

MARICOPA ASSOCIATION OF GOVERNMENTS
HUMAN SERVICES TECHNICAL COMMITTEE
MEETING MINUTES
SEPTEMBER 11, 2008

MEMBERS ATTENDING

*Carl Harris-Morgan, Town of Gilbert,
Chairman
*Bob Baratko, City of Surprise
Keith Burke for Kathy Berzins, City of Tempe
Kyle Bogdon, DES/ACYF
+Paige Garrett, Quality of Life Community
Services, Inc
+Joyce Gross, Town of Buckeye
Laura Guild, DES/CPIP
Tim Cole for Jeffery Jamison, City of Phoenix
Deanna Jonovich, City of Phoenix
Jim Knaut, Area Agency on Aging
*Margarita Leyvas, Maricopa County
+Joyce Lopez-Powell, Valley of the Sun United
Way
Steven MacFarlane, City of Phoenix
Doris Marshall, City of Phoenix
Jayson Matthews, Tempe Community Council
*Joy McClain, City of Tolleson

Sylvia Sheffield, City of Avondale, Vice
Chair
Carol Sherer, DES/DDD
Linda Dillard for Patti Evans, City of
Goodyear

OTHERS PRESENT

DeDe Gaisthea, MAG
Jose Mercado, City of Phoenix
Shawna Tarboro, SWFHC
Amy St. Peter, MAG

+Those members present by
audio/videoconferencing.
*Those members neither present nor
represented by proxy.

1. Open Meeting for Discussion
Vice Chair Sylvia Sheffield, City of Avondale, welcomed everyone to the meeting at 1:03 p.m. and introductions ensued.
2. Call to the Audience
Shawna Tarboro, Southwest Fair Housing Council (SWFHC), stated SWFHC is a nonprofit organization that assists people with housing discrimination complaints. Her comments addressed agenda item six. She said the work of the committee in the in the allocation of SSBG funds is very important to the community as a whole. Ms. Tarboro stated working with different tools to assistance in the budget planning process is worth the time and effort of the committee. She also noted the importance of taking into account preventative efforts of the program services during the allocation process.

Doris Marshall, City of Phoenix, announced that Secretary of Labor, Elaine L. Chao, will be speaking today in Phoenix.
3. Approval of August 14, 2008 HSCT Meeting Minutes

Vice Chair Sheffield called for a motion to approve the August 14, 2008 meeting minutes. Doris Marshall, City of Phoenix, made a motion to approve the minutes. Jayson Matthews, Tempe Community Council, seconded the motion. The motion passed unanimously.

4. Allocation Training

Vice Chair Sheffield introduced Jayson Matthews, Tempe Community Council, who provided a brief allocation training to inform the zero-based budgeting exercise to follow. Mr. Matthews began by offering a condensed version of the training the Tempe Community Council (TCC) gives to their allocation volunteers. He asked members to contact him if they would like more information. Mr. Matthews stated the community volunteers allocate monies from three sources; the City of Tempe general fund, Community Development Block Grant and contributions generated from the city water bill which totaled \$60,000. He stated allocation to human services is 15 percent of the total City of Tempe funding, with the other 85 percent used by the city.

Mr. Matthews said the allocation process starts in December with community volunteers drafting the application and questions. Applications are received and reviewed with recommendations going to city council in March and final funding in July. He said the community volunteers review applicants from human services agencies. The criteria for applicants are they are non profit agencies, working with the poor and disadvantage, and have to serve Tempe based clients. All funded agencies are asked to provide a quarterly report to help volunteers when referring back to the original application to track progress.

Mr. Matthews said 40-45 agencies with 60 different programs apply every year for the \$1.1 million funding. While the volunteers review all the programs, they consider which policy area gets more funding over another area. He said to aid the recommendation process TCC looks at trends, poverty grades, foreclosure rates, shifts in population and gives facts to the volunteers. Mr. Matthews stated in the City of Tempe 60 percent of the allocated funding goes to homeless services including shelters and domestic violence services. Affordable housing programs have not been funded the last seven years. He noted persons with disabilities get the smallest disbursement of funding.

