

MARICOPA ASSOCIATION OF GOVERNMENTS  
HUMAN SERVICES TECHNICAL COMMITTEE  
MEETING MINUTES  
OCTOBER 8, 2009

COMMITTEE MEMBERS

Sylvia Sheffield, City of Avondale, Chair  
+Jayson Matthews, Tempe Community  
Council, Vice Chair  
Keith Burke for Kathy Berzins, City of  
Tempe  
+Kyle Bogdon, DES/ACYF  
Linda Dillard, Proxy for City of Goodyear  
Mattie Lord for Laura Guild, DES/CPIP  
\*Jeffery Jamison, City of Phoenix  
Tim Cole for Deanna Jonovich, City of  
Phoenix  
Keith Ayen for Jim Knaut, Area Agency  
on Aging  
\*Margarita Leyvas, Maricopa County  
\*Joyce Lopez-Powell, Valley of the Sun  
United Way  
+Paul Ludwick, City of Scottsdale  
Steven MacFarlane, City of Phoenix

Jose Mercado for Doris Marshall, City of  
Phoenix  
Joy McClain, City of Tolleson  
Carl Morgan, Town of Gilbert  
Martha Finnegan for Carol Sherer,  
DES/DDD

OTHERS PRESENT

Diana Toussaint, DES/DAAS  
Debbie Driscoll, Town of Buckeye  
Rachel Brito, MAG  
Amy St. Peter, MAG

+Those members present by  
audio/videoconferencing.

\*Those members neither present nor  
represented by proxy.

1. Call to Order  
Chair Sylvia Sheffield, City of Avondale, called the meeting to order at 1:04 p.m. and introductions ensued.
2. Call to the Audience  
An opportunity was provided for members of the public to address the Committee. No public comments were made.
3. Approval of August 13, 2009 HSTC Meeting Minutes  
Chair Sheffield called for a motion to approve the August 13, 2009, meeting minutes. Carl Morgan, Town of Gilbert, made a motion to approve the minutes. Vice Chair Jayson Matthews, Tempe Community Council, seconded the motion. The motion passed.
4. MAG Committee Operating Policies and Procedures Overview  
Chair Sheffield advised Committee Members that on July 22, 2009, the MAG Regional Council approved the MAG Committee Operating Policies and Procedures. She introduced Alana Chavez, MAG Administration, to present a brief overview. Ms. Chavez advised the policies and procedures clarify and in some cases modify the operating procedures as they relate to officer appointments, terms of officers, agenda, quorum, and rules of order, in addition to other categories. Ms. Chavez said the new

policies and procedures established Chairs and Vice Chairs for all Committees. She noted the term of office is one year with possible reappointment to serve up to one additional term by consent of the respective committee. Ms. Chavez said officer appointments were made in September with the remaining appointments to be made in November.

Steve MacFarlane, City of Phoenix, asked for clarification on weighted voting. Ms. Chaves advised weighted voting is only applicable to Regional Council and Management Committee and is not used by Technical or Policy Committees. She said weighted voting has not been used often, however it is a method by which member agencies can bring consensus to an issue. Ms. Chavez advised a complete explanation is available in the MAG Committee Operating Policies and Procedures packet.

5. Legislative and State Budget Update

Ms. St. Peter advised Tim Schmaltz was not able to attend. An update will be scheduled for the next Human Services Technical Committee (HSTC) meeting.

6. Human Services Information Station and Virtual Youth Network

Development of a human services information station and a virtual regional youth network are two goals discussed by the Committee during the August HSTC meeting. Chair Sheffield invited Amy St. Peter, MAG, to provide an update and report on the stakeholder group meeting which has since occurred. Ms. St. Peter thanked participants who attended the stakeholder group meeting. She said both projects are included in the Unified Work Plan and fall under the purview of the Human Services Technical Committee and Human Services Coordinating Committee.

