to focus would be beneficial to the direction of the commission. This can change year to year based on where they would like to focus, it is not set in stone.

Ms. Pena stated while the deadline to file funding applications is January 31st, staff is looking into the possibility of modifying the contract by amending the City Code Vol. I, Chapter 2, Article 2-14-1 and Article 2-14-2. These changes might allow other smaller non-profits to apply for the funding. This will now be under Ms. Patel's direction.

5. [19-614](#) Information and Reports

The Chair at this time may announce information regarding activities involving Health and Human Services matters, such as, but not limited to attendance of Commission Members at community meetings or events, seminars or conferences, or upcoming events or conferences. No further discussion on the matters as they are not agendized.

Chairperson Erickson stated this is a new section for the agenda. It is a time for the commissioners to report on matters they either attended, or are upcoming in the community.

Ms. Erickson showed the newspaper clipping for the Citizen Leadership Institute that will start in January. She attended years ago and found it to contain a wealth of information on how the city runs and the various departments.

She spoke on the State of the City address which will be held on February 12, 2020 at the Apache Junction Performing Arts Center. This begins at 7:00 P.M.

Ms. Patel spoke to the February 8, 2020 Project Connect event. This event brings together community resources that serve the At-Risk population. These organizations will be onsite to provide either assistance or provide information. This year instead of having one location there will be three. This event is on a Saturday and will run most of the day. There will be lunch served at The Genesis Project from 12:00 - 2:00 PM, then from 2:00 - 6:00 PM the various agencies will be set up at the community resource center, the multi-generational center and the food bank. From 4:00 - 6:00 PM there will food and entertainment at the gazebo.

January 22nd through the 26th there is the Count in Time event. This is when the homeless population is counted. This is a requirement of the Federal government. Apache Junction counts those who do not have shelter.

Commissioner Gerstner inquired if the city reaches out to the schools to help with families that are not housed, but the kids are still in school. Families will hide for fear their children will be taken away.

Ms. Patel stated yes, the schools are involved to help count the homeless. She also mentioned Empowerment Systems will provide a link on their webpage seeking volunteers to help with this count. There is required training on January 19th on how to conduct the survey.

6. [19-615](#) Selection of Meeting Dates, Times, Location and Purpose.

Chairman Erickson stated the commission had established the 3rd Thursday of the month for their meetings.

Ms. Pena stated the commission is able to change their meeting schedule, it is not set by city code.

Ms. Erickson stated they will have a discussion in January on setting their meeting date and time. The January 16th meeting will be held at 5:00 P.M.

C. ADJOURNMENT

Adjournment:

Meeting adjourned at 5:03 p.m.

Mary Erickson
Chairperson