Mr. Matthews stated the volunteers first review previous allocations to see how well the agencies have done and to keep building on successful programs. Considering funding cuts and the expanding need, volunteers take into account all considerations of an application such as changes within an agencies. When major organizational changes occur, the volunteers will inquire how the agency will achieve the goals of their application. Mr. Matthews stated it is important for volunteers to have ownership of the process and that they live and work in the community. He said it is also important to gather a diverse group for a better understanding of community service needs. Ms. Guild, DES, inquired how the percentage of allocation for homelessness was determined Mr. Matthews replied the 60 percent is normally how the funding trend has work out to be from year to year.

Steve MacFarlane, City of Phoenix, commented he had been involved in the Tempe allocation process and funding often is allocated to the same agencies at the same funding levels. He said the city is committed to help fund shelters that provide services such as CASS and La Mesita. He said volunteers do participate in breakout sessions and that this is an inclusive process. He added funded agencies provide financial information to ensure the agency and programs are in good standing. Ms. St. Peter thanked Mr. Matthews and Mr. MacFarlane for the information and comments. She said the purpose of this information is to provide the committee with a different perspective to consider during the SSBG allocation process.

5. Social Services Block Grant Fact Sheet Presentation

Vice Chair Sheffield introduced Amy St. Peter, MAG, who presented the draft fact sheets for each of the SSBG target groups. Vice Chair Sheffield stated at the last HSTC meeting, the committee reviewed the template and MAG staff has completed the templates for the committee's review. Ms. Marshall inquired if MAG staff used the same format to gather information for all target groups. Ms. St. Peter replied that it was a priority to keep the data as consistent as possible in completing the fact sheets for all four target groups. She stated varying degrees of data were available for the target groups and that some information presented at the last meeting have not been included in the fact sheets for this meeting for the sake of consistency between the target groups.

Ms. St. Peter noted caveats to keep in mind when using the fact sheets. She stated Census information was used for two of the four fact sheets. She noted the American Community Survey does not report data for persons with developmental disabilities in the same way the Arizona Department of Economic Security defines developmental disabilities. As a result, the demographics were compiled by DES and only reflect people currently receiving services from the Division of Developmental Disabilities. Ms. St. Peter noted that the demographics of those receiving services may be different from those not receiving services.

The second fact sheet to not use American Community Survey demographic data is Adults, Families and Children. Ms. St. Peter noted that the first line in the demographic section will cite the data source used. Ms. St. Peter said staff tried to be as accurate as possible with the data available and to present a broad estimate of the impact and gaps in services.

Ms. St. Peter asked for the committee's feedback. Ms. Marshall inquired where the information for the Elderly fact sheet came from. Ms. St. Peter replied Area Agency on Aging provided the information. She noted all numbers provided for each target group will be double checked for clarification. Mr. MacFarlane asked how the purpose statements were developed. Ms. St. Peter replied the purpose statement was summarized by MAG staff by assessing the purpose of the services funded within each target group. Ms. Lopez-Powell commented the information on the fact sheets is invaluable for the allocation process. The consensus of the committee is to review the

fact sheets before the next HSTC meeting and report to Ms. St. Peter any suggestions or changes. Ms. St. Peter stated the revised fact sheets will be presented for action on the agenda at the next HSTC meeting.

6. Zero-Based Budgeting Exercise

Vice Chair Sheffield introduced Ms. St. Peter, MAG, who presented the zero-based budgeting exercise for use as a tool for the SSBG allocation process. Vice Chair Sheffield stated the purpose of the exercise is to develop allocation recommendations without using recommendations from previous years as a starting point by analyzing data available for the four SSBG target groups.

Ms. St. Peter thanked the committee for participating and reiterated the exercise is for information only. Ms. St. Peter said the results of this exercise will be compared to last year's recommendations. At that time, the committee can discuss any potential changes and to conduct additional activities as warranted. Such additional activities could include more detailed research or public hearings. Ms. Sherer suggested including information received from the MAG 2008 Regional Human Services Survey as another tool for information. Ms. Marshall asked if these funds were in danger of being reduced in any way. Ms. St. Peter responded that previous attempts to reduce this funding source had been thwarted which may indicate an adequate level of support to maintain funding in the future. She noted that the new administration will have an impact as well.

Ms. St. Peter stated the exercise will utilize a modified zero-based budgeting concept. Typically, incremental budgeting accepts the historical allocations and only scrutinizes new changes. Zero-based budgeting allocates funding based on need, not history. She noted that the committee will still undertake a process to develop the actual allocation recommendations to be used for FY 2010 in December.