Ms. St. Peter said the Human Services Information Station is a way to centralize information received from various agencies on events taking place in the community. She noted MAG often receives information to distribute to member agencies and community members, but there is no central location where this type of information is retained. Ms. St. Peter said the Human Resources Information Station will provide a central location on the MAG web site where people can see what is taking place in the community. She noted it is not intended to replace Community Information and Referral (CI&R) but rather to bridge the available resource. The primary audience will be MAG member agencies. Ms. St. Peter said the group also discussed *best practices* and a *how to manual* for topics such as putting on a foreclosure prevention event. The goal would be to provide resources and a guide for replicating successful events throughout the community.

A subset of the Human Services Information Station is the Virtual Youth Network. Ms. St. Peter said this topic was discussed among stakeholders to determine next steps should the Youth Empowerment Project (YEP) not be refunded. YEP addresses teen dating violence primarily through the Web of Friends Web site. Ms. St. Peter advised MAG staff can continue to maintain the Web site. The purpose of the Virtual Youth Network is to coordinate information about youth on a regional level. She said

there are 15 local youth commissions and advisory councils that coordinate at the local and state level; however coordination at a regional level is lacking. The Virtual Youth Network will coordinate information on youth resources in one location. Development of a youth resource list will also provide people with additional contacts and information as well as direct people to the CI&R Web site.

Ms. St. Peter said both projects were discussed by the Committee and since then, a stakeholder group was formed to further address the project. The group is now in the process of collecting information from member agencies on what should be posted on the Web site and is working to develop a standardized form for data collection.

Chair Sheffield asked for questions or further direction from Committee members. Having heard none, she asked for a motion to recommend approval of next steps. Mr. Morgan made a motion to approve the next steps in developing the Human Services Information Station and the Virtual Youth Network. Joy McClain, City of Tolleson, seconded the motion. The motion passed.

#### 7. FY 2011 Regional Human Services Plan Outline

The purpose of the MAG Regional Human Services Plan is to identify regional human services needs in order to prioritize funding decisions, specifically, locally planned Social Services Block Grant dollars. The plan also presents best practices and research about regional human services issues.

Chair Sheffield asked for input on what topics to include in this year's plan and what topics are critical to human services in the region. She also asked for input on who can help collect data or review the content in advance of the committee meeting and what data sources can be utilized. She said the plan will be drafted for the committee's vote in December. Ms. St. Peter asked what elements are useful to have in the plan noting SSBG allocations and research are always included. She advised target group fact sheets have been updated with additional information provided by the American Community Survey for 2008, Area Agency on Aging, and the Division for Developmental Disabilities.

Marty Finnegan, Arizona Department of Economic Security, provided additional information regarding research being done on current wages for persons with developmental disabilities. She said because people are losing jobs so quickly, information is not available. Ms. Finnegan said major corporations are cutting back resulting in a loss of supported employment opportunities. Additionally, the homeless rate among the developmentally disabled population is rising. She said many shelters tend not to deal with developmental disabilities because individuals have secondary disabilities that prohibit acceptance into a shelter. Ms. Finnegan also noted the DES caseload for people with developmental disabilities has tripled.

Vice Chair Matthews said the drafts and fact sheets provide very good information. He agreed with previous recommendation to include best practices, updated poverty information, and some of the indicators that touch on the working poor such as

foreclosure and broad employment statistics. Ms. St. Peter shared statistics related to foreclosures noting there are over 60,000 homes in distress in the region.

Ms. St. Peter said focus groups were held a few years ago with groups such as people with developmental disabilities or low-incomes to gather input on services utilized. She asked Committee members if it would be beneficial to once again have community conversations for the purpose of gathering information from the perspective of those receiving services. Mr. MacFarlane said the information would be very useful if done correctly. He stressed the importance of gathering data from actual client populations, not interest groups. Ms. Finnegan agreed it would be an excellent idea and good information to gather. Mr. MacFarlane recommended having equal number of homeless individual, job seekers, persons with developmental disabilities, disabilities, and elderly rate services to gauge how all groups weight services.

Ms. St. Peter asked which groups or agencies should participate in the focus groups. Vice Chair Matthews said some of the usual agencies include Area Agency on Aging, CAP agencies, and agencies serving children. He said all services will report a higher demand therefore it will be necessary to determine what it all means.

