



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 17, 2020

6:00 PM

City Council Chambers

A. Call to Order

Chair Erickson called the meeting to order at 6:00pm.

B. Pledge of Allegiance

Chair Erickson led the Pledge of Allegiance.

C. Roll Call

Present 5 - Commissioner Mitchell
 Commissioner Borey
 Commissioner Kinner
 Chairperson Erickson
 Commissioner Gerstner

Staff in Attendance:

Jennifer Pena, City Clerk
Jill Bright, Deputy City Clerk

D. Approval of Agenda

1. [20-631](#) Consideration of approval of agenda.

Commissioner Kinner moved, seconded by Commissioner Mitchell that the Health and Human Services Commission accept the agenda as presented.

Yes: 5 - Commissioner Mitchell, Commissioner Borey, Commissioner Kinner, Chairperson Erickson and Commissioner Gerstner

No: 0

E. Approval of Minutes

2. [20-632](#) Consideration of approval of regular meeting minutes of November 19, 2020.

Commissioner Kinner moved, seconded by Commissioner Borey that the meeting minutes of November 19, 2020 be approved.

Yes: 5 - Commissioner Mitchell, Commissioner Borey, Commissioner Kinner, Chairperson Erickson and Commissioner Gerstner

No: 0

F. Public Hearings

G. Old Business

3. [20-627](#) Election of Chair and Vice Chair.

Chairperson Erickson called for a motion to open nominations for Chairperson.

Commissioner Gerstner moved, seconded by Commissioner Borey that we open the nominations for the chairperson.

Motion passes 5 - 0.

Chairperson Erickson called for nominations for chairperson.

Commissioner Borey nominated Commissioner Gerstner for chairperson.

Chairperson Erickson called for nominations.

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Chairperson Erickson called for nominations.

Commissioner Kinner moved, seconded by Commissioner Borey that the nominations for chairperson be closed.

Motion passes 5 - 0.

Chairperson Erickson called for a motion to approve the first person nominated for chairperson.

Commissioner Borey moved, seconded by Commissioner Mitchell that Commissioner Gerstner be approved for chairperson.

Motion passes 5 - 0.

Chairperson Erickson calls for a motion to open nominations for vice chairperson.

Commissioner Kinner moved, seconded by Commissioner Mitchell to open the nominations for the vice chairperson.

Motions passes 5 - 0.

Chairperson Erickson calls for nominations.

Commissioner Kinner nominated Commissioner Borey for vice chairperson.

Chairperson Erickson called for nominations.

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Chairperson Erickson called for nominations.

Chairperson asked for a motion to close nominations.

Commissioner Kinner moved, seconded by Commissioner Mitchell that the nominations for vice

chair chairperson be closed.

Motion passes 5 - 0.

Chairperson Erickson called for motion to approve first person nominated for vice chairperson.

Commissioner Kinner moved, seconded by Commissioner Mitchell that Commissioner Borey be approved for vice chairperson.

Motion passes 5 - 0.

Yes: 5 - Commissioner Mitchell, Commissioner Borey, Commissioner Kinner, Chairperson Erickson and Commissioner Gerstner

No: 0

City Clerk Jennifer Pena explained the nomination process.

Commissioner Erickson expressed that she does not wish to be reappointed as chairperson and encouraged commission members to nominate another member for chair.

4. [20-628](#) Discussion and possible direction to staff regarding possible amendments to the Apache Junction City Code Volume 1, Chapter 2, Mayor, Council and Appointed Boards and Commissions, Article 2-14: Financial Assistance, as it relates to the requirements set forth by Ordinance 659.

Commissioner Borey moved, seconded by Commissioner Kinner to close the discussion on this item and it no longer needs to be reviewed.

Yes: 5 - Commissioner Mitchell, Commissioner Borey, Commissioner Kinner, Chairperson Erickson and Commissioner Gerstner

No: 0

City Clerk Jennifer Pena presented that many of the local small non profits have not applied because they cannot afford to do a CPA audit. In Ms. Pena's review, the term audit is so broad in the city code that it allows the commission and staff the ability to look and determine what is sufficient financial documentation so that we know they are doing proper bookkeeping and that an official CPA audit will no longer be required. The tax auditors in the city clerk's office are available to review the financial documentation as well, if needed.

Commissioner Mitchell expressed his approval of this change in that it will now allow more small non profits the ability to apply for funding.

Commissioner Erickson thanked Ms. Pena for her research and is looking forward to more non profits being able to apply and not have to incur the significant expense of a CPA audit.

5. [20-629](#) Presentation, discussion and possible update on selection of a scheduled Health & Human Services Commission meeting day and time.

Commissioner Gerstner moved, seconded by Commissioner Mitchell to update the regular scheduled commission meeting day and time to the 4th Monday of each month at 5:00pm in the city council chambers.

Yes: 5 - Commissioner Mitchell, Commissioner Borey, Commissioner Kinner, Chairperson Erickson and Commissioner Gerstner

No: 0

City Clerk Jennifer Pena explained the process of the annual posting of council, board and commission meeting scheduled days and times. With new commission members, now is the time to review the scheduled day and time for the upcoming year.

Commissioner Erickson shared that this commission is scheduled to meet once a month but the time of year can dictate how often the commission actually meets. The commission currently meets on the fourth Thursday of each month at 6:00pm.

Commissioners discussed different days and times that work with their schedules.

H. New Business

6. [20-662](#) Presentation, discussion and possible consideration of proposed changes to the FY 2020-2021 agreement.

Commissioner Kinner moved, seconded by Commissioner Mitchell to accept the proposed changes to the FY 2020-2021 agreement.

Yes: 5 - Commissioner Mitchell, Commissioner Borey, Commissioner Kinner, Chairperson Erickson and Commissioner Gerstner

No: 0

City Clerk Jennifer Pena presented the proposed changes to the FY 2020-2021 agreement to include a January 31st by midnight application deadline, to make quarterly updates due on the 15th of the month and the ability to submit applications and updates electronically or in person at the city clerk's office.

Commissioner Borey suggested that meetings or training sessions be held with the applicants before they apply to review the contract, if needed.

Commissioner Erickson commended staff and commissioners for improving the application process.

Commissioner Borey asked how staff will notify the non profits that the application is open. Ms. Pena explained that an e-mail will be sent to the local non profits, it will be posted on social media pages, it will be posted on the city website and posted on the city marquee.

I. Information and Reports

Chairperson Erickson encouraged the community to take the precautions that have been recommended so we can remain healthy and continue to grow as a community.

Commissioner Mitchell shared that the Superstition Mountain Rotary Club will be celebrating their 60th anniversary on January 21st and will be hosting a golf tournament fundraiser on January 23rd.

J. Staff Liaison's Report

City Clerk Jennifer Pena does not have a report.

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

7. [20-630](#) Schedule next commission meeting in the city council chambers located at 300 E. Superstition Boulevard.

The next commission meeting will be held on Monday, January 25th at 5:00pm in the city council chambers.

L. Adjournment

Chair Erickson adjourned the meeting at 6:44pm.

Mary Erickson
Chairperson