Ms. St. Peter reviewed the purpose of funding for each target group. She noted that the purpose of the Adult, Families and Children target group as more of a short-term focus to help families and youth in crisis stabilize. She compared this to the long-term focus of the other target groups that help people to live as independently as possible.

Zero-based budgeting usually has two steps. Ms. St. Peter explained that the fact sheets are a preliminary and shortened version of what typical decision packages that are created. The second step involves prioritizing the decision packages. She noted that this will encompass the committee's exercise today. Another consideration of zero-based budgeting is that fair does not necessarily mean equal. Target groups can and perhaps should receive different amounts of funding based on need and priorities.

Jim Knaut, AAA, agreed on the concept of the exercise adding the challenge will be shifting the funding of services and the politics related to these changes. Ms. St. Peter stated any suggested changes would be up for discussion and may or may not be implemented in the final allocation process. She added the exercise now is to consider the technical level and the policy level would be considered in the future.

Mr. Knaut asked for additional detail on the process of the TCC volunteer's allocation process. Mr. Matthews said TCC empowers the volunteers by giving full responsibility of allocating the funding. The committee is a citizen panel of volunteers making recommendations to the city council. He said TCC can be a buffer to help negotiate between the city council and the community volunteers. Mr. Matthews continued saying TCC contacts agencies and provides technical assistance to those who are not working up to expectations. He noted the follow-through with the agencies to make sure they achieve the outcomes in their applications can be time consuming. Ms. Sherer expressed concerns regarding the accuracy of the fact sheets and proceeding with the exercise without the final revision. Ms. St. Peter stated the exercise would be used as one tool for the allocation process and asked for further comments from the committee.

Mr. MacFarlane suggested reviewing existing programs to assess if they satisfied the priorities of the committee. Ms. St. Peter commented this committee is working on the service level and does not consider the performance of the individual programs. The committee discussed developing priorities for funding. This could make the allocation process more clear because the committee members would have clear guidelines for what outcomes should be achieved with the funding.

Deanna Jonovich, City of Phoenix, commented the question is how to measure the outcomes and justify the needs. She suggested looking at what other funding sources are available for the services being considered. Ms. St. Peter said this is somewhat addressed on the gaps and impact section on the fact sheets. She if there are fewer people on the wait list as compared to wait lists for other target groups, then there may be more funding from other sources available for those services.

The committee discussed the benefits and challenges of completing at the zero-based budgeting exercise at the committee meeting as scheduled. All expressed support for the activity. Ms. St. Peter suggested that committee members offer some preliminary funding percentages for the target groups. Some members expressed the desire for more time and information. Others felt having more time and information would not provide a significant benefit.

Mr. Matthews suggested that committee members complete the exercise on their own after the meeting. He said the members could send their spreadsheets to MAG staff who then could average the results for the committee's review at the next meeting. Mr. MacFarlane agreed and suggested to complete the process in two steps. First, allocate funding for all target groups based on the person's expertise. Second, allocate funding for all target groups except for the one in your own area of expertise. The committee agreed with this approach.

Ms. St. Peter reviewed the next steps. She said staff would send the fact sheets to the committee immediately following the meeting. She requested that any revisions be sent to MAG staff by September 16th. On September 18th, the minutes, revised fact

sheets and revised zero-based budgeting worksheet will be sent to the committee. The worksheet will be revised to remove the dollar amounts, add a column for the second allocations, and add lines so members can indicate their name and area of expertise. The completed worksheets will be sent by the committee members to MAG staff by September 29th. Staff will calculate the results from the exercise. The results will include the percentages when members allocated funding for all four target groups as well as results for when members did not allocate for their area of expertise. The results will be reported in a spreadsheet that indicates last year's allocations, the two results from the zero-based budgeting exercise, and a blank column to reconcile any changes recommended at the next meeting. These materials will be sent out with the next meeting agenda on October 9th in preparation for the October 16th meeting.

7. Comments from the Committee

There were none.

8. Adjourn

The meeting adjourned at 2:50 p.m. **The next Human Services Technical Committee meeting is scheduled for Thursday, October 16, 2008 at 1:00 p.m. at the MAG offices, second floor, Cholla Room.**