Ms. St. Peter suggested the agenda for the focus groups include an introduction to the topics, providing definitions from Arizona taxonomy, and asking for input on which services are most important. She asked for other recommendations or suggestions. Ms. Finnegan suggested also holding a focus group for family and care givers of people with developmental disabilities. She said the family and care givers may help identify issues not recognized by an individual with developmental disabilities.

The Committee reviewed a PowerPoint presentation on population, race, employment, poverty, and wait list statistics by target group. Ms. St. Peter said fact sheets have been used for two years and staff is now beginning to look at trends in the data. Ms. St. Peter reviewed the statistics noting this is a first attempt at charting the trends in data. Mr. MacFarlane recommended changing the charts to reflect data side-by-side and separating out the data. Ms. St. Peter asked Committee members to inform her of any additional areas they wish to highlight in the charts.

Chair Sheffield asked for a motion to recommend approval of the FY 2011 Regional Human Services Plan Outline. Vice Chair Matthews made a motion to recommend approval. Mr. MacFarlane seconded the motion. The motion passed.

8. Service Ranking Exercise

The Committee discussed activities to rank services funded by locally planned SSBG dollars. Chair Sheffield referred Committee members to two separate ranking forms for review noting one documents lists the target group, the other does not. She asked Committee members to discuss whether or not the target group should be included on the service ranking exercise and whether the Committee wished to complete the ranking exercise as a group or individually. Chair Sheffield noted her

recommendation to complete the ranking exercise individually. Additionally, she said a decision would need to be made on which form to use. She asked for questions and/or input from the Committee.

Ms. St. Peter said services were ranked last year without looking at target groups. She provided the option of including target groups because funding cuts may have affected one group more than another. Ms. St. Peter asked Mr. MacFarlane for his input on whether or not including the target group would affect the funding formula. Mr. MacFarlane said he did not believe using the target group would significantly affect the formula. Ms. St. Peter clarified only the top ten services, independent of target group, should be ranked.

Ms. Finnegan said she prefers using the target group as it provides a better indication of what population is being served. Paul Ludwick, City of Scottsdale, agreed with including the target groups. Ms. St. Peter clarified the ranking exercise will be completed by Committee members as well as people from the community and focus group participants. Vice Chair Matthews recommended moving forward with the service ranking sheet that includes the target group, completing the ranking exercise individually, and submitting it at a later pre-set date. Committee members also recommended including a description of target groups and service descriptions. Mattie Lord, DES, suggested removing the target group column as it is distracting on the form.

Ms. St. Peter summarized the form will be checked to ensure service descriptions are appropriate, target groups will be included, and the ranking exercise will be completed individually. Additionally, forms will be submitted by the end of October to be tallied and presented for approval in November. Mr. MacFarlane urged 100 percent participation in the process. Ms. St. Peter advised the form will be revised and distributed by end of week.

9. Requests for Future Agenda Items

Chair Sheffield requested topics or issues of interest to consider for future agendas. Ms. St. Peter noted this is a new item from the policies and procedures to ensure full involvement in developing the agenda.

Mr. MacFarlane offered to have City of Phoenix staff give a future presentation on the City of Phoenix's Rapid Re-Housing program. He said the program is currently in operation, however evaluation data are not yet available. He offered to have the presentation sometime after the first of year.

10. Comments from the Committee

Mr. Morgan shared information on a foreclosure prevention event scheduled for Saturday, October 10, 2009, from 9:00 until 11:30 a.m. at The Discovery Center at 29701 N Sunrise Point, Peoria, AZ 85383. Anyone interested may contact Mr. Morgan for further details.

Ms. St. Peter stressed the importance of having quorum at Committee meetings noting the MAG Committee Operating Policies and Procedures clearly indicate that a Committee cannot continue meeting if there is no quorum.

11. Adjourn

The meeting adjourned at 1:50 p.m. The next Human Services Technical Committee meeting is scheduled for November 12, 2009, at 1:00 p.m. at the MAG offices, second floor, Saguaro Room.